



 **CooperStandard**

**Coupa Supplier Training**



## What is Coupa?

- Coupa is Cooper Standard's, electronic purchasing system, designed specifically for indirect goods and services only (i.e. industrial materials, office supplies, services, capital equipment and tooling). Coupa allows all Cooper Standard purchase orders and invoices to be received electronically. Direct material would not be sourced and invoiced through this system.

# Coupa Supplier Training



## What is the Indirect Purchasing Process at Cooper Standard?



Step #	Description	Completed by
1	Your end customer (requester) at Cooper Standard will initiate a requisition in Coupa to request for your goods or services.	Cooper Standard
2	After the requisition is created in Coupa, it will be reviewed by the requester's management chain.	Cooper Standard
3	Upon approval of the requisition, a purchase order will be created and electronically communicated to you (the supplier).	Cooper Standard
4	After the purchase order is received by the supplier, the supplier will deliver goods and/or services to Cooper Standard.	Supplier
5	Your end customer (requester) at Cooper Standard will confirm receipt in Coupa for the goods and services that have been delivered.	Cooper Standard
6	Upon completion of the requirements listed on the purchase order, the supplier will submit an electronic invoice in Coupa.	Supplier
7	The supplier invoice will be paid based on payment terms.	Cooper Standard

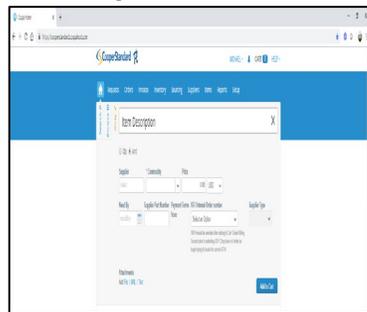


# Coupa Supplier Training

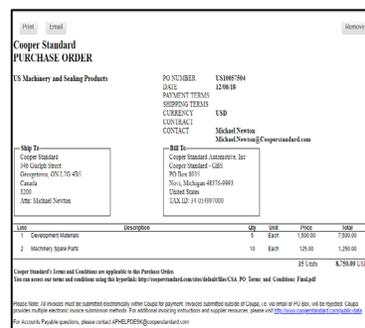
## How will I receive Purchase Orders?

- There are two options to receive purchase orders from Cooper Standard
  - Email - a purchase order will be emailed to you electronically
  - Coupa Supplier Portal - you can login to a free online portal to access your purchase order.

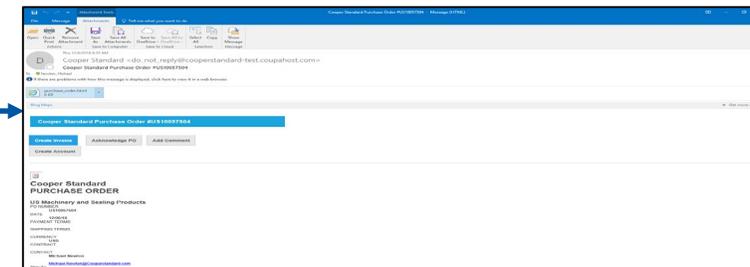
Coupa Web Portal



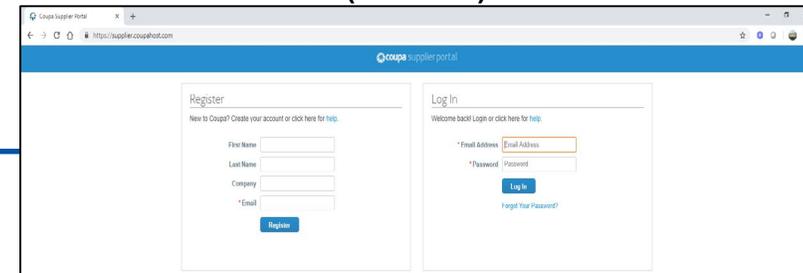
Purchase Order



Purchase Order Received via Email



Coupa Supplier Portal (Website)



Cooper Standard

Supplier

## How can I submit an invoice(s) to Cooper Standard?

- **Option 1:** If you received a Purchase Order via email and you are not registered for the Coupa Supplier Portal
  - You can submit an invoice directly from the Purchase Order email that you received from Coupa.
- **Option 2:** You can submit an invoice directly from the Purchase Order email that you received from Coupa.
  1. You can submit an invoice directly from the Purchase Order email that you received from Coupa.
  2. You can submit your invoice through the Cooper Supplier Portal



## What are Cooper Standard's Invoicing Guidelines?

- You (the supplier) will not be able to submit an invoice through Coupa unless there is a purchase order.
- The payment terms for issuing payment begin from the date the supplier **submits the invoice in Coupa** (not the invoice date that is manually entered on the invoice in Coupa).
- **Invoices must be submitted electronically through Coupa in order for payment to occur. Invoices sent via email as a PDF or physically mailed will cause your invoices to not be paid.**

*Option 1: Invoicing via Purchase Order Email  
(Supplier Actionable Notification)*

# Coupa Supplier Training



## Invoicing from Purchase Order Received via Email

1. To submit an invoice directly from a Purchase Order received via Email Select “Create Invoice”

You can also:

- **Acknowledge PO** – this will allow you to acknowledge that you have received a Purchase Order sent by Cooper Standard (this is not required by Cooper Standard)
- **Add Comment** – add a comment about this PO to be received by Cooper Standard
- **Create Account** – this will allow you to create an account on the Coupa Supplier Portal

### Cooper Standard Purchase Order

Cooper Standard Purchase Order #US10057504 - Message (HTML)

Thu 12/6/2018 8:35 AM

Cooper Standard <do\_not\_reply@cooperstandard-test.coupahost.com>  
Cooper Standard Purchase Order #US10057504

To: Newton, Michael

purchase\_order.html  
8 KB

**Bing Maps**

Cooper Standard  
345 Guelph Street  
Georgetown, ON L7G 4B5  
Canada  
3200  
Attn: Michael Newton  
Bill To  
Cooper Standard Automotive, Inc  
Cooper Standard - GBS  
PO Box 8035  
Novi, Michigan 48376-9993  
United States  
TAX ID: 34-054997000

Line	Description	Qty	Unit	Price	Total
1	Development Materials	5	Each	1,500.00	7,500.00
2	Machinery Spare Parts	10	Each	125.00	1,250.00

15 Units  
8,750.00 USD

Cooper Standard's Terms and Conditions are applicable to this Purchase Order. You can access our terms and conditions using this hyperlink: [http://cooperstandard.com/sites/default/files/CSA\\_PO\\_Terms\\_and\\_Conditions\\_Final.pdf](http://cooperstandard.com/sites/default/files/CSA_PO_Terms_and_Conditions_Final.pdf)

Please Note: All invoices must be submitted electronically within Coupa for payment. Invoices submitted outside of Coupa, i.e. via email or PO Box, will be rejected. Coupa provides multiple electronic invoice submission methods. For additional invoicing instructions and supplier resources, please visit <http://www.cooperstandard.com/public-data>

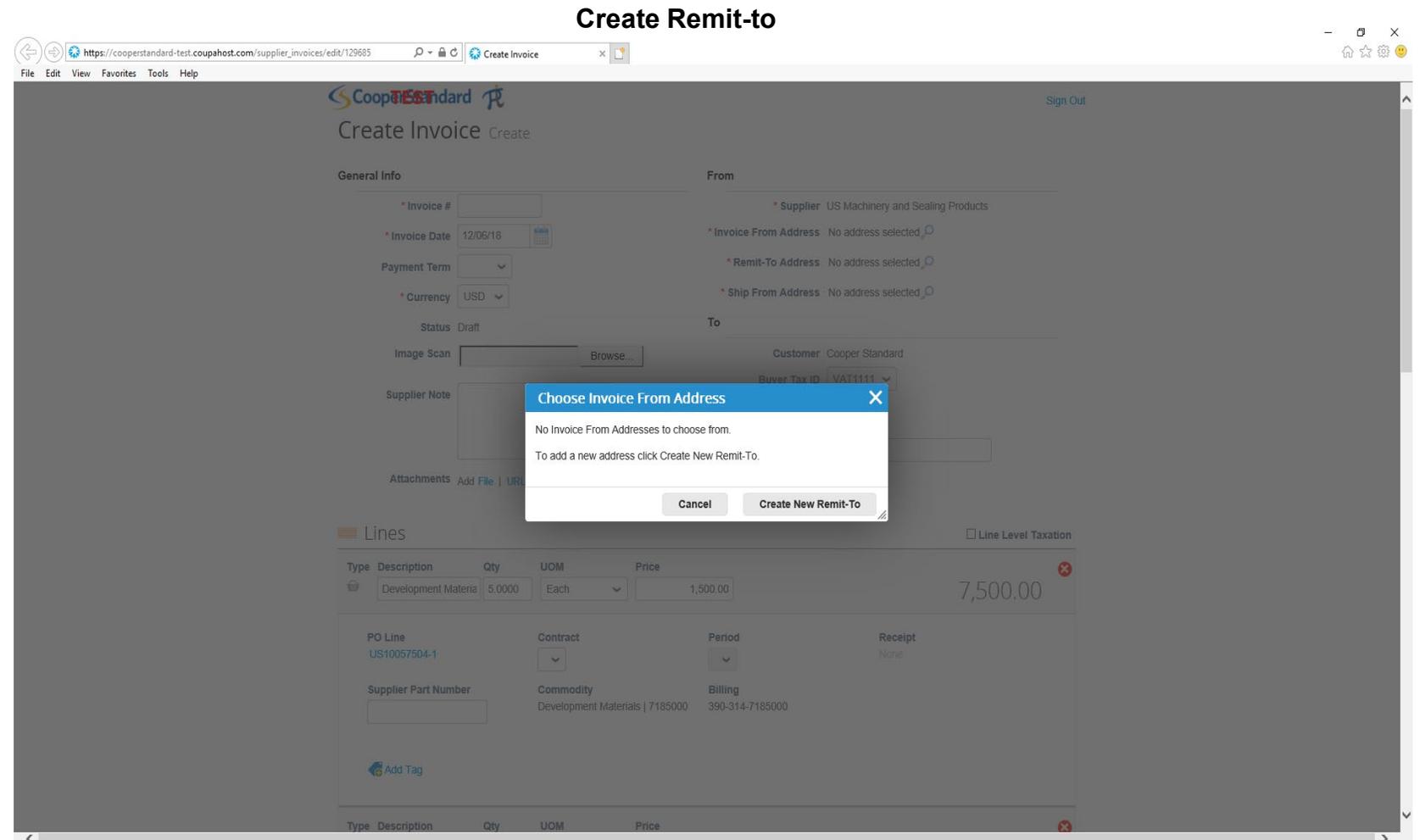
For Accounts Payable questions, please contact [APHELPDESK@cooperstandard.com](mailto:APHELPDESK@cooperstandard.com)

**Create Invoice** Acknowledge PO Add Comment  
Create Account

## Invoicing from Purchase Order Received via Email

### 2. Select “Create New Remit-to” address

- Creating the Remit-to address is only required the 1<sup>st</sup> time that you submit an invoice from a Cooper Standard Purchase Order



The screenshot shows the 'Create Remit-to' interface in the Coupa system. The browser address bar indicates the URL: [https://cooperstandard-test.coupa.com/supplier\\_invoices/edit/129685](https://cooperstandard-test.coupa.com/supplier_invoices/edit/129685). The page title is 'Create Invoice Create'. The interface is divided into 'General Info' and 'From' sections. The 'General Info' section includes fields for Invoice #, Invoice Date (12/06/18), Payment Term, Currency (USD), Status (Draft), and Image Scan. The 'From' section includes Supplier (US Machinery and Sealing Products), Invoice From Address, Remit-To Address, and Ship From Address, all of which are currently empty. A 'To' section includes Customer (Cooper Standard) and Buyer Tax ID (VAT1111). A modal dialog titled 'Choose Invoice From Address' is open in the center, displaying the message: 'No Invoice From Addresses to choose from. To add a new address click Create New Remit-To.' The dialog has 'Cancel' and 'Create New Remit-To' buttons. Below the dialog, the 'Lines' section is visible, showing a table with columns: Type, Description, Qty, UOM, Price, and a total of 7,500.00. The table contains one line item: Development Matera, Qty 5.0000, UOM Each, Price 1,500.00. Below the table, there are fields for PO Line (US10057504-1), Supplier Part Number, Contract, Commodity (Development Materials | 7185000), Period, Billing (390-314-7185000), and Receipt (None). An 'Add Tag' button is also present.

# Coupa Supplier Training



## Invoicing from Purchase Order Received via Email

2. Complete the “Address” section
3. Complete the “Tax Registration” section (if required by Coupa based on the Tax Country for your location)
  - You do not need to complete the banking section as your banking information is already stored in our ERP system
4. Select “Create and Use”

**Enter a New Address**

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

**Company Information**

Supplier US Machinery and Sealing Products

\* Country United States

**Address**

Remit To Name

\* Line 1

Line 2

\* City

State

\* Postal Code

Preferred Language English

**Tax Registration**

Tax Country United States

Tax ID

Not For Cross-Border Invoices

**Banking Information**

NOTE: Banking information is required for compliant invoicing when indicated (with a \*). Otherwise, banking info here is not required and will remain private

Cancel Create and Use



## Invoicing from Purchase Order Received via Email

### 5. Enter you “Invoice #”

- Your payment terms will be defaulted based on your supplier record has been setup in our ERP system.

### 6. Enter the “Invoice Date”

### 7. Attached a copy of your invoice using the “Image Scan” Option

### Create Invoice

Create Invoice [Create](#)

**General Info**

\* Invoice #

\* Invoice Date

Payment Term N060

\* Currency

Status Draft

Image Scan  [Browse...](#)

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

**From**

\* Supplier US Machinery and Sealing Products

Supplier Tax ID None

\* Invoice From Address US Machinery and Sealing Products   
18334 Oakwood Blvd  
Detroit, MI 48894  
United States

\* Remit-To Address US Machinery and Sealing Products   
18334 Oakwood Blvd  
Detroit, MI 48894  
United States

\* Ship From Address US Machinery and Sealing Products   
18334 Oakwood Blvd  
Detroit, MI 48894  
United States

**To**

Customer Cooper Standard

Buyer Tax ID

Blanket Purchase Order None

Pack Slip

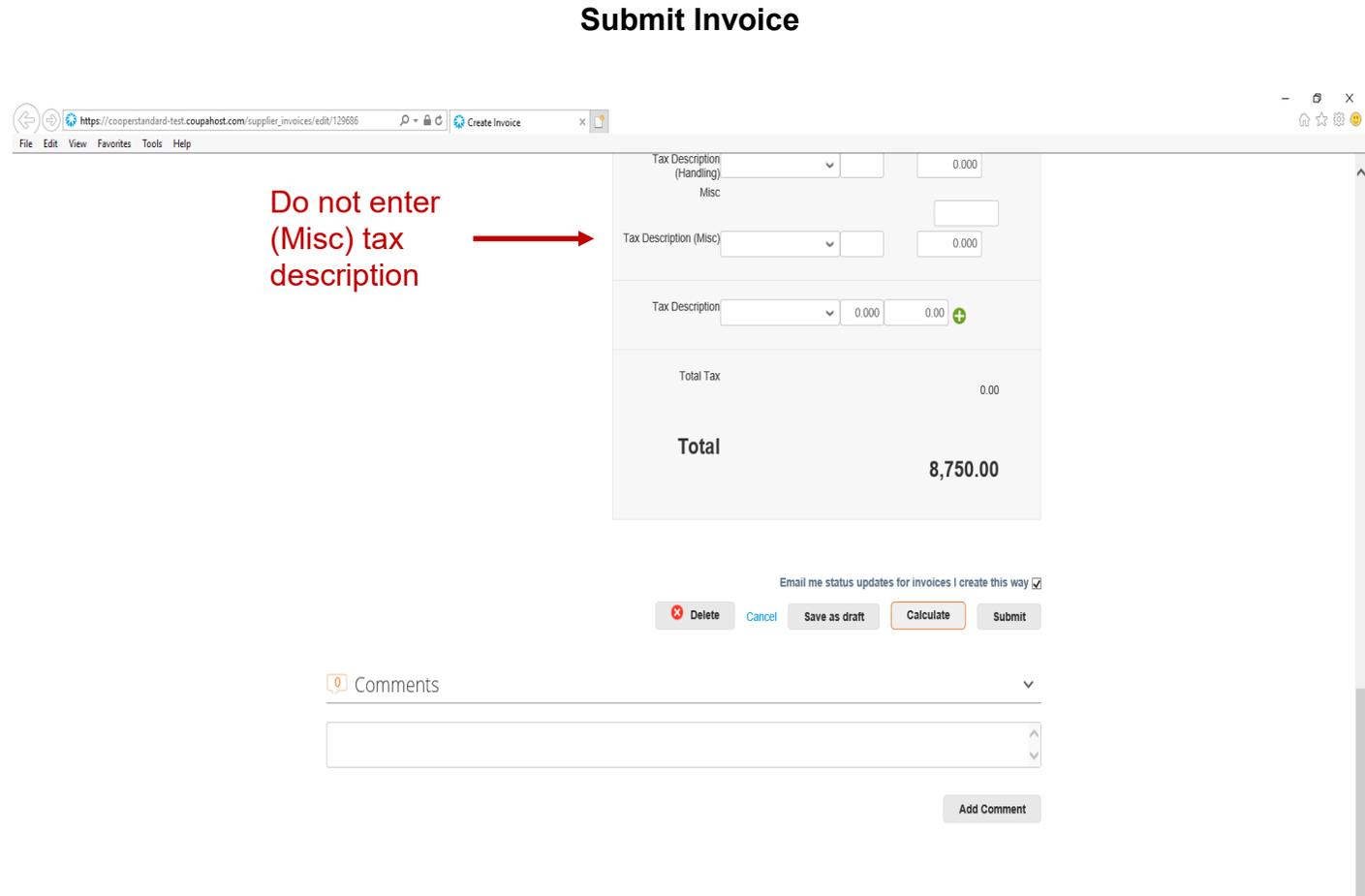
**Lines**  Line Level Taxation

Type	Description	Qty	UOM	Price	
	Development Materia	5.0000	Each	1,500.00	7,500.00
PO Line	US10057504-1		Contract	Period	Receipt
			<input type="text"/>	<input type="text"/>	None

## Invoicing from Purchase Order Received via Email

8. Enter/Select “Shipping” and “Tax” amount on the Invoice Line
9. Select “Calculate” to calculate the total on your invoice
10. Select “Submit” to submit your invoice to Cooper Standard
  - You can leave the “email me status updates for invoices I create this way checked”

**Submit Invoice**



Do not enter (Misc) tax description

Tax Description (Handling)		0.000
Misc		
Tax Description (Misc)		0.000
Tax Description	0.000	0.00 +
Total Tax		0.00
<b>Total</b>		<b>8,750.00</b>

Email me status updates for invoices I create this way

0 Comments

*Option 2: Invoicing via the Coupa Supplier Portal*

# Coupa Supplier Training



## What is the Coupa Supplier Portal (CSP)?

- The Coupa Supplier Portal is a free online portal that allows suppliers to manage their Purchase Orders, Invoices and Payment.
- The Coupa Supplier Portal will allow multiple users access Coupa, (i.e. accounts receivables, sales, associates from multiple sites, etc.).

The screenshot shows a web browser window with the URL <https://supplier.coupahost.com>. The page features a blue header with the Coupa logo and the text "coupa supplier portal". Below the header, there are two main sections: "Register" and "Log In".

**Register Form:**

- Title: Register
- Text: New to Coupa? Create your account or click here for [help](#).
- Fields: First Name, Last Name, Company, \* Email
- Button: Register

**Log In Form:**

- Title: Log In
- Text: Welcome back! Login or click here for [help](#).
- Fields: \* Email Address, \* Password
- Button: Log In
- Link: [Forgot Your Password?](#)

You can register for the Coupa Supplier Portal at <https://supplier.coupahost.com>

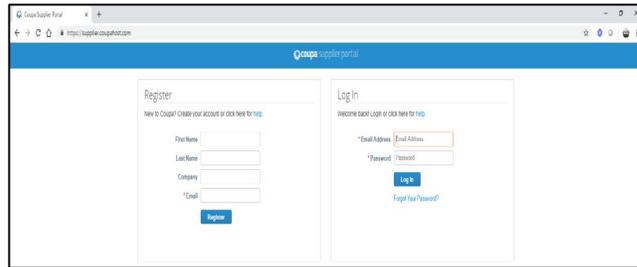
**You can view the payment status of your invoice on the Coupa Supplier Portal**

# Coupa Supplier Training



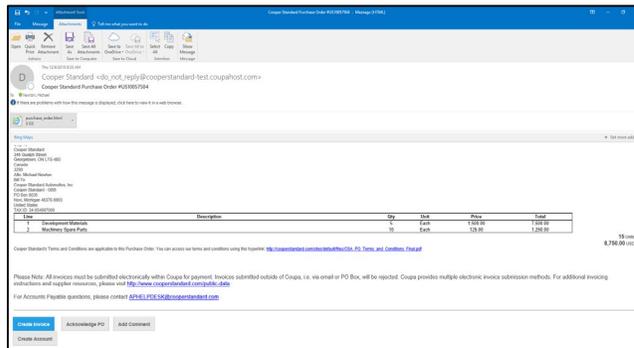
## What is the process to register for the Coupa Supplier Portal and link to Cooper Standard?

1a. Navigate to the Coupa Supplier Portal to Self-Register



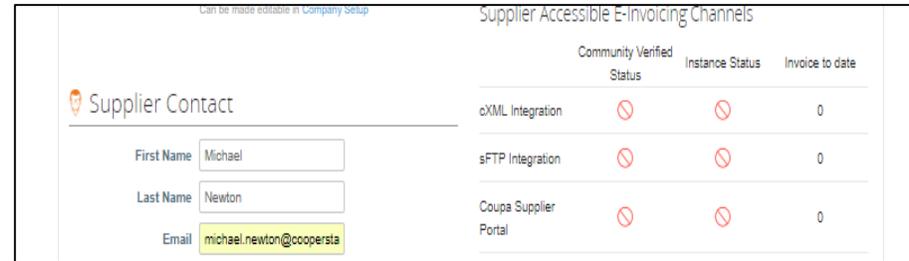
OR

1b. Create an account from an emailed Purchase Order Email



2. Coupa Supplier Portal (CSP) Account and Supplier Record in Coupa Web Portal Linked by Cooper Standard

\*Supplier Contact Details in Coupa

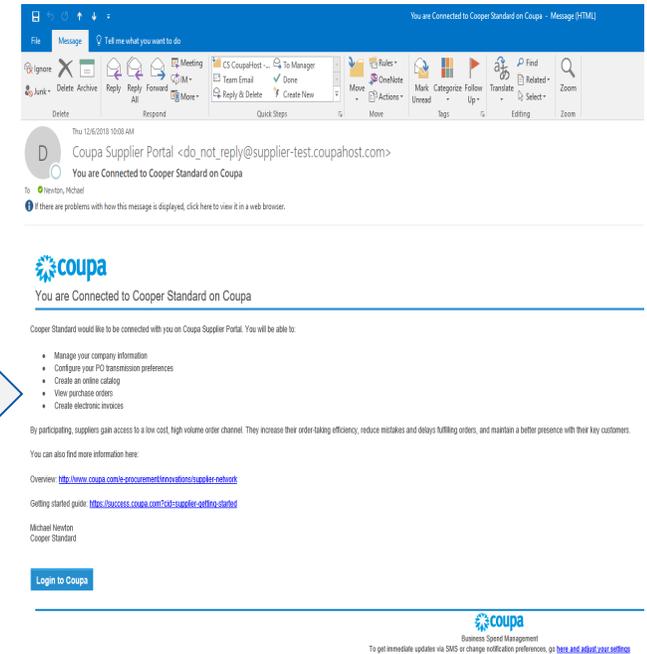


Supplier Invited to Connect with Cooper Standard



If you need to update your supplier contact information (First Name, Last Name, Email Address and Telephone Number) or purchase order email address, please send this information to [NAPiSupplierEnablement@cooperstandard.com](mailto:NAPiSupplierEnablement@cooperstandard.com)

4. Your Coupa Supplier Portal Account is now connected to Cooper Standard to view POs on the CSP



If Cooper Standard invites you to the Coupa Supplier Portal and you have not registered for a Coupa Supplier Portal Account, you will be asked to sign up for an account in the invitation email sent from Cooper Standard

Supplier

Cooper Standard

# Coupa Supplier Training



## What are the main features of the CSP?

The screenshot shows the Coupa Supplier Portal interface. The navigation bar at the top includes links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. The main content area is divided into two columns. The left column is titled 'CS Supplier' and features a globe icon, a list of links (About, Industry, Website, Established, Employees), and an 'Improve Your Profile' button. The right column contains two sections: 'Merge Accounts' with a paragraph of text and a 'Click here' link, and 'Latest Customers' with a link to 'Cooper Standard - US Machinery and Sealing Products'.

<b>Orders</b>	Review your Purchase Orders and submit invoices/credit memos
<b>Invoices</b>	Reviewing status of Invoices and Credit Memos
<b>Admin</b>	Administer your CSP Account

# Coupa Supplier Training



## What should I setup on the Coupa Supplier Portal?

You must add your “Legal Entity” prior to submitting an invoice or credit memo

1. Select the “Admin” tab
2. Select “E-Invoicing” Setup
3. Select “Add Legal Entity”

The screenshot shows the Coupa Supplier Portal interface. At the top, the header includes the Coupa logo and 'supplier portal' text, along with user information 'MICHAEL', a notification bell with '0', and a 'HELP' dropdown. Below the header is a navigation bar with tabs for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. The Admin tab is highlighted with a red box. Below the navigation bar, the page title is 'Admin E-Invoicing Setup'. On the left side, there is a sidebar menu with options: Users, Merge Requests, E-Invoicing Setup (highlighted with a red box), Fiscal Representatives, Remit-To, Terms of Use, Coupa Accelerate, and Preferences. On the right side, there is a main content area with a header 'Legal Entity' and a button labeled 'Add Legal Entity' (highlighted with a red box).



## What should I setup on the Coupa Supplier Portal?

4. Enter "Legal Entity Name"
5. Select "Country"
6. Select "Continue"

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name

Country

This is the official name of your business that is registered with the local government and the country where it is located.

## What should I setup on the Coupa Supplier Portal?

### 7. Complete the “Required” for Invoicing section

- You can leave the Remit-to and Ship-from Address checked. You remit-to address and ship-from address are stored in our ERP system

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country United States

- Use this address for Remit-To 
- Use this for Ship From address 

#### REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. 



## What should I setup on the Coupa Supplier Portal?

8. Complete the “Tax Registration” section (if required by Coupa based on the Tax Country for your location)

What is your Tax ID? 

Country  



Tax ID

I don't have a VAT/GST Number

[Add additional Tax ID](#)

## What should I setup on the Coupa Supplier Portal?

9. Select “Done”
10. Your Setup is Complete
11. Select “Return to Admin”

Miscellaneous

Invoice From Code  ⓘ

Preferred Language

Setup Complete ×



Congratulations!

This legal entity can now be used on new invoices.

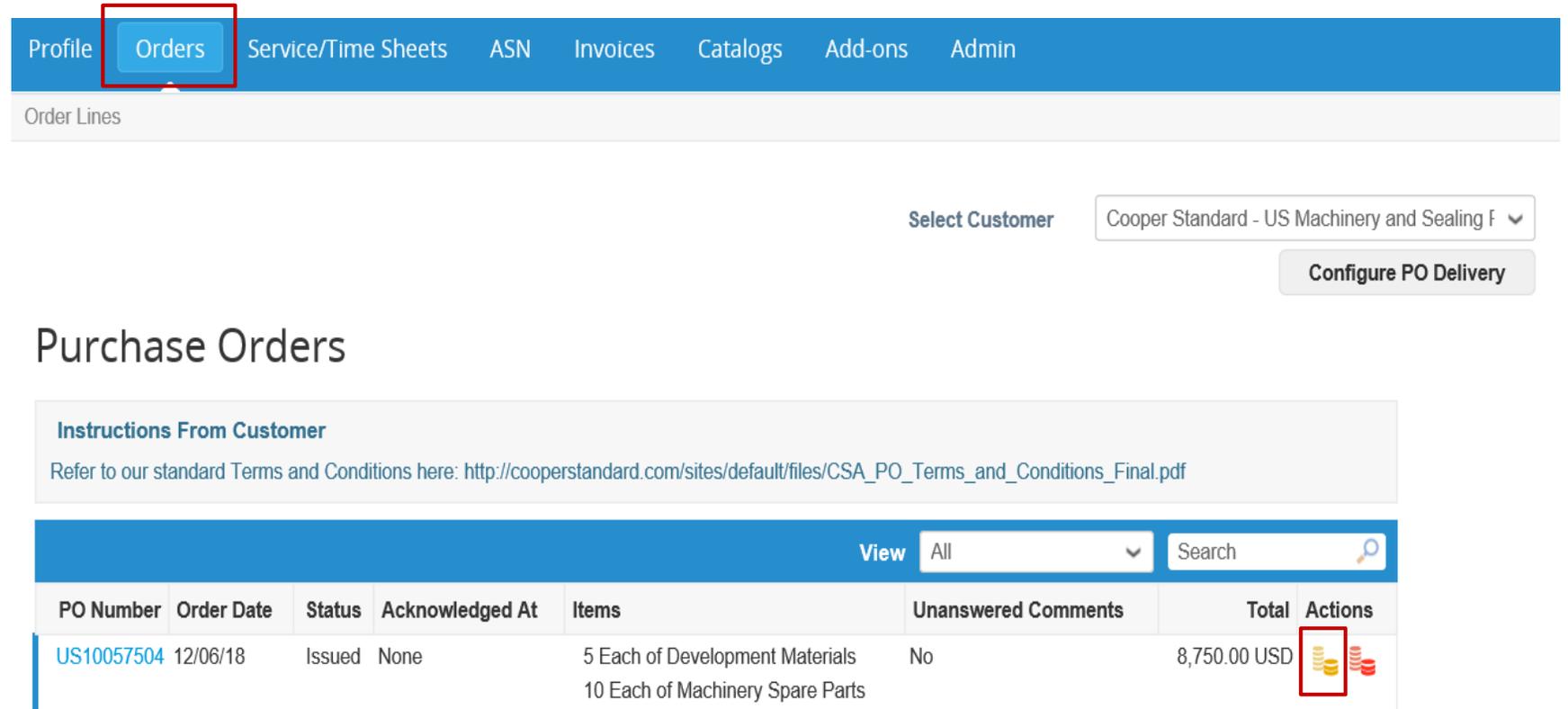
**To get paid** - Most customers require that you send them this payment info in **in addition to providing it on the invoice.** ⓘ

- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

*Viewing a Purchase Order to Submit an Invoice on the CSP*

## How do I view a Purchase Order to submit an invoice?

1. Select the “Orders” tab
2. Select “Create Invoice” (this is the **yellow** stack of coins)



The screenshot shows the Coupa Supplier Training interface. At the top, there is a navigation bar with tabs: Profile, Orders (highlighted with a red box), Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. Below the navigation bar, there is a section for 'Order Lines'. On the right side, there is a 'Select Customer' dropdown menu showing 'Cooper Standard - US Machinery and Sealing F' and a 'Configure PO Delivery' button. Below this, there is a section titled 'Purchase Orders'. Underneath, there is a box for 'Instructions From Customer' with a link to the standard Terms and Conditions. At the bottom, there is a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, and Actions. The table contains one row for PO Number US10057504, Order Date 12/06/18, Status Issued, Acknowledged At None, Items 5 Each of Development Materials and 10 Each of Machinery Spare Parts, Unanswered Comments No, and Total 8,750.00 USD. The Actions column for this row contains a yellow stack of coins icon (highlighted with a red box) and a red stack of coins icon.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
US10057504	12/06/18	Issued	None	5 Each of Development Materials 10 Each of Machinery Spare Parts	No	8,750.00 USD	 

## How do I view a Purchase Order to submit an invoice?

3. Enter you “Invoice #”
  - Your payment terms will be defaulted based on your supplier record has been setup in our ERP system.
4. Enter the “Invoice Date”
5. Attached a copy of your invoice using the “Image Scan” Option

### Create Invoice Create

#### General Info

\* Invoice #

\* Invoice Date  

Payment Term N060

\* Currency  

Status Draft

Image Scan

Supplier Note

Attachments Add [File](#) | [URL](#) | [Text](#)

#### From

\* Supplier US Machinery and Sealing Products

Supplier Tax ID None

\* Invoice From Address US Machinery and Sealing Products   
18334 Oakwood Blvd  
Detroit, MI 48823  
United States

\* Remit-To Address US Machinery and Sealing Products   
18334 Oakwood Blvd  
Detroit, MI 48823  
United States

\* Ship From Address US Machinery and Sealing Products   
18334 Oakwood Blvd  
Detroit, MI 48823  
United States

#### To

Customer Cooper Standard

Buyer Tax ID  

Blanket Purchase Order None

Pack Slip

## How do I view a Purchase Order to submit an invoice?

6. The “Price” for the Invoice Line will default based on the Purchase Order. If you need to invoice for a different amount change the “qty” and “price” on the invoice line item

7. If you only want to invoice for a single line on your purchase order, select the **“Red X”** to delete the line that you will not be invoicing

☰ Lines  Line Level Taxation

Type	Description	Qty	UOM	Price	
	Development Materia	5.0000	Each	1,500.00	7,500.00 
<b>PO Line</b> US10057504-1			<b>Contract</b> ▼	<b>Receipt</b> None	<b>Supplier Part Number</b> <input type="text"/>
<b>Commodity</b> Development Materials   7185000			<b>Billing</b> 390-314-7185000		
	Add Tag				
<b>Type</b>	<b>Description</b>	<b>Qty</b>	<b>UOM</b>	<b>Price</b>	
	Machinery Spare Par	10.0000	Each	125.00	1,250.00 
<b>PO Line</b> US10057504-2			<b>Contract</b> ▼	<b>Receipt</b> None	<b>Supplier Part Number</b> <input type="text"/>
<b>Commodity</b> Machinery Spare Parts   7255400			<b>Billing</b> 390-314-7255400		
	Add Tag				

*Warning: If the supplier enters a \$0 on the line item as opposed to deleting it then it will cause a bottleneck in the payment process.*

## How do I view a Purchase Order to submit an invoice?

8. Enter/Select “Shipping” and “Tax” amount on the Invoice Line
9. Select “Calculate” to validate the total for your invoice
10. Select “Submit” to send to Cooper Standard

Do not enter  
(Misc) tax  
description



Totals & Taxes	
Subtotal	8,750.00
Shipping	
Tax Description (Shipping)	0.000
Handling	
Tax Description (Handling)	0.000
Misc	
Tax Description (Misc)	0.000
Tax Description	0.000
	0.000 +
Total Tax	0.00
<b>Total</b>	<b>8,750.00</b>

Delete Cancel Save as draft Calculate Submit

Qty	UOM	Price
10.0000	Each	125.00

1,250.00

**Are You Ready to Send?**

You're about to send an invoice to **Cooper Standard** for a total amount of **8,750.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

Continue Editing Send Invoice

*Viewing a Purchase Order to Submit an Credit Memo on the  
CSP*



## How do I view a Purchase Order to submit a credit memo?

1. Select the “Orders” tab
2. Select “Create Credit Memo” (this is the **red** stack of coins)

Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Order Lines

Select Customer Cooper Standard - US Machinery and Sealing F

**Configure PO Delivery**

### Purchase Orders

**Instructions From Customer**  
Refer to our standard Terms and Conditions here: [http://cooperstandard.com/sites/default/files/CSA\\_PO\\_Terms\\_and\\_Conditions\\_Final.pdf](http://cooperstandard.com/sites/default/files/CSA_PO_Terms_and_Conditions_Final.pdf)

View All

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
US10057504	12/06/18	Issued	None	5 Each of Development Materials 10 Each of Machinery Spare Parts	No	8,750.00 USD	



## How do I view a Purchase Order to submit a credit memo?

3. Enter a Credit Note #
4. Enter a Credit Note Date
  - Your payment terms will be defaulted based on your supplier record has been setup in our ERP system.
5. Enter Original Invoice Number
6. Enter Original Invoice Date
7. Attached a copy of your invoice using the “Image Scan” Option

### Create Credit Note [Create](#)

#### General Info

\* Credit Note #

\* Credit Note Date 12/06/18

Payment Term N060

\* Currency USD

Status Draft

\* Original Invoice #

\* Original Invoice Date mm/dd/yy

Image Scan

Supplier Note

Attachments [Add](#) [File](#) | [URL](#) | [Text](#)

#### From

\* Supplier US Machinery and Sealing Products

Supplier Tax ID None

\* Invoice From Address US Machinery and Sealing Products   
18334 Oakwood Blvd  
Detroit, MI 48823  
United States

\* Remit-To Address US Machinery and Sealing Products   
18334 Oakwood Blvd  
Detroit, MI 48823  
United States

\* Ship From Address US Machinery and Sealing Products   
18334 Oakwood Blvd  
Detroit, MI 48823  
United States

#### To

Customer Cooper Standard

Buyer Tax ID VAT1111

Blanket Purchase Order None

Pack Slip

## How do I view a Purchase Order to submit a credit memo?

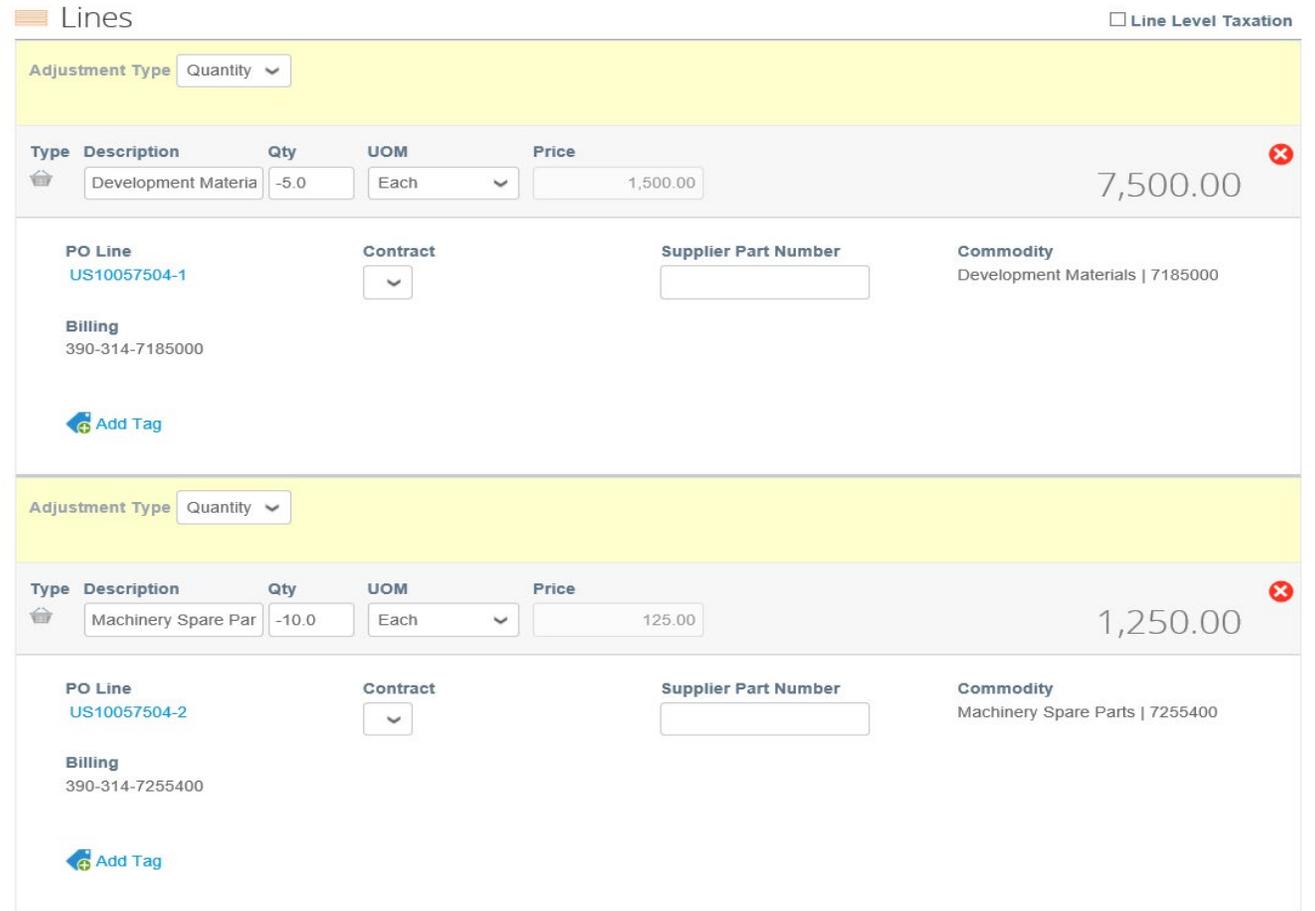
### 3. Select Adjustment Type

- Quantity
- Price
- Other (Price, Quantity etc.)

Note: Credit Memos for Cooper Standard must be a negative amount

6. The “Price” for the Credit Memo will default based on the Purchase Order. If you need to invoice for a different amount change the “qty” and “price” on the credit memo line item. Please make sure you have selected the correct adjustment type

7. If you only want to invoice for a single line on your purchase order, select the **“Red X”** to delete the line that you will not be invoicing



The screenshot displays the 'Lines' section of a Coupa interface. It features two line items, each with a yellow header bar for 'Adjustment Type' set to 'Quantity'. The first line item is for 'Development Material' with a quantity of -5.0, a unit of measure of 'Each', and a price of 1,500.00, resulting in a total of 7,500.00. The second line item is for 'Machinery Spare Par' with a quantity of -10.0, a unit of measure of 'Each', and a price of 125.00, resulting in a total of 1,250.00. Both line items include fields for 'PO Line', 'Contract', 'Supplier Part Number', and 'Commodity'. A red 'X' icon is visible in the top right corner of each line item's details section, indicating a delete option. An 'Add Tag' button is located at the bottom of each line item's details section.

Type	Description	Qty	UOM	Price	Total
Development Material		-5.0	Each	1,500.00	7,500.00
Machinery Spare Par		-10.0	Each	125.00	1,250.00

*Warning: If the supplier enters a \$0 on the line item as opposed to deleting it then it will cause a bottleneck in the payment process.*

## How do I view a Purchase Order to submit a credit memo?

8. Enter/Select “Shipping” and “Tax” amount on the Credit Memo Line
9. Select “Calculate” to validate the total for your credit memo
10. Select “Submit” to send to Cooper Standard

Do not enter (Misc) tax description



Totals & Taxes

Subtotal			-8,750.00
Shipping			
Tax Description (Shipping)			0.000
Handling			
Tax Description (Handling)			0.000
Misc			
Tax Description (Misc)			0.000
Tax Description		0.000	-0.00 +
Total Tax			0.00
<b>Total</b>			<b>-8,750.00</b>

Are You Ready to Send?

You're about to send an credit note to **Cooper Standard** for a total amount of **-8,750.00**. Once sent, you'll have to contact your customer directly to make changes to the credit note.

*Viewing Status of an Invoice on the CSP*



## How do I view the status of an invoice on the CSP?

1. Select the “Invoices” tab
2. Search for your “Invoices”
3. Review the Status of your Invoice. Your invoice can have various statuses
  - Draft – your invoice has not been submitted to Cooper Standard
  - Processing – your invoice has been submitted and is being processed by Coupa
  - Approved – your invoice is approved for paid
  - Pending Approval – your invoice is pending approval by Coupa Standard
  - Disputed – your invoice has been disputed by Cooper Standard and a correct is required
  - Paid – your invoice has been paid
  - Voided – your invoice has been void and will not be paid

supplier portal MICHAEL ▾ | NOTIFICATIONS 1

Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Add-ons Admin

Select Customer

### Invoices

**Instructions From Customer**  
Refer to our standard Terms and Conditions here: [http://cooperstandard.com/sites/default/files/CSA\\_PO\\_Terms\\_and\\_Conditions\\_Final.pdf](http://cooperstandard.com/sites/default/files/CSA_PO_Terms_and_Conditions_Final.pdf)

Export to ▾ View All ▾ Search 🔍

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
<a href="#">INV 2342</a>	12/06/18	Approved	<a href="#">US10057504</a>	8,750.00 USD	No	

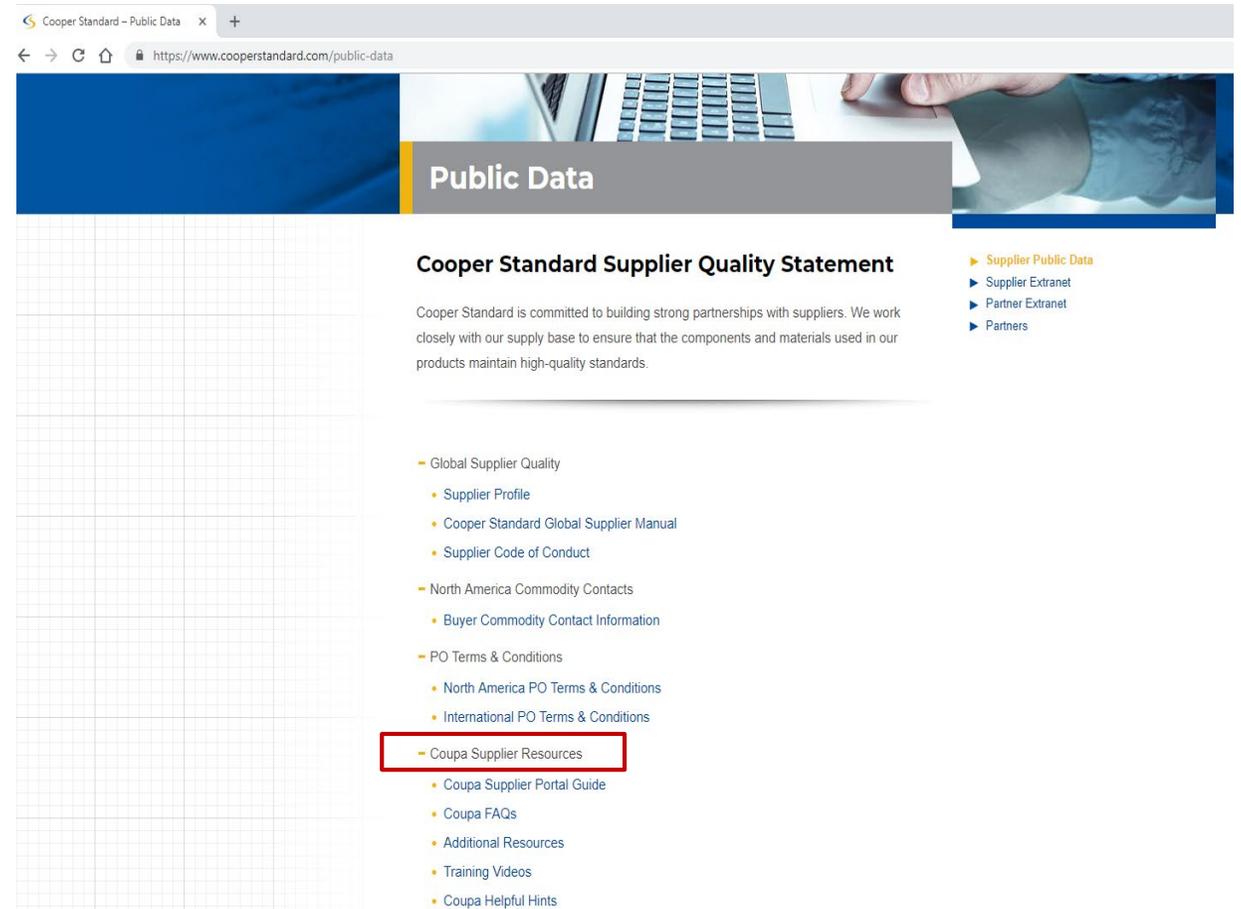
Per page 15 | 45 | 90

*Additional Training on the Coupa Supplier Portal*

# Coupa Supplier Training

## Where can I find additional training on the Coupa Supplier Portal?

- You can find additional training on the Coupa Supplier Portal at <https://www.cooperstandard.com/public-data> under Coupa Supplier Resources
- Topics include
  - Coupa Supplier Portal Guide
  - Coupa FAQs
  - Additional Resources
  - Training Videos
  - Coupa Helpful Hints





*Support*

# Coupa Supplier Training



## Who can I contact for support?

<a href="mailto:NAPiSupplierEnablement@cooperstandard.com">NAPiSupplierEnablement@cooperstandard.com</a>	<ul style="list-style-type: none"><li>• General Indirect Purchasing Procure-to-Pay process inquiries/questions</li><li>• Update Supplier Contact Details for Cooper Standard in Coupa</li><li>• Linking Coupa Supplier Portal Account with Cooper Standard</li></ul>
<a href="mailto:aphelpdesk@cooperstandard.com">aphelpdesk@cooperstandard.com</a>	<ul style="list-style-type: none"><li>• Questions regarding the status/payment of your invoice</li></ul>
<a href="mailto:supplier@coupa.com">supplier@coupa.com</a>	<ul style="list-style-type: none"><li>• Technical issues with the Coupa Supplier Portal (CSP)</li></ul>