



**The Financial Times**

**Coupa Supplier Portal  
User Guide**



# Coupa Supplier Portal (CSP) Overview

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The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily do business with the FT Group and other customers who use Coupa.

## Benefits:

- Receive and review Purchase Orders
- Send Invoices and Credit Notes
- Monitor invoices through to payment
- Create and Manage catalog items
- Enhance efficiency thanks to real-time visibility

## Coupa enables:

- Suppliers to create legally compliant electronic invoices, available to UK Suppliers only at this time
- Guaranteed delivery of invoices
- Better visibility and increased straight-through processing
- Easier audits, better transparency

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Your participation is key to Procure-To-Pay success. The FT Group will be working with you to support your onboarding and use of the Coupa Supplier Portal to maximise its benefits.

- Coupa and the CSP make invoicing simple by enabling electronic invoice creation and submission
- In doing so, Coupa supports standardised legal and commercial compliance
- Coupa can enable you by:
  - Pushing legally required data fields (Tax and Commercial Laws), available to Suppliers in the UK only at this time
  - Applying population rules to ensure presence of data (Line descriptions, VAT IDs etc.)
  - Applying validation rules to check accuracy of data where possible
  - Allowing you to immediately correct invoice data in case of errors
  - Using state of the art digital signatures, available to Suppliers in the UK only at this time
- Coupa saves all legal and compliant electronic invoices in the Coupa Supplier Portal, where suppliers can access and download them

# Further help and support

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If you are unable to find answers to your questions within these guides you can refer to:

- [FT Supplier Webpage](https://aboutus.ft.com/suppliers), which includes FAQs and other supporting information: [aboutus.ft.com/suppliers](https://aboutus.ft.com/suppliers)
- You can contact our Procure-to-Pay Operations team at [p2p@ft.com](mailto:p2p@ft.com)

Or if you require technical assistance with Coupa you can refer to:

- [Coupa Supplier Help Centre](#)
- [Coupa Compass](#) - Provides generic user guides for Suppliers including videos, courses and resources to help with technical issues.
- View the '[Getting started with the CSP](#)' guide from Coupa
- From the [CSP homepage](#) you can click the bubble in the bottom right of the screen, to chat live with a Coupa specialist