



Forwarding an Invitation to the Coupa Supplier Portal (CSP)

You can easily invite others within your organization to the CSP by forwarding them your PO email notification or by sending them an invitation from the [Create Your Account](#) page.

Go to your email and find the CSP Registration invitation you received, then click the **Forward Invitation** button at the bottom of the email.

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to brankaprtjenjak+UAT1 ▾

 Action Required - Sherwin-Williams Registration Instructions

Powered by 


Hello Supplier,

Welcome! The Sherwin-Williams Company wants to connect with you on Coupa. The Coupa Supplier Portal (CSP) is completely free and helps you manage PO's and invoices electronically. Find out more using the link buttons below to either register or forward this invitation to another person at your company. Once registered, you will submit your invoices against PO's through the Coupa Supplier Portal.

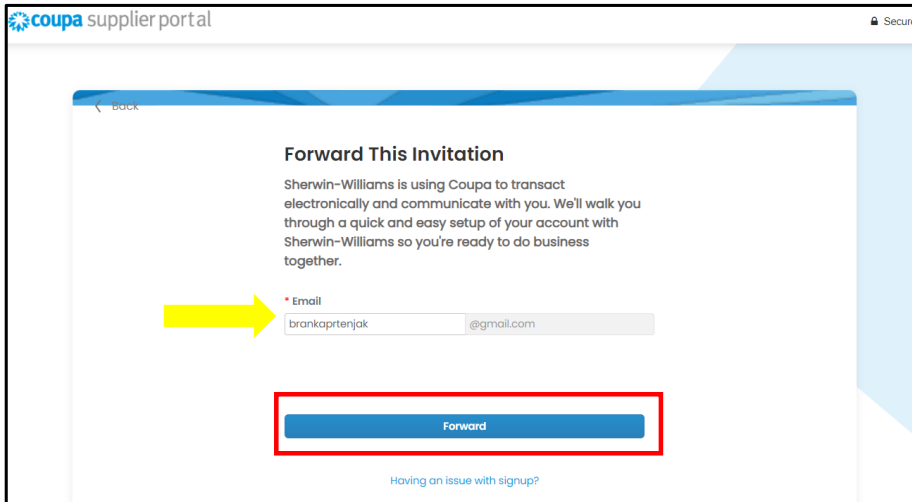
Reference materials for the Coupa Supplier Portal are located at <https://suppliers.sherwin-williams.com/cs/suppliers/coupa-suppliers>. Please contact buyrightcoupaenable@sherwin.com with any questions or if you experience any issues when registering. Thank you,

Branka Vujovic
Sherwin-Williams

[Join Coupa Supplier Portal](#) [Forward Invitation](#)


Business Spend Management

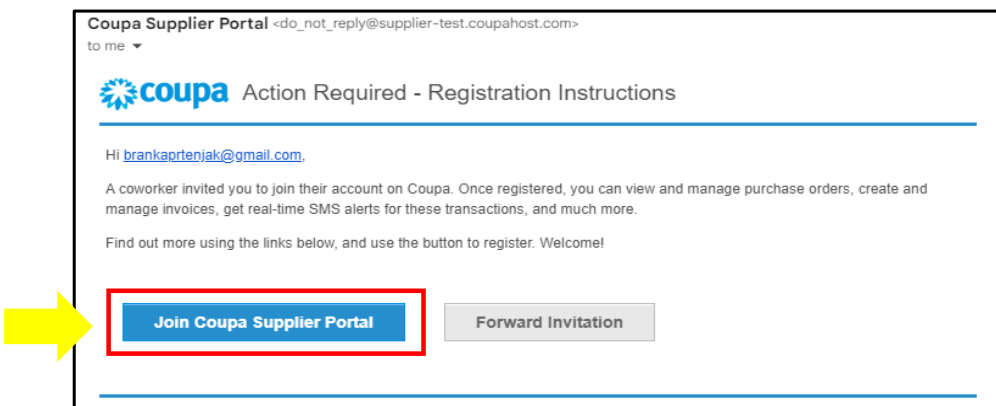
You will be directed to the CSP and type in the email address you want to forward to then click the “Forward” button. An invitation to the CSP is sent to the email address that you specified.



NOTE: You can forward the invitation only to email addresses with the same domain. However, this ensures more built-in security.

When the invited user receives the email, they should click the **Join Coupa Supplier Portal** button at the bottom of the email.

NOTE: The invitation to the Coupa Supplier Portal (CSP) expires after 30 days



Once the invitee clicks the button, they will be directed to the **Create an Account** page. This is where they will fill out the required information such as creating a password and click the blue “Create an Account” button at the bottom of the page

coupa supplier portal

Create an Account

Sherwin-Williams is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Sherwin-Williams so you're ready to do business together.

* **Business Name**
BRANKA Test for Training
Your legal business name (or legal personal name if an individual)

* **Email**
brankaprtjenjak+UATI@gmail.com

* **First Name** BRANKA * **Last Name** VUJOVIC

* **Password** * **Confirm Password**
Use at least 8 characters and include a number and a letter.

* **Country/Region** * **Tax Registration** (?)

 I do not have a Tax ID

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

Already have an account? [LOG IN](#)

[Forward this to someone](#)

Note: if you scroll down there is a prompt at the bottom to the **Forward this to someone**. The invitee can also forward an invite to the CSP here.

Why can't I forward the invitation?

1. If the invitee is already linked to the CSP, there will be a warning message that the email already exists. If this is the case, when on the "Create an Account" page, they can click **LOG IN** at the bottom of the page.

OR

2. If the invitee tries to create an account from an expired invitation, the user is directed to the **Register / Login** page where a red message bar displays the following: "Your invitation has expired or already been activated."

Commented [DP1]: do we want to link how to access SW support if someone runs into an issue with losing a password or someone owning the CSP portal and leaving?

Commented [CMD2R1]: Is this someone at Sherwin? Wouldn't that be a Coupa Support question?