

## Supplier with Existing CSP

Do you already have an account in Coupa?

If **YES**, you do not have to register a new account. You can use your existing information! Just click on Join and Respond when you receive your CSP invite and click on LOG IN at the bottom of the page.

**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  
Your legal business name (or legal personal name if an individual)

\* Email  
**Email that got the CSP request**

\* First Name \* Last Name

\* 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](#)

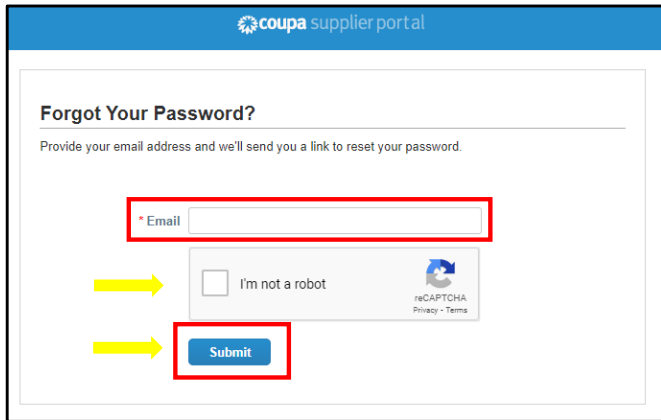
**Create an Account**

Already have an account? **LOG IN**  
Forward this to someone

Save this link to enter [Coupa Supplier Portal](#), also known as the CSP, if your information is already setup in the CSP for Sherwin-Williams.

Once you type in your credentials and you will be taken to the home page.

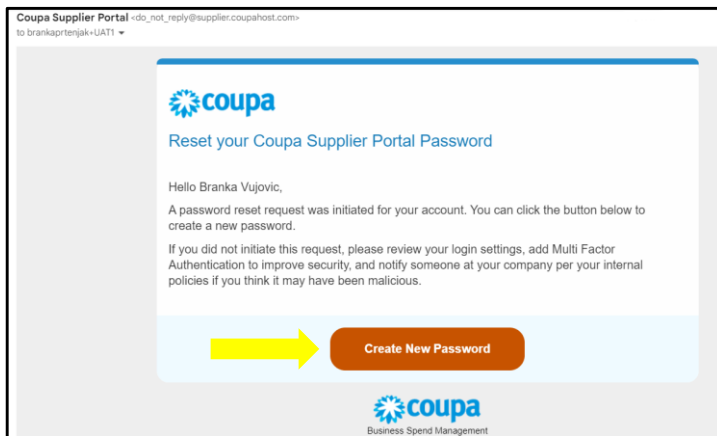
If you do not remember your credentials, simply select “Forgot your password?” and you will be prompted to type in your email. Use the email address associated with your account and then click “Submit”.




You will get a green notification at the top of the screen confirming that an email has been sent to re-set your password.



Go to the email associated with your account and you should see the following message. Click “Create New Password”.

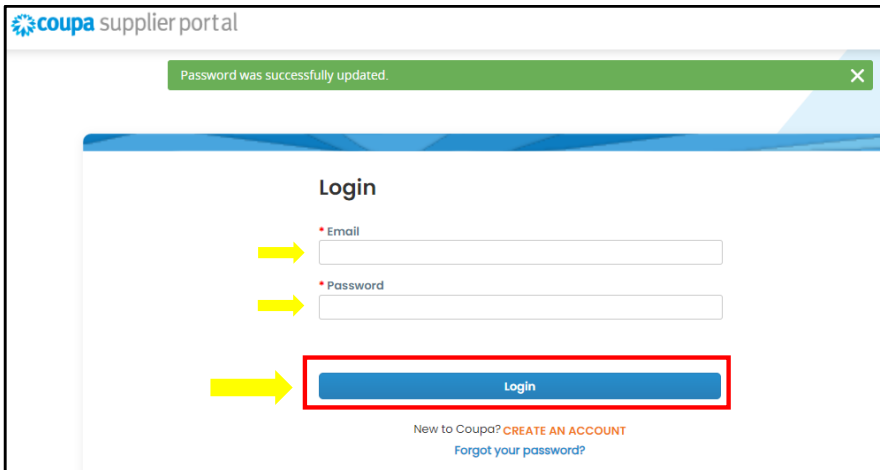


You will be taken to the CSP where you will enter and re-enter your new password. Click "Submit"



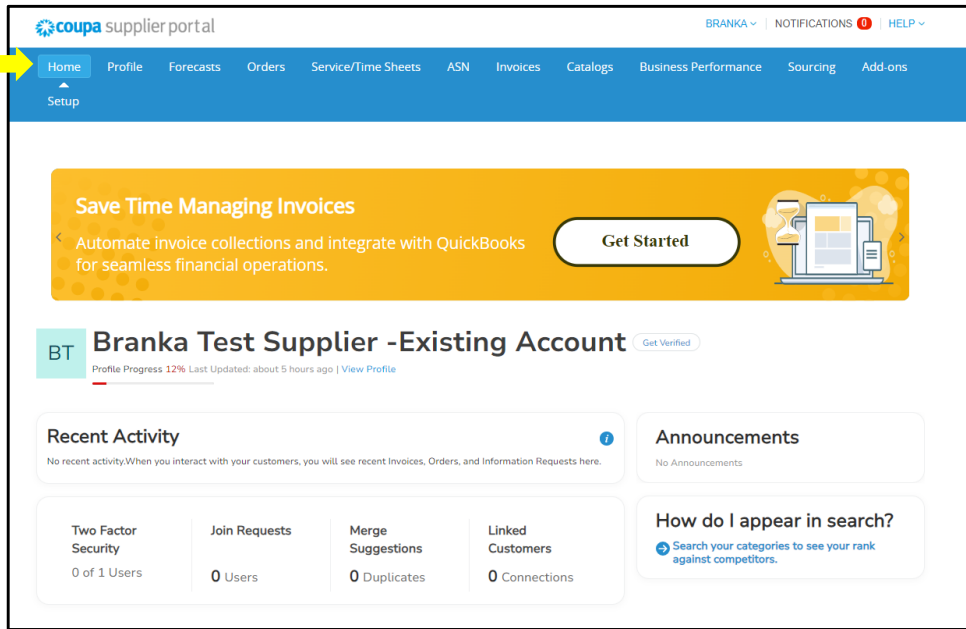
The screenshot shows the 'Reset Your Password' page in the Coupa Supplier Portal. At the top, the Coupa logo and 'supplier portal' text are visible. Below the title, there is a sub-header 'Reset Your Password' and a instruction: 'Provide a new password and confirm your new password.' There are two input fields: '\* Password' and '\* Password Confirmation', both containing masked characters. A note below the first field says 'Use at least 8 characters and include a number and a letter.' A blue 'Submit' button is located below the second field, highlighted with a red box and a yellow arrow pointing to it from the left.

You will get a green notification at the top of the screen confirming that your password has been updated. You can proceed with typing in your login credentials and clicking "Login"

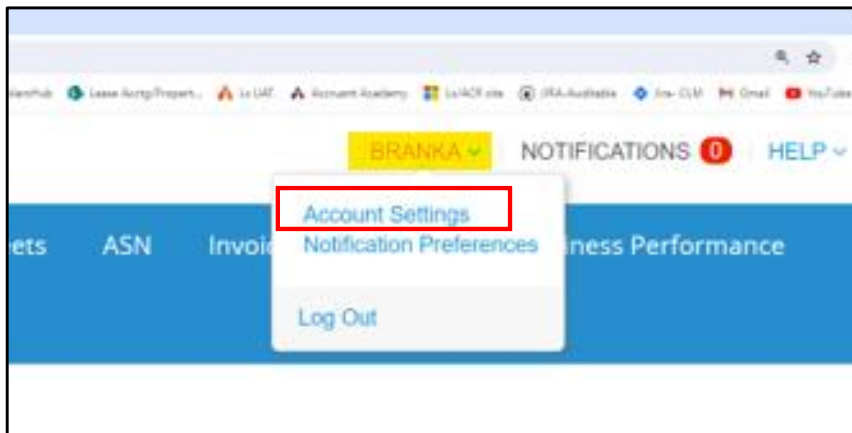


The screenshot shows the 'Login' page in the Coupa Supplier Portal. At the top, the Coupa logo and 'supplier portal' text are visible. A green notification bar at the top states 'Password was successfully updated.' with a close button. Below the notification, the 'Login' section has two input fields: '\* Email' and '\* Password', both highlighted with yellow arrows pointing to them from the left. A blue 'Login' button is located below the second field, highlighted with a red box and a yellow arrow pointing to it from the left. At the bottom, there are links for 'New to Coupa? CREATE AN ACCOUNT' and 'Forgot your password?'.

Once you login, you will be taken to the Coupa Supplier Portal Homepage



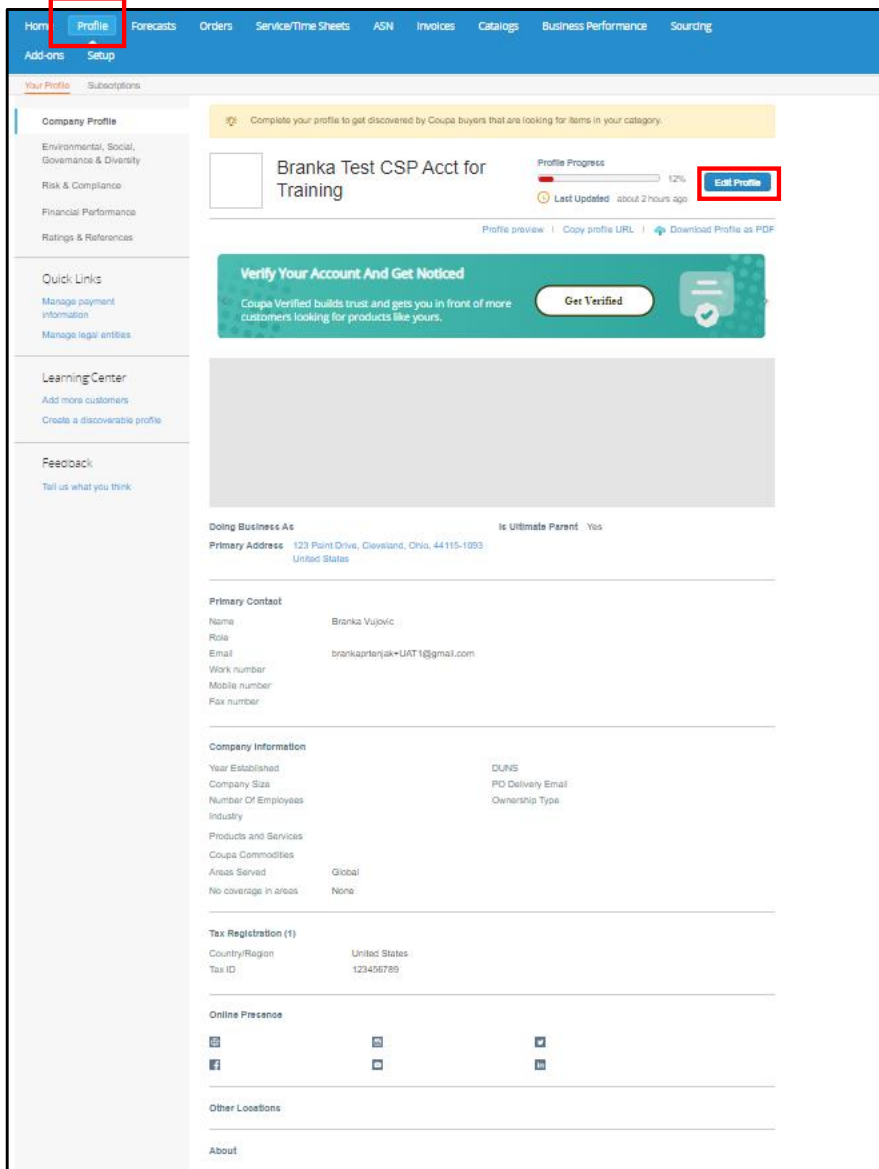
From the Homepage, you can edit basic account info by clicking on the dropdown next to your name and select "Account Settings"



Back on the Homepage, you can also update your Profile by clicking on the "Profile" button at the top (next to Home). The page defaults to the Company Profile section. To edit your Company Profile information, click the blue "Edit Profile" button.

**Commented [DP1]:** there might be a way to edit your SW information only. Most of this stuff pictured, they shouldn't care about.

**Commented [CMD2R1]:** I don't think they have a "SW Profile", they would have remit-to info; I have that documented in one for these QRG's.



Your Company Profile will now be editable

**Company Profile**

Company Name: Branka Test CSP Acct for Training  
Doing Business As:   
Is Ultimate Parent:  Yes  No

**Primary Address**

Address Line 1: 123 Paint Drive  
City: Cleveland State: Ohio - OH Postal Code: 44115-1063 Country/Region: United States

**Primary Contact**

First Name: Branka  
Last Name: Vujovic  
Email: brankapernjak+UAT1@gmail.com  
Role:   
Preferred Phone: Work  
Work Phone:   
Mobile Phone:   
Fax Phone:

**Buttons:** Cancel, Save & Go to Next, Save changes

At the bottom, there are a couple options to select.

**Online Presence**

Website:   
Twitter:   
LinkedIn:   
Facebook:   
Instagram:   
YouTube:

**About**

**Buttons:** Cancel, Save & Go to Next, Save changes

If you select “Save and Go to Next” you will be taken through the various “Your Profile” sections in the left navigation panel.

Once you're done going through all the edits/updates, click “Save changes”