



OUR **TEAM.** OUR **TIME.**
SHERWIN-WILLIAMS[®]

Coupa Supplier Portal (CSP) registration

Coupa Supplier Guide

Registration to Coupa Supplier Portal

1. You will receive an invitation email to the Coupa Supplier Portal from Sherwin Williams with the subject line: “Sherwin-Williams Registration Instructions - Action Required”.
2. Once you receive the email invitation from Sherwin Williams, click the “Join Coupa” button. This will take you to the registration screens where you will complete your profile.

1

Sherwin-Williams Registration Instructions - Action Required

Hello

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,

Sherwin-Williams

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Join Coupa

3

Forward this invitation

Overview

Learn more about the Coupa Supplier Portal

Need Help?

Answers to common questions and issues

Coupa Info

Learn more about how companies use Coupa



3. If you're not the right person or you'd like someone else to register instead, you can forward the invitation to register by clicking the “Forward This” button and entering the recipient's e-mail.

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 coupa supplier portal

 Secure

4. The first registration screen will be your password creation. Your e-mail address will populate from the invitation.

Once the fields are complete, check the Privacy Policy and review Terms of Use, then check box and click “Get Started”.

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

* First Name

* Last Name

* Password

* Confirm Password

Use at least 8 characters and include a number and a letter.

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

Create an Account

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

[Forward this to someone](#)

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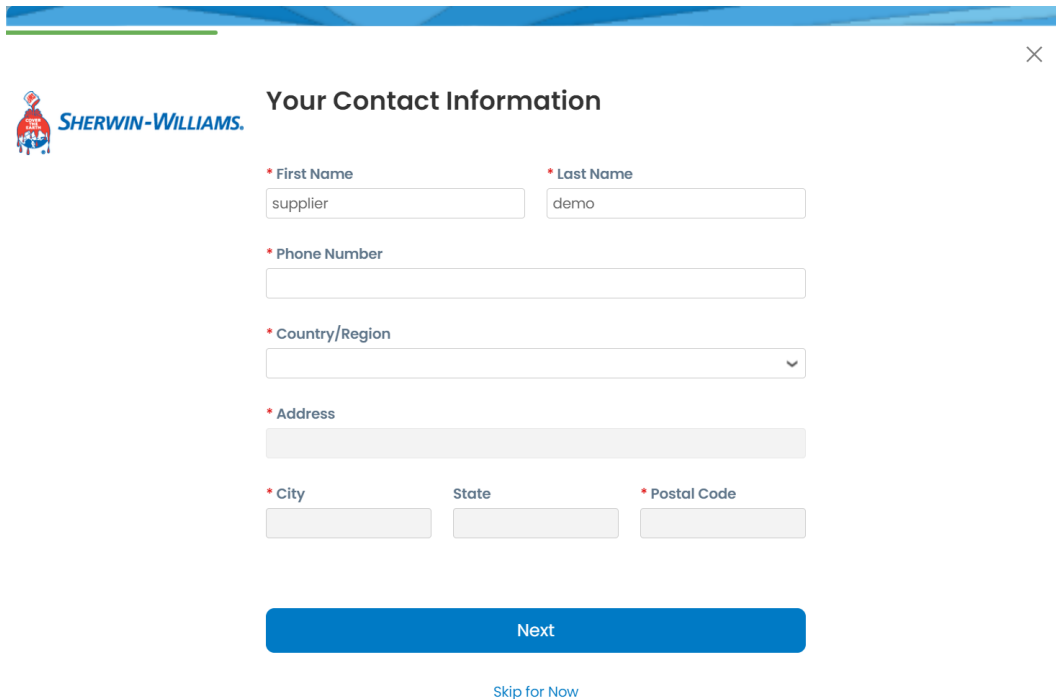
5. When required, verify your email address

The screenshot shows the Coupa Supplier Portal interface. At the top left is the logo and text "coupa supplier portal". At the top right is a "Secure" indicator with a lock icon. A blue notification banner at the top reads "OTP sent successfully via email" with a close button. The main content area is titled "Email Verification" and includes a "Back" link. The text states: "We sent a one time verification code to sherwinsupplieremeai+AV@gmail.com". Below this is a verification input field consisting of six empty boxes, which is highlighted with a red border. To the left of the input field is a blue square containing the number "5". Below the input field, there is a link: "Didn't receive the Verification Code? [Request a New Code](#)". At the bottom of the form is a blue "Next" button.

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Registration to Coupa Supplier Portal

6. Next, fill out information regarding your business. Any of these screens can be skipped when desired



SHERWIN-WILLIAMS. Your Contact Information

* First Name: supplier

* Last Name: demo

* Phone Number: [Empty]

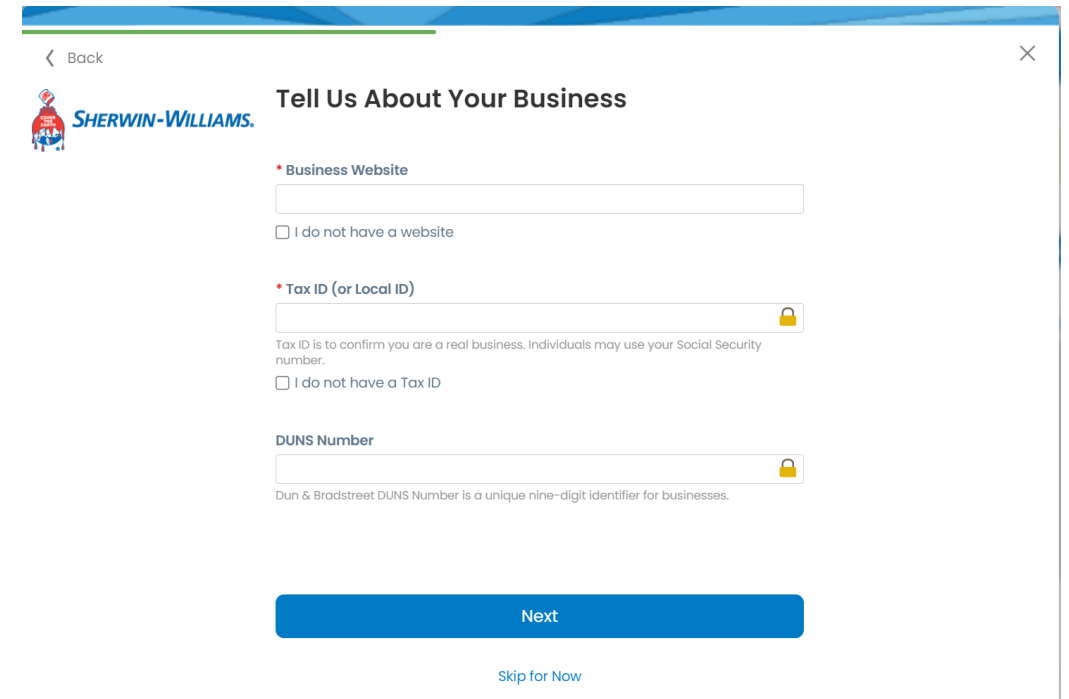
* Country/Region: [Dropdown]

* Address: [Empty]

* City: [Empty] State: [Empty] * Postal Code: [Empty]

Next

[Skip for Now](#)



SHERWIN-WILLIAMS. Tell Us About Your Business

< Back

* Business Website: [Empty]

I do not have a website

* Tax ID (or Local ID): [Empty]

Tax ID is to confirm you are a real business. Individuals may use your Social Security number.

I do not have a Tax ID

DUNS Number: [Empty]

Dun & Bradstreet DUNS Number is a unique nine-digit identifier for businesses.

Next


[Skip for Now](#)

Coupa Supplier Guide

Registration to Coupa Supplier Portal

6. Next, fill out information regarding your business. Any of these screens can be skipped when desired

← Back ×

 **Customize Your Profile**

Year Established Preferred Currency Company Size

Business Description

Share a few words about your company.

Area of Service


Global Regional

Exclusion Areas

If you serve an entire region but a few exceptions, you can exclude them here (up to 5).

[Skip for Now](#)

← Back ×

 **Highlight Your Diversity Credentials**

Diversity is a business advantage.

Belgium

Select Diversity Categories

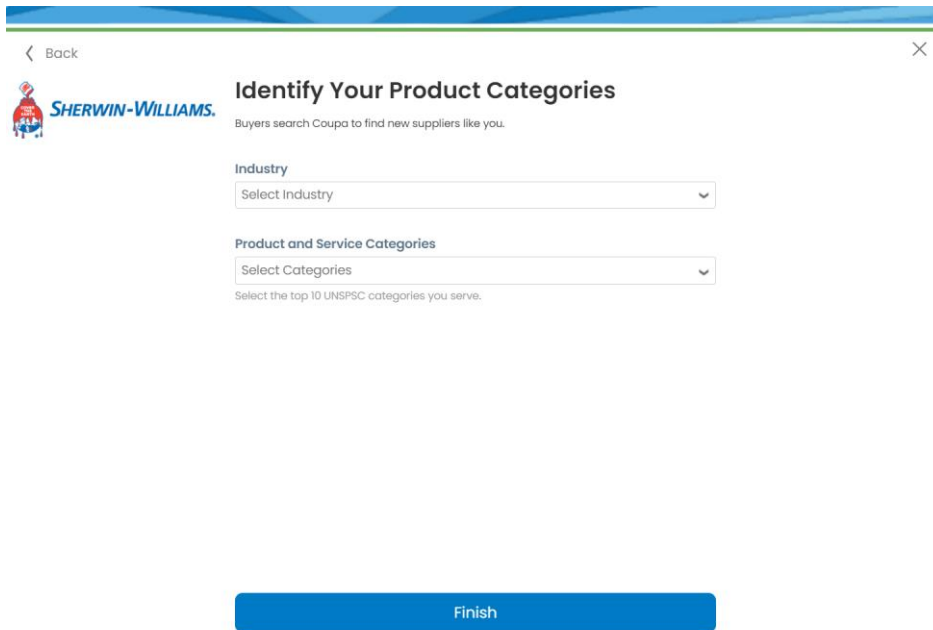
[+ Add Country/Region](#)

[Skip for Now](#)

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6. Next, fill out information regarding your business. Any of these screens can be skipped when desired



The screenshot shows a mobile-style registration form for Sherwin-Williams. At the top left is a back arrow and the text '< Back'. At the top right is a close button 'X'. The Sherwin-Williams logo is on the left. The main heading is 'Identify Your Product Categories' with a subtext 'Buyers search Coupa to find new suppliers like you.' Below this are two dropdown menus: 'Industry' with the placeholder text 'Select Industry' and 'Product and Service Categories' with the placeholder text 'Select Categories'. A note below the second dropdown says 'Select the top 10 UNSPSC categories you serve.' At the bottom center is a blue button labeled 'Finish'.

7. Once you've completed the registration you can log into Coupa Supplier Portal which can be accessed at supplier.coupahost.com.