

Air Liquide Coupa Supplier Portal (CSP)

Getting Started

HOW TO CREATE YOUR COUPA ACCOUNT and Set-Up Your Profile

WHAT'S COVERED IN THIS GUIDE?

Registering on Coupa:

- Email invitation from Air Liquide
- Creating your Coupa Account
- Setting up your Profile
- Setting up Notification Preferences

Using Coupa:

- Logging in
- Receiving and Viewing Notifications
- Receiving and Viewing Purchase Orders
- Where to go if you need help

What You Will Need to Set-Up Your Account:

- Your Company Bank Account Details:
 - Bank Name
 - Account No.
 - BSB
 - Swift/BIC Code (if applicable)
 - Branch Code
 - Supporting Documentation (eg: Bank Statement Header to validate account)
- Your 'Ship From' Address
- Your 'Invoice From' Address
- Your Tax ID / ABN
- Your 'Invoice From' Code (if applicable)
- A device for installing an Authentication App (eg: Smartphone or tablet)

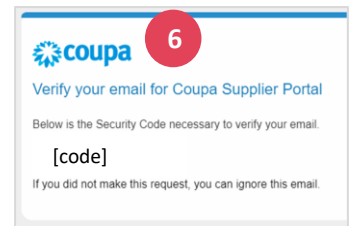
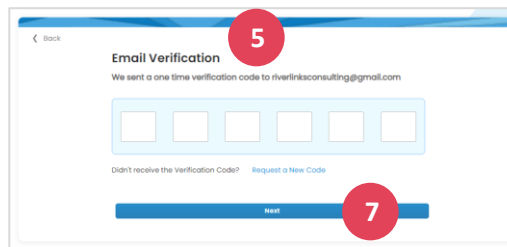
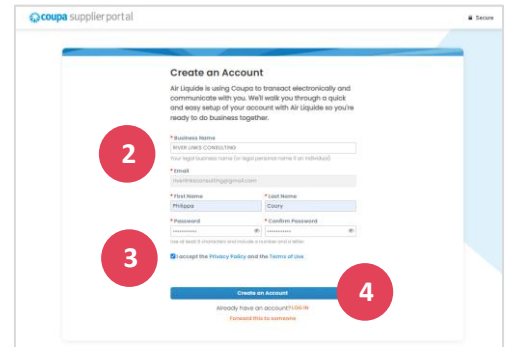
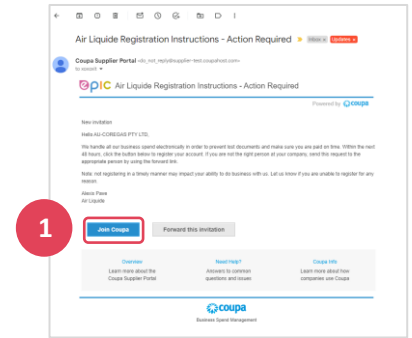
REGISTERING ON COUPA AND CREATING YOUR ACCOUNT

1. Select the 'Join Coupa' button in the Registration Email you received from Air Liquide.

(If you have misplaced or require an invitation, email apacproc-coupa-support@airliquide.com)

The CSP 'Create an Account' page will display:

2. Enter your Business Name, Email Address, Name and Password.
3. Read Coupa's Privacy Policy and Terms of Use. Tick the box to accept the terms.
4. Select 'Create an Account'.
5. The Email Verification pop-up screen will display.
6. Check your email inbox for the verification code.
7. Enter the code and select 'Next'.

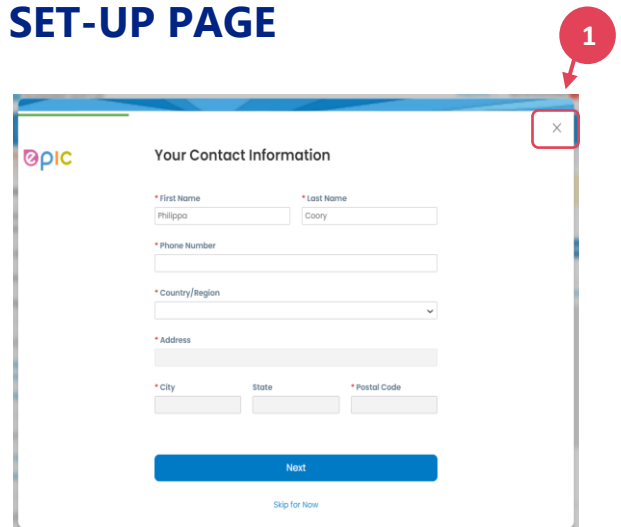


*** It is IMPORTANT that you close this next page which is presented after step 7 above***

CLOSING THE COUPA PUBLIC PROFILE SET-UP PAGE

1. Select the 'X' in the top right corner to close this page.

Note: It is an option to complete a *public profile* on the CSP to share your details with Coupa's other customers. **You DO NOT need to complete your public profile to supply products or services to Air Liquide.** Completing your public profile with Coupa does not trigger any entitlements to be paid faster by Air Liquide. We will pay you in accordance with our purchase order terms and conditions irrespective of whether or not you complete your public profile on the CSP.



SETTING UP YOUR PROFILE

After closing the Coupa Public Profile page, your Business Profile page will display. This is where you will complete your profile set-up for Air Liquide.

1. Select 'Set Up' on the blue menu tab.

The 'Admin' page will display. Now you can set up your Legal Entity. Note: This page also has a button for inviting other users. You can return here any time to do this.

2. Select 'Legal Entity Setup' from the left side menu on the 'Admin' page.

3. A pop-up screen box will appear. You will be asked to 'Enable Multi Factor Authentication'.

Note: This is a security feature to protect the information you are about to enter into your account.

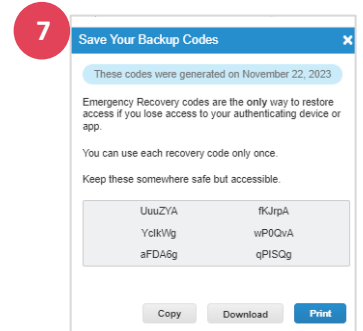
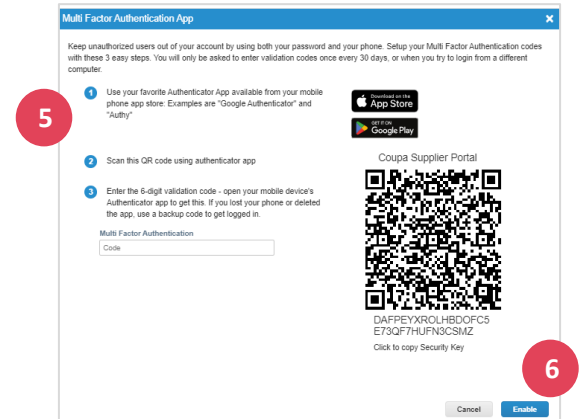
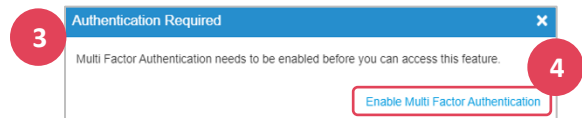
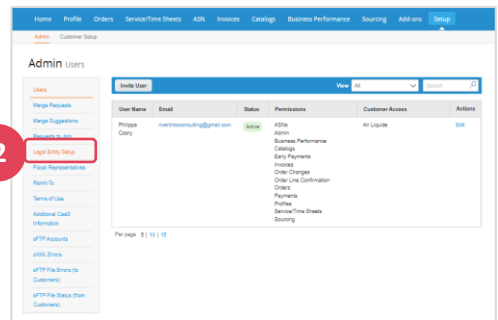
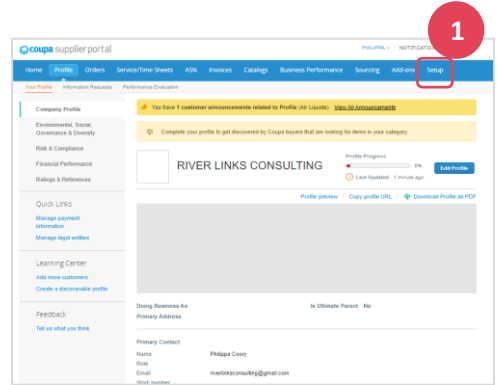
4. Select 'Enable Multi Factor Authentication'.

5. Follow steps 1, 2 and 3 (displaying).

Note: [Google Authenticator](#) and [Authy](#) are easy Apps to download and use.

6. After entering the code displayed on your Authentication App, select 'Enable'.

7. Save the Back-Up Emergency Recovery Codes when presented.



You will now be able to continue on with your profile set up.

Follow steps 8 to 13 on the next page.

8. Select 'Set Up' on the blue menu tab.

The 'Admin' page will display again and now you can set up your Legal Entity.

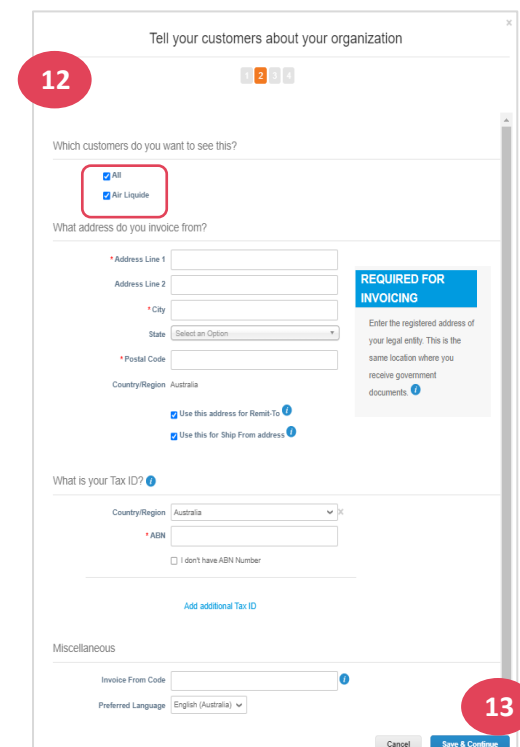
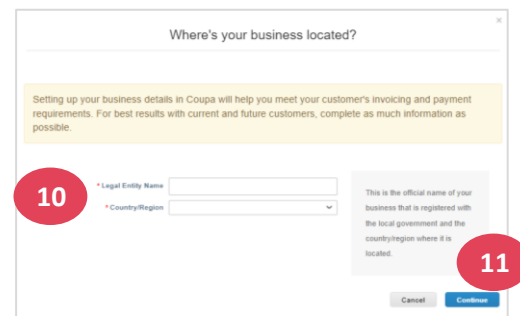
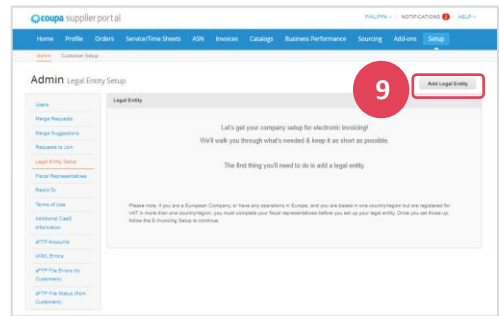
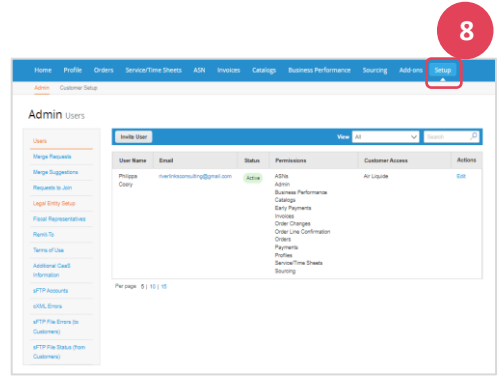
9. Select 'Add Legal Entity'.

10. Enter your Legal Entity Name, and Select your Country/Region.

11. Select 'Continue'.

12. Complete the form fields. Note: Untick the 'All' box so only Air Liquide is highlighted as your customer.

13. When you have finished your entries, select 'Save & Continue'.



Now it's time to set up your invoice payment details.

1. **Select 'Bank Account' as the payment type.**
All payments from Air Liquide are made electronically into a nominated bank account.
2. **Complete the form fields.**
3. **Upload supporting documents to validate the account details you have entered.**
4. **Select Air Liquide as the customer.**
5. **When you have completed the form, select 'Save & Continue'.**
6. **Your 'Remit To' entries will be presented.**
7. **If you want to add another Account for Payment, select 'Add Remit To' and repeat steps 8 to 12 – Otherwise skip this.**
8. **Select 'Next'.**
9. **Your 'Ship From' address will be presented.**
10. **If you want to add another 'Ship From' Address, select 'Add Ship From' and follow the instructions – Otherwise skip this.**
11. **Select 'Done'.**

Where do you want to receive payment?

1 Bank Account Credit Card

What are your Bank Account Details?

Bank Account Country/Region: Australia
Bank Account Currency: AUD
Beneficiary Name:
Bank Name:
Account Number:
Confirm Account Number:
BSB:
SWIFT/BIC Code:
 My bank does not have a BIC code
Branch Code:
Bank Account Type: Business
Supporting Documents: No file chosen

What is your Remit-To Address?

* Address Line 1
Address Line 2
* City
State: Select an Option
* Postal Code
* Country/Region: Australia

What is your Remit-To Integration Code? (optional)
Who is your Remit-To Contact? (optional)
Which customers can use this account?

4 All Air Liquide

5

Where do you want to receive payment?

6 7

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Remit-To Account	Remit-To Address	Status	
Bank Account Commonwealth Bank of Australia		Active	<input type="button" value="Manage"/>
Your Company Name 062948 *****AU25			

8

Where do you ship goods from?

9 10

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Title	Status	
Your Ship from Address will display here	Active	<input type="button" value="Manage"/>

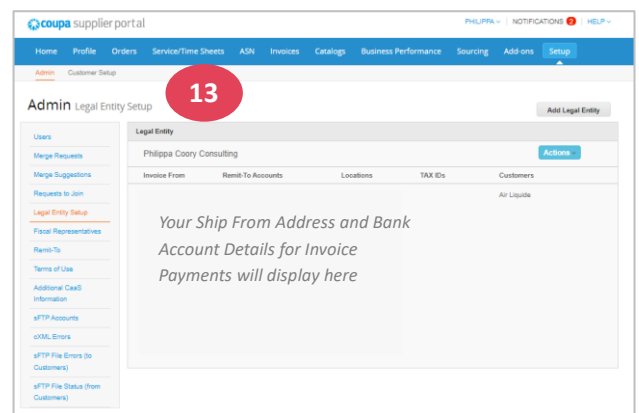
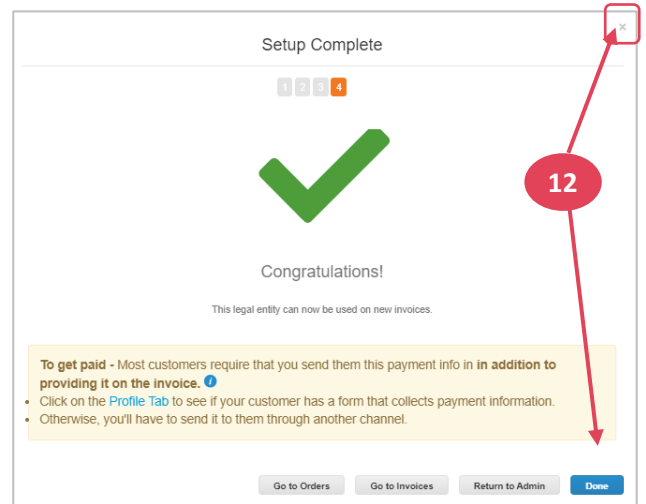
11

The Congratulations pop-up page will display.

Your Legal Entity Set-Up is now complete and can be used on all of your new invoices for Air Liquide.

12. Select 'Done' (or the 'X' in the top right corner) to close this screen.

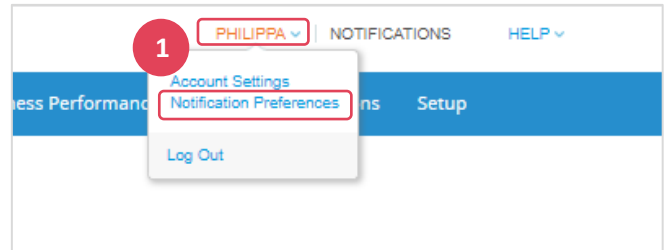
13. The Admin Legal Entity Set-Up page will display the update you just completed.



SETTING UP NOTIFICATION PREFERENCES

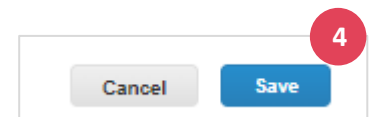
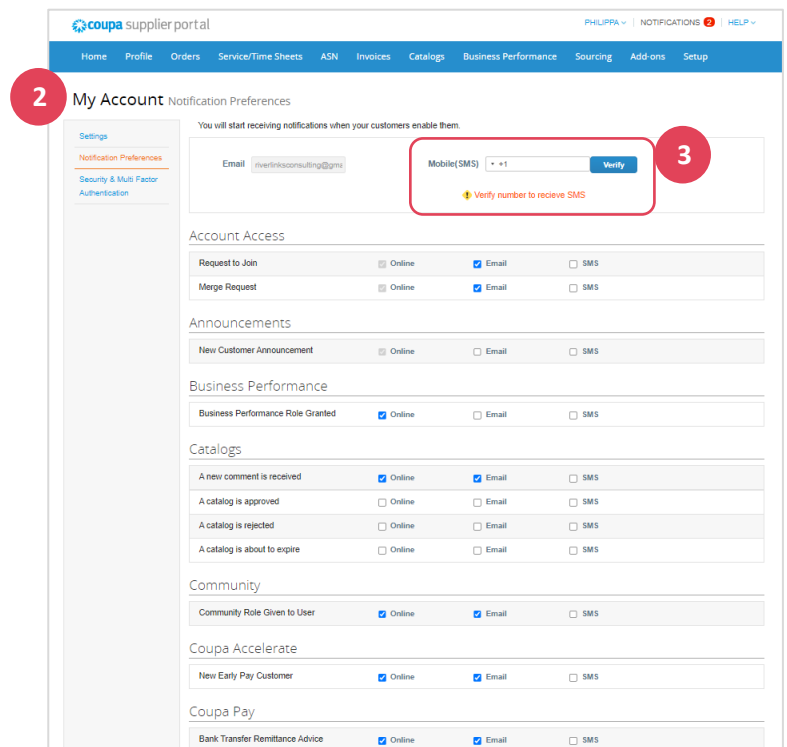
In order to manage your notifications, you will need to set up your notification preferences.

1. Select the down arrow on the right side of your name, and select 'Notification Preferences'.
2. Your My Account page will open, and Notification Preferences sub-page will display.



Scroll down the page to view the various notification options. Select or unselect each option to set your preferences.

3. If you are wanting to be notified by SMS you will be able to verify your mobile number.
4. When you have finished your notification selections, select 'Save'.

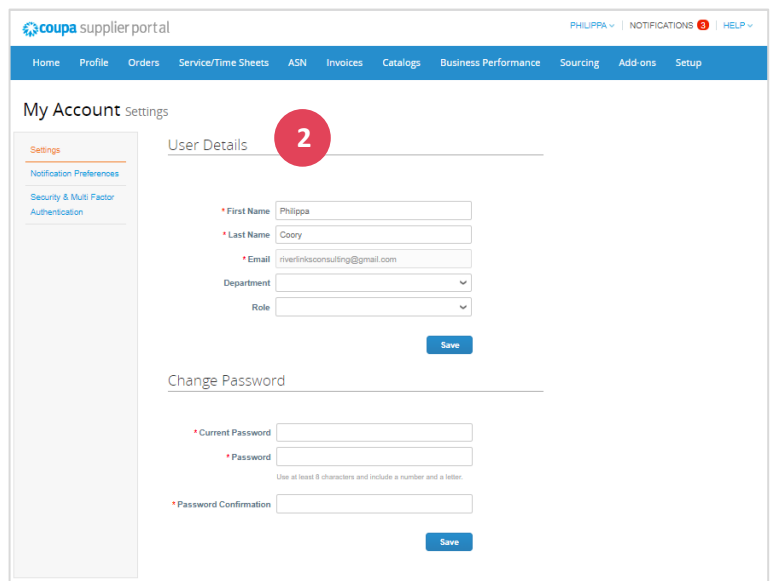
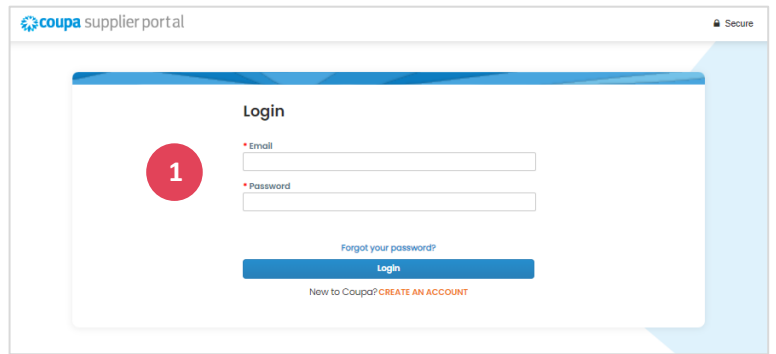


LOGGING INTO COUPA

1. Enter your email and password, and select 'Login'.
2. The 'My Account' page will display.

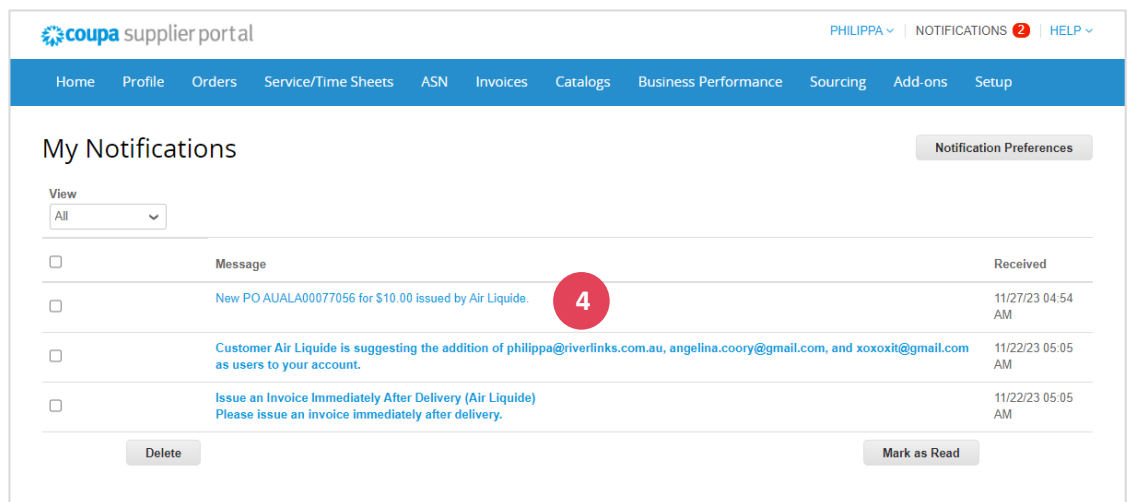
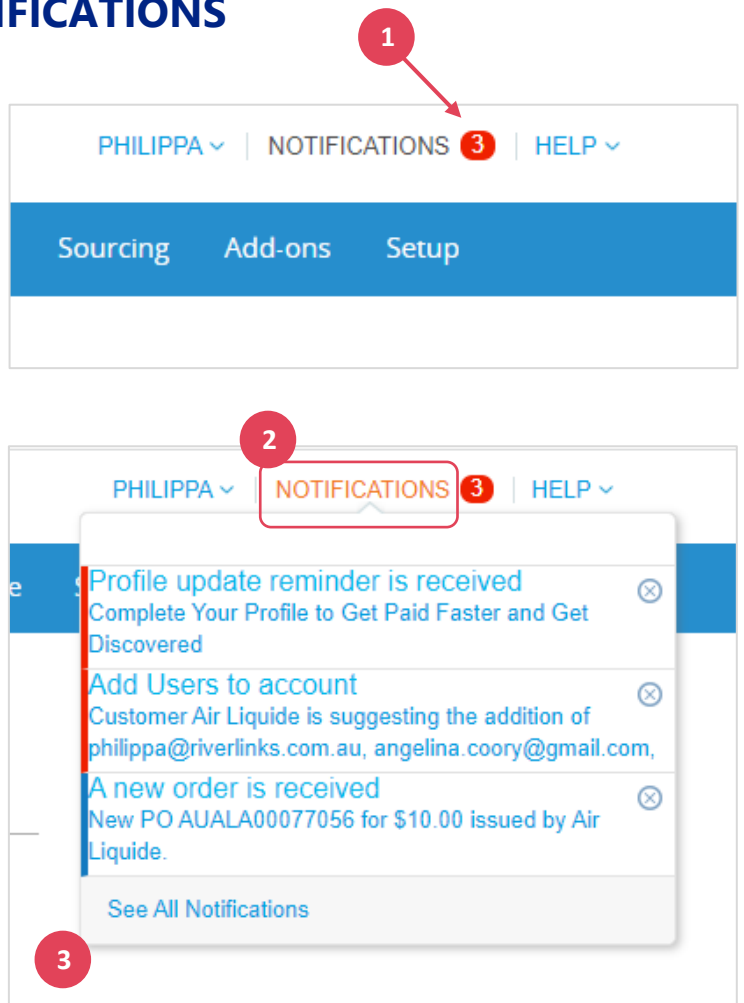
This is the page where you can update your details and change your password.

Note: For account security reasons The email address cannot be changed here. If you want to change your email address you will need to email: apacproc-coupa-support@airliquide.com



RECEIVING AND VIEWING NOTIFICATIONS

1. The top right menu 'Notifications' tab displays the number of new notifications waiting to be viewed. This example shows that 3 notifications are waiting.
2. Place your cursor over the 'Notifications' tab and a preview of the latest 3 messages will display.
3. To view all messages, select 'See All Notifications'. This will open the 'My Notifications' page. You can also open this page by double-clicking on the 'Notifications' top menu tab.
4. Open and view your notifications by selecting the message. You can apply a viewing filter on this page, mark notifications/messages as Read, and delete unwanted messages.



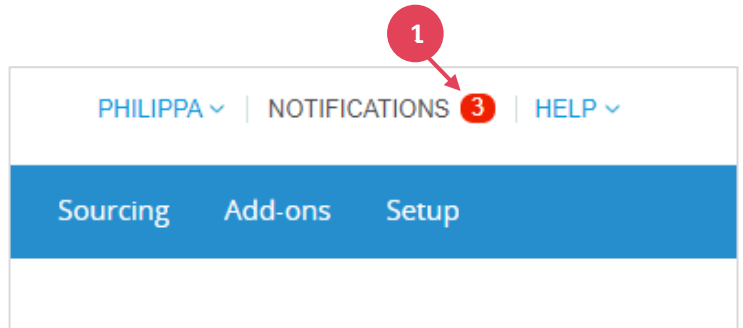
All purchase orders from Air Liquide will arrive as a Notification.

Depending on the Notification Preferences you have set up, your notifications may also arrive by Email and/or SMS.

RECEIVING AND VIEWING PURCHASE ORDERS

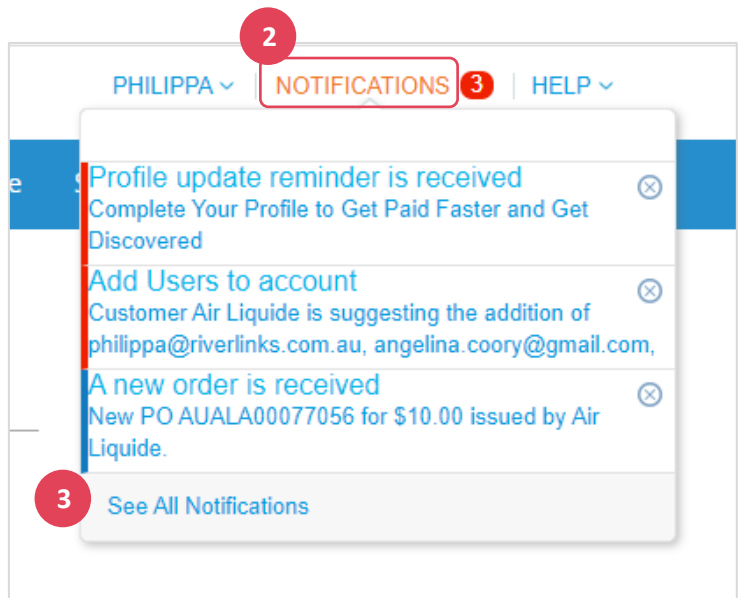
Depending on the Notification Preferences that you have set up, Air Liquide purchase orders may arrive by Email and/or SMS in addition to being added onto your 'Notifications' tab, and viewable on your 'My Notifications' page.

1. **The top right menu 'Notifications' tab displays the number of notifications ready for viewing.** These could be messages, system notifications, or purchase orders, or a combination of all of these things.



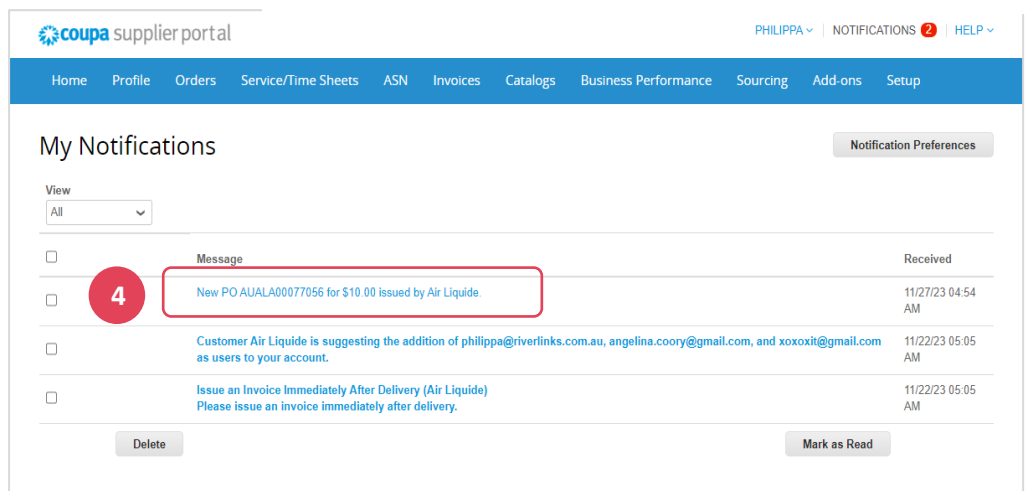
2. **Place your cursor over the 'Notifications' tab to preview the latest 3 messages received.**

3. **To view all messages, select 'See All Notifications'.** This will open the 'My Notifications' page. You can also open this page by double-clicking on the 'Notifications' top menu tab.



4. **This example showing has the title 'New PO issued by Air Liquide'.** So, you can recognise instantly that it's a Purchase Order.

Select the message to open and view the Purchase Order.



5. The Purchase Order will be displayed.

You will be able to see the General Info, Shipping Address, and the Line Items.

This is a live page and comments can be added and shared between you and Air Liquide personnel. This page also records all activities with timestamps under the History tab so every action is traceable.

6. From all Purchase Orders, you can very quickly 'Create an Invoice' for the products and services that you have delivered.

You can also select 'Print View' to download and print a copy of the invoice, or right click on the 'Print View invoice displayed' and select 'save' to save it onto your computer.

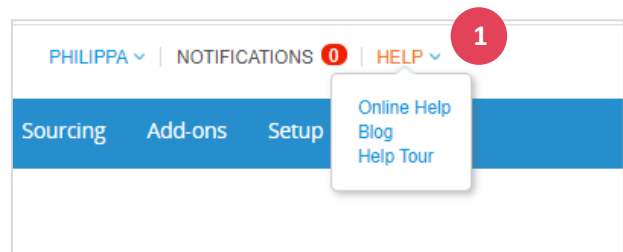
The screenshot shows the Coupa Supplier Portal interface. At the top, there's a navigation bar with tabs: Home, Profile, Orders (selected), Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Below this is a sub-navigation bar with links: Orders, Order Lines, Returns, Order Changes, Order Line Changes, Order Confirmations, Order Confirmation Lines, Promised Deliveries, and Shipments. A yellow banner at the top right says "You have 1 customer announcements related to Orders (Air Liquide) View All Announcements". A red circle with the number 5 is positioned over the "Purchase Order #AUALA00077056" text. The page is divided into two main columns: "General Info" and "Shipping". The "General Info" section includes fields for Status (Issued - Sent via Email), Order Date (11/27/23), Revision Date (11/27/23), Requester (Alexis Pave), Email (alexis.pave@airliquide.com), Payment Term (30 DAYS EOM), and Stamped PO attachment (Choose File). The "Shipping" section includes Ship-To Address (兵庫県兵庫県尼崎市南塚口町4-3-23 尼崎工場), Business Registration Number (None), and Terms (None). Below these is a "Shipment Tracking" section with a green plus icon and the text "No shipment tracking." A "Lines" table is shown below, with columns for Type, Item, Price, Total, and Invoiced. The table contains one row: "Test CSP Order" with a price of 10.00 and a total of 10.00. Below the table, there's a "Total AUD 10.00" box. A red circle with the number 6 is placed over the "Create Invoice" button. Other buttons include "Save" and "Print View". At the bottom, there's a "Comments" section with a text input field and an "Add Comment" button. A "History" tab is visible at the very bottom.

Note: To learn more about the different ways to create invoices using the CSP, please refer to the following user guides. You will find these in the Resource section on: <https://au.airliquide.com/>

- How to Create and Upload an Invoice via the CSP.
- How to Create and Upload an Invoice via SAN (Email).

WHERE TO GO IF YOU NEED HELP

1. Select the HELP menu on the CSP (located at the top right of screen).



OR

2. Email APAC PROC-COUPA SUPPORT: apacproc-coupa-support@airliquide.com