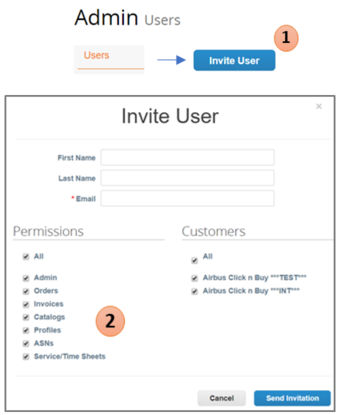
Managing your CSP account

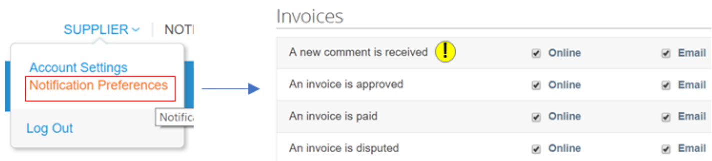
It is possible to have your Company CSP account managed by several **Users.** To invite other users:

1. Go to **Admin** tab, **Users** section and click Invite User
2. If you untick some permissions, a user will not see corresponding CSP tab Completely
3. Make sure users and permissions are updated



A user needs both Orders and Invoices permissions to issue invoices

Any user in CSP can **manage notifications.**



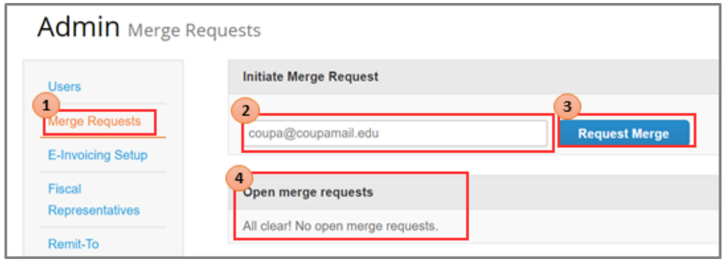
By default, **Online and Email** notifications are enabled.

To enable **SMS**, you need to go to *Account Settings Security and Two-factor Authentication*

Airbus recommends to keep New comment notifications enabled for both Invoices and Orders. The comment functionality is a useful feature to interact with Airbus.

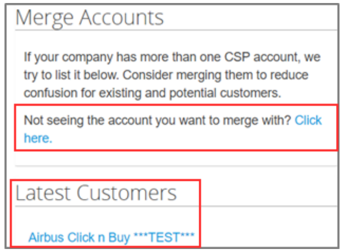
- If you have already activated a CSP account for another client, you will be able to merge these accounts and have all your clients in the same place.

1. **From the Admin tab, Click** on Merge Requests to access your requests or request a new merge
2. **Write** the e-mail of the account to merge
3. **Click** to send request
4. **Review** all merge requests



- Also, when setting up the new Airbus account, Coupa will automatically display other CSP accounts that can be merged with yours, Coupa uses your email domain (@email.com) to provide suggestions

1. Click on the link to access the Merge Request module on Admin
2. The CSP will display the customers you are linked with.



- When merging accounts, CSP will send an e-mail requesting the owner of the other(s) account(s) to merge. Here you will be able to request ownership or give ownership of the newly created account
  1. Review the profiles(s) and user(s) you are about to merge
  2. Click on the link to access more information on Merging Accounts

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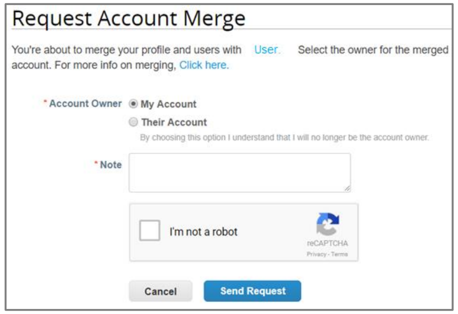
Supplier Quick Reference Guide #3

CSP account administration

English

AIRBUS

3. Select the option with which you want the accounts to be merged: Give ownership or request ownership of the merged accounts
4. Write any additional comments



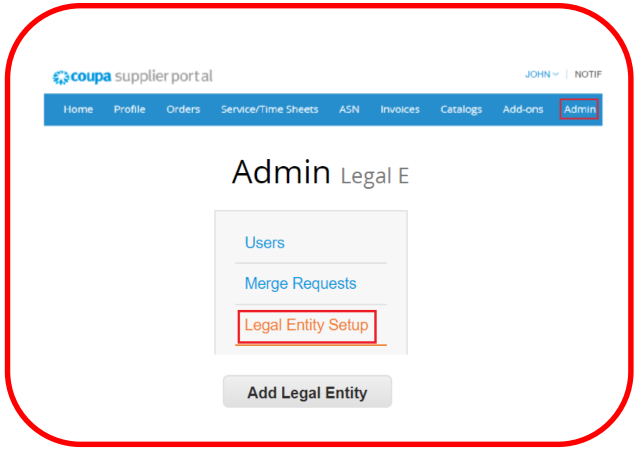
E-Invoice Set-Up

Setup the company addresses, invoice from, remit-to and ship from, to use the eInvoice services from Coupa

1. **Go** to the Admin Tab
2. **Click** on Legal Entity Setup link

To add a legal entity:

3. **Click** on the Add Legal Entity button in the top right corner.



Upon clicking the Add Legal Entity Button, a new window will prompt you to provide:

1. Legal entity and Country
2. Company Information

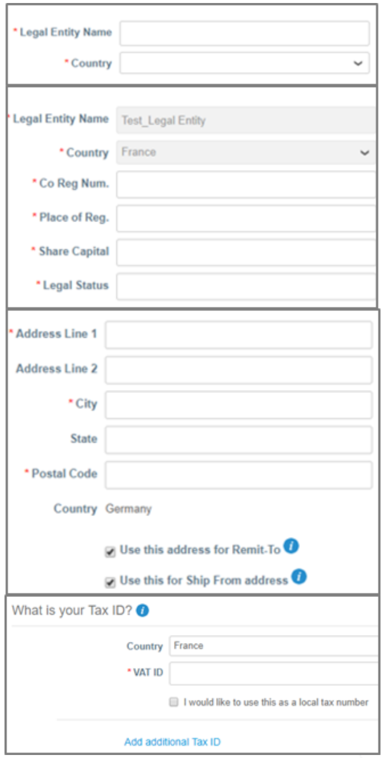
Important Reminder:
Depending on the country of registration of legal entity, you may be requested to provide some company information or direct you to the section of addresses

3. invoice from addresses

Important Reminder:
If you ticked the **Use this address for Remit –To** and **Use this for Ship From address**, all data you fill in here will be the same as to the Remit-To and Ship From address

4. Tax ID

Important Reminder:
If you have multiple tax ID, just click the Add additional Tax ID.



5. Bank Information

May be skipped, unless you are located in the country where IBAN details must be a part of Invoice. But this is for internal use, and will not be transferred to Airbus.

6. Assign Customer

Creating views in the CSP

To see additional data (e.g. Invoice payment status) you have the opportunity to create **custom views** in Orders and Invoices tabs in the CSP.

1. Click on **Invoices** tab on the Homepage
2. Select **Create view** option from the View dropdown list
3. Choose the **name** of your view
4. Choose needed **conditions**
5. Use button to add more conditions
6. Drag and drop columns to be displayed in the view to 'Selected columns' (e.g. Select Paid)
7. Select Sort order if needed
8. Click **Save** button