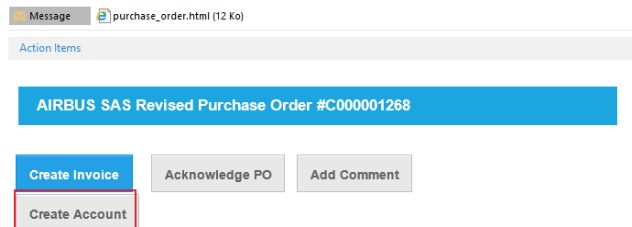




Create a CSP Account from a PO E-mail

Create a CSP Account

In every PO e-mail sent by Click n'Buy, you will find a button called "Create Account".



By clicking on "Create Account", you will be redirected to the CSP Account Creation page.

The fields displayed will be already populated with the primary contact data.

If you are the **primary contact**, you will be able to define a password and create your CSP account by clicking on "Submit".

If you are **not the primary contact** you have two options:

- Forward the PO e-mail to the primary contact so he/she can create the CSP account of your company.
- Forward the CSP invitation to yourself or another colleague in your company. For further information on this option, please go to section 2 in this leaflet.

Important Remarks:

(!) Once you have created your CSP account, please invite your colleagues in charge of invoicing. To do this, go to the tab "Admin", click on "Users" and "Invite Users".

AIRBUS

Need Support?

► +33 1 57 32 48 95 - **Option 3 for Click n'Buy**
(Monday-Friday, Business working hours CE(S)T)

► support.customercare@airbus.com

Supplier Quick Reference Guide #7

Create CSP Accounts from PO E-mail

English



AIRBUS



Forward an invitation to CSP

Forward an invitation

If you are **not the primary contact** defined in the CSP Account Creation page, you can go to the section “Forward your invitation”.

Forward your invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to colleague's email below (must have same email domain)

Forward email @gmail.com

Submit

In the field “Forward email” you can write the e-mail address of the person you want to forward the invitation to CSP, then click on “Submit”.

This person will receive the following invitation:

Action Required: Click Link to Join Coupa

Coupa Supplier Portal <do_not_reply@supplier-test.coupa-host.com>
to airbus.test123+9

Hi Supplier,

Your colleague has invited you to Coupa Supplier Portal. You will be able to:

- Manage your company information
- Configure your PO transmission preferences
- Create an online catalog
- View purchase orders
- Create electronic invoices

By participating, suppliers gain access to a low cost, high volume order channel. They increase their order-ta

You can also find more information here:

Overview: <http://www.coupa.com/e-procurement/innovations/supplier-network>

Getting started guide: <https://success.coupa.com?cid=supplier-getting-started>

To confirm this request or forward to someone else at your company, please click the link below:
<https://supplier-test.coupa-host.com/signup/5b7aea3229b2c623285a121b97378d7df5cf3d8e>

Reply Reply all Forward

This person must click on the highlighted linked, showed before. He/she will be redirected to the CSP Account Creation page displayed in section 1.

Here, he/she will be able to define a password and create his/her CSP account.

Important Remarks:

(!) Once he/she has created your CSP account, he/she should invite his/her colleagues in charge of invoicing. To do this, he/she must go to the tab “Admin”, click on “Users” and “Invite Users”.

(!) The person who creates the CSP account will automatically have the Admin role of the account.

! Invitations to the CSP expire after 30 days.

