ABOUT YOU

COUPA SUPPLIER PORTAL

December 2022

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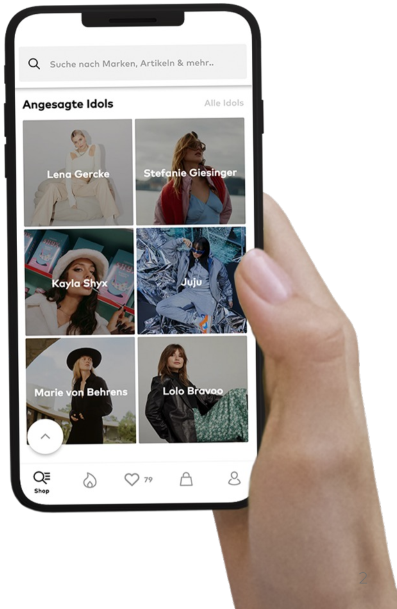


1. REGISTRATION

ABOUT coupa ABOUT YOU SE & Co. KG Registration Instructions - Action Required

Powered by coupa

Hello

We handle our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

ABOUT YOU SE & Co. KG

Join Coupa | Forward this invitation

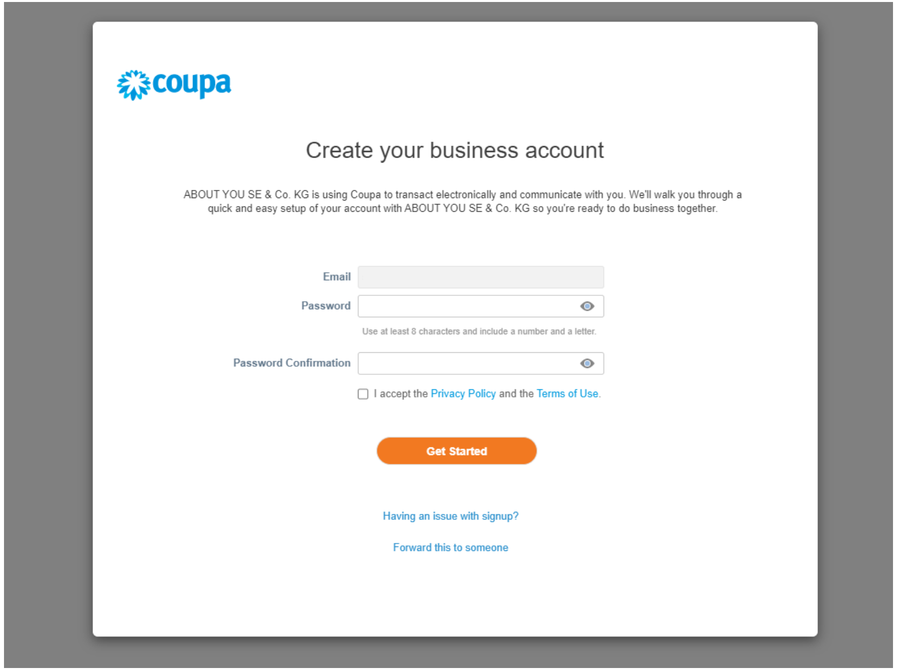
Overview	Need Help?	Coupa Info
Learn more about the Coupa Supplier Portal	Answers to common questions and issues	Learn more about how companies use Coupa

coupa

Business Spend Management

You will receive an individual invitation to the Coupa Supplier Portal (CSP) via e-mail. If you click on “Join Coupa” at the bottom of the e-mail, you will be redirected to the CSP and can register there.

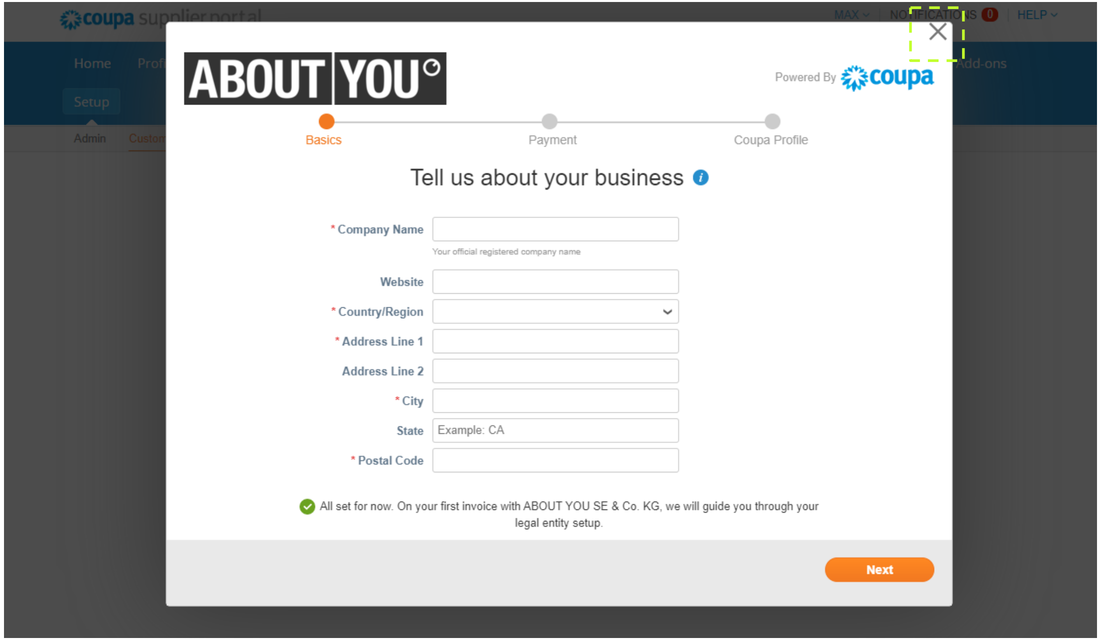
2. SIGN-UP



By clicking on the link in the e-mail, you will be redirected to the CSP. To register, create your password here and accept the privacy policy and the terms of use.
After that, click on “Get Started“.

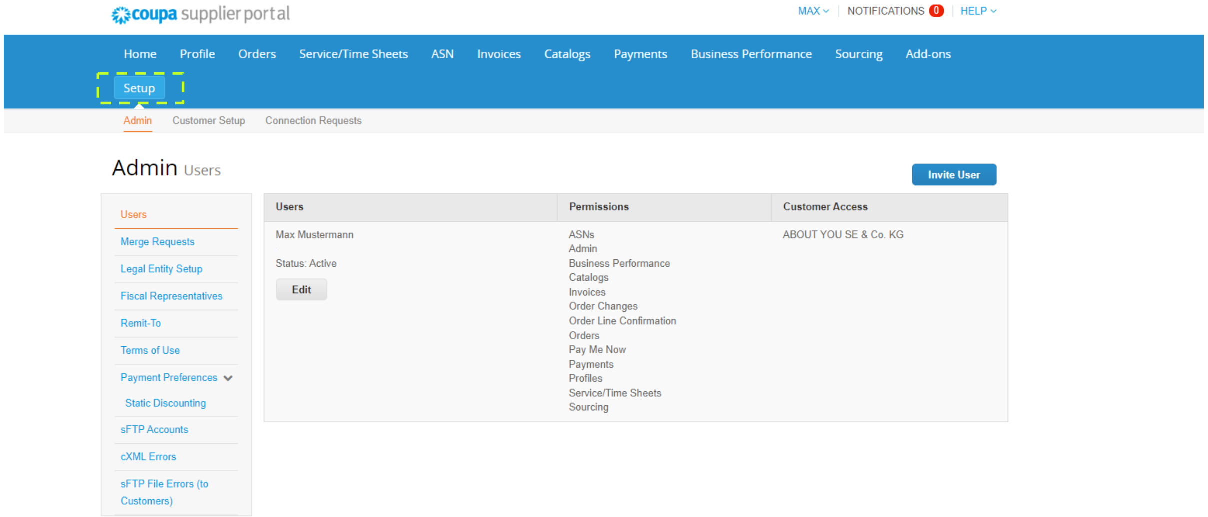
3. PROFILE SET-UP (1/9)

After signing up, a window will pop up asking you to provide information about your company. Please close this window and follow the steps shown on the next pages to set up your profile.

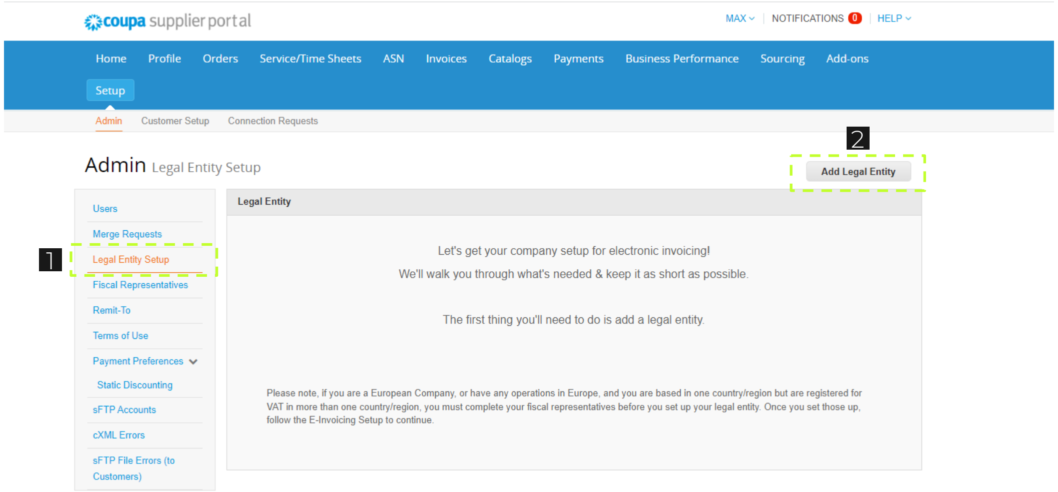


3. PROFILE SET-UP (2/9)

Then click on “Setup“ to start configuring your profile.



3. PROFILE SET-UP (3/9)

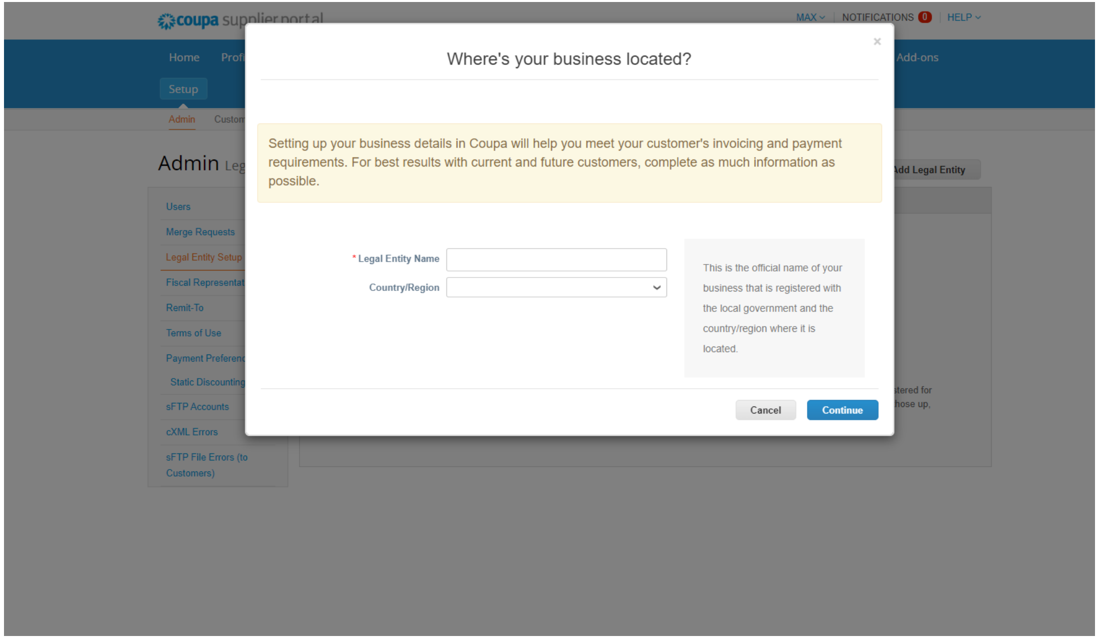


1 Under the tab “Legal Entity Setup“, you can manage and edit your company information.

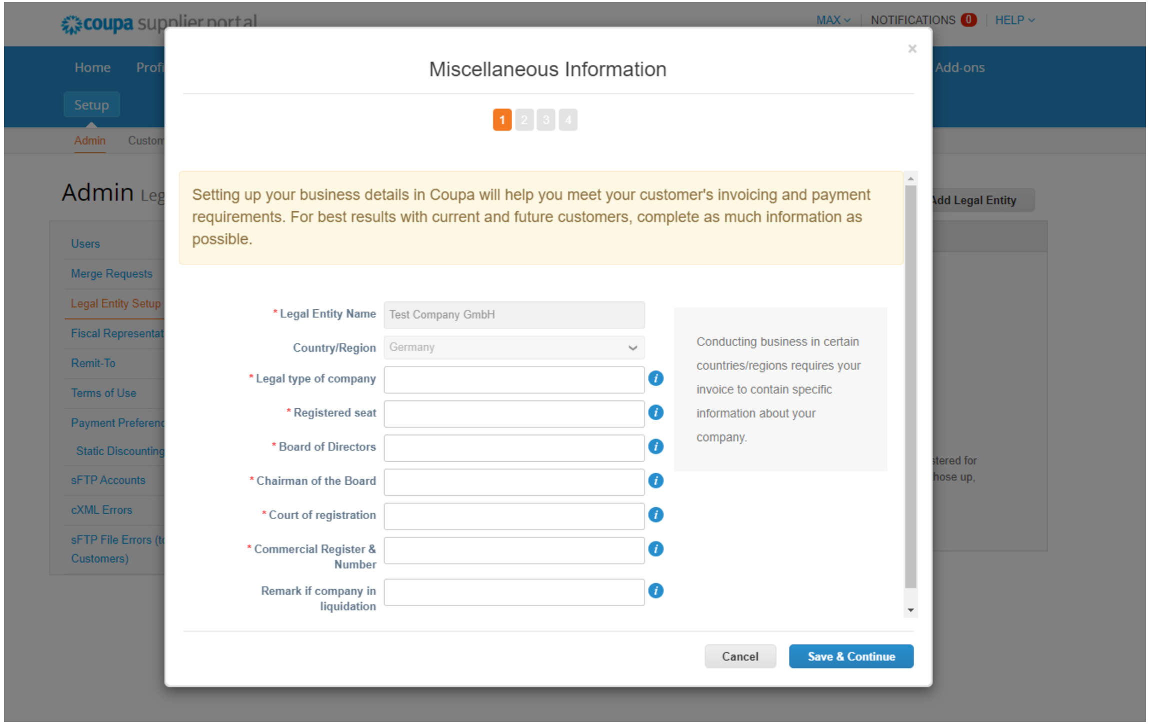
2 Click on “Add Legal Entity“ to add your company information.

3. PROFILE SET-UP (4/9)

Enter the official name and country of your company. Then click on “Continue“.

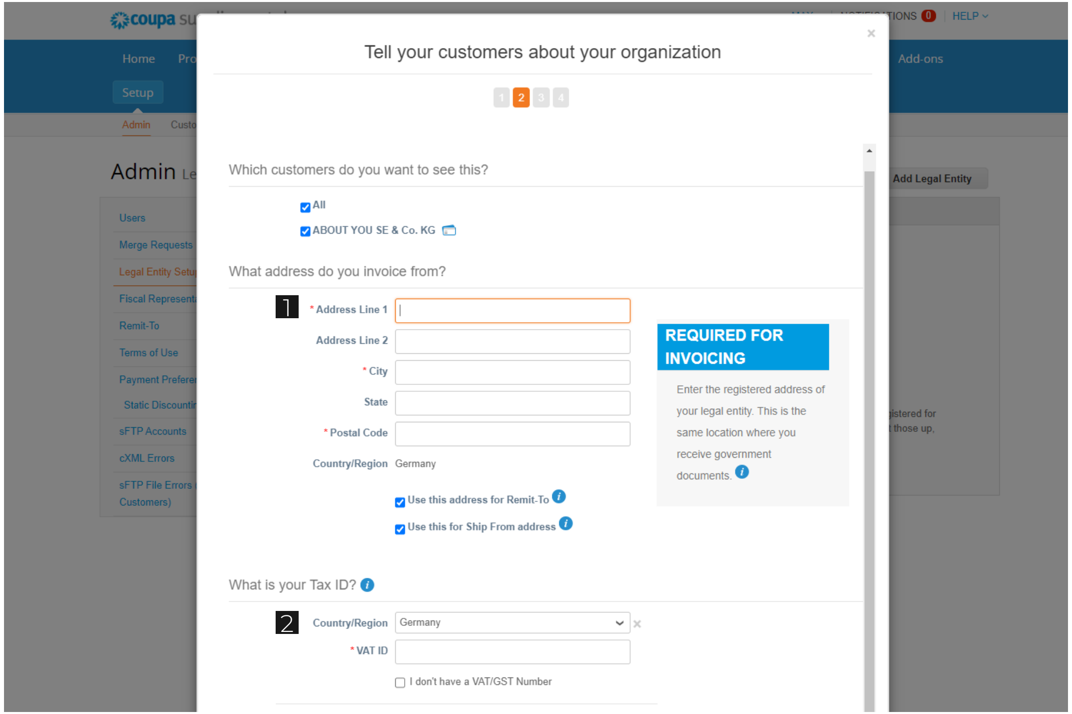


3. PROFILE SET-UP (5/9)



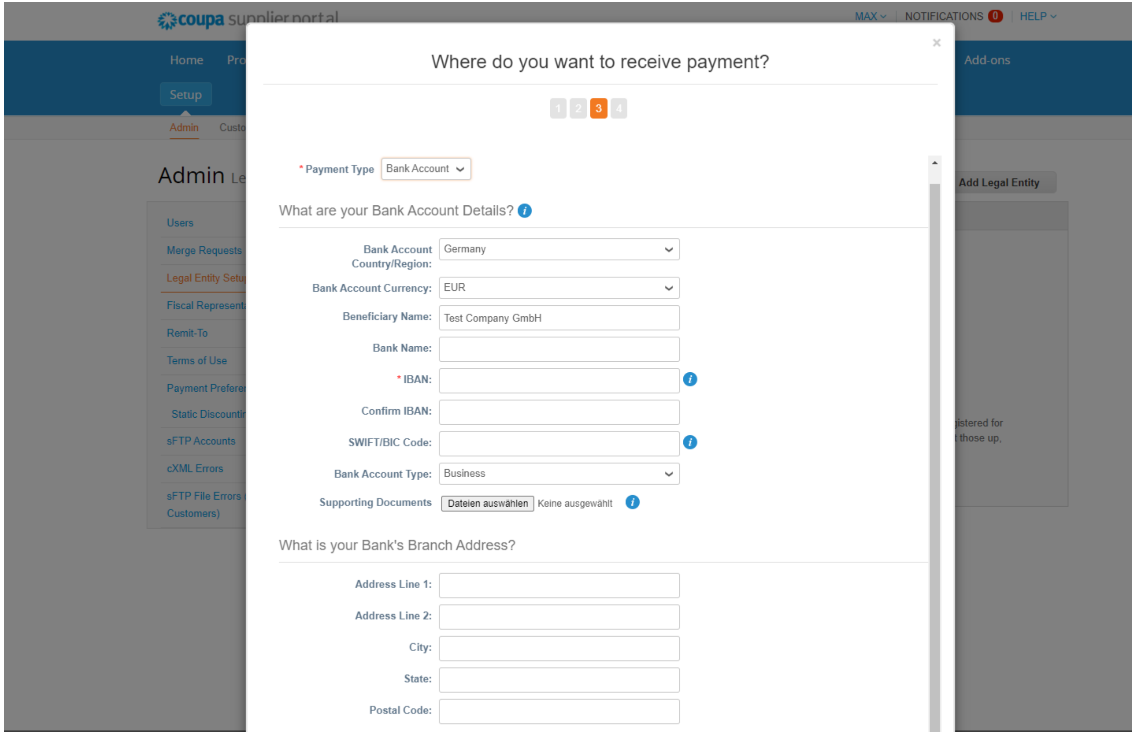
Enter all mandatory information marked with an asterisk and click on “Save & Continue“.

3. PROFILE SET-UP (6/9)



1. Enter your company address here. Please mark this as "Remit To" address and "Ship From" address if applicable.
2. Next, enter your VAT identification number. If necessary, you can add more than one.

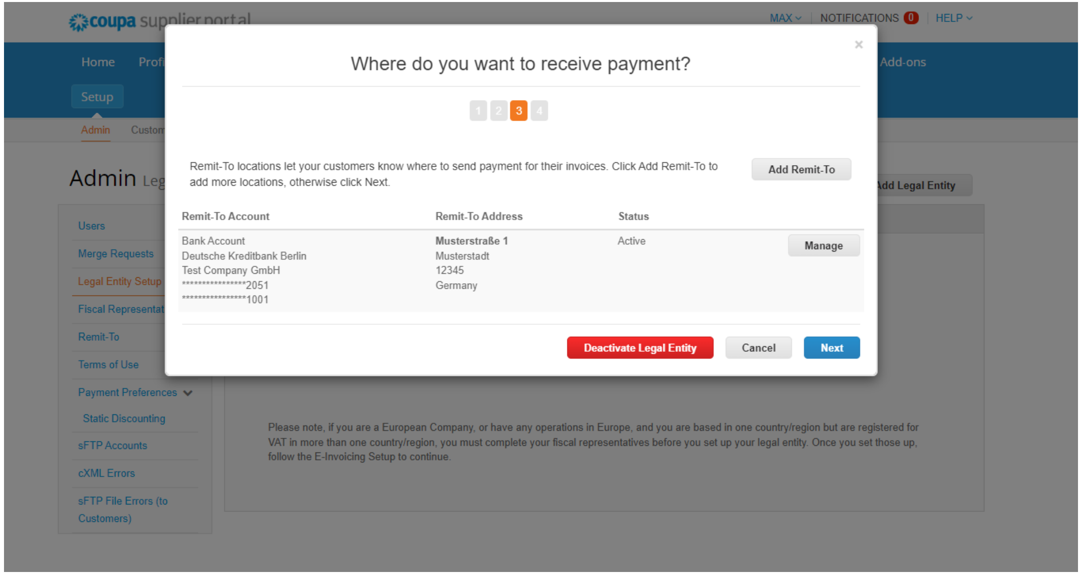
3. PROFILE SET-UP (7/9)



Select “Bank Account“ as “Payment Type“. Apart from the IBAN, the bank details are not mandatory fields in Coupa. Nevertheless, please enter all bank details so that invoices generated in Coupa can be approved.

Please also add a supporting document, for example a company letter or a bank reference.

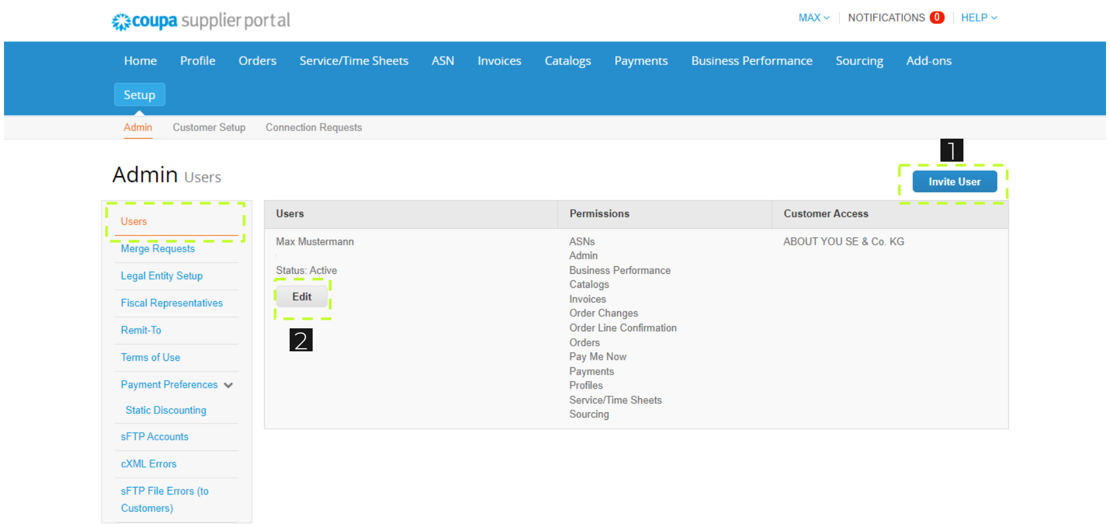
3. PROFILE SET-UP (8/9)



In the next step, you will see an overview of the information provided in the previous steps.

If the company address has also been entered as the remit-to address, the profile setup can be completed by clicking on “Next“. Otherwise, the remit-to address can be added here.

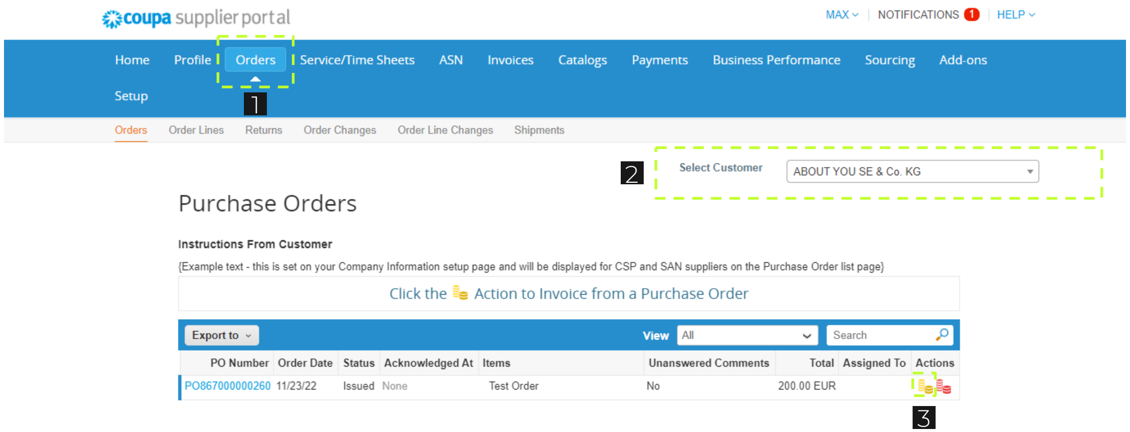
3. PROFILE SET-UP (9/9)



Under the “Users“ tab, you can invite additional users. They can then access this portal to create invoices and edit company information.

1. To do this, go to “Invite User“ and set the permissions.
2. If necessary, you can also edit the permissions of existing users or deactivate them.

4. ORDERS OVERVIEW

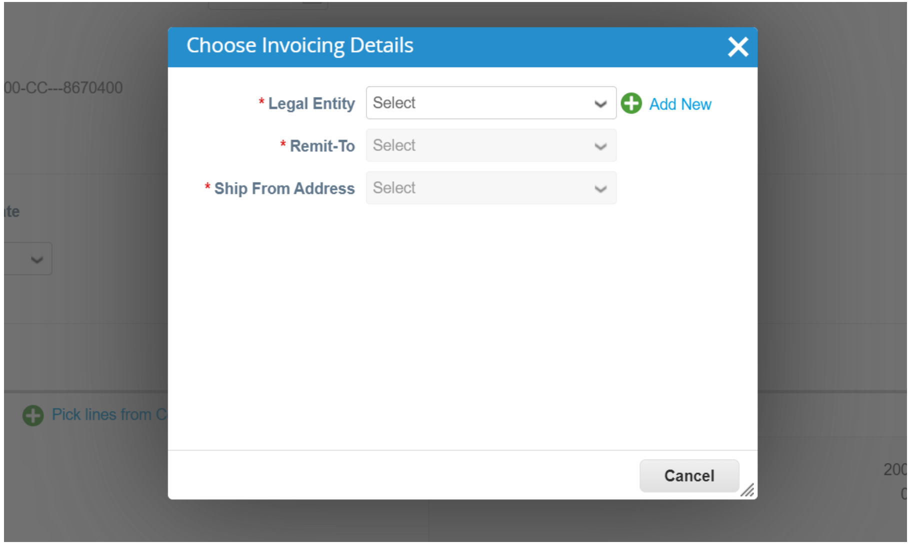


1. Under the tab "Orders", you can find all the orders you have received.

2. At the top right under "Select Customer", you can select ABOUT YOU to only see orders from ABOUT YOU.

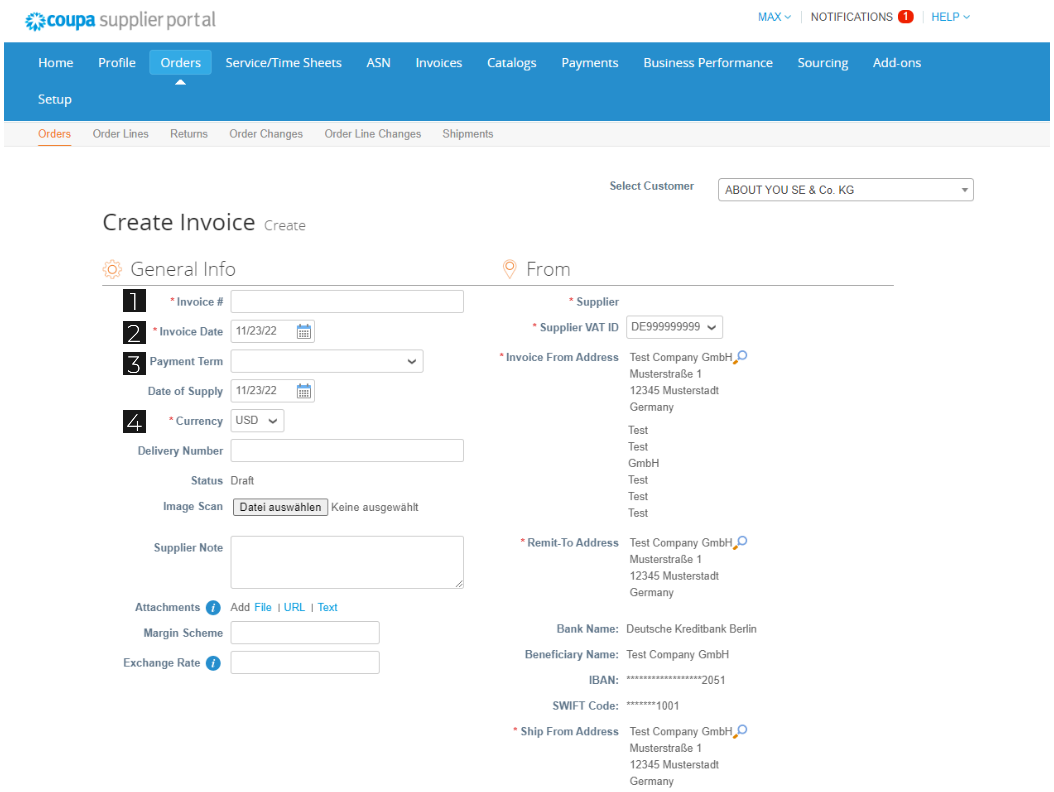
3. You can create an invoice by clicking on the yellow coins under "Actions".

5. INVOICE CREATION (1/6)



After clicking on the yellow coins, you can select your legal entity that you created during the profile set-up. Based on that, the remit-to and ship from address will be defaulted.
Then click on “Save”.

5. INVOICE CREATION (2/6)

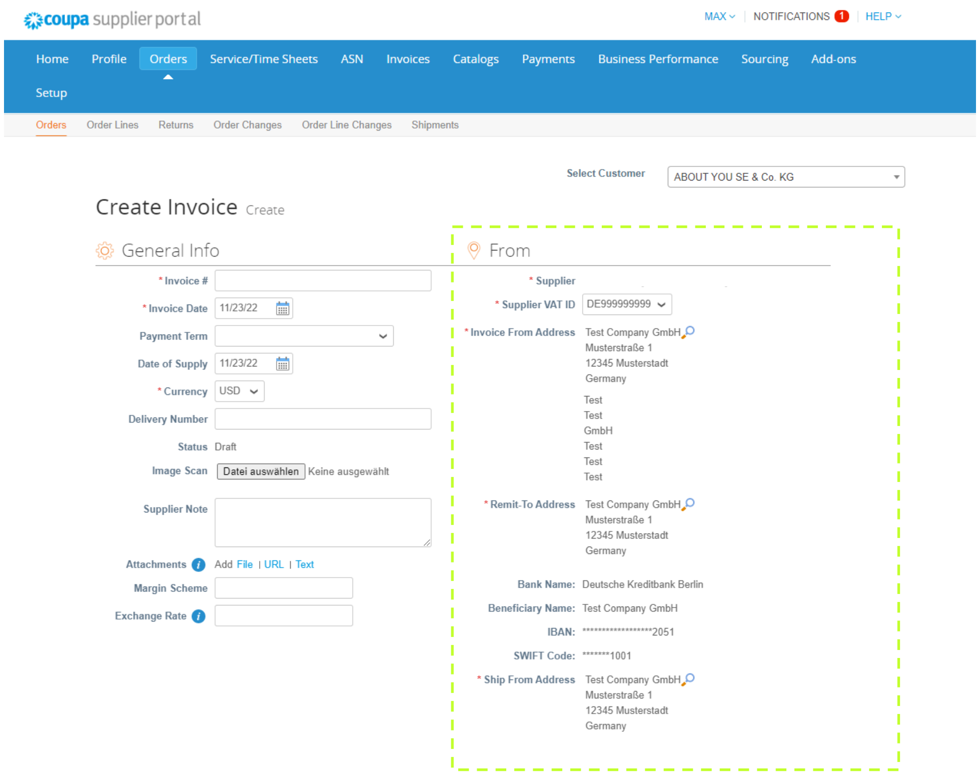


Then fill in the following mandatory fields:

1. Invoice #: here you can enter your own invoice number.
2. Invoice date: the date of invoice creation is used by default.
3. Payment term: the payment terms are based on the Purchase Order (PO).
4. Currency: the currency is based on your company's country.

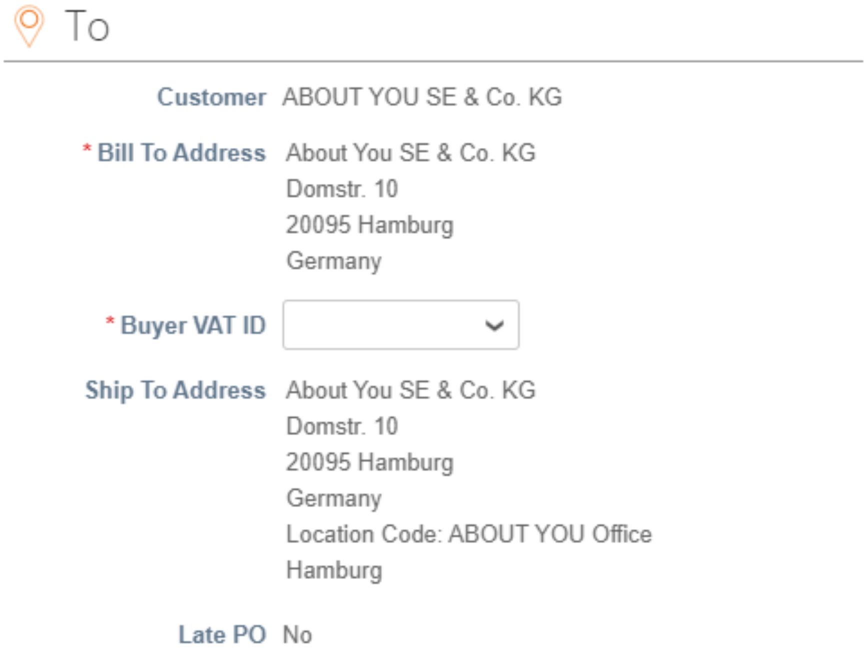
If the currency is not euro, an exchange rate must be entered.

5. INVOICE CREATION (3/6)



The information under “From” is based on the company information in your profile.

5. INVOICE CREATION (4/6)


To

Customer ABOUT YOU SE & Co. KG

* Bill To Address About You SE & Co. KG
Domstr. 10
20095 Hamburg
Germany

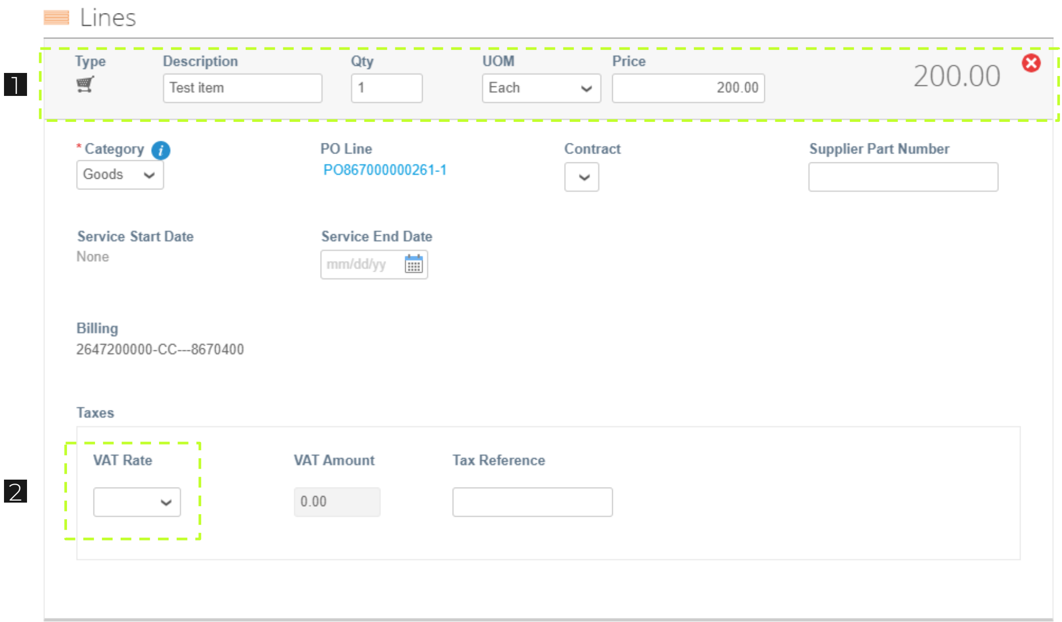
* Buyer VAT ID

Ship To Address About You SE & Co. KG
Domstr. 10
20095 Hamburg
Germany
Location Code: ABOUT YOU Office
Hamburg

Late PO No

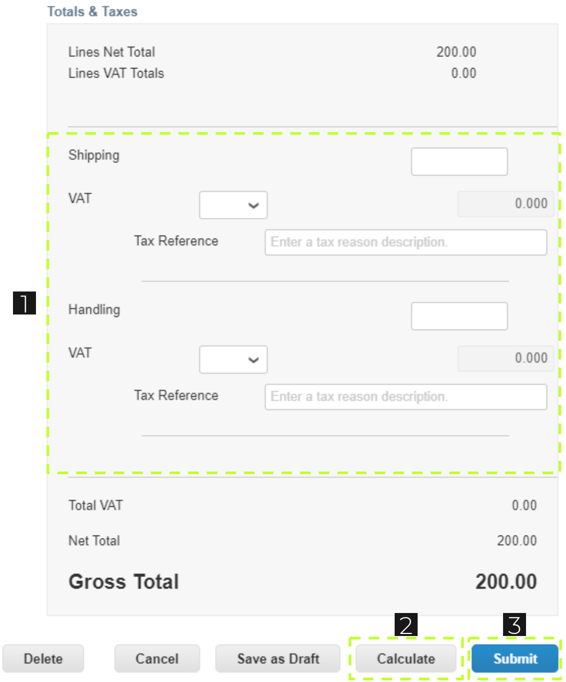
Below “From”, you will find the “To” section with information about ABOUT YOU, such as the bill to and ship to address. These are based on the order and do not have to be adjusted.

5. INVOICE CREATION (5/6)



1. Under "Lines", you can change the description of the individual items if needed. If the invoice is quantity based, you can also enter or change the quantity, the unit price and the unit of measure of the items.
2. Under "Taxes", you have to add the VAT rate for the line from the drop-down list. The tax amount is then calculated and appears under "VAT Amount".

5. INVOICE CREATION (6/6)

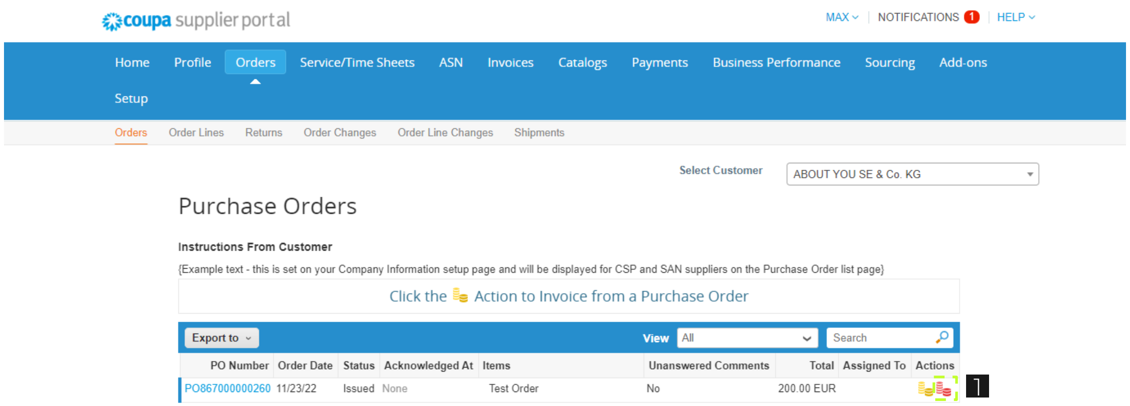


1 As the last step, you can add additional costs and taxes for shipping and handling.

2 By clicking on "Calculate", the amount in the lines and the gross total is calculated.

3 Click on "Submit" to create the invoice.

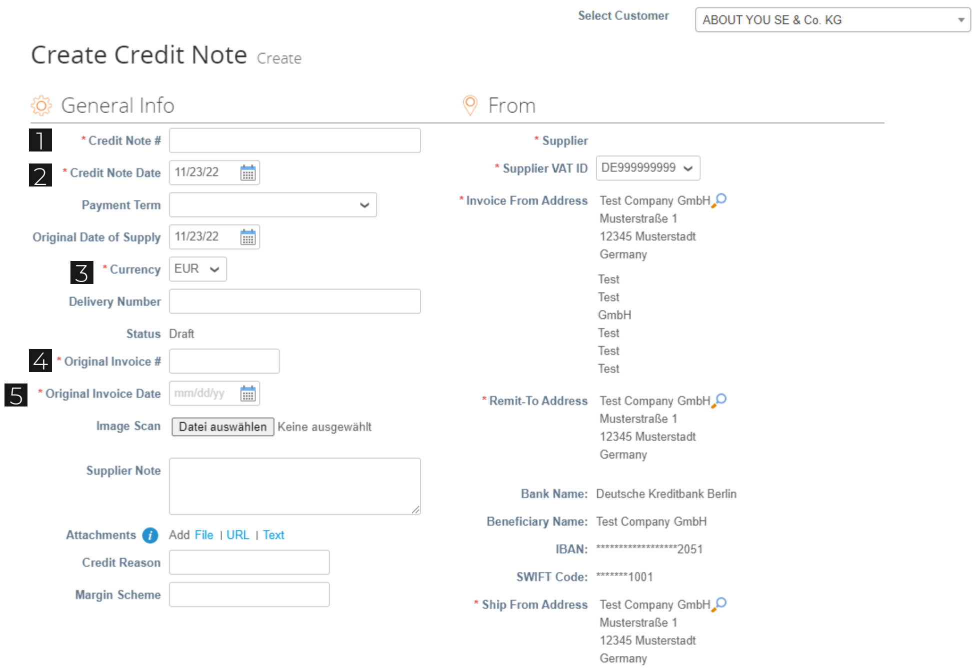
6. CREDIT NOTE CREATION (1/4)



Next to the yellow coins for creating invoices, there is also an icon with red coins in the “Orders” list under “Actions”.

1 By clicking on the red coins, you can create a credit note.

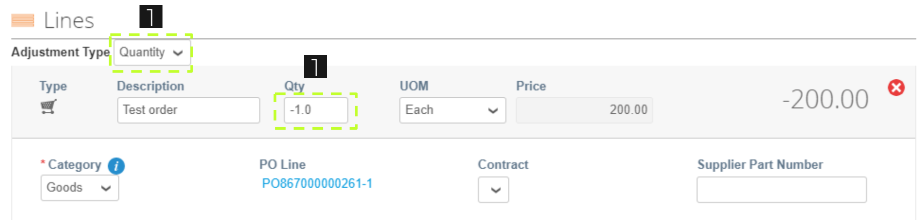
6. CREDIT NOTE CREATION (2/4)

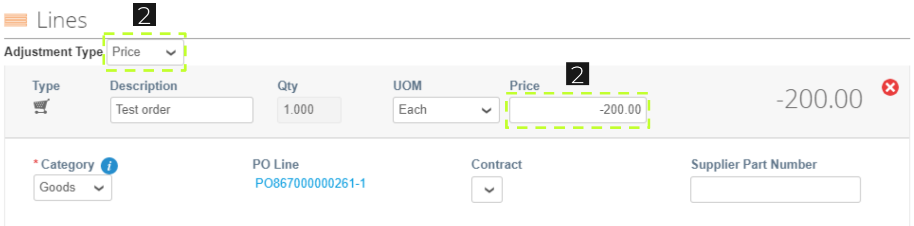


After clicking on the red coins, similar to the invoice, you have to fill out the following mandatory fields:

1. Credit Note #: here you can enter your own credit note number.
2. Credit Note Date: by default, this is the date of the credit note creation.
3. Currency: the currency is based on your company's country.
4. Original Invoice #: enter the number of the original invoice the credit note refers to.
5. Original Invoice Date: enter the date of the invoice the credit note refers to.

6. CREDIT NOTE CREATION (3/4)



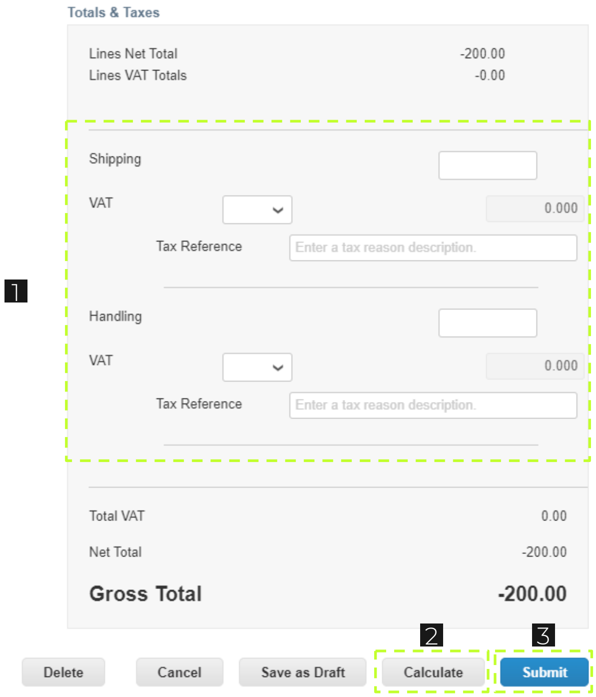


Similar to the invoice creation, the lines are displayed at the bottom of the screen. There are two ways to adjust the credit note amount:

1. If the “Adjustment Type” “Quantity” is selected, the quantity can be changed. The specified quantity has to be negative.
2. If the “Adjustment Type” “Price” is selected, the price can be changed. The specified price has to be negative.

After clicking on “Calculate”, a negative amount has to be displayed. A positive credit amount is not possible.

6. CREDIT NOTE CREATION (4/4)



1. As the last step, you can add additional costs and taxes for shipping and handling.

2. By clicking on “Calculate”, the amount in the lines and the gross total are calculated.

3. Click on “Submit” to create the credit note.

THANK YOU FOR USING COUPA!

If you have any questions or concerns, do not hesitate to contact us via coupa-info@aboutyou.com!