

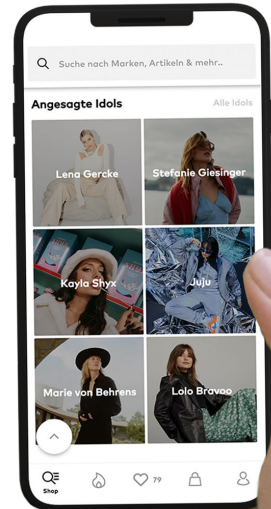
**ABOUT | YOU<sup>®</sup>**  
**COUPA SUPPLIER PORTAL**

July 2023

It's ABOUT YOU | [aboutyou.com](https://aboutyou.com)


# CONTENT

1. Registration
2. Sign-up
3. Profile set-up
4. Orders overview
5. Invoice creation
6. Credit note creation



# 1. REGISTRATION

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

Powered by 

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](#)

Learn more about the Coupa Supplier Portal

[Need Help?](#)

Answers to common questions and issues

[Coupa Info](#)

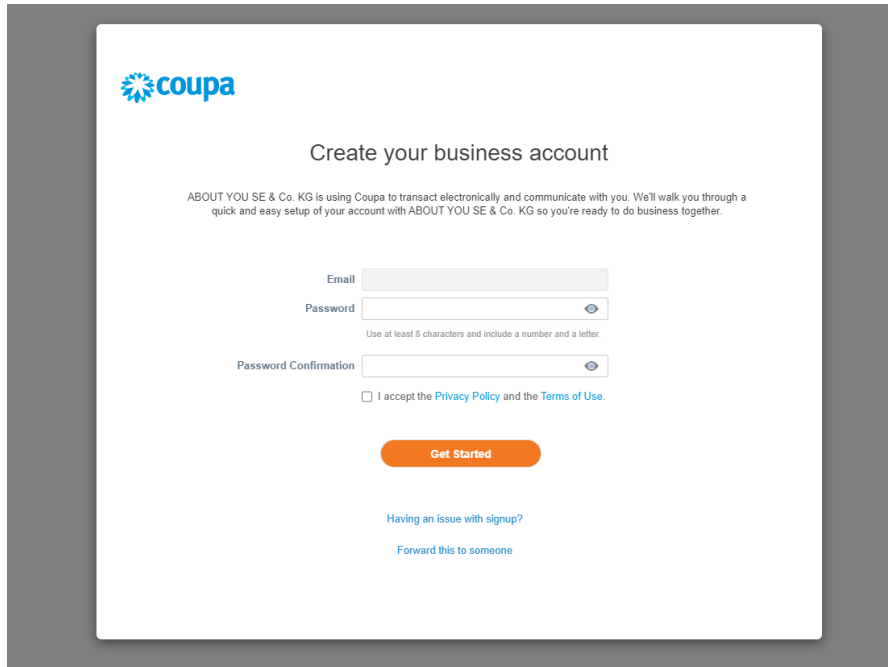
Learn more about how companies use Coupa



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



The screenshot shows the Coupa sign-up page for a business account. At the top left is the Coupa logo. The main heading is "Create your business account". Below this is a paragraph of introductory text: "ABOUT YOU SE & Co. KG is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with ABOUT YOU SE & Co. KG so you're ready to do business together." The form consists of three input fields: "Email", "Password", and "Password Confirmation". The "Password" field has a small eye icon to its right and a note below it: "Use at least 8 characters and include a number and a letter." The "Password Confirmation" field also has an eye icon. Below the fields is a checkbox labeled "I accept the [Privacy Policy](#) and the [Terms of Use](#)". At the bottom of the form is an orange "Get Started" button. Below the button are two links: "Having an issue with signup?" and "Forward this to someone".

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.

**ABOUT YOU**  
Powered By **coupa**

Progress: Basics (selected), Payment, Coupa Profile

**Tell us about your business**

\* Company Name   
Your official registered company name

Website

\* Country/Region

\* Address Line 1

Address Line 2

\* City

State  Example: CA

\* Postal Code

✔ All set for now. On your first invoice with ABOUT YOU SE & Co. KG, we will guide you through your legal entity setup.

**Next**

# 3. PROFILE SET-UP (2/9)

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

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. Below this is a secondary navigation bar with 'Admin', 'Customer Setup', and 'Connection Requests'. The 'Setup' link in the secondary navigation bar is highlighted with a yellow dashed box. Below the navigation bars, the 'Admin Users' section is visible, featuring a table of users and a sidebar with various setup options.

**Admin Users** Invite User

Users	Permissions	Customer Access
Max Mustermann Status: Active Edit	ASNs Admin Business Performance Catalogs Invoices Order Changes Order Line Confirmation Orders Pay Me Now Payments Profiles Service/Time Sheets Sourcing	ABOUT YOU SE & Co. KG

**Users**

- Merge Requests
- Legal Entity Setup
- Fiscal Representatives
- Remit-To
- Terms of Use
- Payment Preferences ▾
  - Static Discounting
- sFTP Accounts
- cXML Errors
- sFTP File Errors (to Customers)

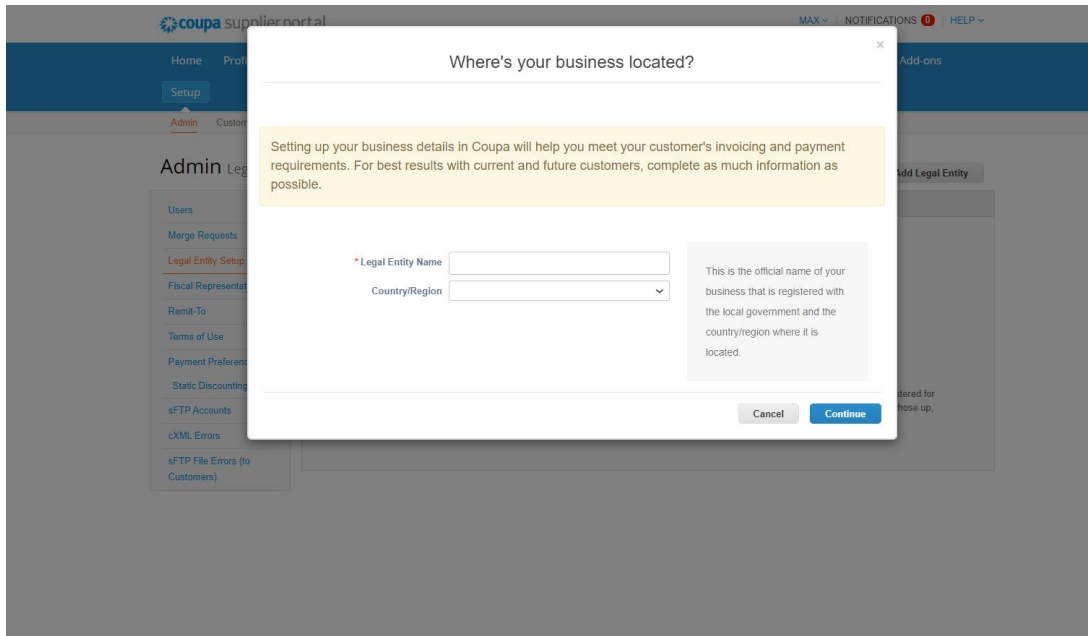
# 3. PROFILE SET-UP (3/9)

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. Below this is a blue header with various navigation links: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. A 'Setup' button is highlighted in the blue header. Below the blue header is a white bar with 'Admin', 'Customer Setup', and 'Connection Requests' links. The main content area is titled 'Admin Legal Entity Setup'. On the left, there is a sidebar menu with the following items: Users, Merge Requests, Legal Entity Setup (highlighted with a red dashed box and a '1' in a black box), Fiscal Representatives, Remit-To, Terms of Use, Payment Preferences (with a dropdown arrow), Static Discounting, sFTP Accounts, cXML Errors, and sFTP File Errors (to Customers). The main content area is titled 'Legal Entity' and contains the following text: 'Let's get your company setup for electronic invoicing! We'll walk you through what's needed & keep it as short as possible. The first thing you'll need to do is add a legal entity.' Below this text is a button labeled 'Add Legal Entity' (highlighted with a yellow dashed box and a '2' in a black box). At the bottom of the main content area, there is a note: 'Please note, if you are a European Company, or have any operations in Europe, and you are based in one country/region but are registered for VAT in more than one country/region, you must complete your fiscal representatives before you set up your legal entity. Once you set those up, follow the E-Invoicing Setup to continue.'

- 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”.  
In case you are a private person, please enter your full name.



The screenshot shows a web browser window displaying the Coupa Supplier Portal. A modal dialog box titled "Where's your business located?" is open in the center. The dialog has a close button (X) in the top right corner. Below the title, there is a yellow informational box with the text: "Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible." Below this box are two input fields: a text field labeled "\* Legal Entity Name" and a dropdown menu labeled "Country/Region". To the right of these fields is a grey box containing the text: "This is the official name of your business that is registered with the local government and the country/region where it is located." At the bottom of the dialog are two buttons: "Cancel" and "Continue". The background of the portal is dimmed, showing a navigation menu on the left with items like "Home", "Profile", "Setup", "Admin", "Users", "Merge Requests", "Legal Entity Setup", "Fiscal Representation", "Remit-To", "Terms of Use", "Payment Preferences", "Static Discounting", "sFTP Accounts", "cXML Errors", and "sFTP File Errors (to Customers)".



# 3. PROFILE SET-UP (5/9)

**Miscellaneous Information**

1 2 3 4

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name

Country/Region

\* Legal type of company

\* Registered seat

\* Board of Directors

\* Chairman of the Board

\* Court of registration

\* Commercial Register & Number

Remark if company in liquidation

Conducting business in certain countries/regions requires your invoice to contain specific information about your company.

Cancel Save & Continue

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

If anything is not applicable to your business, please enter “n/a”.

# 3. PROFILE SET-UP (6/9)

Tell your customers about your organization

Which customers do you want to see this?

- All
- ABOUT YOU SE & Co. KG

What address do you invoice from?

**1** \* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country/Region Germany

Use this address for Remit-To

Use this for Ship From address

**REQUIRED FOR INVOICING**

Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

**2** Country/Region Germany

\* VAT ID

I don't have a VAT/GST Number

**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.

In case you do not have a VAT ID, please mark the respective box and add your local Tax ID.

# 3. PROFILE SET-UP (7/9)

The screenshot shows a web form titled "Where do you want to receive payment?" with a progress indicator showing step 3 of 4. The form is set to "Bank Account" as the payment type. It contains the following fields:

- Bank Account Country/Region: Germany
- Bank Account Currency: EUR
- Beneficiary Name: Test Company GmbH
- Bank Name: (empty)
- IBAN: (empty)
- Confirm IBAN: (empty)
- SWIFT/BIC Code: (empty)
- Bank Account Type: Business
- Supporting Documents: Dateien auswählen (Keine ausgewählt)

Below the bank details, there is a section for the bank's branch address with the following fields:

- Address Line 1: (empty)
- Address Line 2: (empty)
- City: (empty)
- State: (empty)
- Postal Code: (empty)

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)

The screenshot shows a web application interface with a modal dialog box titled "Where do you want to receive payment?". The dialog has a progress indicator at the top with steps 1, 2, 3 (highlighted), and 4. Below the title, there is explanatory text: "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." and an "Add Remit-To" button. A table lists a single entry:

Remit-To Account	Remit-To Address	Status	
Bank Account Deutsche Kreditbank Berlin Test Company GmbH *****2051 *****1001	Musterstraße 1 Musterstadt 12345 Germany	Active	Manage

At the bottom of the dialog are three buttons: "Deactivate Legal Entity" (red), "Cancel", and "Next" (blue). Below the dialog, a note reads: "Please note, if you are a European Company, or have any operations in Europe, and you are based in one country/region but are registered for VAT in more than one country/region, you must complete your fiscal representatives before you set up your legal entity. Once you set those up, follow the E-Invoicing Setup to continue."

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)

coupa supplier portal

MAX | NOTIFICATIONS 0 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Payments Business Performance Sourcing Add-ons

Setup

Admin Customer Setup Connection Requests

Admin Users

Users

Merge Requests

Legal Entity Setup

Fiscal Representatives

Remit-To

Terms of Use

Payment Preferences

Static Discounting

sFTP Accounts

cXML Errors

sFTP File Errors (to Customers)

Users	Permissions	Customer Access
Max Mustermann Status: Active Edit	ASNs Admin Business Performance Catalogs Invoices Order Changes Order Line Confirmation Orders Pay Me Now Payments Profiles Service/Time Sheets Sourcing	ABOUT YOU SE & Co. KG

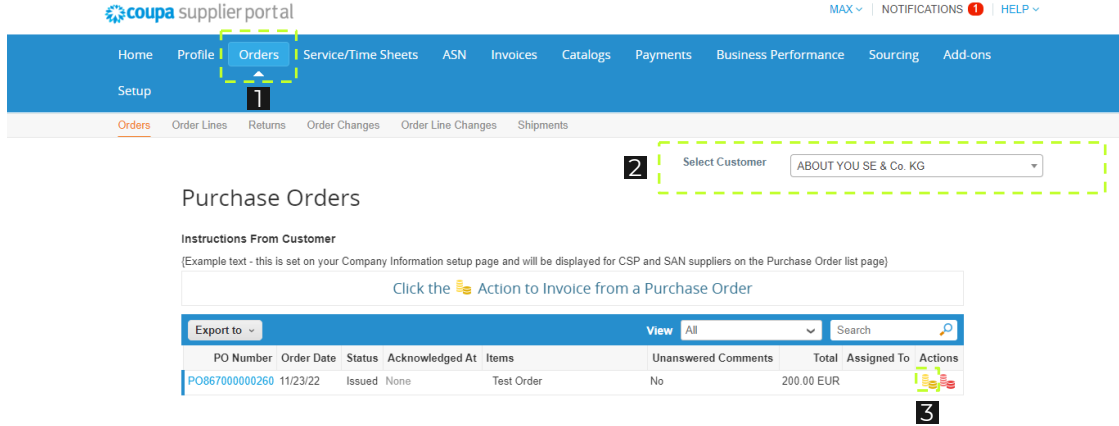
1 Invite User

2


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



The screenshot displays the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following tabs: Home, Profile, **Orders** (highlighted with a red dashed box and a red '1'), Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. Below this, there is a sub-menu with 'Orders' (highlighted with a red dashed box and a red '1'), Order Lines, Returns, Order Changes, Order Line Changes, and Shipments.

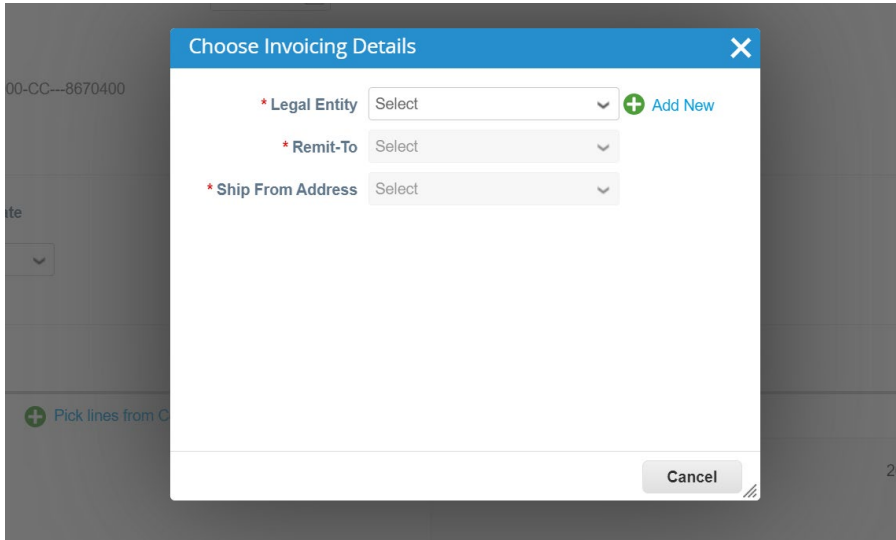
The main content area is titled 'Purchase Orders'. Underneath, there is a section for 'Instructions From Customer' with a note: '(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)'. Below this, there is a button that says 'Click the  Action to Invoice from a Purchase Order'.

At the top right of the main content area, there is a 'Select Customer' dropdown menu (highlighted with a red dashed box and a red '2') currently set to 'ABOUT YOU SE & Co. KG'.

Below the instructions, there is a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The table contains one row of data: PO086700000260, 11/23/22, Issued, None, Test Order, No, 200.00 EUR, and an 'Actions' column containing a yellow coins icon (highlighted with a red dashed box and a red '3') and a red 'X' icon.

- 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)



00-CC---8670400

te

+ Pick lines from C

20

0

Choose Invoicing Details

\* Legal Entity Select + Add New

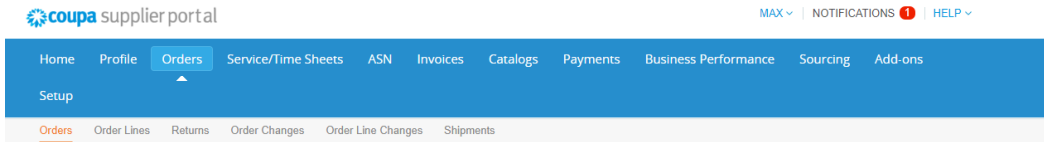
\* Remit-To Select

\* Ship From Address Select

Cancel

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)



Select Customer

Create Invoice [Create](#)

## General Info

- 1 \* Invoice #
- 2 \* Invoice Date
- 3 Payment Term
- Date of Supply
- 4 \* Currency
- Delivery Number
- Status
- Image Scan  Keine ausgewählt
- Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

Margin Scheme

Exchange Rate

## From

\* Supplier

\* Supplier VAT ID

\* Invoice From Address

Musterstraße 1  
12345 Musterstadt  
Germany

Test  
Test  
GmbH  
Test  
Test  
Test

\* Remit-To Address

Musterstraße 1  
12345 Musterstadt  
Germany

Bank Name: Deutsche Kreditbank Berlin

Beneficiary Name: Test Company GmbH

IBAN: \*\*\*\*\*2051

SWIFT Code: \*\*\*\*\*1001

\* Ship From Address

Musterstraße 1  
12345 Musterstadt  
Germany

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)

**coupa** supplier portal MAX | NOTIFICATIONS 1 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Payments Business Performance Sourcing Add-ons

Setup

Orders Order Lines Returns Order Changes Order Line Changes Shipments

Select Customer

## Create Invoice Create

**General Info**

\* Invoice #

\* Invoice Date

Payment Term

Date of Supply

\* Currency

Delivery Number

Status

Image Scan  Keine ausgewählt

Supplier Note

Attachments Add [File](#) | [URL](#) | [Text](#)

Margin Scheme

Exchange Rate

**From**

\* Supplier

\* Supplier VAT ID

\* Invoice From Address    
Musterstraße 1  
12345 Musterstadt  
Germany  
Test  
Test  
GmbH  
Test  
Test  
Test

\* Remit-To Address    
Musterstraße 1  
12345 Musterstadt  
Germany

Bank Name: Deutsche Kreditbank Berlin  
Beneficiary Name: Test Company GmbH  
IBAN: \*\*\*\*\*2051  
SWIFT Code: \*\*\*\*\*1001

\* Ship From Address    
Musterstraße 1  
12345 Musterstadt  
Germany

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

## 5. INVOICE CREATION (4/6)



**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.

For services provided to ABOUT YOU, the following VAT ID must be selected: DE339819462.

For deliveries of goods, the country of destination of the delivery is decisive for the corresponding VAT ID.

# 5. INVOICE CREATION (5/6)

Lines

**1**

Type	Description	Qty	UOM	Price	
	Test item	1	Each	200.00	200.00

\* Category

Goods

PO Line PO867000000261-1

Contract

Supplier Part Number

Service Start Date None

Service End Date

Billing

2647200000-CC--8670400

Taxes

**2**

VAT Rate	VAT Amount	Tax Reference
<input type="text"/>	0.00	<input type="text"/>

- 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)

Totals & Taxes

Lines Net Total	200.00
Lines VAT Totals	0.00

1

Shipping

VAT

Tax Reference

Handling

VAT

Tax Reference

Total VAT	0.00
Net Total	200.00
<b>Gross Total</b>	<b>200.00</b>

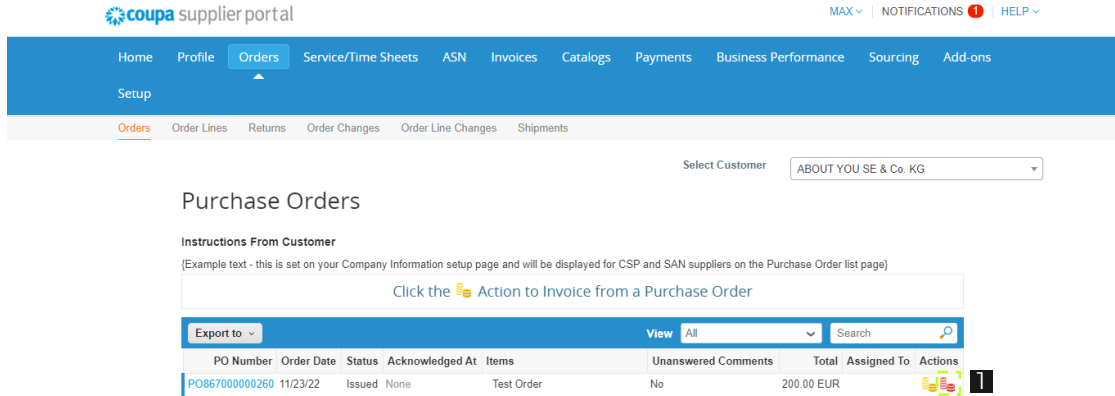
2

3

Delete Cancel Save as Draft Calculate Submit

- 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)



coupa supplier portal

MAX | NOTIFICATIONS 1 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Payments Business Performance Sourcing Add-ons


Setup

Orders Order Lines Returns Order Changes Order Line Changes Shipments




Select Customer ABOUT YOU SE & Co. KG

### Purchase Orders

Instructions From Customer  
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Click the  Action to Invoice from a Purchase Order

Export to View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO86700000260	11/23/22	Issued	None	Test Order	No	200.00 EUR		  

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)

Select Customer ABOUT YOU SE & Co. KG

Create Credit Note Create

**1** \* Credit Note #

**2** \* Credit Note Date

Payment Term

Original Date of Supply

**3** \* Currency

Delivery Number

Status

**4** \* Original Invoice #

**5** \* Original Invoice Date

Image Scan

Supplier Note

Attachments  | [URL](#) | [Text](#)

Credit Reason

Margin Scheme

**From**

\* Supplier

\* Supplier VAT ID

\* Invoice From Address

Musterstraße 1  
12345 Musterstadt  
Germany

Test  
Test  
Test GmbH  
Test  
Test  
Test

\* Remit-To Address

Musterstraße 1  
12345 Musterstadt  
Germany

Bank Name: Deutsche Kreditbank Berlin

Beneficiary Name: Test Company GmbH

IBAN: \*\*\*\*\*2051

SWIFT Code: \*\*\*\*\*1001

\* Ship From Address

Musterstraße 1  
12345 Musterstadt  
Germany

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)

**1**

Lines

Adjustment Type: Quantity

Type	Description	Qty	UOM	Price	
	Test order	-1.0	Each	200.00	-200.00

\* Category: Goods

PO Line: PO867000000261-1

Contract:

Supplier Part Number:

**2**

Lines

Adjustment Type: Price

Type	Description	Qty	UOM	Price	
	Test order	1.000	Each	-200.00	-200.00

\* Category: Goods

PO Line: PO867000000261-1

Contract:

Supplier Part Number:

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**

Totals & Taxes

Lines Net Total	-200.00
Lines VAT Totals	-0.00

Shipping

VAT

Tax Reference

Handling

VAT

Tax Reference

Total VAT	0.00
Net Total	-200.00
<b>Gross Total</b>	<b>-200.00</b>

**2** **3**

Delete Cancel Save as Draft **Calculate** **Submit**

- 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 [accounting@aboutyou.com](mailto:accounting@aboutyou.com) !