

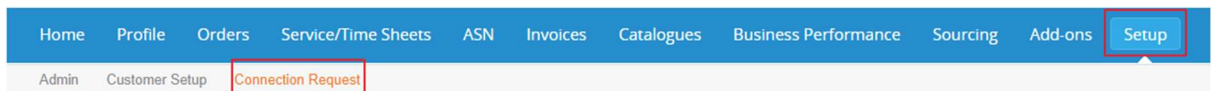
How to connect with Inchcape on Coupa, if you are an approved supplier.

The link to join Coupa is <https://supplier.coupa.com/sessions/new> you can create an account by using the register boxes on the left hand side of the page.

Once you have registered and have a password you can login to the port. You are now ready to setup your legal entity; this needs to be completed before you can submit any invoices. Please find attached guide which takes you through the process.

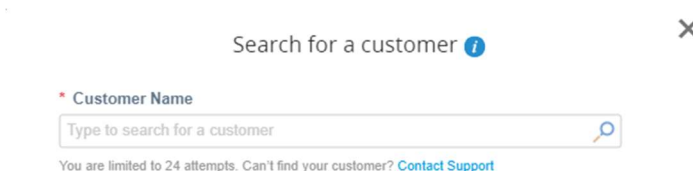
The next step is to request Inchcape as a customer, you can do this by following the below instructions.

1. Go to Setup > Connection requests

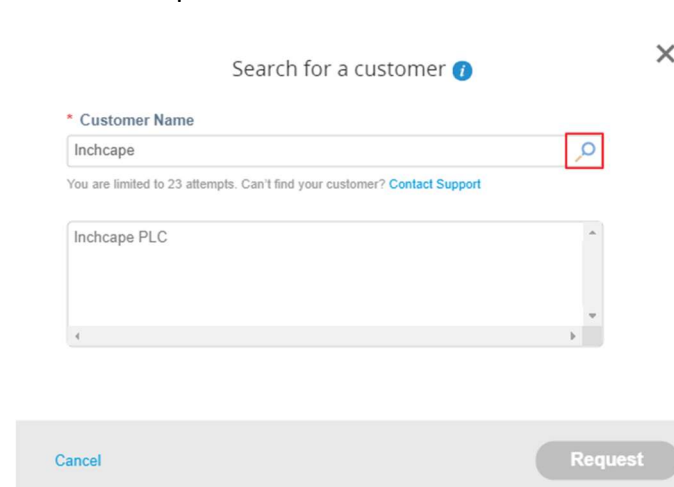


2. There may possibly be some suggestions for you, if Inchcape appear you can select them, If Inchcape are not in the list click search.


3. A search for a customer window will appear on your Screen., Enter "Inchcape" into the customer name field then click the magnifying glass to search.




4. Select Inchcape PLC from the box.



5. You will then be requested to enter a customer contact please use Coupa.UKSupplier@inchcape.com to send your request. Tick the “I’m not a robot box” and any additional reCAPtcha fields that appear. You will need to agree with the terms and conditions, that you are an active supplier and you are not using this function to create new business.





Search for a customer 

*** Customer Name**

You are limited to 23 attempts. Can't find your customer? [Contact Support](#)

*** Customer Contact**

 I'm not a robot 
reCAPTCHA
Privacy - Terms

*** I confirm by sending this request that I am actively doing business with this customer and contact. I am not soliciting new business opportunities with this company. I consent to my email address being shared with this customer.**

[Cancel](#) [Request](#)

6. You can now click the request button; Inchcape will receive your connection request and it will be reviewed.

All Supplier link requests are subject to approval and only Inchcape approved suppliers can connect with us using this guide.