



ComfortDelGro • Procurement • Analytics • Sourcing • Supplier management

*Guiding you through your purchases*

Powered by  **coupa**

# Onboarding as CDG Supplier & Managing Coupa Supplier Portal (CSP) Account

Updated on 24 March 2025

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## Onboarding Process as CDG Supplier

# Why Is It Important to be registered in Coupa Supplier Portal (CSP)?

Link: <https://supplier.coupahost.com/>

1. **Registration is free**, supports multiple users and customers on Coupa. You only need to register once to transact with all Business Units under CDG eg. Setsco, Vicom, SBS Transit etc.
2. Reap the benefits of **full electronic transactions** :
  - i. Receive PO
  - ii. Acknowledge PO
  - iii. Submit invoices and Credit Notes (Note: Credit Notes can only be submitted via CSP)
  - iv. Monitoring statuses
3. **Eliminate manual submission** and **documents lost** in transit!
4. **Receive announcements** and communications that will be broadcast to our suppliers by CDG from time to time.
5. Have access to the Chat function in CSP to receive **real-time prompt support from Coupa** on your issues.

 Chat with Coupa Support

# How to onboard as CDG Supplier?

- Supplier is required to complete **Two (2) Forms** :
  - a) Supplier Onboarding Form (SOF)
  - b) Supplier Banking Details Form
- The forms will be triggered sequentially i.e., each form needs to be completed before the next form can be triggered to you.



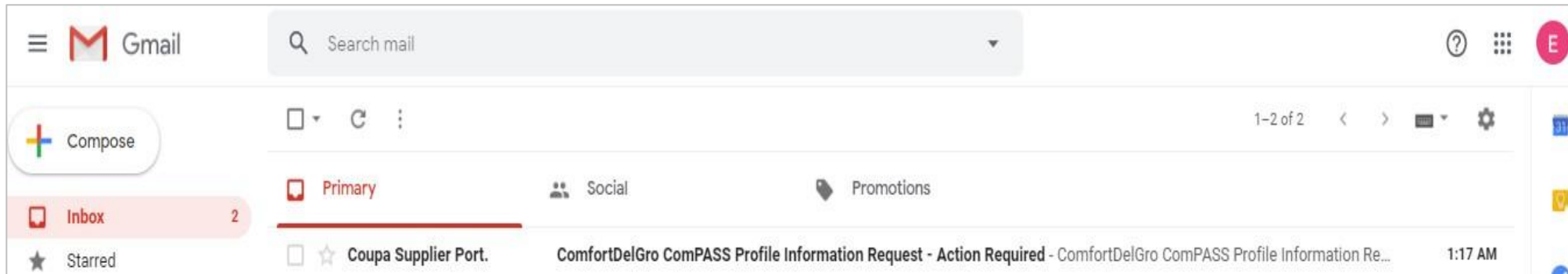
 The forms will auto expire after 30 days upon triggered. Please complete the form as soon as you received it.

## Supplier Onboarding Form (SOF)

## Complete Supplier Onboarding Form (SOF) (1/6)

### Step 1: Email notification from “Coupa Supplier Portal”

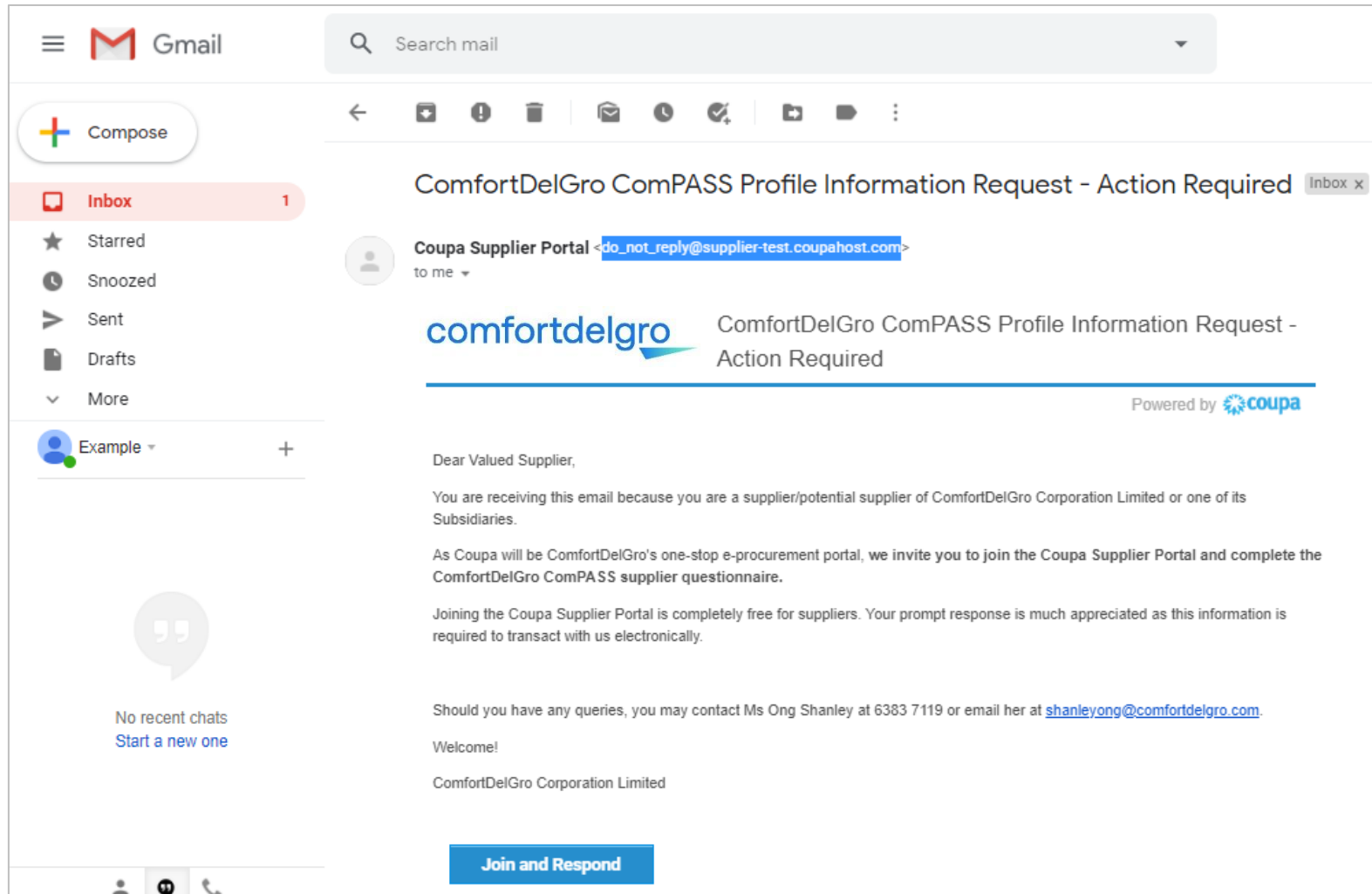
Initiation of suppliers' onboarding to ComPASS must be done by CDG's User. If you need an account for transactions purpose (ie. PO/Contracts/Payment), please reach out to your CDG's contact person



1. Lookout for email from “Coupa Supplier Portal” or “ComfortDelGro ComPASS” like above.
2. This email commonly lands in your junk/spam folder, so please check that.
3. Get your IT department to whitelist [do\\_not\\_reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com) so that you can receive subsequent emails from the same domain name.

## Complete Supplier Onboarding Form (SOF) (2/6)

Step 2: Read the message in the email. Click “Join and Respond”




### Tips:

- If you receive this email, you have been registered as the primary contact of your organization
- Click “Join and Respond” to proceed
- If you would like someone else from your organization to register, you may forward this email to them
- To change primary contact, please email [supplierask\\_compass@comfortdelgro.com](mailto:supplierask_compass@comfortdelgro.com)
- The primary contact serves as the administrator of your company account in CSP. You will have the rights to add/deactivate Users from your organization.



Step 3: For new CSP user, system will prompt you to create user account.



Create your business account

ComfortDelGro ComPASS is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with ComfortDelGro ComPASS so you're ready to do business together.

Email

kuankuan\_88@hotmail.com

Password

Use at least 8 characters and include a number and a letter.

Password Confirmation

☐ I accept the [Privacy Policy](#) and the [Terms of Use](#).

Get Started

[Having an issue with signup?](#)

[Forward this to someone](#)

- Tips:**
- If you are an existing CSP user, system will bring you to the login page*

## Complete Supplier Onboarding Form (SOF) (4/6)

Step 4: Go to Profile > Information Requests to complete SOF

coupa

supplier portal

KAREN

NOTIFICATIONS 2

HELP

Home

Profile

Orders

Service/Time Sheets

ASN

Invoices

Catalogs

Business Performance

Sourcing

Add-ons

Setup

Your Profile

Information Requests

ComfortDelGro ComPASS

Profile ComfortDelGro ComPASS

✓ We have auto-filled some information from your Public Profile.

New SPQ + SOF for Standard Suppliers. Updated on 26 July 2022.

Supplier Information TEST PTE LTD

1. Company Information

\* Registered Company Name

TEST PTE LTD

Parent Company Name

Please provide information only if applicable.

\* Company Structure

\* Date of Incorporation

mm/dd/yy

\* Country of Operation

United States

\* Business Registration Number

For Singapore registered company, this should be the UEN as per ACRA BizFile. For Overseas registered company, please indicate the Overseas business registration number

\* Business Registration Document

Choose File

No file chosen

For Singapore registered company, this should be ACRA BizFile. All documents should not be older than 6 months at point of submission.

***Tips:***

- *Fields marked with \* are mandatory*
- *This questionnaire collects basic company information such as business registration details, contact details and declarations.*
- *Where possible, default answers are pre-filled to expedite onboarding process.*
- *Please check before submitting for approval.*

Step 5: Complete the form and click “Submit for Approval”

information that is relevant to this declaration

\* Name of Declarant

\* Designation of Declarant

6. To be filled in by ComPASS Supplier Team

This section is to be filled in only by the ComPASS Supplier Team. All POs shall be sent via Email as default transmission method.

PO Method

prompt

PO Change Method

prompt

Business Unit

Comfort Transportation Pte Ltd

Content Groups

None

Supplier Category

None

7. To be filled by CDG Account Payable Team Only

Recon Account 1

None

Recon Account 2

None

Sort Key

None

Payment Terms

None

Decline

Save

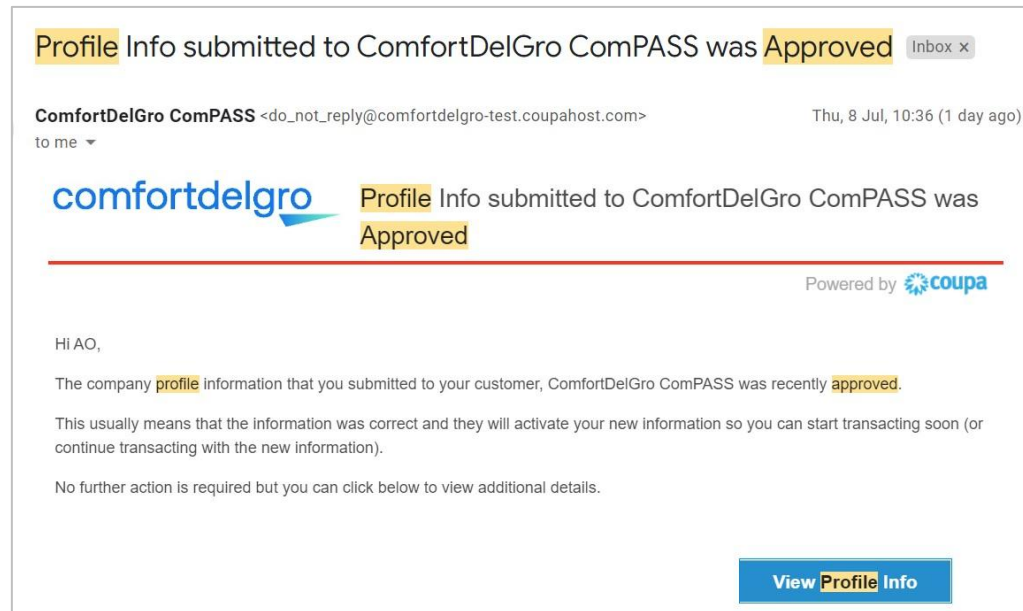
Submit for Approval

### Step 6: Approval Notification or Reminders or Rejections to Amend

System will send you automated reminders every 3 days if no submission is received. Each form is valid for only 30 days after which it will expire. If you need a new form after expiry, please contact [supplierask\\_compass@comfortdelgro.com](mailto:supplierask_compass@comfortdelgro.com).

If amendment is required, your form will be rejected. You are required to login to CSP to resubmit the form with the corrected information. You will also be able to view the rejection reason in the email notification.

Once your submission is approved, you will receive a notification as shown below



## Supplier Banking Details Form

*(Take note there is a difference in procedure for LOCAL banks and FOREIGN banks)*

## Local Bank

## Banking Details Form – Local (1/3)

Upon SOF approval, you will receive an email notification to provide banking details. The form can be retrieved from Profile > Information Requests.

Step 1: For companies with **LOCAL** bank accounts, click on “Add Remit-To” . When a pop-up screen appears as below, click on “X” or “Cancel” to close the screen.

The screenshot shows the 'ComfortDelGro ComPASS' interface. At the top, the 'Profile' dropdown is set to 'ComfortDelGro ComPASS'. The main section is titled 'Remit-To Addresses' and includes a sub-header: 'Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.' A yellow box highlights the 'Add Remit-To' button. A pop-up window titled 'Choose Remit-To Address' is open, featuring a blue header with a close 'X' button. Inside the pop-up, a yellow box contains the text: 'Choose a Remit-to Location below - Recommended. It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.' Below this, there is a section 'Create new Compliant Remit-To Address' with a green '+ Create New' button. At the bottom of the pop-up is a 'Cancel' button. The background form is dimmed, showing fields for 'Supplier Information' (Cherries Local Supplier Pte Ltd), '\* Registered Company Name' (Cherries Local Supplier Pte Ltd), and a 'Comments' section at the bottom.

# Banking Details Form – Local (2/3)

Step 2: Fill in all the fields and attach a signed and bank-endorsed “Direct Credit Authorization Form”.  
Please send the endorsed original copy of form to the mailing address indicated on the form.

ComfortDelGro ComPASS

Profile ComfortDelGro ComPASS

Supplier Information

Cherries Local Supplier Pte Ltd

\* Registered Company Name

Cherries Local Supplier Pte

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

Remit-To Address

Bank Information

Company Account Name

Name of Bank / Branch

Branch Code

Bank Code

SWIFT Code

Bank Account Number

attachment

Direct\_Credit\_Authorization\_Form.doc

Please download and complete the "Direct Credit Authorization Form"

comfortdelgro

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Step 3: If you have an alternative payee, another field will appear requesting for “Direct Credit Authorization Form” of your alternative payee. If no, you may proceed to submit for approval.

Suppliers are also required to send the endorsed hardcopy form to 205 Braddell Road S579701, attention to : Accounts Payable Department

\* Do you have Alternative Payee?

☒ Yes  
☐ No

\* Please download and complete the "Direct Credit Authorization Form" with Alternative Payee details and upload the completed and endorsed form here

Choose File

No file chosen

Decline

Save

Submit for Approval

## Foreign Bank

Upon SOF approval, you will receive an email notification to provide banking details. The form can be retrieved from Profile > Information Requests.

Step 1: For companies with **FOREIGN** bank accounts, click on “Add Remit-To”. In this guide, we use an example for supplier who is registered in United Kingdom.

ComfortDelGro ComPASS

Profile ComfortDelGro ComPASS

Supplier Information

Grapes Cum Guava Cum Grapefruit Cum Gooseberries Foreign Supplier Co. Ltd

Registered Company Name

Grapes Cum Guava Cum <

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

\* Do you require an Alternative Payee

☐ Yes

☐ No

\* We hereby authorise ComfortDelGro Corporation Limited and/or its Subsidiaries to credit payments due to our company bank account, particulars of which are given in this form. This authorisation will remain in force until receipt of our written revocation and subject to us giving you 30 days prior written notice

☐

Step 2: Click on “Create New”.

Choose Remit-To Address

Choose a Remit-to Location below - Recommended

*It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.*

Create new Compliant Remit-To Address

+

Create New

Cancel



Step 3: Enter your Legal Entity Name and Country, and click “Continue”.

Where's your business located?

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

Grapes Cum Guava Cum Grapefruit Cum Goosebe

Country

United Kingdom

This is the official name of your business that is registered with the local government and the country where it is located.

Cancel

Continue

Step 4: Enter mandatory Miscellaneous information, then click “Save & Continue”.

Miscellaneous Information

1234

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

Grapes Cum Guava Cum Grapefruit Cum Goosebe

Country

United Kingdom

\* Type of Company

Board of Directors

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

Cancel

Save & Continue



Step 5: Enter mandatory information on address and Tax ID, then click "Save & Continue".

Tell your customers about your organization

1234

Which customers do you want to see this?

☒ All

☒ ComfortDelGro ComPASS

What address do you invoice from?

\* Address Line 1

Bedlington Northumberland, 42 Longmeadows Broi

Address Line 2

\* City

Nedderton

State

\* Postal Code

NE22 6BR

Country

United Kingdom

☒ Use this address for Remit-To

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?

Country

United Kingdom

\* VAT ID

201536828D

☐ I don't have a VAT/GST Number

Add additional Tax ID

Miscellaneous

Invoice From Code

Preferred Language

English (UK)

Cancel

Save & Continue

Step 6: Select the Payment Type as “Bank Account”, then click "Save & Continue".

The screenshot shows a form titled "Where do you want to receive payment?". At the top, there are four numbered steps: 1, 2, 3 (highlighted in orange), and 4. Below the steps, there is a section for "Payment Type" with a dropdown menu. The dropdown is open, showing options: "Address", "Bank Account" (highlighted in blue), and "Virtual Card". Below the dropdown, there is a text input field for "What is your Reference?". Underneath, there are fields for "Address Line 1" (Bedlington Northumberland, 42 Longmeadows Broadoaks (GB)), "Address Line 2", "City" (Neddernton), "State", "Postal Code" (NE22 6BR), and "Country" (United Kingdom). At the bottom right, there are two buttons: "Cancel" and "Save & Continue" (highlighted with a yellow box).



Step 7: Fill in banking information, then click "Save & Continue".

The screenshot shows the same form titled "Where do you want to receive payment?". The "Payment Type" dropdown is now set to "Bank Account". Below this, there is a section for "Banking information" with a blue information icon. The fields are: "Bank Account Country" (United Kingdom), "Bank Account Currency" (empty), "Bank Name" (empty), "Beneficiary Name" (empty), "Routing (Bank Code)" (Sort Code), "Number" (empty), "Account Number" (empty), "Confirm Account Number" (empty), "IBAN" (empty), "SWIFT/BIC Code" (empty), and "Bank Account Type" (Business). There is a "RECOMMENDED" box on the right with a note: "Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations)." At the bottom, there is a "Bank address" field. The "Save & Continue" button is still highlighted with a yellow box.

- Fields to be updated:
- Bank Account Currency
  - Bank Name
  - Account Number
  - Confirm Account Number
  - Swift/BIC code

Step 8: Answer remaining mandatory questions/declarations and submit the form.

\* Do you require an Alternative Payee ☐ Yes ☐ No

\* We hereby authorise ☐  
ComfortDelGro Corporation Limited and/or its Subsidiaries to credit payments due to our company bank account, particulars of which are given in this form. This authorisation will remain in force until receipt of our written revocation and subject to us giving you 30 days prior written notice

We confirm that the ☐  
information provided herein are truthful, correct, accurate and complete. We agree that ComfortDelGro Corporation Limited and/or its Subsidiaries shall not be responsible if any payment is delayed, not credited and/or credited to an incorrect account, due to or arising from any information provided that is invalid, incorrect, inaccurate or incomplete.

\* Name of Declarant

\* Designation of Declarant

## Update of Company Information



To update of your company particulars in our system, please provide the relevant supporting document(s) and write in to [supplierask\\_compass@comfortdelgro.com](mailto:supplierask_compass@comfortdelgro.com).

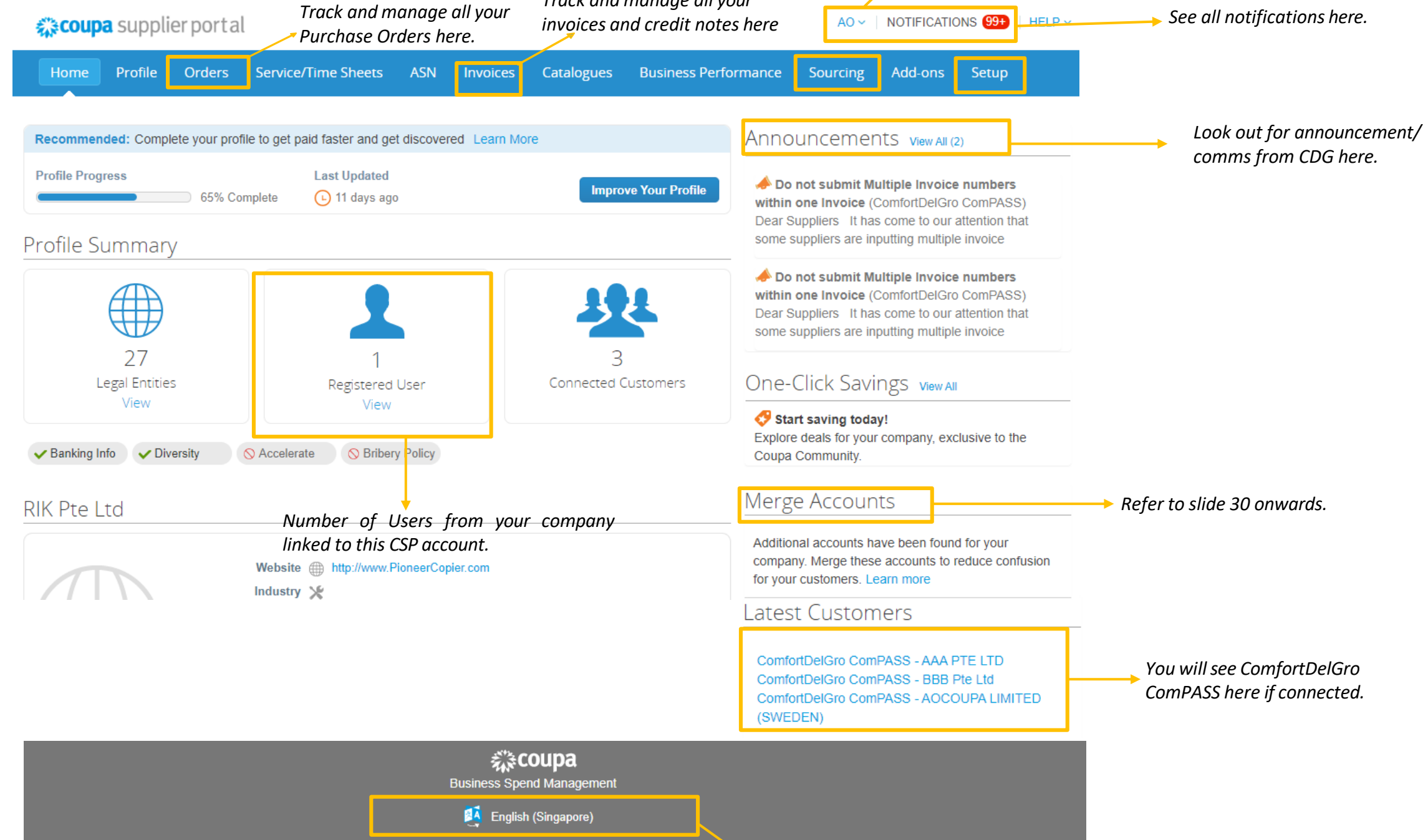
Below are the common changes requested by Supplier:

- a) Change in company name, keeping same UEN
- b) Change in registered company address
- c) Change in Accounts Receivable email or contact
- d) Other changes such as primary contact , PO email address (e.g. previous had resigned)

Upon verification by the ComPASS Support Team or AP Team, we will trigger a new SOF/Banking form to you for update if deem applicable.

## Managing your CSP Account

# CSP Homepage



The Admin (ie. primary contact) of each supplier account can manage and update your Admin settings under “Admin” menu bar.

coupa

supplier portal

TEST | NOTIFICATIONS 0 | HELP

Home

Profile

Orders

Service/Time Sheets

ASN

Invoices

Catalogs

Add-ons

Admin

Admin Users

Invite User

Users	Permissions	Customer Access
<div>Test Supplier testsupplier23102019@gmail.com</div> <div>Edit</div>	<div>ASNs</div> <div>Admin</div> <div>Catalogs</div> <div>Invoices</div> <div>Order Changes</div> <div>Orders</div> <div>Payments</div> <div>Profiles</div> <div>Service/Time Sheets</div>	<div>ComfortDelGro</div>

Users

Merge Requests

E-Invoicing Setup

Fiscal Representatives

Remit-To

Terms of Use

Coupa Accelerate Preferences

SFTP Accounts

cXML Errors

×

# Invite User

First Name

Last Name

\* Email

Permissions

☒ All

☒ Admin

☒ Orders

☒ Invoices

☒ Catalogs

☒ Profiles

☒ ASNs

☒ Service/Time Sheets

☒ Payments

☒ Order Changes

Customers

☒ All

☒ ComfortDelGro


Cancel

Send Invitation

## Adding Users

- You can add additional users to access your account to perform tasks.
- You can restrict certain access by checking/unchecking permissions and customers.

For auditing purposes, Coupa does not allow users to be deleted. Users who no longer require access to the account can be deactivated and reactivated later, if needed.



coupa supplier portal

[TEST](#) | [NOTIFICATIONS](#) 0 | [HELP](#)

[Home](#)
[Profile](#)
[Orders](#)
[Service/Time Sheets](#)
[ASN](#)
[Invoices](#)
[Catalogs](#)
[Add-ons](#)
[Admin](#)

## Admin Users

[Invite User](#)

Users	Permissions	Customer Access
<div>Test Supplier</div> <div> <a href="#">testsupplier23102019@gmail.com</a> </div> <div> <a href="#">Edit</a> </div>	ASNs Admin Catalogs Invoices Order Changes Orders Payments Profiles Service/Time Sheets	ComfortDelGro

[Users](#)


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[Merge Requests](#)


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[E-Invoicing Setup](#)


---

[Fiscal Representatives](#)


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[Remit-To](#)


---

[Terms of Use](#)


---

[Coupa Accelerate Preferences](#)


---

[SFTP Accounts](#)


---

[cXML Errors](#)

## Editing Users

- You can edit and manage individual user access at any time.

Edit user access for

Test Supplier

✕

User info

\* First Name

Test

\* Last Name

Supplier

\* Email

testsupplier23102019@gmail.com

Permissions

Customers

☒ All

☒ Admin

☒ Orders

☒ Invoices

☒ Catalogs

☒ Profiles

☒ ASNs

☒ Service/Time Sheets

☒ Payments

☒ Order Changes

☒ All

☒ ComfortDelGro

Cancel

Deactivate User

Save

## Admin Settings – Managing Merge User Requests into 1 Account (1/3)

If several users in your company have been invited to CSP through different email addresses, you can consider merging them to reduce confusion.

Accounts with the same email addresses will be automatically merged. If accounts share the same domain (e.g. @example.com), the CSP will provide suggestions to merge, these suggestions will appear on the right hand column of the Home page

### Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here.](#)

SupplierA  
supplierA@supplier.com

Request MergeRemove

SupplierB  
supplierB@supplier.com

Request MergeRemove

If the suggestion is invalid, click on "Remove" button and you will not see the request again.


If you want to merge an account, click on "Request Merge" button in [guide](#), select an account to the parent account, and add a note before you click "Send Request" button.

### Request Account Merge

You're about to merge your profile and users with [SupplierA](#). Select the owner for the merged account. For more info on merging, [Click here](#).

\* Account Owner ☒ My Account  
☐ Their Account  
By choosing this option I understand that I will no longer be the account owner.

\* Note

☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms

Cancel Send Request

### Definition:

**My Account:** the other account is removed and merged into your company account. You will continue to be the administrator for the merged company account, and the previous administrator becomes a regular user. You can make them an administrator if you want.

**Their Account:** your company account will be removed, the other user's company account becomes the only company account. You will no longer be the account administrator, but the administrator of the existing account can choose to make you an administrator of the merged account

You can also search for a specific account to merge, e.g. if the account is not listed or the list is too long to search for the specific account that you want. Click on “Click Here” link takes you to the **Admin Merge Requests** page. You can access this page also by clicking on the Admin tab on the main menu and on the Merge Requests link on the left.

Key in the email address of the account you want to merge, and click "Request Merge".


The diagram illustrates the process of requesting an account merge. On the left, the 'Request Account Merge' form is shown. It includes a heading, a description, a 'Click here' link, radio buttons for 'My Account' and 'Their Account', a note field, a reCAPTCHA, and 'Cancel' and 'Send Request' buttons. A blue arrow points from this form to the 'Admin Merge Requests' page on the right. This page features a sidebar with links like 'Users', 'Merge Requests', 'E-Invoicing Setup', etc. The main content area has an 'Initiate Merge Request' section with an email input field and a 'Request Merge' button, and an 'Open merge requests' section showing 'All clear! No open merge requests.'

**Request Account Merge**

You're about to merge your profile and users with SupplierA. Select the owner for the merged account. For more info on merging, [Click here.](#)

\* Account Owner ☒ My Account ☐ Their Account  
By choosing this option I understand that I will no longer be the account owner.

\* Note

☐ I'm not a robot  reCAPTCHA  
Privacy - Terms

**Admin Merge Requests**

Users  
Merge Requests  
E-Invoicing Setup  
Fiscal Representatives  
Remit-To  
Terms of Use  
Coupa Accelerate  
Preferences  
SFTP Accounts  
cXML Errors

**Initiate Merge Request**

**Open merge requests**

All clear! No open merge requests.

For more details, refer to:

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal/Set Up the CSP/Account Merges and Customer Connections/Manage Merge Requests](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Set_Up_the_CSP/Account_Merges_and_Customer_Connections/Manage_Merge_Requests)



AO

NOTIFICATIONS 99+

HELP

Account Settings

Notification Preferences

Log Out

Sourcing

My Account Settings

Settings

Notification Preferences

Security & Two-Factor Authentication

User Details

\* First Name

AO

\* Last Name

COUPA

\* Email

aocoupa@gmail.com

Department

Sales

Role

Sales Manager

Save

Change Password

\* Current Password

\* Password

Use at least 8 characters and include a number and a letter.

\* Password Confirmation

Save



AO

NOTIFICATIONS 99+

HELP

Account Settings

Notification Preferences

Log Out

Sourcing

Settings

Notification Preferences

Security & Two-Factor Authentication

You will start receiving notifications when your customers enable them.

Announcements

New Customer Announcement

☒ Online

☐ Email

Business Performance

Business Performance Role Granted

☒ Online

☐ Email

Catalogs

A new comment is received

☒ Online

☒ Email

A catalog is approved

☐ Online

☐ Email

A catalog is rejected

☐ Online

☐ Email

A catalog is about to expire

☐ Online

☐ Email

Coupa Accelerate

New Early Pay Customer

☒ Online

☒ Email

Coupa Pay

New digital check

☒ Online

☒ Email

New Virtual Card

☒ Online

☒ Email

Virtual Card Reissued

☒ Online

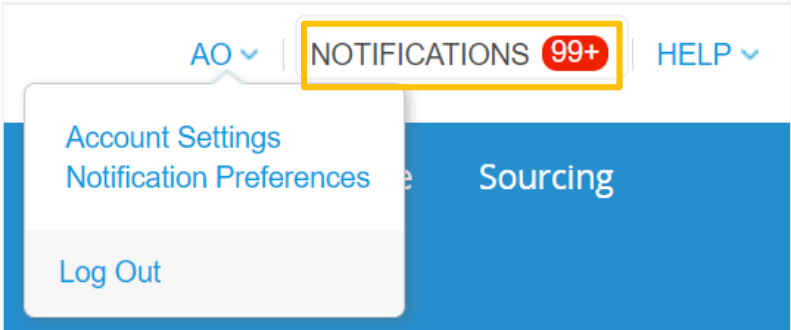
☒ Email

Virtual Card Reminder

☒ Online

☒ Email

Manage how you want to receive notifications eg. via platform or email.



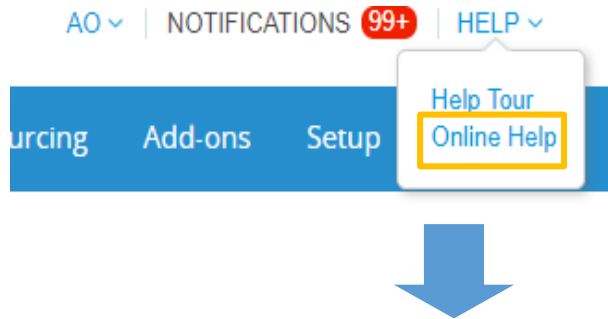
## My Notifications

Notification Preferences

View All ▾

<input type="checkbox"/>	Message	Received
<input type="checkbox"/>	<a href="#">Complete Your Profile to Get Paid Faster and Get Discovered</a>	03/09/21 12:00 AM
<input type="checkbox"/>	<a href="#">Update your profile for ComfortDelGro ComPASS</a>	03/08/21 03:27 AM
<input type="checkbox"/>	<a href="#">New PO SBST0000002971 for \$3,000.00 issued by ComfortDelGro ComPASS.</a>	03/04/21 01:24 AM
<input type="checkbox"/>	<a href="#">New PO SBST0000002970 for \$3,000.00 issued by ComfortDelGro ComPASS.</a>	03/04/21 01:20 AM
<input type="checkbox"/>	<a href="#">New PO SBST0000002968 for \$1,000.00 issued by ComfortDelGro ComPASS.</a>	03/03/21 01:29 AM
<input type="checkbox"/>	<a href="#">New PO SBST0000002965 for \$1,500.00 issued by ComfortDelGro ComPASS.</a>	03/01/21 04:17 AM
<input type="checkbox"/>	<a href="#">Invoice Dhkshksbs for \$2,000.00 has been approved to pay by ComfortDelGro ComPASS.</a>	02/28/21 06:38 AM

Access to all notifications



Clicking on Online Help will direct you to Coupa Success Portal for Suppliers:  
[https://success.coupa.com/Suppliers/For Suppliers](https://success.coupa.com/Suppliers/For_Suppliers)

## More Resources in CSP

### 1. Getting to know CSP

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

- Announcements and general Info
- Get Started with the CSP
- Work with the CSP
- Set Up the CSP
- CSP Videos

### 2. Tutorials

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal/CSP Videos/CSP Videos](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/CSP_Videos/CSP_Videos)

## CSP Videos

Last updated: Jun 21, 2021

Watch the following short video tutorials for quick help on using the CSP.

- [Intro](#)
- [Profile](#)
- [Customer-branded welcome message](#)
- [Help](#)
- [Admin](#)
- [Announcements](#)
- [Orders](#)
- [Invoices](#)
- [Catalogs](#)
- [Set payment preferences \(static discounting\)](#)
- [One-Click Savings](#)

For questions on CSP, you may contact [supplier@coupa.com](mailto:supplier@coupa.com) or access the Live Chat function on CSP login page.

thank you!