



# CREATING YOUR COUPA ACCOUNT FOR G8 EDUCATION

**1** Click on the Link in the Invitation Email from G8 Education.



**2** Fill out this form.

**Create an Account**

G8 Education is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with G8 Education so you're ready to do business together.

\* Business Name  
  
Your legal business name (or legal personal name if an individual)

\* Email

\* First Name  \* Last Name

\* Password  \* Confirm Password   
Use at least 8 characters and include a number and a letter.

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

**Create an Account**

Already have an account? [LOG IN](#)  
[Forward this to someone](#)

**3** Close this next page as you don't need to create a profile for Coupa. Click the X in the top right corner to close this page.

**Your Contact Information**

\* First Name  \* Last Name

\* Phone Number  \* Country/Region

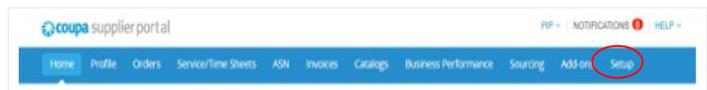
\* Business Address

\* City  State  \* Zip Code

**Next**

Skip for Now

**4** Select **Setup**



**5** Select **Customer Setup**



**6** Create your Profile for G8

**coupa supplier portal**

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

Admin **Customer Setup** Connection Requests

**Your Profile Information Requests**

**G8 Education**

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

Form that is sent to a supplier to be onboarded (new) or when an update to their details is required

Supplier Information: **GB Butchers**

\* Registered Name   
Your legal entity name

\* Trading Name   
Trading Name. May be the same as your legal entity

\* ABN   
If you are an Australian company please enter your legal tax ID

Registered for Australian GST?

\* Preferred Currency   
What currency will you be invoicing in?

\* Which States or Territories do you supply goods/services to?  
 ACT  NSW  NT  QLD  SA  VIC  WA  Other   
Multiple regions can be selected. Select all that apply.

In addition to entering your business name, ABN, and business address etc, you will be asked to enter your:

- Contact Details
- Purchase Order & Remittance Email Addresses
- Payment Details
- And more

**7** Submit when completed.



**8** You can now Login

**Login**

\* Email

\* Password

Forgot your password?

**Login**

New to Coupa? CREATE AN ACCOUNT

A **Two-factor authentication (2FA)** prompt may be presented to every supplier when first logging into the CSP, and to existing suppliers who haven't yet set-up this function. It is an optional feature that can be closed by clicking the 'x' or 'Cancel' button.

To set up this feature, please refer to the **Two-Factor Authentication Quick Reference Guide**.