CREATING YOUR G8 EDUCATION ACCOUNT FOR EXISTING G8 EDUCATION SUPPLIERS

Click on the Link in the Invitation Email from	4 Select Setup
G8 Education.	Coupe supplier portal PP v Notifications PP v Notif
Fill out this form.	
Create an Account	5 Select Start
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.	You are a few steps away from doing business with G8 Educate
Business Name Philippa Pty Ltd Your legal business name (or legal personal name it an individual)	Start
• Email angelina.coory+subl@gmail.com • First Name Philippa Test 1	
Password Confirm Password Outer and a letter.	6 Complete the required fields and select Next.
I accept the Privacy Policy and the Terms of Use	Powerd in Coupa
Create an Account Already have an account?LOG IN Forward this to someone	Tell us about your business of NOTE Tell us about your business of If this box pops up closition is by clicking on the 3 "Compare Name (you don't need to created to create a public profile for Gall
Close this next page as you don't need	*Cry KOUNT SADRELA States IA *Patabased SS SAble one this address as * reg to short the scatters * reg to short the scatters
to create a profile for Coupa. Click the X in the top right corner to close this page.	Advanced in registry () () () () () () () () () () () () ()
Your Contact Information	Add additional for 10
* First Name * Last Name Philippa Test 1 * Phone Number * Country/Region ✓	You are now Setupl
Bushess Address City Stote * Zip Code	Customer Setup We have all the basic info we need for you to begin transaction
	GB Education. Request Connection GB Education. Edit your Setup
Next Skip for New	

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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.

