coupa

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
Philippa Pty Ltd

Your legal business name (or legal personal name if an individual)

* Email
angelina.coory+sub1@gmail.com

* First Name
Philippa

* Last Name
Test 1

* 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

X

* First Name
Philippa

* Last Name
Test 1

* Phone Number

* Country/Region

* Business Address

* City

State

* Zip Code

Next

Skip for Now

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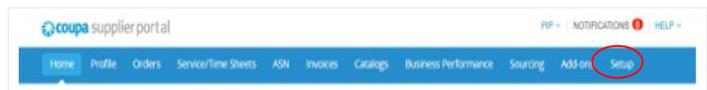
5 Select **Customer Setup**

6 **Create your Profile for G8**

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.

Submit for Approval

8 You can now Login

Login

* Email

* Password

Forgot your password?

Login

New to Coupa? CREATE AN ACCOUNT

G8 Education ltd

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.**