## HOW TO CHANGE YOUR PO EMAIL / EDIT YOUR PROFILE

Changes you make to your profile on the Coupa Supplier Portal (CSP) are automatically submitted to G8 Education for approval.

If you are not using the CSP, please contact: **themarketplacesuppliers@g8education.edu.au** to request the update to your supplier record.
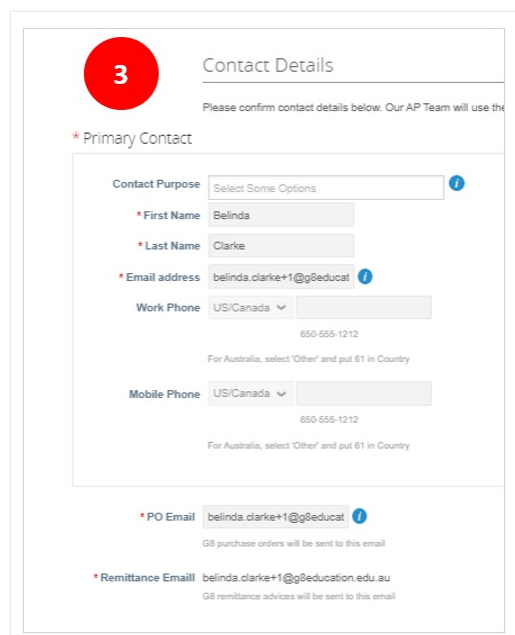
CHANGE YOUR PO EMAIL

NOTE: This process also applies to any change you wish to make on your G8 Education Profile in Coupa.
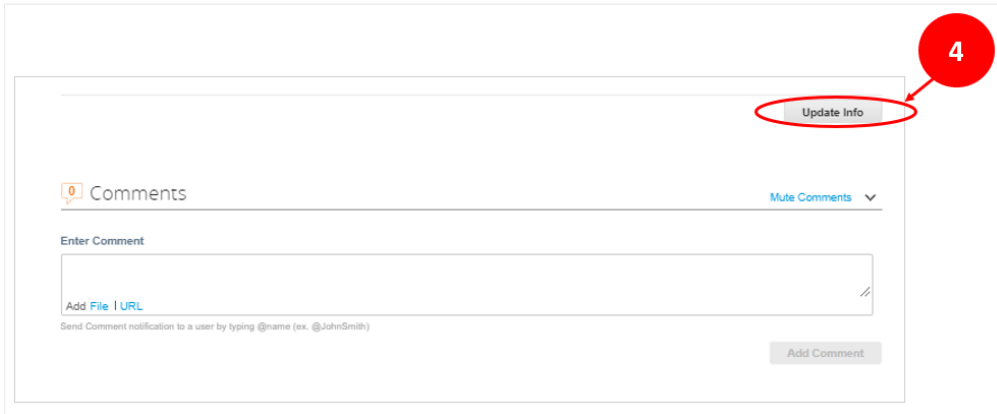
1. Select **Profile**.

2. Select **Information Requests**
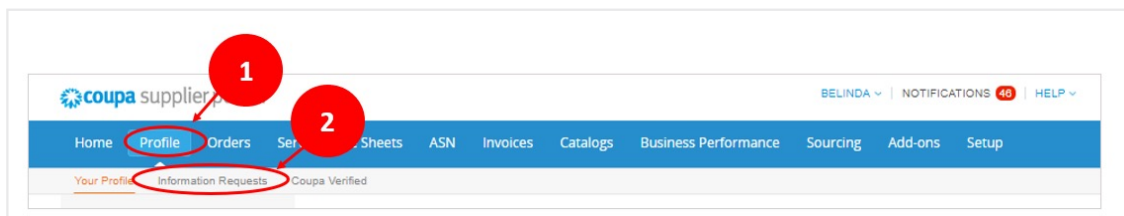
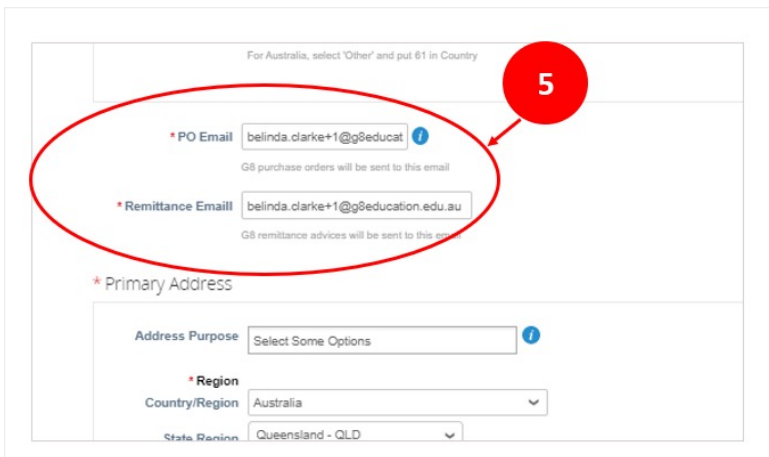3. You are now on your Profile page.

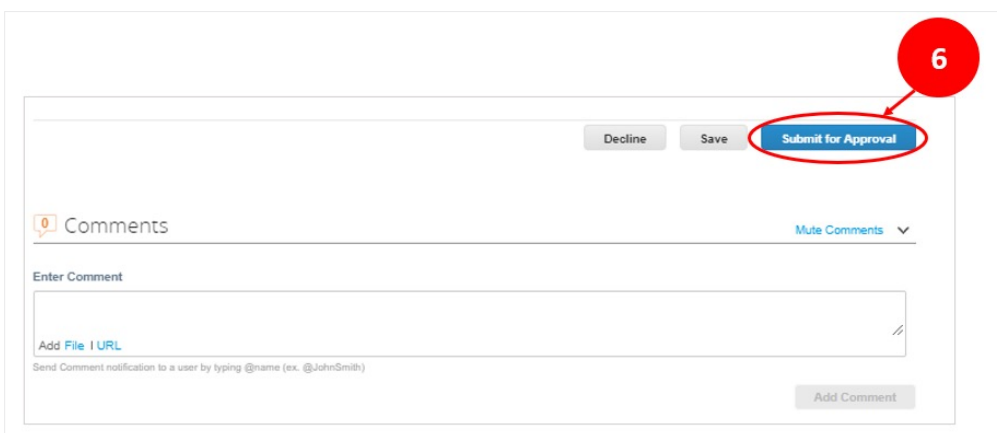4. Scroll down to the bottom of the page and select **Update Info**.

5. **Edit the section you want to update.**

This example shows where you would complete the edits for your PO Email and Remittance Email.
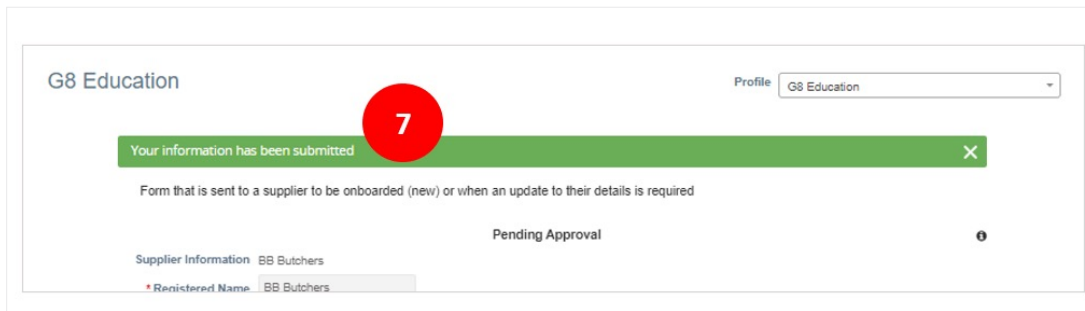

When you have finished your edits:

6. Select **Submit for Approval**

7. You will receive notification on your screen to advise that your information has been submitted to G8 Education for approval of the change.

WHERE DO I GO IF I NEED HELP?

- For technical assistance with Coupa go to: **supplier.coupa.com/help/** - if you cannot find an answer there, email: **supplier@coupa.com**

- For all procurement-related enquiries, email **themarketplacesuppliers@g8education.edu.au**