



## Setting up Your Coupa Supplier Portal (CSP) Account

## The Benefits of the Coupa Supplier Portal

The Coupa Supplier Portal (CSP) is a **100% free tool** for suppliers to easily conduct business with Boyd Gaming. The CSP makes managing customers and transactions easy. Suppliers can manage content and settings on a customer-by-customer basis, including:

- Receive and view purchase orders, and acknowledge receipt of orders
- Create, view, and send invoices
- Create and manage customer-specific electronic catalogs
- Manage public and customer-specific company profiles and remit-to information
- Check the status of transactions with customers

The CSP benefits suppliers in several ways. By participating, suppliers can:


- Gain access to a zero cost, high volume order channel
- Increase order-taking efficiency, and reduce mistakes and delays fulfilling orders
- Reduce lags in payment receipt to get paid more quickly
- Create reports for orders and invoices across clients
- Maintain a better presence with key customers

# Getting Started on the CSP

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# Getting Started on the CSP

- Accept the CSP invite that will be sent out by selecting “Join Coupa”. If you already have a Coupa account with the email address, you will see a “Login to Coupa” option:
- Additionally, if the invite was sent to the wrong individual, please forward the invite to the appropriate person



## Boyd Gaming Registration Instructions - Action Required

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Powered by 

Hello LV Cleaning Supplies,

Boyd Gaming handles all of our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, please click the button below to register and create your CSP account. If you are not the right person at your company, please send this request to the appropriate person by using the forward link.

If you have any questions, please feel free to reach out to our supplier enablement team at [CoupaSupplierEnablement@boydgaming.com](mailto:CoupaSupplierEnablement@boydgaming.com). Thank you!

Supplier Enablement  
Boyd Gaming

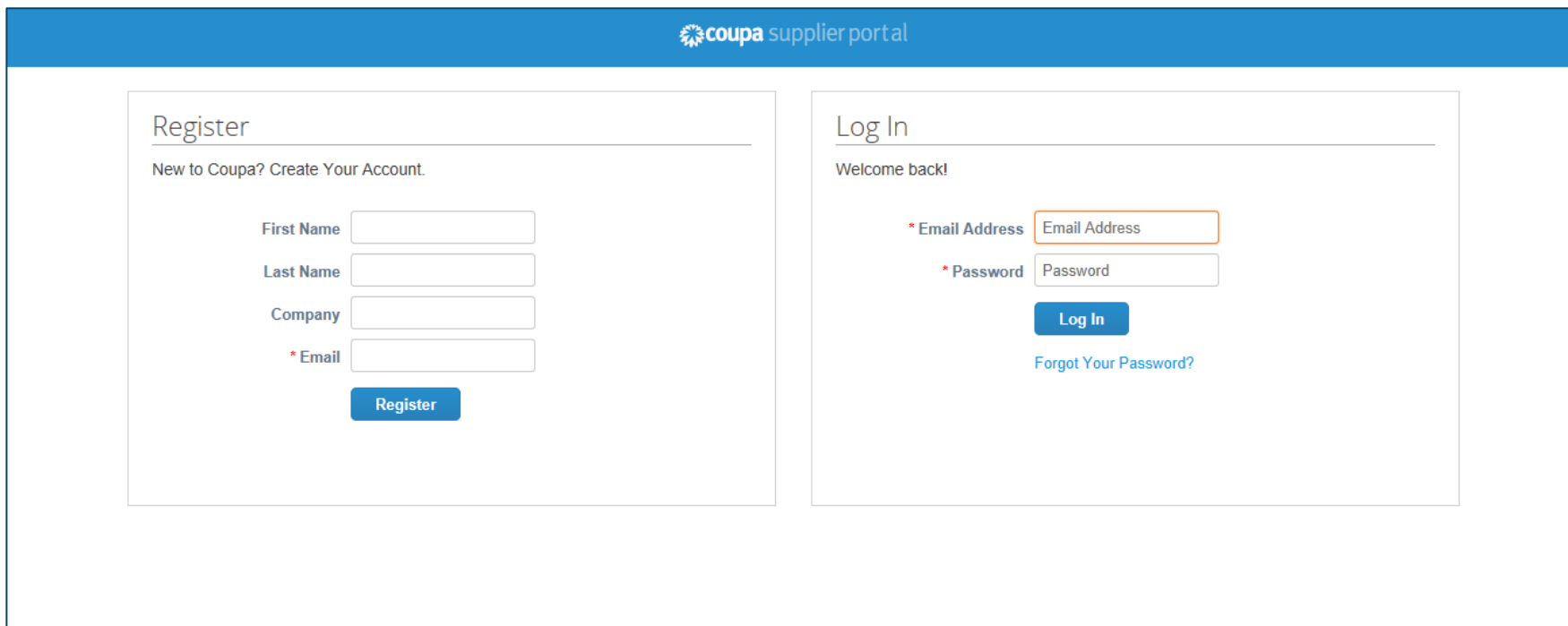
Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

**Join Coupa**

**Forward this invitation**

# Getting Started on the CSP

- If you already have an account on the CSP, select “Log In”. If not, select “Register”
  - Note: The CSP account is based on a specific email address. Suppliers should have received a communication from Boyd Gaming requesting an e-mail address that the invitation to connect will be sent to



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a blue header with the Coupa logo and the text "coupa supplier portal". Below the header, there are two main sections:

**Register**  
 New to Coupa? Create Your Account.

First Name

Last Name

Company

\* Email

[Register](#)

**Log In**  
 Welcome back!

\* Email Address

\* Password

[Log In](#)

[Forgot Your Password?](#)

- If this is your first time registering to Coupa, enter a password on the screen that follows

# Getting Started on the CSP

- If your company has more than one CSP account, you can merge it with another account in the “Merge Accounts” section
- If you have more than 1 customer associated with the email address, you will see your connected customers on the Home page

**coupa** supplier portal RYAN ▾ | NOTIFICATIONS 99+ | HELP ▾

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Payments Business Performance

Sourcing Add-ons Setup

**Recommended:** Complete your profile to get paid faster and get discovered [Learn More](#)

**Profile Progress** **Last Updated** **Improve Your Profile**

⊙ ⊙ ⊙ ⊙ ⊙ ⊙ 🕒 3 months ago

**Profile Summary**

 <b>8</b> Legal Entities <a href="#">View</a>	 <b>2</b> Registered Users <a href="#">View</a>	 <b>9</b> Connected Customers
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**Announcements** [View All \(0\)](#)

**One-Click Savings** [View All](#)

**Start saving today!**  
 Explore deals for your company, exclusive to the Coupa Community.

**Merge Accounts**

If your company has multiple CSP accounts, merge them to reduce confusion for your customers. [Learn more](#)

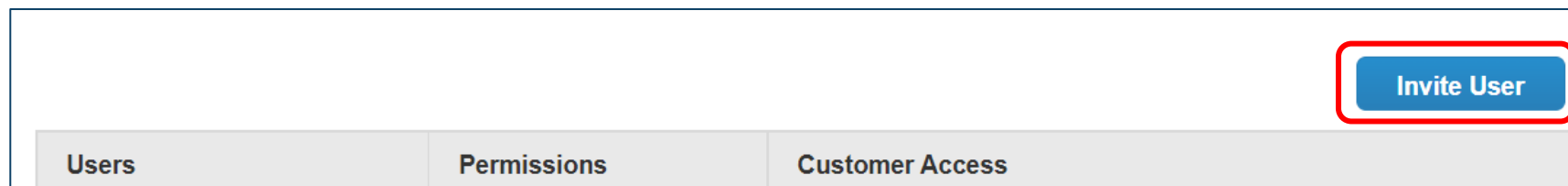
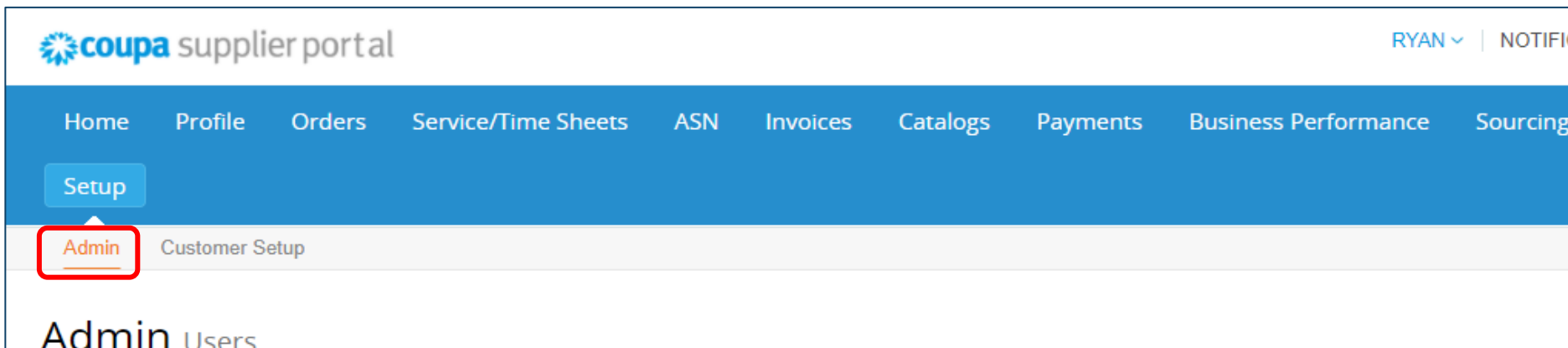
**Request Merge**

Add Additional Users

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# Adding Additional Users

- Select “Setup” at the top of the screen and navigate to the “Admin” sub-header, and then “Invite User”, and then finally add the user you wish to have access to the CSP. You can restrict which permissions and/or customers they have access to.



The screenshot shows a modal window titled 'Invite User' with a close button (X) in the top right corner. The form contains three input fields: 'First Name', 'Last Name', and '\* Email'.

# Setting Up the Legal Entity

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# Setting Up the Legal Entity

- Selecting “Legal Entity Setup” on the Setup Tab will allow you to set up a legal entity. Select “Add Legal Entity” in the top right corner

**Admin** Legal Entity Setup Add Legal Entity

[Users](#)

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[Merge Requests](#)

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[Legal Entity Setup](#)

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[Fiscal Representatives](#)

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[Remit-To](#)

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[Terms of Use](#)

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[Payment Preferences](#) ▼

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[Static Discounting](#)

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[SFTP Accounts](#)

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[cXML Errors](#)

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[SFTP Errors](#)

**Legal Entity**

Test Actions ▼

Invoice From	Remit-To Accounts	Locations	Customers
403 W North Avenue Chicago IL 60610 United States	<b>Address</b> <span style="float: right;">1 customer</span> Remit-To Address 403 W North Avenue Chicago IL 60610 United States Active	403 W North Avenue Chicago IL 60610 United States	None
	<b>Bank Account</b> <span style="float: right;">1 customer</span> Bank Name Citi Beneficiary Name Test Account Number *****0000 Transit Code 000000000 Remit-To Address 403 W North Avenue Chicago IL 60610 United States Active		

# Setting Up the Legal Entity

- Proceed to enter in Legal Entity Name and your country and select continue

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## Where's your business located?

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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**

**Country/Region**

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

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Cancel
Continue

# Setting Up the Legal Entity

- Fill out your address and enter in your Tax ID
- If you wish, you can check the box to have the legal entity serve as a remit-to address and ship-from address
- Select “save and continue” at the bottom
- Continue selecting “save and continue” to return home

Which customers do you want to see this?

All

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country/Region United States

Use this address for Remit-To *i*

Use this for Ship From address *i*

What is your Tax ID? *i*

Country/Region

Tax ID

I don't have Tax ID Number

**REQUIRED FOR INVOICING**

Enter the registered address of your legal entity. This is the same location where you receive government documents. *i*

# Setting Up the Remit-To




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# Setting Up the Remit-To

- Selecting “Remit-To” on the Setup Tab will allow you to set up a remit-to address. Select “Add Remit-To” in the top right corner of the screen, and then select your legal entity for which you wish to create this remit to address

**Admin** Remit-To

**Add Remit-To**

Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
None	235 W Van Buren 1812 Chicago IL 60607 United States  Preferred Language: English (US)	Address	Meyer Painting Co LLC	None	 
None	Test Test 60610 United States	Address	Donofrio Test Supplier	None	 

**Remit-To**

- Users
- Merge Requests
- Legal Entity Setup
- Fiscal Representatives
- Remit-To**
- Terms of Use
- Payment Preferences ▼
- Static Discounting

# Setting Up the Remit-To

- Fill out all necessary information. If you are utilizing cXML invoicing, make sure to fill out a remit-to code in the “Code” field
- Fill out all remaining information, including indicating which customers you wish can use this remit-to address

## Add a new Remit-To account

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What is your Remit-To Address?

**\* Address Line 1**

Address Line 2

**\* City**

State

**\* Postal Code**

**\* Country/Region**

**Code**

**Recommended**

If you receive payments to a different location to where your business is registered, add the address here.

Additional Resources

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