

Coupa System Operational Manual For Suppliers

17 April 2025

Supply Chain Unit
INPEX Corporation

Term	Definitions	Term	Definitions
CSP	Coupa Supplier Portal: A portal site where suppliers can manage orders and invoices through the portal site.		
Sourcing Response Portal	A Coupa portal site dedicated for suppliers to respond to quotations. It is a separate site from CSP and requires a one-time password authentication for each login.		
Service Sheets	A function within CSP that allows suppliers to submit service delivery records.		
Punch-out Site	A customized e-commerce site for individual buyer companies. It allows buyers to leave their own procurement system and go to the supplier-managed e-commerce site to select and purchase products.		

Agenda

This book covers the system operations suppliers need to perform.

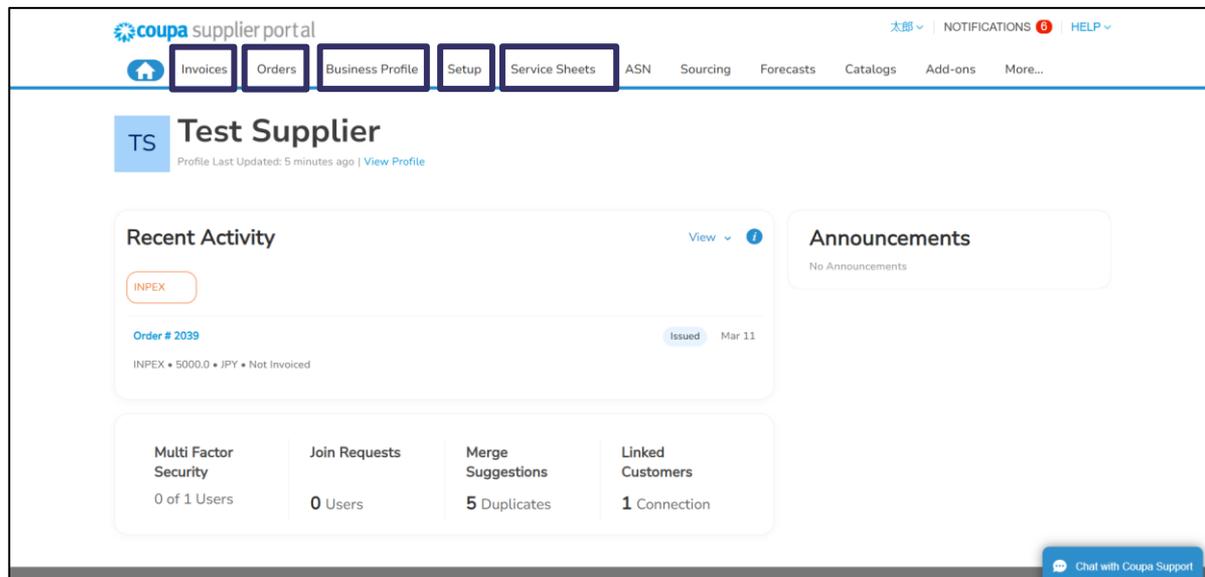
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Introduction

CSP (Coupa Supplier Portal)※1※2

From each menu in CSP, you can manage invoices, purchase orders, Service Sheets, and various settings (such as company information settings, user settings, etc.).

This manual does not cover menus that are not listed (e.g., "ASN", "Forecast").



Explanation

The functions of each menu on the home screen are as follows:
There is no use expected for menus other than those listed below.

- **Invoices** : Manages the suppliers' invoices.
- **Orders** : Manages the INPEX's purchase order (PO) information. Create service sheets and invoices based on PO.
- **Business Profile** : Settings such as adding/editing company/payment address information.
- **Setup** : Settings such as adding/editing users.
- **Service Sheets** : Manages the suppliers' Service Sheets.

※1 For the latest information on CSP, and details on various settings and operations, please refer to Coupa's official documents. (link: [Coupa Supplier Portal | Coupa](#))

※2 Due to updates, there may be differences between the latest CSP screen and the content of this manual. (This applies to subsequent pages as well)

Sourcing Response Portal

Suppliers respond to INPEX's quotation requests through Coupa's dedicated Sourcing Response Portal, not through CSP. Suppliers do not need to perform preliminary settings such as account creation to use the Sourcing Response Portal.



Explanation

The Sourcing Response Portal manages quotation requests (sourcing events in Coupa) sent by INPEX.

[Reference] Coupa Online Help

Suppliers can access Coupa Compass (a knowledge site provided by Coupa) from Help

> Compass at the top right of the CSP screen. The primary language is English, but it can be switched to Japanese.

The screenshot illustrates the navigation path from the Coupa Supplier Portal to the Coupa Compass help site. In the top right corner of the portal, the 'HELP' dropdown menu is expanded, with 'Compass' highlighted. A grey arrow points from this menu item to the Coupa Compass interface. The Coupa Compass interface features a 'Table Of Contents' on the left, with 'Getting Started with the Coupa Supplier Portal' selected. On the right, a language selection menu is open, showing options for EN - English, DE - Deutsch, JA - 日本語, and FR - Français. A grey arrow points from the 'JA - 日本語' option to the main content area of the help page.

coupa supplier portal 太郎 | NOTIFICATIONS 5 HELP

Compass Training webinars Help Tour

TS Test Supplier
Profile Last Updated: about 15 hours ago | [View Profile](#)

Recent Activity

INPEX

Order # 2039
INPEX • 5000.0 • JPY • Not Invoiced

coupa compass EN

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Getting Started with the Coupa Supplier Portal

Learn how you can use the Coupa Supplier Portal to manage transactions.

EN - English
DE - Deutsch
JA - 日本語
FR - Français

The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily do business with their customers who use Coupa. The CSP makes managing customers and transactions easy. Depending on your customer's specific Coupa configuration, you can manage content and settings on a customer-by-customer basis, including viewing purchase

Scope of This Manual

Suppliers' tasks using CSP and the Sourcing Response Portal are as follows.

Please refer to each chapter for specific system operational instructions based on the content of the tasks.

No.	Tasks	Overview	Reference in this manual
1	Initial Login	If suppliers have not registered with CSP, creating a new CSP account and perform initial settings.	Chapter1 Initial Setup
2	Connecting to our Coupa (if CSP registered)	If suppliers have already registered with CSP, creating a new account is unnecessary. Suppliers can connect to Coupa via an invitation email sent by the INPEX.	
3	Quotation	Responses to INPEX's quotation requests via the Sourcing Response Portal.	Chapter2 Quotation
4	Order Acknowledgement	Suppliers receive purchase orders from INPEX and perform Order Acknowledgement.	Chapter3 Order Acknowledgement
5	Service Sheets	After providing services to INPEX, suppliers register and send service sheets.	Chapter4 Service Sheets
6	Invoice	Suppliers register and send invoices to INPEX.	Chapter5 Invoice

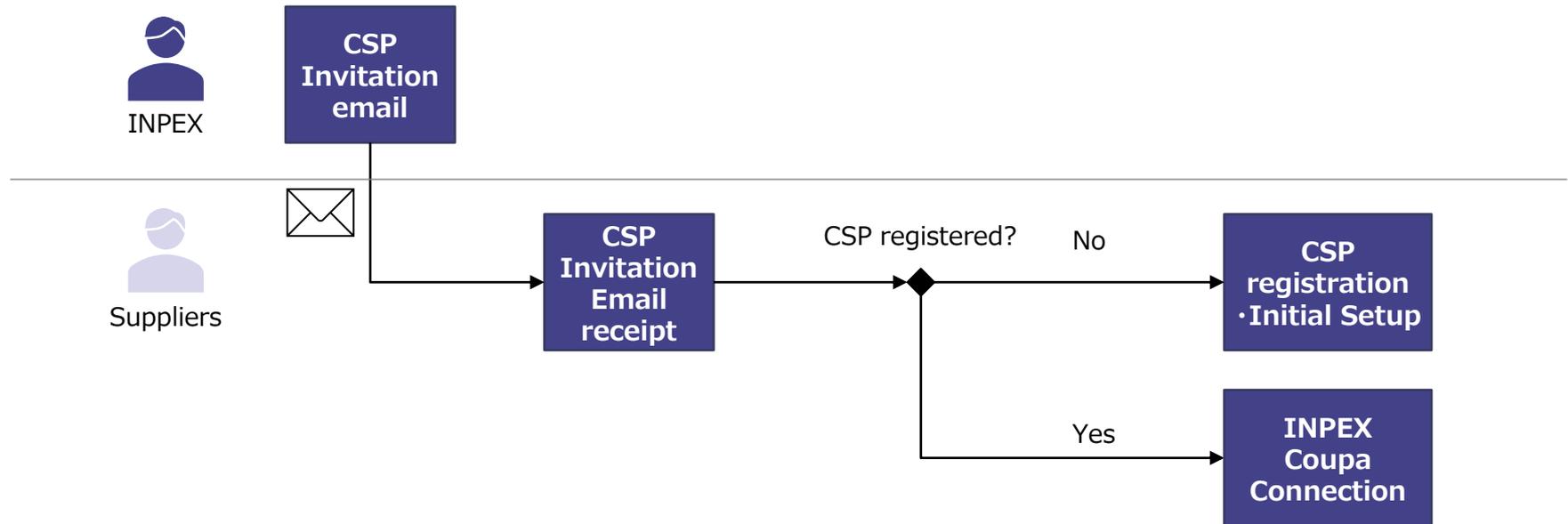
Chapter1 Initial Setup

Chapter1 | Initial Setup - Overview

INPEX representative will send an invitation email to CSP.

If suppliers have not registered with CSP, creating a new CSP account and perform initial settings.

If suppliers have already registered with CSP, connecting to INPEX Coupa via the INPEX's invitation email.



1-1-1 | Initial Login

Suppliers will receive an invitation email to CSP from INPEX and complete the registration for a new CSP account. The invitation email is sent via Coupa, from the domain @supplier.couphost.com. ※1

Action Required - INPEX Registration Instructions

 Coupa Supplier Portal <do_not_reply@supplier-test.cou>

Action Required - INPEX Registration Instructions

Powered by

Dear Supplier,

INPEX has launched a new procurement system "Coupa".
We would request you to register your CSP (Coupa Supplier Portal) account.
Please contact us at log_cat@inpe.co.jp if you are unable to register for any reasons.
Please note that this invitation is valid for 48 hours, appreciate completing your registration within.

Best Regards,

Logistic & Insurance Unit
Logistic & IMT Division
INPEX Corporation

① [Join Coupa Supplier Portal](#) [Forward Invitation](#)

Steps

① After receiving the email, click on "Join Coupa Supplier Portal". ※2

※1 Please ensure that emails from the @supplier.couphost.com domain are allowed.

※2 If you request someone to register CSP, click "Forward Invitation" to initiate a forwarding email. The subsequent Initial Setup steps are the same.

1-1-2 | Initial Login

Enter account information to create an account.

Create an Account

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

① *** Business Name**

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

*** Email**

*** First Name** *** Last Name**

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

*** Confirm Password**

*** Country/Region**
Use at least 8 characters and include a number and a letter.

*** Tax Registration**

I do not have a Tax ID

*** Reason**

② I accept the [Privacy Policy](#) and the [Terms of Use](#)

③

Already have an account? [LOG IN](#)

[Forward this to someone](#)

Steps

- ① Enter required information on the Create an Account
 Mandatory fields are marked with "*" on CSP screen.
 - ***Business Name** : Enter the company name or business name.
 - ***Email Address** : The email address used to create the CSP account is automatically set.
 - ***First Name** : Enter the representative's first name.
 - ***Last Name** : Enter the representative's last name.
 - ***Password** : Enter the password to be used for logging into the account.
 - ***Confirm Password** : Re-enter the password
 - ***Country/Region** : Select the country/region where the headquarters is located.
 - ***Tax Registration** : Enter the Qualified Invoice Issuer Registration Number. ※1※2
- ② Click "Privacy Policy" and "Terms of Use", review the content, then click the checkboxes.
- ③ Click "Create on Account".

※1 If you do not have a Qualified Invoice Issuer Registration Number, check "I do not have a Tax ID" and enter the "Reason".

※2 On subsequent screens need "Tax ID" / "registration number" fields, which are the same number as Qualified Invoice Issuer Registration Number.

1-1-3 | Initial Login

After creating the account on the previous page, suppliers will be directed to the email address verification screen. Complete the verification by entering the verification code sent separately via email.

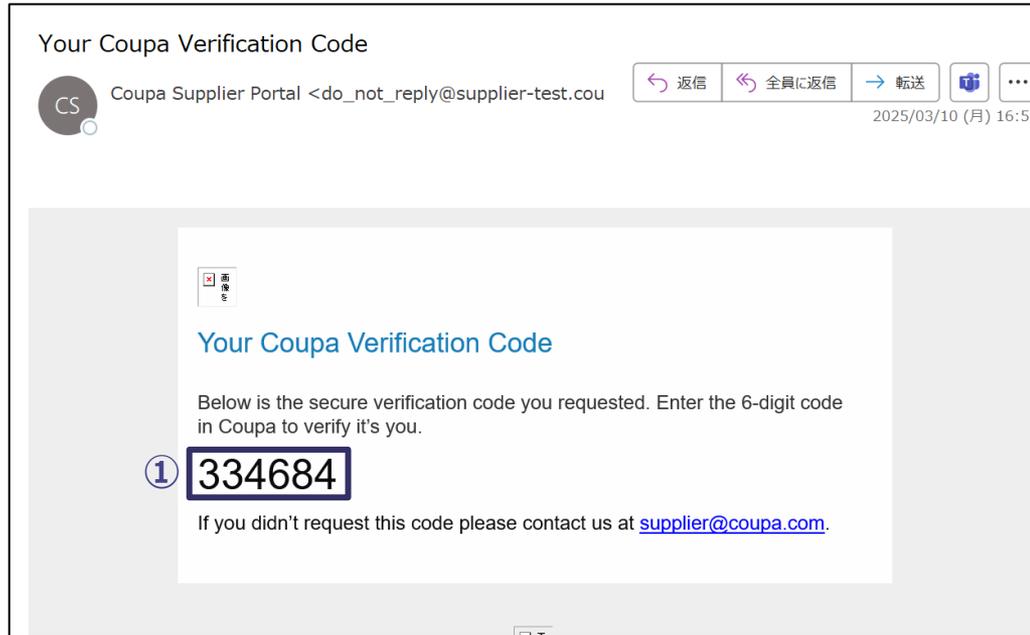
The screenshot shows the 'Email Verification' screen in the Coupa Supplier Portal. The page title is 'coupa supplier portal' and it is marked as 'Secure'. The main heading is 'Email Verification' with a sub-heading 'We sent a one time verification code to'. Below this is a text input field for the verification code, consisting of six individual boxes, highlighted with a blue border and a circled '1'. Below the input field is a link: 'Didn't receive the Verification Code? Request a New Code'. At the bottom of the form is a blue 'Next' button, highlighted with a blue border and a circled '2'. The footer contains links for 'Features', 'Solutions', and 'Resources'.

Steps

- ① Enter the verification code (refer to the next page for the verification code notification email)
- ② Click "Next"

1-1-4 | Initial Login

A verification code will be sent to the email address used during account creation, as shown below. Check the verification code and complete the verification as indicated on the previous page.



Steps

- ① Check the verification code via email

1-1-5 | Initial Login

Once the verification is completed on the previous page, Suppliers will automatically be directed to the screen below. Suppliers enter detailed address information.

Steps

① Enter Primary Address※1

Mandatory fields are marked with "*" on CSP screen.

- ***Country/Region** : Select the country/region where the headquarters is located.
- ***Address Line1** : Enter the address from the city/town level onwards.
- **Address Line2** : Enter the building name, etc. Clicking the "+" to the right of Address Line 2 will display this field.
- ***City** : Enter the city/town
- ***State** : Enter State/Province
- ***Postal Code** : Enter the postal code.
- **Company Registration Number** : Enter the company's commercial registration number.
- **Invoice From Code** : Enter the ERP vendor code.
- **Preferred Language** : Select preferred language.
- ***Country/Region** : Select the country/region where tax registration occurs.
- **Tax ID** : Enter Qualified Invoice Issuer Registration Number※2

② Click "Next"

※1 Suppliers can update address information and other details after CSP registration.

※2 If Suppliers do not have a Qualified Invoice Issuer Registration Number, please check "I don't have Tax ID Number."

1-1-6 | Initial Login

Suppliers enter the bank account information.

This step consists of 2 pages.
After completing the entry, scroll down the Coupa screen and refer to the Steps on the next page.
(This page is 1/2 pages)

Coupa Supplier Portal Onboarding
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Account Details | Payment Information

Bank Transfer Customer Supported

Please enter the following information to receive Bank Transfer payments.

* Payment Method Name

ⓘ This field is required.

* Bank Account Country/Region: United States | * State: California | * Bank Account Currency: USD

Beneficiary Name | Bank Name

Account Number | Confirm Account Number

ACH Routing Number | Wire Routing Number

My company expects international payments → * SWIFT/BIC

Steps

- Enter bank account information
Mandatory fields are marked with "*" on CSP screen.
 - ***Payment Method Name** : Enter the name of the payment method. ※1
 - ***Bank Account Country/Region** : Enter the country/region of the account.
 - * **Bank Account Currency** : Enter the currency of the account.
 - Beneficiary Name** : Enter the account holder's name.
 - Bank Name** : Enter the name of the payment destination bank.
 - Account Number** : Enter the account number.
 - Confirm Account Number** : Re-enter the account number.
 - ACH Routing Number** : Enter the 7-digit bank code.
 - Wire Routing Number** : Enter the SWIFT code. ※2

Continue to the next page
(scroll down the Coupa screen)

1-1-7 | Initial Login

Suppliers enter the bank account information.

This step consists of 2 pages.
After completing the entry, scroll down the Coupa screen and refer to the Steps on the next page.
(This page is 2/2 pages)

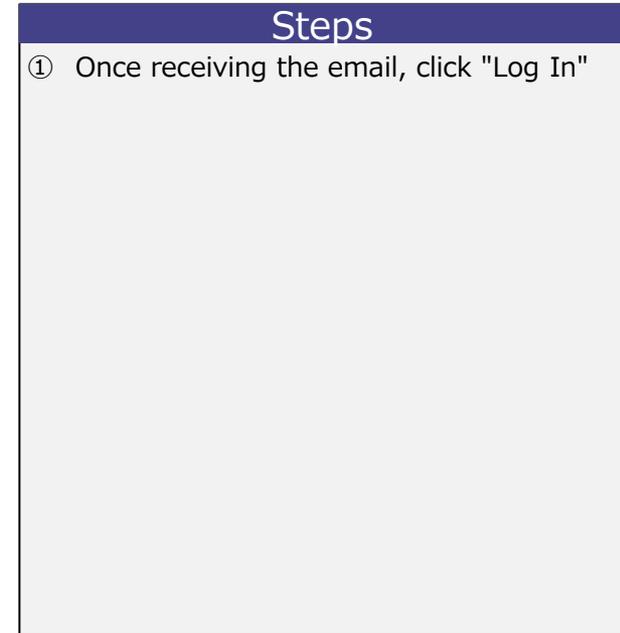
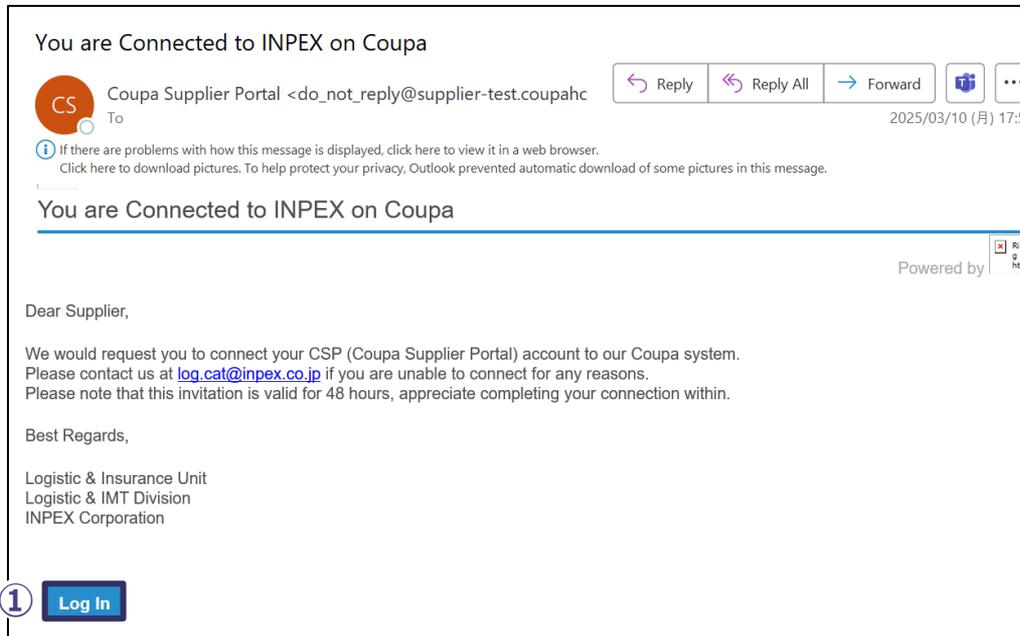
Steps

- ① Enter bank account information ※1
Mandatory fields are marked with "*" on CSP screen.
 - **Branch Code** : Enter the branch code.
 - **Bank Account Type** : Select Business or Personal.
 - **Email Address** : Enter the email address to receive payment information.
 - **Remit-To Code** : Enter the ERP vendor code.
 - **Supporting Documents** : Attach files such as bank statements.
- ② Click "Next"

※1 If Suppliers do not wish to receive bank transfer payments from this customer, please check "Do not accept Bank Transfer payments from this customer"

1-2-1 | Connecting to our Coupa (if CSP registered)

If suppliers have already registered with CSP, connecting to INPEX Coupa via the INPEX's invitation email. Suppliers do not have to create a new account.



1-2-2 | Connecting to our Coupa (if CSP registered)

Log in to CSP using the email address registered in the CSP.

coupa supplier portal Secure

Login

①

②

New to Coupa? [CREATE AN ACCOUNT](#)
[Forgot your password?](#)

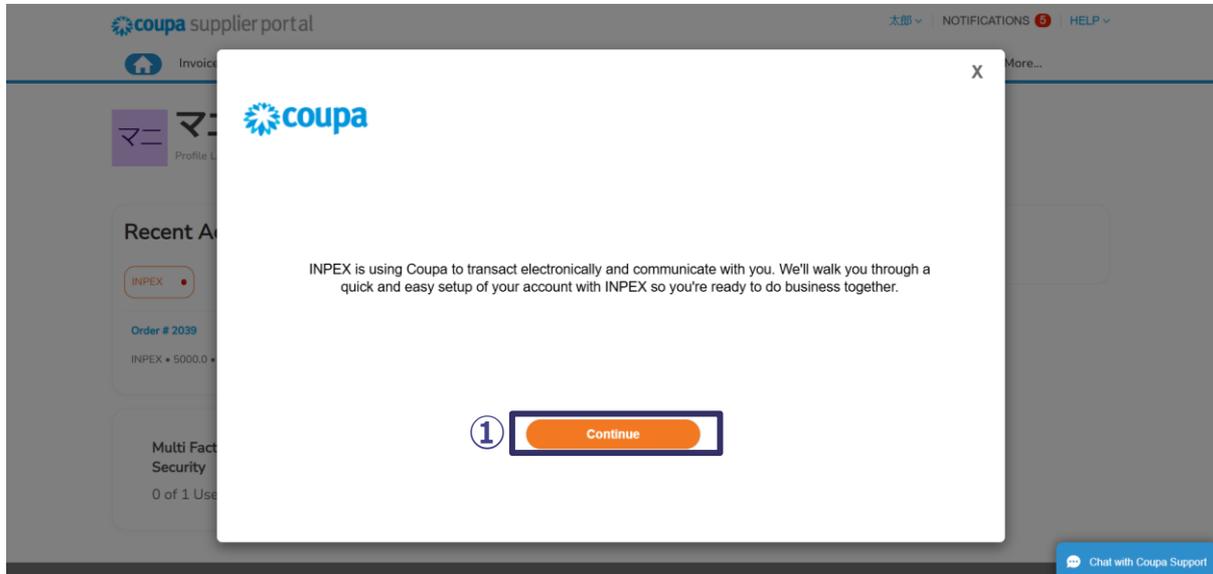
Features Solutions Resources

Steps

- ① Enter email address and password.
- ② Click "Login"

1-2-3 | Connecting to our Coupa (if CSP registered)

Log in to CSP using the email address registered in the CSP.



Steps

- ① Click "Continue"

1-2-4 | Connecting to our Coupa (if CSP registered)

Suppliers set up the supplier's bank account information.

Bank Transfer Customer Supported

Please enter the following information to receive Bank Transfer payments.

test ****1111
test - *****1111

[+ Add New](#)

Do not accept Bank Transfer payments from this customer

[Cancel](#) [Next](#)

Steps

- ① Depending on the purpose of the bank transfer, please follow one of the three options below.
 - If using a registered account: Click "○" next to the account you want to use.
 - If using a new account: Click "+ Add New"※1
 - If using a method other than bank transfer: Click "Do not accept Bank Transfer payments from this customer"
- ② Click "Next"

※1 Please refer to pages 15-16 for the input items when adding a new bank account information.

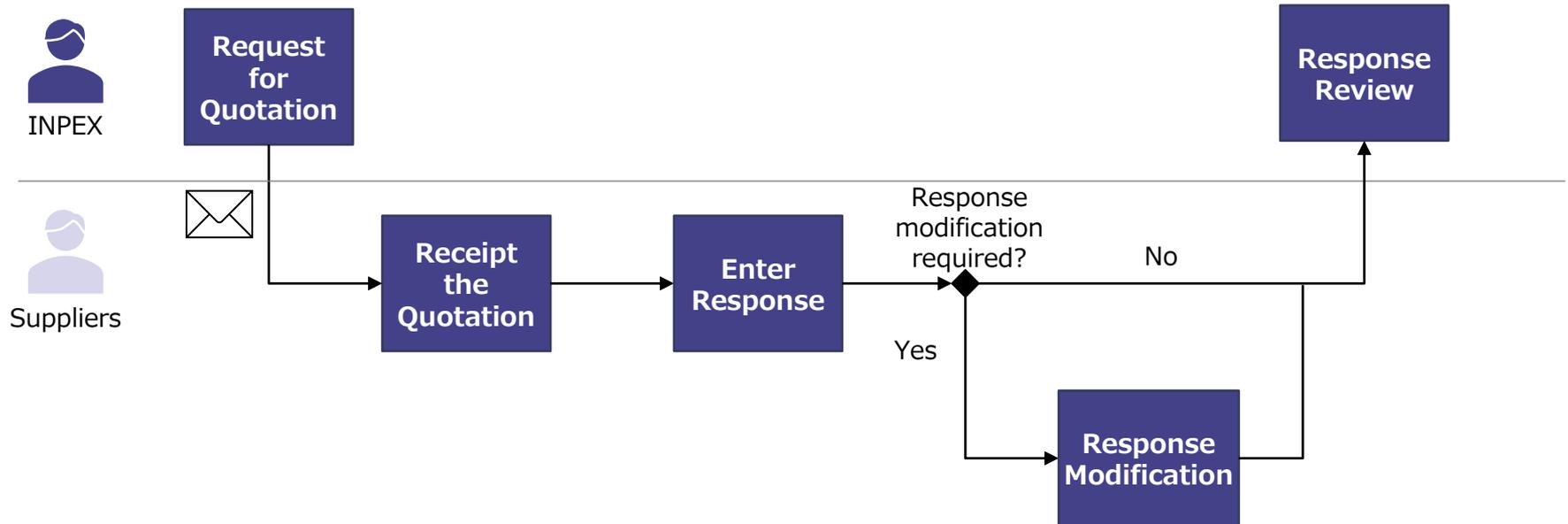
Chapter2 Quotation

Chapter2 | Quotation - Overview

INPEX will send a request for quotation via email.

If the supplier respond to the request for quotation, suppliers enter their response on Coupa and send it.

Suppliers can modify their response content within the quotation response deadline, even after entering it.



2-1-1 | Quotation Requests Receipt

INPEX will notify suppliers of the request for quotation via email.

As the INPEX's email will be sent through Coupa, it will come from the domain @inpexjapan.coupahost.com.※1

INPEX Sourcing Event - Spot Bid from Req #3622 #1232 Invitation

****Invitation to Tender / Request for Quotation (RFQ) / Request for Information (RFI)****

INPEX (Company) is pleased to issue this Invitation to Tender / Request for Quotation (RFQ) / Request for Information (RFI) for the provision of goods and/or services as outlined in this sourcing event. Further details regarding the instructions to Tenderers, terms and conditions, scope of work and others can be found within this tender/RFQ/RFI package. Please submit your response through the system.

Should you have any questions regarding this event, please contact us using the messaging feature available in the event.
Thank you for your participation.

Responses are due by Tuesday, 11 March 2025 05:45 PM JST

① I intend to Participate

② I decline to Participate

③ View Event

Steps

- ① After reviewing the email, if suppliers wish to participate in the sourcing event, click "I intend to Participate"
- ② If suppliers decline to participate in the sourcing event, click "I decline to Participate"
- ③ To review the content of the sourcing event before deciding to participate, click "View Event"※2

2-1-2 | Quotation Requests Receipt

If suppliers click "I intend to Participate," "I decline to Participate," or "View Event" on the previous page, they will be taken to the one-time password entry screen below.

Enter the one-time password received via email to log in to the Sourcing Response Portal.

One-time password notification email

 528956

Your Coupa Login Verification Code

Hello test supplier

To finish authenticating with Coupa please enter the following code or click the button below.

528956

Your code will expire in 15 minutes.

Thank you

One-time password entry screen



INPEX

Please wait at least 15 minutes to request a new one-time password

Enter your

.....

one-time password [Resend one-time password](#)

transmission

Steps

- ① Check the one-time password provided in a separate email.
- ② Enter the one-time password from the email into the password field on the login screen.
- ③ Click "transmission"

2-1-3 | Quotation Requests Receipt

Review the Sourcing Event details

If suppliers participate in the Sourcing Event, select “I intend to participate” and proceed to enter their response.

Spot Bid from Req #3622 - Event #1232 Active

Event Ends 01:23 days hrs

Event info

Supplier has been invited by INPEX to participate in a sourcing event for Spot Bid from Req #3622.
貴社ますますご厚幸のこととお慶び申し上げます。
平素は格別のご高配を賜り、厚く御礼申し上げます。

本見積依頼メールに基づき、お見積頂戴たくよろしくお願い致します。

お見積依頼は本システム経由にてお願いいたします。
本見積イベントに関するご質問につきましては、本イベントのメッセージ機能をご利用の上、弊社宛にご質問いたします。
その他、見積依頼書の表示内容・仕様仕様・見積依頼のお問合わせにつきましては、本見積イベント内、添付資料等の表示に従ってください。
以上よろしくお願いたします。

Invitation to Tender / Request for Quotation (RFQ) / Request for Information (RFI)

INPEX (Company) is pleased to issue this Invitation to Tender / Request for Quotation (RFQ) / Request for Information (RFI) for the provision of goods and/or services as outlined in this sourcing event. Further details regarding the instructions to Tenderers, terms and conditions, scope of work and others can be found within this tender/RFQ/RFI package. Please submit your response through the system.

Should you have any questions regarding this event please contact us using the messaging feature available in the event.
Thank you for your participation.

Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate? **Choose an answer**

1 **2**

3 Enter Response

Accept Terms and Conditions

There are no Terms and Conditions for the current event.

Event Information & Bidding Rules

Event will end at the Event End Time.
Your responses are viewable by buyer once submitted.
Buyer may choose to award individual line items.

Buyer Attachments

※ 本イベントへの回答を提出する場合には、別途定められた言葉や数字（メッセージ）からご連絡ください。

Timeline

Event Start: Mar 10 06:18 PM AsiaTokyo 12: 22h - 55min

Event End: Mar 12 06:17 PM AsiaTokyo 00:00

Steps

- ① Review the event details, click “Choose an answer”
- ② If suppliers participate in the event, select “I intend.” If suppliers decline, select “I decline.” ※ 1
- ③ To proceed to enter a response, click “Enter Response.” ※ 2

Supplementary Information

- If suppliers select “I decline,” suppliers must enter a comment stating their reason for declining.
- The participation status will be reflected in INPEX’s Coupa screen.
- If suppliers select “I intend” in the quotation request email and log in, the default “choose an answer” will be set to “I intend.”
- If suppliers select “I decline” and log in, the default “choose an answer” will be set to “I decline.”
- If suppliers select “View Event” and log in, the default for “Do you intend to participate” will be set to “choose an answer.”

※1 If suppliers wish to participate after initially declining, please contact the INPEX representative.

※2 If suppliers do not intend to respond to the quotation, the subsequent steps for quotation response are not necessary. In this case, select “I decline.” Copyright © 2024 INPEX CORPORATION. All rights reserved.

2-2-1 | Quotation Requests Response

Suppliers enter their response for the request for quotation.

Steps

- ① Enter any desired response name in the provided field.※1
- ② If files are attached, click to download them.

Review the content of the downloaded files, and if necessary, update and reattach the files by following these steps:

- ③ Click "File"※2※3
- ④ Click "Browse" to attach the updated file or drag and drop the updated file to attach it.

※1 Any desired response name will be notified to INPEX. ※2 If attaching a completed file is mandatory, a "*" mark will appear on the attached document. INPEX decide whether it is mandatory.

※3 File size limit of 250MB per file, with a maximum of 250 files can be attached. The same limitations apply to all "attached documents" items.

2-2-2 | Quotation Requests Response

Suppliers enter their response for the request for quotation.

Spot Bid from Req #3622 - Event #1232 Active

Event Ends 01:23 days hrs

Event Info My Responses Test Supplier - #907

* Name #1232

Attachments

Provided by Your response

test Response to test

Attachment Add File

download_2025-03-10T162621 653.csv

Forms

Items Not In Lots (1 Items)

test 9 JPY

Expected Quantity x Price per Unit

Expected Quantity Capacity * Price per Unit * Currency

10 Each 10 JPY

* Required field

Total

Capacity Expected Quantity * Price per Unit * Currency

10 10 Each JPY

Supplier Item Name Item Description ID/Part Number Lead Time (days)

Shipping Term Attachments Add File | URL | Text

Save

Steps

- Click the ">" next to the item to expand the details.
- Enter information in each field.
 - Mandatory fields are marked with "*" on the screen.
 - Capacity** : Enter the quantity of items that can be delivered.
 - Expected Quantity** : INPEX's expected quantity. This field cannot be edited.
 - *Price per Unit** : Enter the unit price of the quoted item (excluding tax).
 - *Currency** : Enter the currency in which the order will be accepted. If currencies other than JPY are selectable, they will appear when clicked.
 - Supplier Item Name** : Enter the name of the item as referred to by the supplier.
 - Item Description** : Enter the description of the item.
 - ID/Part Number** : Enter the item ID/part number as referred to by the supplier.
 - Lead Time (days)** : Enter the delivery time in days. Only numerical input is allowed.
 - Shipping Term** : Enter the shipping terms.
 - Attachments** : Input file, URL, or text information.
- Click "Save"

2-2-3 | Quotation Requests Response

Suppliers verify the total quotation amount and submit the quotation response.

Spot Bid from Req #3622 - Event #1232 Active

Event Ends **01 23**
days hrs

[Event Info](#) [My Responses](#) [Test Supplier - #907](#)

* Name

Attachments

Items and Services

Items Not In Lots (1 items)

test		150,000 JPY	
Expected Quantity x Price per Unit			
Expected Quantity	Capacity	* Price per Unit	* Currency
10 Each	<input type="text" value="10"/>	<input type="text" value="15,000"/>	<input type="text" value="JPY"/>

* Required field

1 Total 150,000 JPY

History

2

Steps

- ① Ensure the total quotation amount is calculated correctly.
- ② Click "Submit Response"

Supplementary Information:

- To save the progress without sending it to the INPEX, click "Save."
- It is also possible to input responses via bulk upload using Excel. In that case, click "Import from Excel." Download the template for the upload file, fill it out, and upload it. (Refer to the steps for entering responses via bulk upload starting from the next page.)

2-2-4 | Quotation Requests Response - Notes. How to Enter Responses via File Upload

When there are many items in the request for quotation, it is possible to respond collectively via file upload.

To prepare the upload file, download the template.

Steps

- ① Click "Import from Excel" at the bottom of the screen.
- ② In the displayed popup screen, click "Response Template."※1
- ③ Click on the downloaded file.

※1 The downloaded template is exclusive to the specific request for quotation. It cannot be used for responses to other quotation requests.

2-2-5 | Quotation Requests Response - Notes. How to Enter Responses via File Upload

Suppliers fill in the downloaded template file with their response content, then upload it.

Item / Service	Item / Service Fields					
Item Description (Text)	Expected Quantity (Number)	Unit of Measurement (Text)	Need by Date (Date)	Manufacturer Name (Text)	Manufacturer Part Number (Text)	Description (Text)
test	10	Each	03/24/25			

Supplier Response Fields							
Capacity (Number)	Unit Bid Price (Number)	Bid Price Currency (Text)	Lead Time (Integer)	Supplier Item Name (Text)	Item Part Number (Text)	Item Description (Text)	Shipping Term (Text)
10	15000	JPY					

Steps

① Input fields within the "Supplier Response Field" in the template:

Usage of each field is as follows:

- **Capacity (Number)** : Enter the quantity of items that can be delivered.
- **Unit Bid Price (Number)** : Enter the unit price of the quoted item (excluding tax).
- **Bid Price Currency (Text)** : Enter the currency in which the order will be accepted. Select from the dropdown list. If currencies other than JPY are selectable, they can be selected from the dropdown list.
- **Lead Time(Integer)** : Enter the delivery lead time in days.
- **Supplier Item Name (Text)** : Enter the name of the item as referred to by the supplier.
- **Item Part Number (Text)** : Enter the item part number as referred to by the supplier.
- **Item Description (Text)** : Enter the description of the item.
- **Shipping Term (Text)** : Enter the shipping terms. Select from the dropdown list.

2-2-6 | Quotation Requests Response - Notes. How to Enter Responses via File Upload

Suppliers upload the created file.

Spot Bid from Req #3622 - Event #1232 Act

Event Info My Responses Test Supplier - #907

Name #1232

Attachments

History

1 Import from Excel

5 Start Upload

Steps for uploading your response in Excel

1. Download the [Response Template](#) (Note: This template will only work for this event)
2. Fill in or update the Excel file.
Fields marked with a "*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it. Values in the uploaded file will replace anything currently saved to your response. Once you click "Start Upload" values in the excel file will be saved, but not submitted. Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.
3. Load the updated file
Choose File to file chosen
Uploading will only save your response. You must click "Submit" to send it to the buyer.
5. Start Upload

Open

INPEX

Name	Status	Date modified	Type	Size
en#Inpex-Event#1232.xlsx		3/31/2025 11:04 AM	Microsoft Excel Work...	8 KB

File name: en#Inpex-Event#1232.xlsx

4 Open

Steps

- 1 Click "Import from Excel" at the bottom of the screen.
- 2 In the displayed popup screen, click "Choose File."
- 3 Select the created upload file.
- 4 Click "Open"
- 5 Click "Start Upload."

2-2-7 | Quotation Requests Response - Notes. How to Enter Multiple Responses

Suppliers enter multiple responses to the request for quotation.※1

When multiple responses are allowed

Event ① **My Responses**

Response Name	State	Submitted At	Total	Actions
#1232	submitted	03/10/25	150,000.00	
#1232 - 2	submitted	03/10/25	160,000.00	

Per page 15 | 45 | 90

② **Enter Response**

When multiple responses are not allowed

Event Info **My Response**

Responded on 03/11/25

Attachments
has not provided any Attachments for this event

Forms
: has not provided any Forms for this event

Steps

- ① In the relevant Sourcing Event, click "My Responses" and switch tabs.
- ② Click "Enter Response." (For screen input methods, refer to pages 27 and 28)

Supplementary Information

- a. If entering multiple responses is not allowed, when you click "My Responses," the list of responses will not be displayed, and you will be taken directly to the response entry screen. Additionally, the "Response Name" field will not be displayed when entering a response.

2-2-8 | Quotation Requests Response - Notes. Event Clock

The event clock displays the deadline until the event ends.

Please note that once the event ends, responses will be closed, and suppliers will no longer be able to respond to the request for quotation.

Spot Bid from Req #3622 - Event #1232 Active

Event Ends 01 23
days hrs

[Event Info](#) [My Responses](#) [Test Supplier - #907](#)

* Name

 Attachments ^

2-2-9 | Quotation Requests Response - Notes. Email Communication

Suppliers can communicate by replying to the invitation email for the request for quotation or any related emails sent by the INPEX.

INPEX Sourcing Event - Spot Bid from Req #3623 #1233 Invitation

Coupa Sourcing Notifications <sourcing@inpejapan-dev.com>
To: JP AB coupatest7

2025/03/11 (火) 15:07

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

INPEX Sourcing Event Invitation

Test Supplier has been invited for Spot Bid from Req #3623

The following recipient is outside your organization: sourcing+f5097edfde1949b45203da@inpejapan-dev.coupahost.com

Send

From: [v]

To: sourcing+f5097edfde1949b45203da@inpejapan-dev.coupahost.com

Cc:

Subject: RE: INPEX Sourcing Event - Spot Bid from Req #3623 #1233 Invitation

Dear OO,

Thank you for inviting us to the spot bid.

I am writing this to inform you about the change in our products' price.

Steps

- ① Click "Reply" or "Reply All" to the received email to initiate the reply email.
- ② Enter your response in the email. (Please do not change the recipient)
- ③ Click "Send." (The screen display may differ depending on the email application you are using. It is not an issue as long as you reply to the email as usual.)

2-2-10 | Quotation Requests Response - Notes. Instant Messages

Suppliers can utilize the instant messages feature when exchanging messages with the INPEX.

Steps

- ① Click "Instant Messages" at the bottom left of the screen.
- ② Enter your message and attach files if necessary.※1
- ③ Click "Send Message."

※1 INPEX control whether suppliers can attach files to instant messages.

2-3-1 | Quotation Response Modification

Suppliers log in to the Sourcing Response Portal again from the request for quotation email sent by the INPEX to access the request for quotation that needs to be revised. ※1

INPEX Sourcing Event - Spot Bid from Req #3622 #1232 Invitation

****Invitation to Tender / Request for Quotation (RFQ) / Request for Information (RFI)****

INPEX (Company) is pleased to issue this Invitation to Tender / Request for Quotation (RFQ) / Request for Information (RFI) for the provision of goods and/or services as outlined in this sourcing event. Further details regarding the instructions to Tenderers, terms and conditions, scope of work and others can be found within this tender/RFQ/RFI package. Please submit your response through the system.

Should you have any questions regarding this event, please contact us using the messaging feature available in the event.
Thank you for your participation.

Responses are due by Tuesday, 11 March 2025 05:45 PM JST

[I intend to Participate](#) [I decline to Participate](#)

① [View Event](#)

Steps

- ① From the request for quotation email received from the INPEX, click "View Event."※2

2-3-2 | Quotation Response Modification

If suppliers click "I intend to Participate," "I decline to Participate," or "View Event" on the previous page, they will be taken to the one-time password entry screen below.

Enter the one-time password received via email to log in to the Sourcing Response Portal.

One-time password notification email

 528956

Your Coupa Login Verification Code

Hello test supplier

To finish authenticating with Coupa please enter the following code or click the button below.

528956

Your code will expire in 15 minutes.

Thank you

One-time password entry screen



INPEX

Please wait at least 15 minutes to request a new one-time password

Enter your

.....

one-time password [Resend one-time password](#)

transmission

Steps

- ① Check the one-time password provided in a separate email.
- ② Enter the one-time password from the email into the password field on the login screen.
- ③ Click "transmission"

2-3-3 | Quotation Response Modification

Once logged in, suppliers will be redirected to the sent response screen for the relevant request for quotation.※1
Suppliers edit the content of the quotation response and resend.

Spot Bid from Req #3611 - Event #1231 Active

Event Ends 01:57
hrs mins

①

Event info My Responses **Test Supplier - #005**

* Name change request

Attachments

Provided by	Your response
test	Response to test
Attachment download_2025-03-10T162821.853.csv	Attachment Add File

Forms

is not provided any Forms for this event

Items and Services

Items Not In Lots (1 items)	
テスト品目	180,000 JPY Price per Unit
* Price per Unit 180,000	* Currency JPY
*Required field	
Total 160,000 JPY	

History

Import from Excel ② **Submit Response**

Steps

- ① Revise the response content (Refer to pages 26 and 27 for descriptions of each item)
- ② Click "Submit Response"

※1 If multiple responses have been sent, the initially displayed response will be the last one sent.
If you wish to edit a response other than the initially displayed one, please refer to the next page.

2-3-4 | Quotation Response Modification - Notes. Select the response to be revised from list

If multiple responses have been sent, click "My Responses" to display the list of quotation responses.

Suppliers edit the relevant quotation response from the list and resend it.

Spot Bid from Req #3611 - Event #1231 Active

Event Ends **01:55**
hrs mins

Event **1** My Responses

View All Advanced Search

Response Name	State	Submitted At	Total	Actions
Test Supplier - #905	working		160,000.00	
Test Supplier - #906	working		5,000.00	2 

Per page 15 | 45 | 90

Enter Response

Steps

- ① Click "My Responses"
- ② Click "Edit (pencil icon)" for the response to be revised

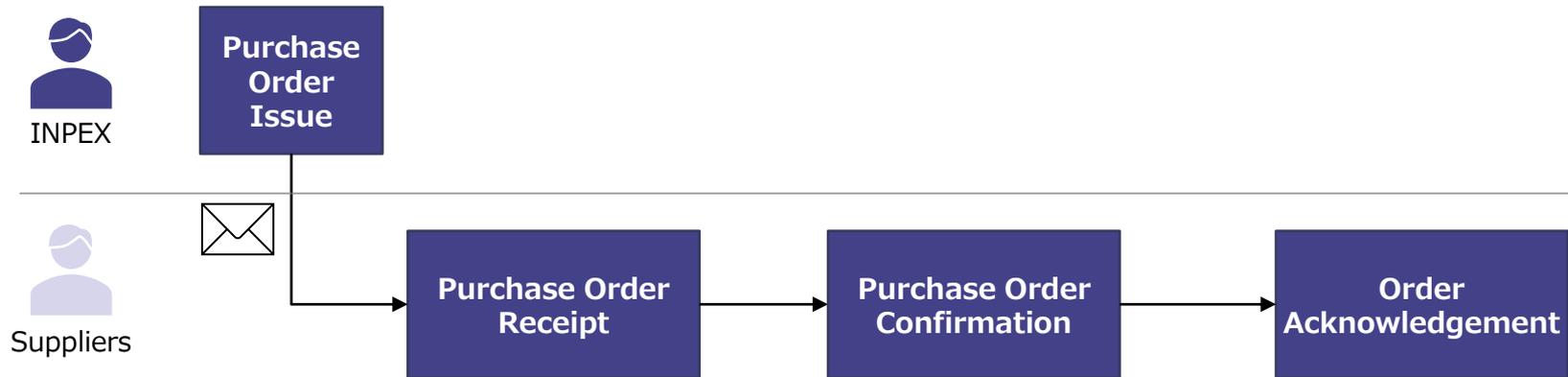
Chapter3 Order Acknowledgement

Chapter3 | Order Acknowledgement - Overview

INPEX send the Purchase Order via email.

Suppliers review the content of the order using the Purchase Order PDF attached to the email or on CSP.

Suppliers perform the Order Acknowledgement on CSP if there are no issues with the order content.



3-1-1 | Order Acknowledgement

Suppliers receive Purchase Order via email.

INPEX Corporation Purchase Order #INPEX1858

 INPEX <do_not_reply@inpejapan-dev.coupa.com>
To: JP AB coupaest13

2024/12/05 (木) 15:06

[↶ Reply](#) [↶ Reply All](#) [→ Forward](#)  

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

2  PO-INPEX1858_v1_20241205.pdf
44 KB

INPEX Corporation Purchase Order #INPEX1858

Order Summary

Date	12/05/24
PO Total	4,000.00 USD
Shipping	FOB
Terms	
Payment	BF06: 外為(FB)月末締め翌月末払※
Terms	
Contact	

1 [Manage Order](#) [Create Invoice](#)

Steps

- ① To review the email and navigate to CSP for more details, click "Manage Order."
- ② To view the PDF Purchase Order, click the attached Purchase Order.

3-1-2 | Order Acknowledgement

Suppliers log into CSP and review the order details.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'coupa supplier portal' on the left and 'TEST', 'NOTIFICATIONS 3', and 'HELP' on the right. Below this is a main navigation menu with 'Invoices', 'Orders' (highlighted), 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', and 'More...'. A secondary navigation bar includes 'Orders', 'Order Lines', 'Returns', 'Order Changes', 'Order Line Changes', 'Order Confirmations', 'Order Confirmation Lines', and 'More...'. The main content area is titled 'Purchase Orders'. There is a 'Select Customer' dropdown menu with 'INPEX' selected, indicated by a circled '1'. Below this, there are 'Instructions From Customer' and a text box with the instruction: 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'. A table of purchase orders is displayed with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row has PO Number 2036, Order Date 03/11/25, Status Issued, Acknowledged At None, Items 10 Each of test, Unanswered Comments No, Total 500,000 JPY, and Actions icons. The second row has PO Number 2035, Order Date 03/11/25, Status Issued, Acknowledged At None, Items 10 Each of test, Unanswered Comments No, Total 500,000 JPY, and Actions icons. The PO number 2036 is highlighted with a red box and a circled '2'. At the bottom right, there is a 'Chat with Coupa Support' button.

Steps

- ① Confirm "INPEX" is selected under "Select Customer."
- ② Click on the relevant Purchase Order number.

3-1-3 | Order Acknowledgement

Suppliers verify the order details, and if there are no issues, proceed with the Order Acknowledgement.

Purchase Order #2036

Select Customer: INPEX

General Info

Status: Issued - Sent via Email
 Order Date: 03/11/25
 Revision Date: 03/11/25
 Requester: 奥村 雅七
 Email: senokumura@abeam.com
 Payment Term: BD06 : 内為(FB)月末締め翌月末払※
 Attachments: None

Shipping

Ship-To Address: 〒945-0851 新潟県柏崎市大久保1-7-1 関1 N P E X 大久保 案内
 Japan
 Attn: 奥村 雅七
 Terms: None

Shipment Tracking: No shipment tracking.

TOTAL JPY 500,000

Create Invoice Save Print View

Comments

Enter Comment
 Add File | URL

Add Comment

Steps

- ① If there are no issues with the order details, check the "Acknowledged" box.

If there are issues with the order details, follow these steps:

- ② To contact the INPEX about issues with the order details, enter your message in the "Enter Comment" field at the bottom of the screen.
- ③ Click "Add Comment"※1

Supplementary Information

To view the same Purchase Order attached to the email, click "Print View."

※1 There is no character limit for inputting comments.

Chapter4 Service Sheets

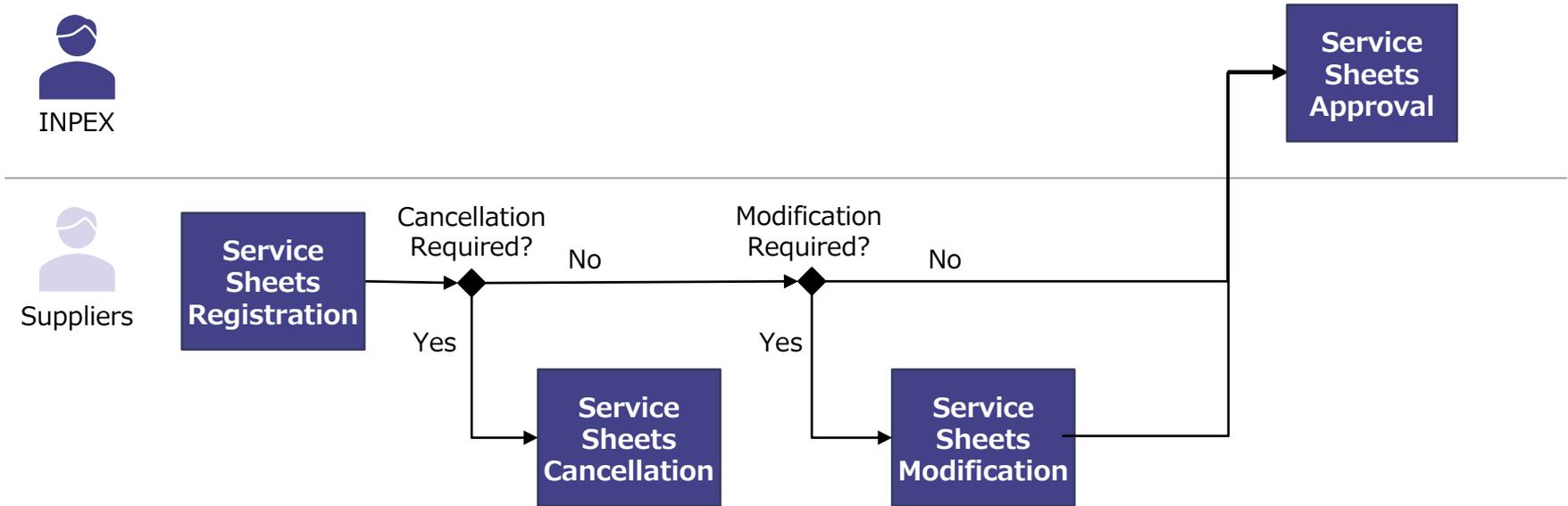
Chapter4 | Service Sheets - Overview

Once the service has been completed, Suppliers register the Service Sheets.

Suppliers can cancel the Service Sheets before INPEX's approval.

Suppliers can amend the service sheet's details if there are errors.

INPEX will generally not send notices of inspection completion



4-1-1 | Service Sheets Registration

Suppliers register Service Sheets from the order screen.
Suppliers access the order list.

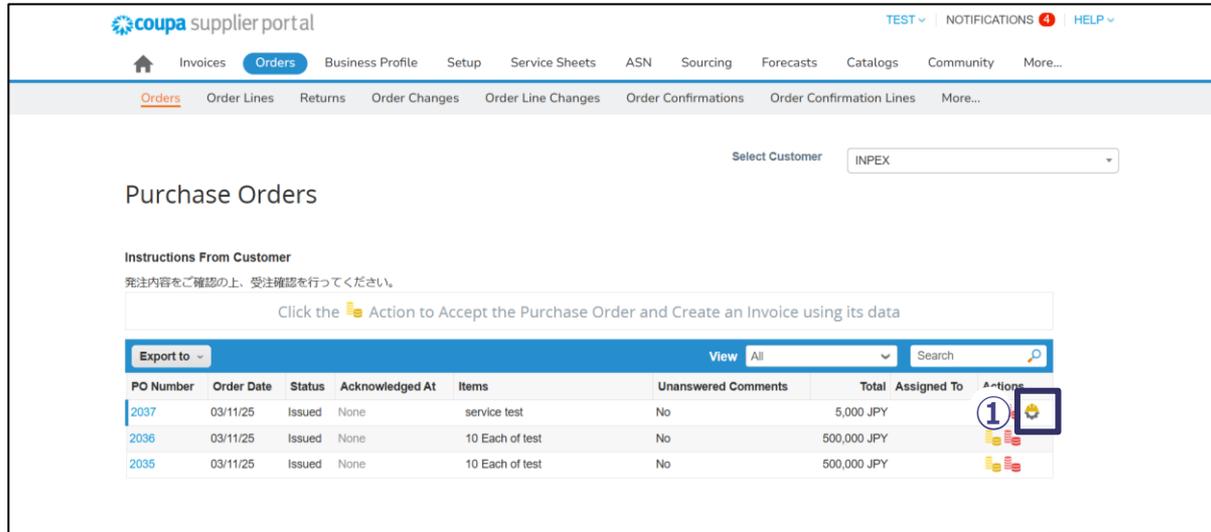
The screenshot displays the Coupa Supplier Portal interface for a 'Test Supplier'. The navigation menu at the top includes 'Invoices', 'Orders' (highlighted with a red box and a circled '1'), 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. The main content area is divided into several sections: 'Recent Activity' showing an order entry for 'Order # 2039' (Issued Mar 11), 'Announcements' (No Announcements), and a summary of 'Multi Factor Security' (0 of 1 Users), 'Join Requests' (0 Users), 'Merge Suggestions' (5 Duplicates), and 'Linked Customers' (1 Connection). A 'Chat with Coupa Support' button is located at the bottom right.

Steps

- 1 Click "Orders"

4-1-2 | Service Sheets Registration

Suppliers select the order from the order list to register the Service Sheets.



The screenshot displays the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'coupa supplier portal' on the left and 'TEST', 'NOTIFICATIONS 4', and 'HELP' on the right. Below this is a secondary navigation bar with 'Invoices', 'Orders' (highlighted), 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', and 'More...'. A 'Select Customer' dropdown menu is set to 'INPEX'. The main heading is 'Purchase Orders'. Below this, there are 'Instructions From Customer' and a message: 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'. A table lists purchase orders with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row (PO 2037) is highlighted, and its 'Actions' column contains a circled '1' and a gear icon, which is highlighted with a red box.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
2037	03/11/25	Issued	None	service test	No	5,000 JPY		
2036	03/11/25	Issued	None	10 Each of test	No	500,000 JPY		
2035	03/11/25	Issued	None	10 Each of test	No	500,000 JPY		

Steps

- ① Click on the helmet icon for the relevant order number.

4-1-3 | Service Sheets Registration

Enter the actual performance of the service and register the Service Sheet.

After registering the Service Sheet, a request for approval will be sent to INPEX.

①

Service Sheet #433

0 JPY

PO # 2037 Order Date 03/11/25 # of Service Sheets for Order 2

Line Details

1 service test 0 JPY

PO Line 1 Due Date 03/04/25 Completion Date mm/dd/yy Attachments Add File | URL | Text

Supplier Contact Email None PO Line Total 5,000 JPY

*Service Start Date mm/dd/yy *Service End Date mm/dd/yy

Description	Worker Assignment	Rate	Price	Quantity	UOM	
	No workers available	No rates available		1	Each	0 JPY

+ Add Detail Line

Comments

Cancel Save Submit

②

Steps

- Enter Service Sheet Contents※1
Mandatory fields are marked with "*" on CSP screen.
 - Completion Date** : Enter the service completion date.
 - Attachments** : If there are any attachments, enter the file, URL, or text information.
 - *Service Start Date** : Enter the start date of the period for the Service Sheet.
 - *Service End Date** : Enter the end date of the period for the Service Sheet.
 - *Description** : Enter the name of the details as stated in the Purchase Order.※2
 - *Price** : Enter the tax-excluded unit price of the details.※3
 - *Quantity** : Enter the quantity of the details.
 - *UOM** : Enter the quantity unit of the details.※3
- Click "Submit"

※1 To temporarily save the Service Sheets being created, click "Save." ※2 To add details, click "+ Add Detail Line" below the "Description" field.

※3 If the detail type is Service(Amt), Suppliers can edit the fields; otherwise, unit price and quantity from the PO are auto-filled and cannot be changed. Copyright © 2024 INPEX CORPORATION. All rights reserved.

4-2-1 | Service Sheets Modification - Withdrawal (Only if a request for approval is sent)

Suppliers need to withdraw an approval request for Service Sheets if modifications are needed.

Suppliers access the list of Service Sheets.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Invoices, Orders, Business Profile, Setup, **Service Sheets** (highlighted with a red box and a circled '1'), ASN, Sourcing, Forecasts, Catalogs, Add-ons, and More... The main content area displays the profile for 'Test Supplier' (TS), with a profile last updated 5 minutes ago. Below this, there is a 'Recent Activity' section showing an order # 2039 issued on Mar 11 for INPEX, valued at 5000.0 JPY, which is not invoiced. To the right, there is an 'Announcements' section with no announcements. At the bottom, there are four summary cards: Multi Factor Security (0 of 1 Users), Join Requests (0 Users), Merge Suggestions (5 Duplicates), and Linked Customers (1 Connection). A 'Chat with Coupa Support' button is visible in the bottom right corner.

Steps

- 1 Click "Service Sheets"

4-2-2 | Service Sheets Modification - Withdrawal (Only if a request for approval is sent)

Suppliers withdraw the relevant Service Sheets.

coupa supplier portal

TEST | NOTIFICATIONS 1 | HELP

Home Invoices Orders Business Profile Setup **Service Sheets** ASN Sourcing Forecasts Catalogs Community More...

Service Sheets Service Sheet Lines

Select Customer INPEX

Switch to new experience

Service Sheets

Load from file Export to View All Advanced Search

Service Sheet	Purchase Order	Lines	Service Sheet Total	Currency	Status	Submitted Date	Approval Date	Actions
432	2037	service test	5,000	JPY	Pending Approval	03/11/25	None	1

Per page 15 | 45 | 90

Please Confirm

Are you sure you want to withdraw from approvals?

Cancel 2 OK

Steps

- 1 Click the arrow mark for the relevant Service Sheet number※1
- 2 Confirm the popup and click "OK"※2

※1 If the Service Sheets have already been approved by INPEX, suppliers cannot withdraw. If suppliers need to withdraw, please contact INPEX representative.

※2 Upon withdrawal, the status will be changed to draft, and suppliers can make modifications in the next page's "Steps."

4-2-3 | Service Sheets Modification - Modification

Suppliers select the target to modify the registration details from the list of Service Sheets.

The screenshot shows the 'Service Sheets' page in the Coupa Supplier Portal. The page includes a navigation bar with 'Service Sheets' selected, a 'Select Customer' dropdown set to 'INPEX', and a 'Switch to new experience' button. Below this is a table with the following data:

Service Sheet	Purchase Order	Lines	Service Sheet Total	Currency	Status	Submitted Date	Approval Date	Actions
432	2037	service test	5,000		Draft	03/11/25	None	[Pencil icon]

Annotations in the image include a circled '1' pointing to the 'Draft' status and a circled '2' pointing to the pencil icon in the Actions column.

Steps

- ① Confirm that the status of the relevant Service Sheets number is "Draft."
- ② Click the pencil icon and make the necessary modifications to the registration details※1

※1 For details on how to use each item in the Service Sheets registration, please refer to page 49.

4-3-1 | Service Sheets Cancellation

Suppliers can delete the service sheet itself by canceling the Service Sheets※1
Suppliers access the Service Sheets.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Invoices, Orders, Business Profile, Setup, Service Sheets (highlighted with a red box and a circled '1'), ASN, Sourcing, Forecasts, Catalogs, Add-ons, and More... The user's name '太郎' and notification status 'NOTIFICATIONS 0' are visible. Below the navigation bar, the user is identified as 'TS Test Supplier' with a profile last updated 5 minutes ago. The main content area includes a 'Recent Activity' section with an INPEX logo and an order entry for 'Order # 2039' issued on Mar 11. There are also sections for 'Announcements' (No Announcements), 'Multi Factor Security' (0 of 1 Users), 'Join Requests' (0 Users), 'Merge Suggestions' (5 Duplicates), and 'Linked Customers' (1 Connection). A 'Chat with Coupa Support' button is located at the bottom right.

Steps

- 1 Click "Service Sheets"

※1 If the approval request is pending under INPEX's side or has already been approved by INPEX, the cancellation is not possible.

4-3-2 | Service Sheets Cancellation

Suppliers cancel the Service Sheet.

coupa supplier portal

TEST | NOTIFICATIONS 4 | HELP

Home Invoices Orders Business Profile Setup **Service Sheets** ASN Sourcing Forecasts Catalogs Community More...

Service Sheets Service Sheet Lines

Select Customer INPEX

Switch to new experience

Load from file Export to View All Advanced Search

Service Sheet	Purchase Order	Lines	Service Sheet Total	Currency	Status	Submitted Date	Approval Date	Actions
432	2037	service test	5,000		Draft	03/11/25	None	

Per page 15 | 45 | 90

Steps

- ① Confirm that the status of the relevant Service Sheets number is "Draft."
- ② Click the "x" mark of the target service sheet to execute the cancellation.

4-4-1 | Service Sheets Reference

Suppliers can refer to Service Sheet.

Suppliers access the Service Sheets.

The screenshot shows the Coupa Supplier Portal interface for a supplier named 'Test Supplier'. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile', 'Setup', 'Service Sheets' (highlighted with a red box and a circled '1'), 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. The main content area displays the supplier's profile, 'Recent Activity' (showing an order for INPEX), 'Announcements', and various metrics like 'Multi Factor Security', 'Join Requests', 'Merge Suggestions', and 'Linked Customers'. A 'Chat with Coupa Support' button is visible in the bottom right corner.

Steps

- 1 Click "Service Sheets"

4-4-2 | Service Sheets Reference

Suppliers select the Service Sheets for reference.

coupa supplier portal

TEST | NOTIFICATIONS 4 | HELP

Home Invoices Orders Business Profile Setup **Service Sheets** ASN Sourcing Forecasts Catalogs Community More...

Service Sheets Service Sheet Lines

Select Customer INPEX

Switch to new experience

Load from file Export to View All Advanced Search

Service Sheet	Purchase Order	Lines	Service Sheet Total	Currency	Status	Submitted Date	Approval Date	Actions
432	2037	service test	5,000	JPY	Draft	03/11/25	None	

Steps

- 1 Click the relevant Service Sheet Number.

4-4-3 | Service Sheets Reference

Suppliers refer to the registered contents of the Service Sheet.

①

Service Sheet #432

Requested By
Submitted On

5,000 JPY

PO #	# of Service Sheets for Order	Order Date
2037	1	03/11/25

Line Details

1	service test	5,000 JPY
----------	---------------------	------------------

PO Line	Due Date	Completion Date	Attachments
1	03/04/25	None	None

Supplier Contact Email	PO Line Total
None	5,000 JPY

Service Start Date	Service End Date
02/11/25	02/11/25

Description	Worker Assignment	Rate	Price	Quantity	UOM	Total
test service	No workers available	No rates available	5,000	1	Each	5,000 JPY

Steps

- ① Refer to the relevant contents of the Service Sheet.

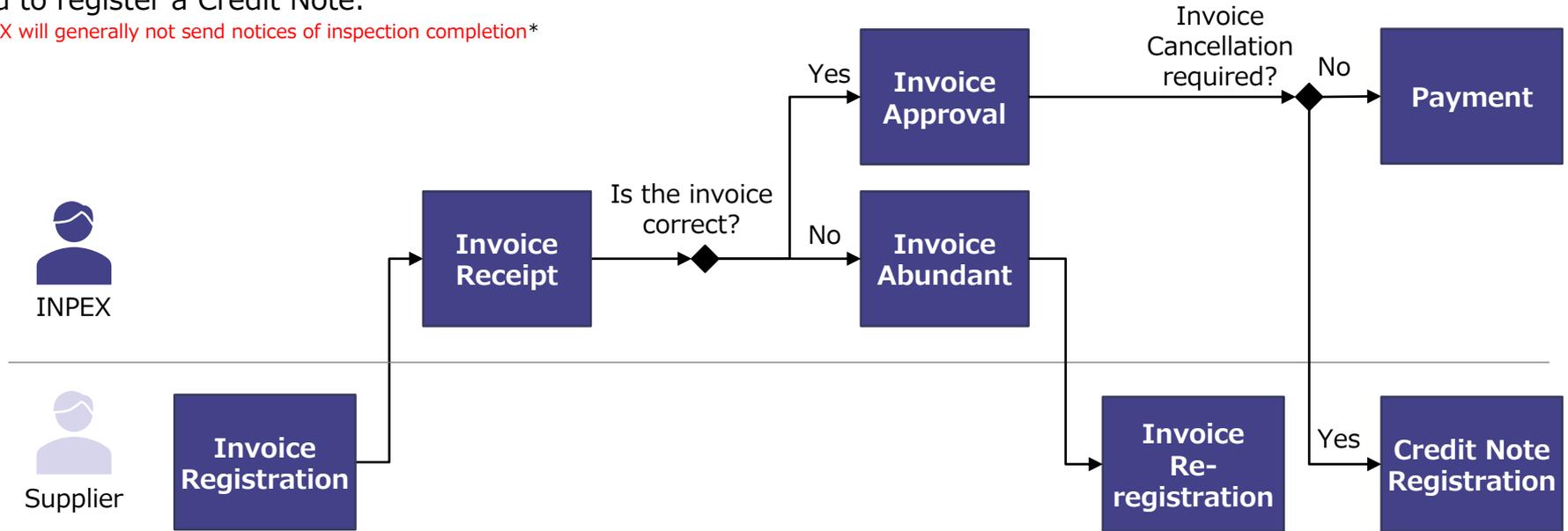
Chapter5 Invoice

Chapter5 | Invoice - Overview

Supplier register the invoice for the purchase order from INPEX.

If there are any discrepancies in the invoice such as amount or quantity, Supplier is required to re-register the invoice after INPEX discards the initial invoice. If the invoice needs to be canceled after approval by the INPEX, Suppliers need to register a Credit Note.

INPEX will generally not send notices of inspection completion



5-1-1 | Invoice Registration

Suppliers register the invoice for the relevant purchase order.

Suppliers access the purchase order list.

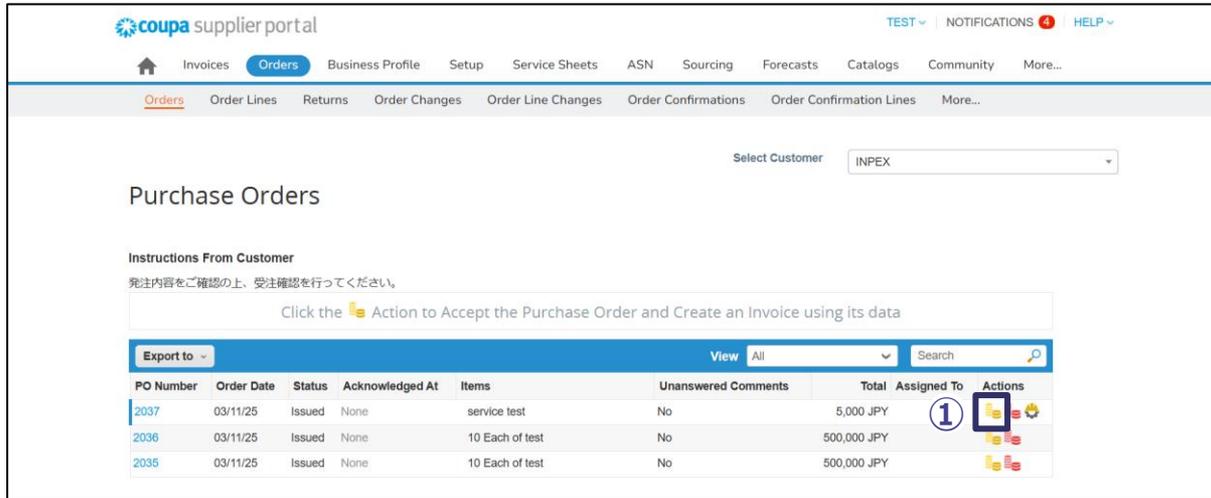
The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Home, **Orders** (highlighted with a red box and a circled '1'), Business Profile, Setup, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Add-ons, and More... The user is logged in as '太郎' (Taro) and has 1 notification. The main content area is for a 'Test Supplier' profile, last updated 5 minutes ago. It features a 'Recent Activity' section with a card for 'INPEX' showing 'Order # 2039' issued on 'Mar 11' for 'INPEX • 5000.0 • JPY • Not Invoiced'. Below this is a summary of various metrics: Multi Factor Security (0 of 1 Users), Join Requests (0 Users), Merge Suggestions (5 Duplicates), and Linked Customers (1 Connection). A 'Chat with Coupa Support' button is visible in the bottom right corner.

Steps

- ① Click "Orders"

5-1-2 | Invoice Registration

Suppliers select relevant PO Number for Invoice Registration.



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'coupa supplier portal' on the left and 'TEST', 'NOTIFICATIONS 4', and 'HELP' on the right. Below the navigation bar, there are tabs for 'Invoices', 'Orders' (selected), 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', and 'More...'. A 'Select Customer' dropdown menu is set to 'INPEX'. The main heading is 'Purchase Orders'. Below this, there is a section for 'Instructions From Customer' with Japanese text: '発注内容をご確認の上、受注確認を行ってください。' and a button that says 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'. Below the instructions is a table with columns: 'Export to', 'View', and 'Search'. The table has the following data:

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
2037	03/11/25	Issued	None	service test	No	5,000 JPY		1
2036	03/11/25	Issued	None	10 Each of test	No	500,000 JPY		
2035	03/11/25	Issued	None	10 Each of test	No	500,000 JPY		

Steps

- ① Click the "coin icon" of the relevant purchase order number.

5-1-3 | Invoice Registration – Enter Header Information

Suppliers enter the header information of the invoice.

①

General Info

- * Invoice #
- * Invoice Date
- Payment Term BD06 : 内為(FB)月末締め翌月末払※
- Date of Supply
- * Currency JPY
- Delivery Number
- Status Draft
- Image Scan ファイルが選択されていません
- Supplier Note

Attachments Add [File](#) | [URL](#) | [Text](#)

From

- * Supplier Supplier Test
- Supplier CT ID
- * Invoice From Address
-
-
-
- * Remit-To Address
-
-
-
- * Ship From Address
-
-
-

Steps

① Enter header information

Mandatory fields are marked with "*" on CSP screen.

- ***Invoice#** : Enter the desired invoice number.※1
- ***Invoice Date** : Enter the billing date.※2※3
- **Date of Supply** : Enter the delivery date.
- **Delivery Number** : Enter the shipping number. Input is not required.
- **Supplier Note** : Enter any supplemental information if necessary.
- **Attachments** : Enter files, URLs, or text information if there are any attached documents.
- **Supplier CT ID** : Select the registration number of the Qualified Invoice Issuer. Input is not required.
- ***Invoice From Address** : Enter the billing issuer's address.
- ***Remit-To Address** : Enter the payment receiver's address.
- ***Ship From Address** : Enter the shipping address from which the invoice is sent.

5-1-4 | Invoice Registration - Enter Item Details

Suppliers enter the details of the invoice items.

①

Lines

Type	Description	Qty	UOM	Price	
	test	5	Each	1,000.00	5,000

PO Line: 2059-1 Service Sheet Line: None Contract: Credit Line: None

Supplier Part Number: *Tax Code: 仮払消費税－課税共通10% Billing: 1011-HSE-3----1101-非貯蔵品-V-6701211000-A101-02A00

Taxes

CT Rate	CT Amount	Tax Reference
	0	<input type="text"/>

Steps

① Enter Item Details

Mandatory fields are marked with "*" on CSP screen.

- ***Quantity** : Enter quantity※1
- ***Price** : Enter the service provision amount.※2
- **Credit Line** : Select the credit details. Input is not required.
- **Supplier Part Number** : Enter the item number of the product.
- ***CT Rate** : Select the consumption tax rate.
- **Tax Reference** : Enter the tax reference (National Tax Agency website, etc.). Input is not required.

※1 Suppliers cannot enter a quantity that exceeds the quantity on the PO. If suppliers deliver a quantity that exceed the PO quantity, please contact the INPEX representative.

※2 For services only, the supplier can enter the unit price. For goods, the unit price listed on the PO is automatically entered and cannot be changed.

5-1-5 | Invoice Registration - Submission

Suppliers submit invoice to INPEX.

Totals & Taxes

Lines Net Total	5,000
<hr/>	
Total CT	500
Net Total	5,000
Gross Total	5,500

Buttons: Delete, Cancel, Save as Draft, **Calculate** (1), **Submit** (2)

Are You Ready to Send? [X]

Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

Buttons: Continue Editing, **Send Invoice** (3)

Steps

- ① Click "Calculate" and confirm that the total amount including tax is correctly calculated.
- ② Click "Submit"
- ③ Check the pop-up and click "Send Invoice"※1

※1 If suppliers need to edit the invoice before sending, click "Continue Editing", then suppliers will move to the Invoice Registration screen.

5-2-1 | Invoice Re-registration – Invoice Abandoned Email Receipt

Suppliers need to re-register the invoice if INPEX reject the invoice due to issues such as incorrect information.

If the invoice is abandoned, a notification email will be sent to suppliers.※1

Suppliers access the invoice list in CSP from the email.

Invoice ##2039 has been abandoned.

Hi,

Invoice #2039 has been abandoned from processing by INPEX. Please see below for further information.

①

Abandon Reason: 請求取消

Additional Comments from INPEX:

Tax Rate must be 10.0%

Date: 2025-03-12

②

[View Online](#)

Steps

- ① Check the reason and comments for the abandon in the received invoice abandoned email.
- ② Click "View Online"

5-2-2 | Invoice Re-registration - Review Status

Suppliers confirm the relevant invoice has been abandoned from the invoice list.

After reviewing the status, suppliers access the purchase order list to re-register the invoice.

The screenshot shows the Coupa Supplier Portal interface. At the top, there are navigation tabs: Invoices, Orders, Business Profile, Setup, Service Sheets, ASN, Sourcing, Forecasts, and More... The 'Orders' tab is highlighted with a red box and a circled '2'. Below the navigation, there are sub-tabs: Invoices, Invoices Lines, and Payment Receipts. The 'Invoices' sub-tab is active. A 'Select customer' dropdown menu is set to 'INPEX'. The main content area is titled 'Invoices' and contains 'Instructions From Customer' in Japanese, followed by a 'Create Invoices' section with buttons for 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. Below this is a table with columns: Invoice #, Created Date, Status, PO #, Total, Unanswered Comments, Dispute Reason, and Actions. The first row in the table has the following data: Invoice # #2039, Created Date 03/11/25, Status Abandoned (with a circled '1' next to it), PO # 2039, Total 4,320 JPY, Unanswered Comments Yes, Dispute Reason Tax Rate must be 10.0%, and an Actions column.

Steps

- ① Confirm that the status of the relevant invoice number (Invoice#) is marked as abandoned.
- ② Click "Orders"

5-2-3 | Invoice Re-registration – Invoice Re-registration for Purchase Order

Suppliers re-register an invoice for the Purchase Order.

coupa supplier portal 太郎 | NOTIFICATIONS 9 | HELP

Home Invoices **Orders** Business Profile Setup Service Sheets ASN Sourcing Forecasts More...

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations More...

Select Customer INPEX

Purchase Orders

Instructions From Customer
発注内容をご確認の上、受注確認を行ってください。

Click the Action to Accept the Purchase Order and Create an Invoice using its data

Export to View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
2039	03/11/25	Issued	None	Service test	No	5,000 JPY		

Steps

- ① Click the "coin icon" of the relevant purchase order number.

(Refer to pages 61~65 for the Invoice Registration Steps.)

5-3-1 | Invoice Reference

Suppliers review the invoice registered on CSP.

Suppliers access the invoice list.

The screenshot displays the 'supplier portal' interface. At the top, a navigation bar includes a home icon, a circled '1' next to the 'Invoices' menu item (which is highlighted with a red box), and other menu items: Orders, Business Profile, Setup, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Add-ons, and More... The user's name '太郎' and notification count 'NOTIFICATIONS 0' are visible. Below the navigation bar, the user profile for 'TS Test Supplier' is shown, with a 'View Profile' link. The main content area features a 'Recent Activity' section with a 'View' dropdown and a list of activities, including an 'INPEX' entry for 'Order # 2039' issued on 'Mar 11'. To the right is an 'Announcements' section with 'No Announcements'. At the bottom, there are four summary cards: 'Multi Factor Security' (0 of 1 Users), 'Join Requests' (0 Users), 'Merge Suggestions' (5 Duplicates), and 'Linked Customers' (1 Connection). A 'Chat with Coupa Support' button is located in the bottom right corner.

Steps

- ① Click "Invoices"

5-3-2 | Invoice Reference

Suppliers select the relevant invoice.

coupa supplier portal

太郎 | NOTIFICATIONS 9 | HELP

Home Invoices Orders Business Profile Setup Service Sheets ASN Sourcing Forecasts More...

Invoices Invoices Lines Payment Receipts

Select customer INPEX

Invoices

Instructions From Customer

 支払先情報を変更する場合は、必ずINPEXに変更する旨をご連絡ください。
 連絡なく変更された場合、旧支払先に支払を行います。
 そのため、旧支払先から新支払先への振替等の業務が発生する可能性があります。
 本件の振替業務についての責任は負いかねます。

Create Invoices ⓘ

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
#2039-2	03/12/25	Approved	2039	5,500 JPY	No		

Steps

- ① Click the relevant invoice number in the "Invoice#"

5-3-3 | Invoice Reference

Invoice detail screen will be displayed.

①

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'Invoices' selected. Below it, the main content area displays 'Invoice ##2039-2' with a 'Back' link. A 'Select customer' dropdown menu is set to 'INPEX'. The page is divided into two columns: 'General Info' and 'Bill To & Ship To'. The 'General Info' section includes fields for Invoice #, Invoice Date, Payment Term, Delivery Date, Currency, Delivery Number, Status, Shipping Term, Legal Invoice, Image Scan, Supplier Notes, and Attachments. The 'Bill To & Ship To' section includes fields for Supplier, Invoice From, Remit To, Ship From, Supplier CT ID, and Customer. A 'JP' icon is visible in the top right of the main content area.

Field	Value
Invoice #	#2039-2
Invoice Date	02/11/25
Payment Term	BD06 : 内為(FB)月末締め翌月末払※
Delivery Date	02/11/25
Currency	JPY
Delivery Number	None
Status	Approved
Shipping Term	None
Legal Invoice	download
Image Scan	None
Supplier Notes	None
Attachments	None
Supplier	Supplier Test
Invoice From	test 〒0000000 Japantest Japan
Remit To	test 〒0000000 Japantest Japan
Ship From	test 〒0000000 Japantest Japan
Supplier CT ID	None
Customer	INPEX

Steps

- ① Confirm the invoice detail.

5-4-1 | Credit Note Registration

Suppliers need a Credit Note registration if the cancellation of an approved invoice is necessary.※1
Suppliers access the invoice list.

The screenshot shows the INPEX supplier portal. At the top, there is a navigation bar with a home icon, a circled '1' next to the 'Invoices' menu item, and other menu items: Orders, Business Profile, Setup, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Add-ons, and More... The user's name '太郎' and notification count 'NOTIFICATIONS 0' are visible. Below the navigation bar, the user's profile 'TS Test Supplier' is shown. The 'Recent Activity' section displays an INPEX order # 2039 issued on Mar 11. The 'Announcements' section shows 'No Announcements'. At the bottom, there are four metrics: Multi Factor Security (0 of 1 Users), Join Requests (0 Users), Merge Suggestions (5 Duplicates), and Linked Customers (1 Connection). A 'Chat with Coupa Support' button is located in the bottom right corner.

The 'Steps' panel has a dark blue header with the word 'Steps' in white. Below the header, there is a single step: '1 Click "Invoices"'. The rest of the panel is a light gray background.

※1 To check whether an invoice is approved, refer to the "Status" column in the invoice list or invoice detail.
For details on how to confirm the invoice list/invoice details, refer to pages 68~70.

5-4-2 | Credit Note Registration

Suppliers commence Credit Note Registration

The screenshot shows the Coupa Supplier Portal interface. At the top, there's a navigation bar with 'Invoices' selected. Below it, a 'Select customer' dropdown is set to 'INPEX'. The main heading is 'Invoices'. Underneath, there's a section titled 'Instructions From Customer' with Japanese text. Below the instructions, there's a 'Create Invoices' section with a blue information icon. Four buttons are visible: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. The 'Create Credit Note' button is highlighted with a blue border and a circled '1'. Below the buttons, there's a table with columns: Invoice #, Created Date, Status, PO #, Total, Unanswered Comments, Dispute Reason, and Actions. The table contains one row with the following data: Invoice # 2039-2, Created Date 03/12/25, Status Approved, PO # 2039, Total 5,500 JPY, Unanswered Comments No.

Steps

- ① Click "Create Credit Note"

5-4-3 | Credit Note Registration

Suppliers select the relevant invoice to register a Credit Note.

Credit Note [X]

If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.

① Reason Resolve issue for invoice number Other (e.g. rebate)

② 965

Cancel ③ Continue

Credit Note [X]

How do you want to correct invoice "965" ?

④ Completely cancel the invoice with a credit note Adjust invoice with a credit note

Cancel ⑤ Create

Steps

- ① Select {Resolve issue for invoice number}
- ② Select the invoice number subject to the Credit Note.
- ③ Click "Continue"
- ④ Select {Completely cancel the invoice with a credit note} ※1
- ⑤ Click "Create"

※1 Even in the case of reducing the invoice amount, be sure to cancel the entire amount of the relevant invoice.
After the cancellation, re-register the invoice with the correct amount.

5-4-4 | Credit Note Registration – Enter Header Information

Suppliers enter header information of the Credit Note.

Create Credit Note
Create

This credit note applies to invoice #2039-2. When approved, the credit will fully cancel the invoice's impact to the transaction.

①

General Info

* Credit Note #

* Credit Note Date

Payment Term BD06 : 内為(FB)月末締め翌月末払※

Original Date of Supply

* Currency

Delivery Number

Status Draft

Original Invoice #2039-2
Number

Original Invoice Date 2025-02-11

Image Scan No file chosen

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

Credit Reason

From

* Supplier Supplier Test

Supplier CT ID

* Invoice From Address test
〒0000000
Japantest
Japan

* Remit-To Address test
〒0000000
Japantest
Japan

* Ship From Address test
〒0000000
Japantest
Japan

To

Customer INPEX

* Bill To Address 株式会社INPEX
〒107-6322

Steps

① Enter Header Information

Mandatory fields are marked with "*" on CSP screen.

- ***Credit Note#** : Enter the credit note number.※1
- ***Credit Note Date** : Enter the issue date of the credit note.
- **Supplier Note** : Enter any additional information if necessary.
- **Attachments** : If there are any attachments, enter the file, URL, or text information.
- **Credit Reason** : Enter the reason for the credit note registration.
- ***Invoice From Address** : Enter the billing issuer's address.
- ***Remit-To Address** : Enter the payment receiver's address.
- ***Ship From Address** : Enter the shipping address from which the invoice is sent.

※1 Previously used credit note numbers cannot be entered.

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5-4-5 | Credit Note Registration - Check the Details

Suppliers verify the details of the Credit Note.

Lines

Adjustment Type Price

①

Type	Description	Price
	Service test	-5,000.00

PO Line: 2039-1

Service Sheet Line: None

Contract:

Supplier Part Number:

* Tax Code: 仮払消費税 - 課税共通10%

Billing: 1011-L&IMT-LOG-32-1102-役務-V-1522500000-A101-07A24

Taxes

CT Rate	CT Amount	Tax Reference
10.0%	-500	<input type="text"/>

Steps

- ① No need to change the details of the credit note. Ensure that the negative amount is displayed.

5-4-6 | Credit Note Registration - Submission

Suppliers submit Credit Note to INPEX.

Totals & Taxes	
Lines Net Total	-5,000
<hr/>	
Total CT	-500
Net Total	-5,000
Gross Total	-5,500

Delete Cancel Save as Draft Calculate **1** Submit

Are You Ready to Send? ✕

Coupa is about to create a credit note on your behalf. Please make sure you are not attaching another credit note to this transaction as the Coupa generated PDF is your and your customer's legal credit note.

Continue Editing **2** Send Credit Note

Steps

- ① Click "Submit"
- ② Click "Send Credit Note"

Appendix.

Appendix. | Add User

Suppliers add users who will operate the CSP.

Suppliers transfer to the Setup tab.

The screenshot shows the Coupa Supplier Portal interface for a 'Test Supplier'. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile', 'Setup' (highlighted with a red box and a circled '1'), 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. The main content area displays the supplier's profile, 'Recent Activity' (showing an order for INPEX), 'Announcements', and a summary of 'Multi Factor Security' (0 of 1 Users), 'Join Requests' (0 Users), 'Merge Suggestions' (5 Duplicates), and 'Linked Customers' (1 Connection). A 'Chat with Coupa Support' button is visible in the bottom right corner.

Steps

- ① Click "Setup" on the home screen.

Appendix. | Add User

Suppliers commence additional CSP user registration.

The screenshot shows the 'Admin Users' page in the Coupa Supplier Portal. The page has a navigation bar with 'Setup' selected. Below the navigation bar, there is a sidebar with 'Admin' and 'Connection Requests' sections. The 'Admin Users' section is active, and the 'Users' link is highlighted with a red circle and the number 1. The 'Invite User' button is highlighted with a red circle and the number 2. The main content area displays a table of users.

User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
太郎 山田	dummy@dummy.com	Active	ASNs Admin Business Performance Catalogs Early Payments Forecast Planner Hidden, Private, and Public Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service Sheets Sourcing	INPEX	Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	Edit

Per page 5 | 10 | 15

Steps

- ① Click "Users"
- ② Click "Invite User"

Appendix. | Add User

Suppliers set the information and permissions for the new user.

The screenshot shows the 'Invite User' dialog box with the following sections:

- 1. User Information:** Fields for First Name, Last Name, Email, and Purpose (with a 'Select Some Options' dropdown).
- 2. Phone Number:** Fields for Country/Region (dropdown), Area/City, Local, and Extension.
- 3. Permissions:** A list of permissions with checkboxes, including AR, Admin, Orders, Invoices, Catalogs, Profiles, ASNs, Service Sheets, Payments, Order Changes, Early Payments, Business Performance, Sourcing, Community, Order Line Confirmation, Forecast Planner, Workers, and Worker Assignments.
- 4. Customers:** Checkboxes for AR and INPEX.

Steps

- ① Enter User Information
Mandatory fields are marked with "*" on CSP screen.
 - **First Name** : Enter the user's first name.
 - **Last Name** : Enter the user's last name.
 - ***Email** : Enter the user's email address.
 - **Purpose** : Enter the user's role.
- ② Enter the phone number.
- ③ Set the necessary permissions.
- ④ Click "Send Invitation"

Supplementary Information

Select the user's permissions according to the following guidelines:

- **Admin** : Set for users who manage CSP user additions and manage payee (invoice sender) addresses.
- **Orders/Order Changes/Order Line Confirmation** : Set for users who manage orders/order changes.※1
- **Invoices** : Set for users who register invoices.
- **Service Sheets** : Set for users who register service sheets.
- **Other than the above** : No need to set.

※1 When the permissions for Orders/Order Changes/Order Line Confirmation are set, the user will be added to the default purchase order recipient list.

Appendix. | Edit User

Suppliers edit users who will operate the CSP.

Suppliers transfer to the Setup tab.

The screenshot shows the Coupa Supplier Portal interface for a 'Test Supplier'. The navigation menu at the top includes 'Invoices', 'Orders', 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. The 'Setup' tab is highlighted with a blue box, and a circled '1' is placed above it. The main content area displays the supplier's profile, 'Recent Activity' (showing an INPEX order # 2039 issued on Mar 11), and a summary of user management metrics: 'Multi Factor Security' (0 of 1 Users), 'Join Requests' (0 Users), 'Merge Suggestions' (5 Duplicates), and 'Linked Customers' (1 Connection). A 'Chat with Coupa Support' button is visible in the bottom right corner.

Steps

- ① Click "Setup" on the home screen.

Appendix. | Edit User

Suppliers commence CSP user edition.

The screenshot shows the 'Admin Users' page in the Coupa Supplier Portal. The page has a navigation bar with 'Setup' selected. The main content area shows a table of users. The 'Users' link in the left sidebar is highlighted with a red box and a circled '1'. The 'Edit' button in the Actions column for the user '太郎 山田' is highlighted with a red box and a circled '2'.

User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
太郎 山田	dummy@dummy.com	Active	ASNs Admin Business Performance Catalogs Early Payments Forecast Planner Hidden, Private, and Public Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service Sheets Sourcing	INPEX	Accounting Diversity, Legal, Procurement, Risk, Sales, Sourcing	Edit

Per page 5 | 10 | 15

Steps

- ① Click "Users"
- ② Click "Edit"

Appendix. | Edit User

Suppliers change the information and permissions for the relevant user.

Steps

① Edit User Information

Mandatory fields are marked with "*" on CSP screen.

- **First Name** : Enter the user's first name.
- **Last Name** : Enter the user's last name.
- ***Email** : Enter the user's email address.
- **Purpose** : Enter the user's role.
- **Primary Contact** : Set the supplier's primary contact information※1

② Edit Phone Number

③ Edit the necessary permissions.

④ Click "Save"

Supplementary Information

Select the user's permissions according to the following guidelines:

- **Admin** : Set for users who manage CSP user additions and manage payee (invoice sender) addresses.
- **Orders/Order Changes/Order Line Confirmation** : Set for users who manage orders/order changes.※1
- **Invoices** : Set for users who register invoices.
- **Service Sheets** : Set for users who register service sheets.
- **Other than the above** : No need to set.

※1 Only 1 user can be set as the primary contact (CSP invitation recipient, quote request recipient, etc.).

Appendix. | Add Payee Address※1

Suppliers add Payee Address.

Suppliers transfer to the Setup tab.

The screenshot displays the Coupa Supplier Portal interface for a 'Test Supplier'. The navigation menu at the top includes 'Invoices', 'Orders', 'Business Profile', 'Setup' (highlighted with a red box and a circled '1'), 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. The main content area features a 'Recent Activity' section with an 'INPEX' order # 2039 issued on Mar 11, and an 'Announcements' section with 'No Announcements'. A 'Chat with Coupa Support' button is located at the bottom right.

Steps

- ① Click "Setup" on the home screen.

※1 Adding the invoice sender address and shipping address information is not possible.
Please refer to pages 89-100 for instructions on how to edit these details.

Appendix. | Add Payee Address

Suppliers access the list of payee addresses.

coupa supplier portal

太郎 | NOTIFICATIONS 3 | HELP

Home Invoices Orders Business Profile Setup Service Sheets ASN Sourcing Forecasts Catalogs Add-ons More...

Admin Connection Requests

Admin Remit-To

Users

Merge Requests

Merge Suggestions

Requests to Join

Fiscal Representatives

1 Payment Methods

sFTP Accounts

cXML Errors

sFTP File Errors (to Customers)

2 Add Payment Method

View All Search

Payment Method Name	Remit-To Address	Payment Type	Legal Entity	Customer Sharing Status	Actions
None	test test Tokyo 111-1111 Japan	Address	test	None	
None	Preferred Language: Japanese				
None	赤坂5-3-1 赤坂 Bizタワー 港区 Tokyo 107-6332 Japan	Address	マニュアル 商事	None	

Per page 5 | 10 | 15

Chat with Coupa Support

Steps

- 1 Click on "Payment Methods"
- 2 Click on "Add Payment Method"

Appendix. | Add Payee Address

Suppliers commence Add Payment Method.

The screenshot shows the 'coupa supplier portal' interface. The 'Setup' tab is selected in the top navigation bar. A modal window titled 'Add Payment Method' is open, displaying the following information:

- Legal Entity: test
- Invoice From Address: test, Tokyo, 111-1111, Japan

At the bottom of the modal, there is a 'Back' button on the left and a 'Next' button on the right. A circled '1' is placed over the 'Next' button, indicating the step to be taken. A 'Chat with Coupa Support' button is visible in the bottom right corner of the portal.

Steps

- ① Click "Next"

Appendix. | Add Payee Address

Suppliers register the payee address.

Steps

- ① Select {Address} in the "Payment Type" field.
- ② Enter the payee's address information
※1

Mandatory fields are marked with "*" on CSP screen.

- ***Address Line1** : Enter the address from the city/town level onwards.
 - ***City** : Enter the city/town
 - ***State** : Enter State/Province
 - ***Postal Code** : Enter the postal code.
 - ***Country/Region** : Select the country/region where tax registration occurs.
 - **Which customers can use this account?** : Select the customers with whom you conduct transactions using CSP. Ensure that INPEX is checked.
- ③ Click "Save & Continue"

※1 By clicking the "+" button to the right of the "Address 1" field, "Address 2" will be displayed.

Appendix. | Editing Payee/Invoice Sender/Shipping Addresses

Important Notes

When changing payee information, be sure to inform INPEX of the change. If changes are made without notification, **payments will be made to the previous payee.** As a result, **it may be necessary to handle transfers from the previous payee to the new payee.**

INPEX will not have any responsibilities for transfer operations arising from this matter.

Appendix. | Editing Payee/Invoice Sender/Shipping Addresses

Suppliers can modify the payee, invoice sender, and shipping addresses from the Business Profile tab.

The screenshot displays the Coupa Supplier Portal interface for a user named '太郎'. The navigation menu includes 'Invoices', 'Orders', 'Business Profile' (highlighted with a red box and a circled '1'), 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Add-ons', and 'More...'. The main content area shows the profile for 'TS Test Supplier', with a 'View Profile' link. Below this, there is a 'Recent Activity' section with a 'View' dropdown and a notification icon. An activity entry for 'INPEX' is shown, with details: 'Order # 2039', 'Issued Mar 11', and 'INPEX • 5000.0 • JPY • Not Invoiced'. To the right, there is an 'Announcements' section with 'No Announcements'. At the bottom, there are four summary cards: 'Multi Factor Security' (0 of 1 Users), 'Join Requests' (0 Users), 'Merge Suggestions' (5 Duplicates), and 'Linked Customers' (1 Connection). A 'Chat with Coupa Support' button is located in the bottom right corner.

Steps

- ① Click "Business Profile" on the home screen.

Appendix. | Editing Payee/Invoice Sender/Shipping Addresses - Deactivation

Suppliers deactivate the applicable entity.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Business Profile', 'Orders', 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', and 'More...'. The 'Business Profile' section is active, and the 'Legal Entities' tab is highlighted with a red box and a circled '1'. Below the navigation, the 'Legal Entities' page is displayed. It features a 'Create' button, a search bar, and a table with columns: 'Legal Entity Name', 'Invoice From Address', 'Tax ID', 'Linked Payment Method', 'Payment Information', and 'Customers'. The first row in the table, with 'test' in the 'Legal Entity Name' column, is highlighted with a red box and a circled '2'. The second row shows a real entity named 'マニュアル商事'.

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
test	test, test, Tokyo, 111-1111, Japan	None	Check	test, test, Tokyo, 111-1111, Japan	None
マニュアル商事	赤坂5-3-1, 赤坂Bizタワー, 港区, Tokyo, 107-6332, Japan	JP.test	Check	赤坂5-3-1 赤坂Bizタワー, 港区, Tokyo, 10...	None

Steps

- ① Click "Legal Entities"
- ② Click "applicable legal entity name"

Appendix. | Editing Payee/Invoice Sender/Shipping Addresses - Deactivation

Suppliers deactivate the applicable entity.

coupa supplier portal 太郎 | NOTIFICATIONS 6 HELP

Business Profile | Legal Entities | Information Requests | Performance Evaluation

← Legal Entities

Legal Entity Name	test	Ship From	Tax Registrations
Invoice From	test, test, Tokyo, 111-1111 Japan	Manage	None

Accepted Payment Methods (Payment Methods)

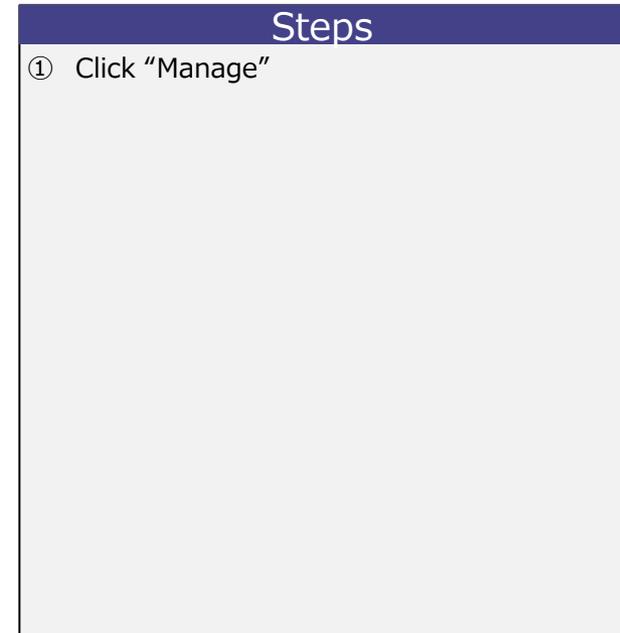
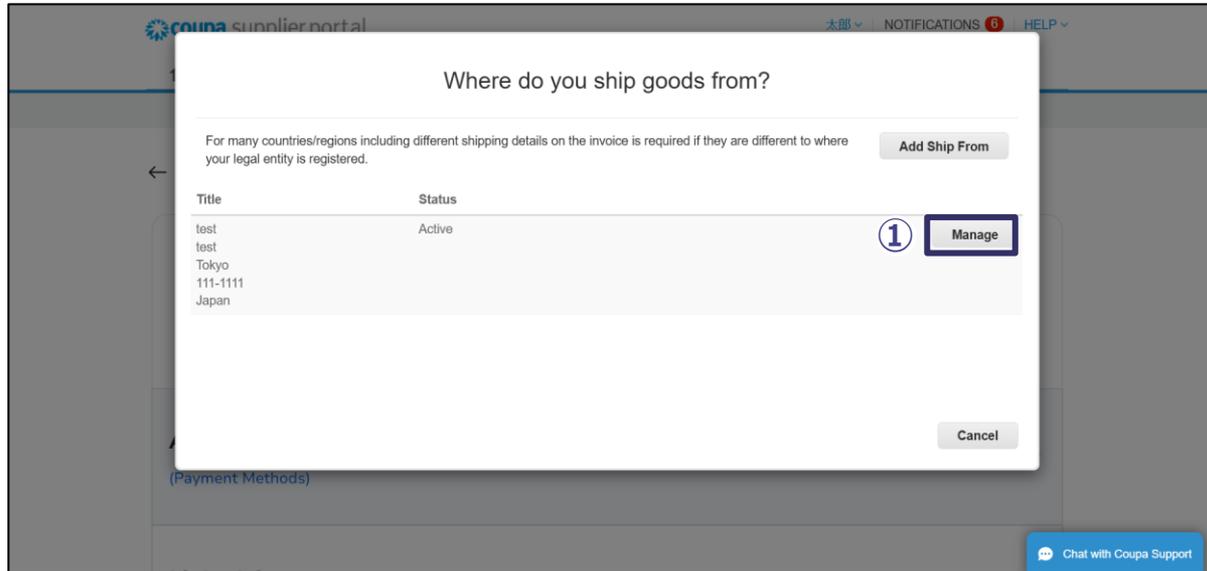
Chat with Coupa Support

Steps

- 1 Click "Manage"

Appendix. | Editing Payee/Invoice Sender/Shipping Addresses - Deactivation

Suppliers deactivate the applicable entity.



Appendix. | Editing Payee/Invoice Sender/Shipping Addresses - Deactivation

Suppliers deactivate the applicable entity.

Where do you ship goods from?

What is your Ship From Address?

Address Line 1 test
City test
State Tokyo
Postal Code 111-1111
Country/Region Japan

What is your Remit-To Integration Code?

Code

[Show fewer fields](#) ▾

Contact Information

First Name
Last Name
Email
Work Phone
Mobile Phone
Fax Number
Web Site

Which customers do you want to see this?

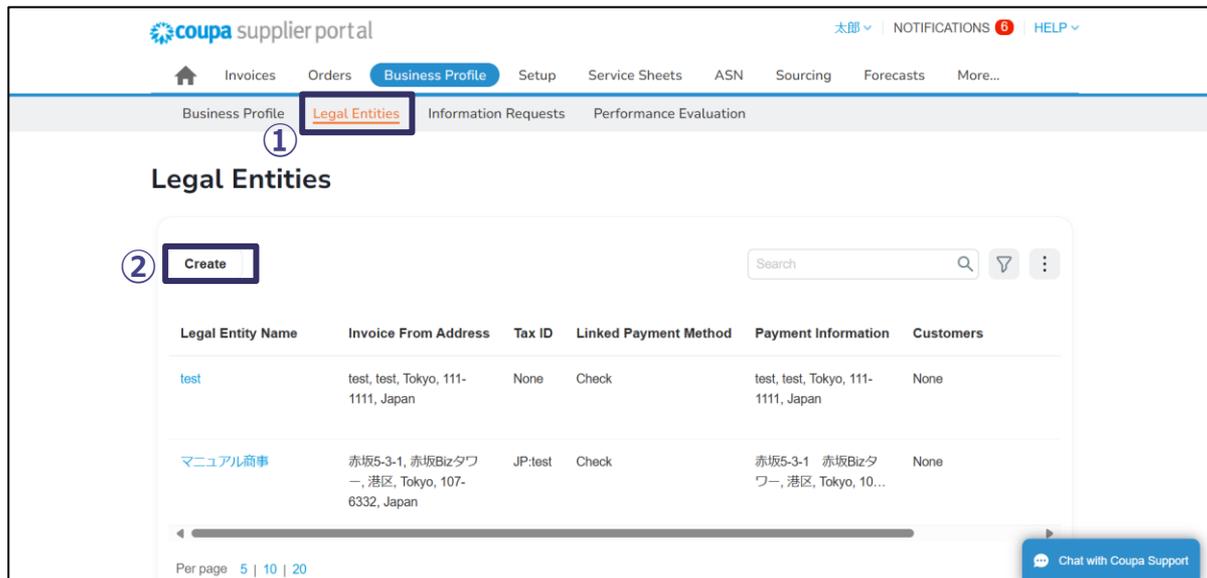
All
 INPEX

Steps

- ① Click "Deactivate Ship From"

Appendix. | Editing Payee/Invoice Sender/Shipping Addresses - Re-registration

Suppliers commence Re-register the applicable legal entities.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Business Profile', 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', and 'More...'. The 'Legal Entities' tab is highlighted with a red box and a circled '1'. Below the navigation, the 'Legal Entities' page is displayed. The 'Create' button is highlighted with a red box and a circled '2'. A table of legal entities is visible below the 'Create' button.

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
test	test, test, Tokyo, 111-1111, Japan	None	Check	test, test, Tokyo, 111-1111, Japan	None
マニュアル商事	赤坂5-3-1, 赤坂Bizタワー, 港区, Tokyo, 107-6332, Japan	JP.test	Check	赤坂5-3-1 赤坂Bizタワー, 港区, Tokyo, 10...	None

Steps

- ① Click "Legal Entities"
- ② Click "Create"

Appendix. | Editing Payee/Invoice Sender/Shipping Addresses - Re-registration

Suppliers enter the entity name and country/region information.

1

Create Legal Entity

* Legal Entity Name

* Country/Region

Tax Registrations

* Country/Region

Tax ID

I don't have a Tax ID Number

[Add Tax Registration](#)

Invoice From Address

Please enter the address that you invoice from or the address that you receive mailed and in-person payments.

* Country/Region

* Address Line 1

Address Line 2

* City

* State

* Postal Code

Invoice From Code

Preferred Language

Ship From Address

Please enter the physical address that your goods are shipped from? This can be a warehouse address.

Same as Invoice From Address

2

Steps

- 1** Enter the entity name and country/region
Mandatory fields are marked with "*" on CSP screen.
- * **Legal Entity Name** : Enter the name of the entity.
 - * **Country/Region** : Enter the country/region where the entity is located.
 - * **Country/Region** : After entering the country/region, you can select. Enter the country/region registered for tax purposes.
 - * **Tax ID** : After entering the country/region, you can select. Entities issuing qualified invoices should enter the registration number starting with T followed by a 13-digit number. For tax-exempt entities, input is not required.
 - * **Entity Number** : After entering the country/region, you can select. Enter the entity number.
 - * **Address Line1** : Enter the address from the city/town level onwards.
 - * **Address Line2** : Enter the building name, etc. Clicking the "+" to the right of Address Line 2 will display this field.
 - * **City** : Enter the city/town
 - * **State** : Enter State/Province
 - * **Postal Code** : Enter the postal code.
 - * **Invoice From Code** : For general suppliers, input is not required.※2
 - * **Same as Invoice From Address** : Set if you wish to use the registered address information as the shipping address.※3
 - * **Preferred Language** : Set the language for issuing legal invoices.※4
- 2** Click "Save"

※1 Clicking the "+" mark to the right of the "Address 2" field will display "Address 3". ※2 This item is to be set only by suppliers who send invoices via cXML linkage. For suppliers who send invoices via CSP or offline, input is not required. ※3 If checked, the shipping address will automatically be filled with the same address information as the billing origin.

※4 It is defaulted based on the entity's country/region, but please select the language you wish to use.

Appendix. | Language Settings

Suppliers can change the CSP language from the bottom of the page below.

The screenshot displays the Coupa Supplier Portal interface for a 'Test Supplier' profile. The page includes a navigation bar with tabs for Invoices, Orders, Business Profile, Setup, Service Sheets, ASN, Sourcing, Forecasts, and More... The main content area shows 'Recent Activity' with an INPEX order # 2039 and 'Announcements' (No Announcements). Below this, there are sections for Multi Factor Security (0 of 1 Users), Join Requests (0 Users), Merge Suggestions (5 Duplicates), and Linked Customers (1 Connection). At the bottom of the page, the Coupa logo and 'Business Spend Management' are visible. A language selection dropdown menu is open, showing options: English (Singapore), English (South Africa), English (Taiwan), English (UK), English (US), English (Ukraine), Español (Colombia), and Español (España). A red circle with the number '1' highlights the language selection icon, and a red circle with the number '2' highlights the dropdown menu. A grey arrow points from the icon to the dropdown menu.

Steps

- ① Click on the language shown at the bottom of the page.
- ② Select the language you wish to use.