

GETTING STARTED WITH COUPA SUPPLIER PORTAL

Navigate to the Coupa Supplier Portal website

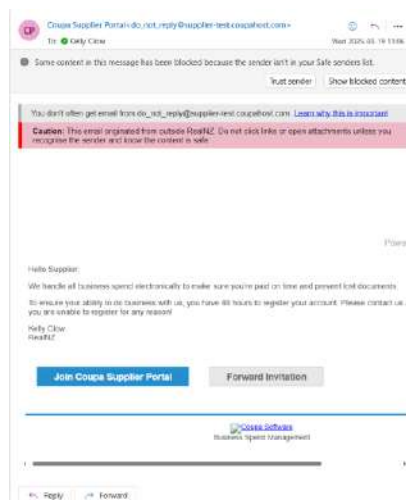
<https://supplier.coupahost.com/sessions/new>

Create an Account


The top screenshot shows the 'Login' page of the Coupa Supplier Portal. A red box highlights the 'New to Coupa? CREATE AN ACCOUNT' link. The bottom screenshot shows the 'Create an Account' page. It includes fields for Business Name, Email, First Name, Last Name, Password, and Confirm Password. There is also a checkbox for 'I agree with the Privacy Policy and the Terms of Use' and a 'Create an Account' button.

Email us your details

Email us at realnz.procurement@realnz.com to let us know your primary contact details (Name, Email, Phone number) so we can update our supplier record and connect with you. Connection will be via a Coupa email with a link like the example below.



Set up your profile



realnzonboard
[Profile Preview](#) | [Clear Profile \(PDF\)](#) | [Download as PDF](#)

Company Info

Company Name
realnzonboard

Industry

About

Tax ID
None(NotSet)

Year Established

Commodities

Products and Services

PO Email

Website

DUNS

Company Size

Ownership Type

Areas Served

No coverage in areas

Contacts

Add User

Search

Name	Primary Contact	EMAIL	Work Number	Purpose	Actions
K. Lee	Yes	realnzonboard@gmail.com		Accounting, Oversight, Legal, Procurement, Risk, Sales, Sourcing	Edit

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Addresses

Add Address

Search

Address	Primary Address	City	State	Postal Code	Country/Region	Actions
	Yes					Edit

More detail on how to complete your profile

Coupa Supplier Portal Onboarding

FE will request info for your Business Profile before proceeding to Coupa Supplier Portal

Account Details

Payment Information

Primary Address

* Country/Region

New Zealand

* Address Line 1

14 Captain Roberts Road

Address Line 2

* City

Ta Aneke

* State

Southland

* Postal Code

9500

Invoice From Code

Preferred Language

English (New Zealand)

Next

Invoice From Code not required.

Cheque

Please enter the following information to make Cheque payments

Customer Supported

* Payment Method Name

Country/Region

New Zealand

* Account 1

Account 2

Account 3

Account 4

* City

* State

* Postal Code

Branch ID Code

☐ Do not accept Cheque payments from this customer

Next

Cheque not applicable.

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

Primary Address saved successfully

Account Details Payment Information

Virtual Card Customer Supported

Please enter the following information to receive Virtual Card payments.

* Payment Method Name

* Email Address

☒ Do not accept Virtual Card payments from this customer

Next

Virtual Card not applicable.

Bank Transfer Customer Supported

Please enter the following information to receive Bank Transfer payments.

* Payment Method Name

* Bank Account Country/Region

* Bank Account Currency

Beneficiary Name

Bank Name

Account Number

Confirm Account Number

Bank Code

☐ My company expects international payments

Branch Code

Bank Account Type

Email Address

Remit-To Code

Supporting Documents

☐ Do not accept Bank Transfer payments from this customer

Next

Bank Account Payments

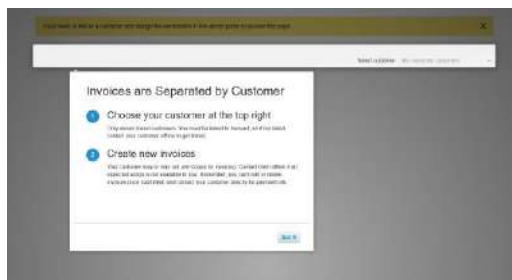
Complete your bank account details noting this format:

Bank Code

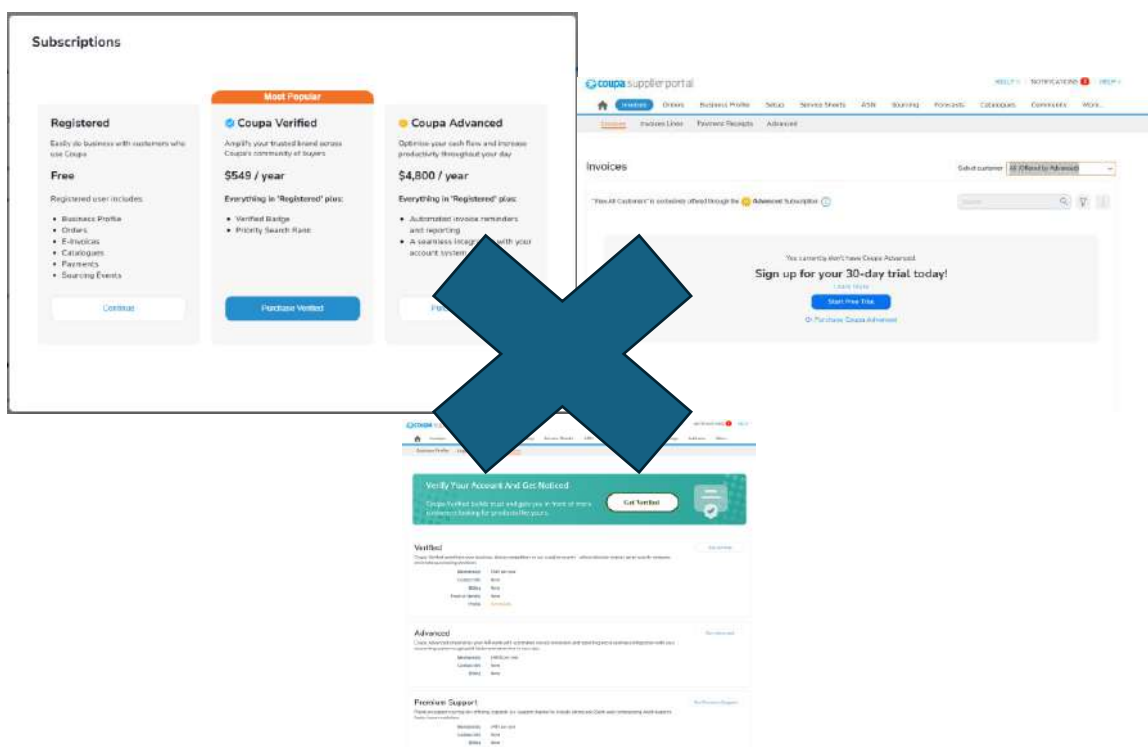
38-9000-00000000-00

Account Number

Select RealNZ as a customer



You do not need a paid subscription or to be a Verified supplier to transact with RealNZ. By selecting RealNZ as a customer you will be able to see orders and invoice us for free.



View Orders

coupa supplier portal

KELLY | NOTIFICATIONS 1 | HELP

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

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

Select Customer RealNZ

Purchase Orders

Instructions From Customer

[Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page]

Click the Action to Invoice from a Purchase Order

Export to					View	All	Search	
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
1925	19/03/25	Issued	None	fan	No	300.00 NZD		

Invoice

Click on the yellow coins in the order to create an invoice (red coins are for a credit)

Complete invoice & remittance information.

Attach pdf of an invoice from your own system if you wish with a summary as the description

Add shipping where applicable

Select GST 15 then Calculate

Enter any comments

Create Invoice Create

Creating your first invoice? Just enter your invoice number. Check the totals, make any necessary changes and click to any more charges. (Once you are ready, click Submit. You'll then receive a new invoice to approve or place on hold.)

General Info

Invoice # Invoice Date Payment Term Currency Status Supplier

From

Supplier Supplier GST ID Supplier Name Supplier Address

To

Customer Customer GST ID Customer Name Customer Address

Lines

Type	Description	Price	Quantity
PO Line	1925	300.00	1

Comments

Enter Comment

Total

Lines Net Total 300.00

Shipping 0.00

Tax 0.00

Total Tax 0.00

Total 300.00

Cancel Cancel Save as Draft Calculate Submit

Submit

Need more help? Email realnz.procurement@realnz.com