

This job aid demonstrates how suppliers can navigate within the Coupa Supplier Portal (CSP). The Coupa Supplier Portal is a free tool for suppliers to manage company information, review purchase orders, create invoices, and vie payment status.

Coupa Supplier Portal (CSP) Overview

• If you have questions regarding the CSP, please refer to our Procurement webpage,

https://www.davita.com/about/suppliers

Process Login

1. Login to the Coupa Supplier Portal (https://supplier.coupahost.com). On the homepage, ensure you are connected to DaVita under "Latest Customers".

2.In this job aid:

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Process- Manage Company Information

1.



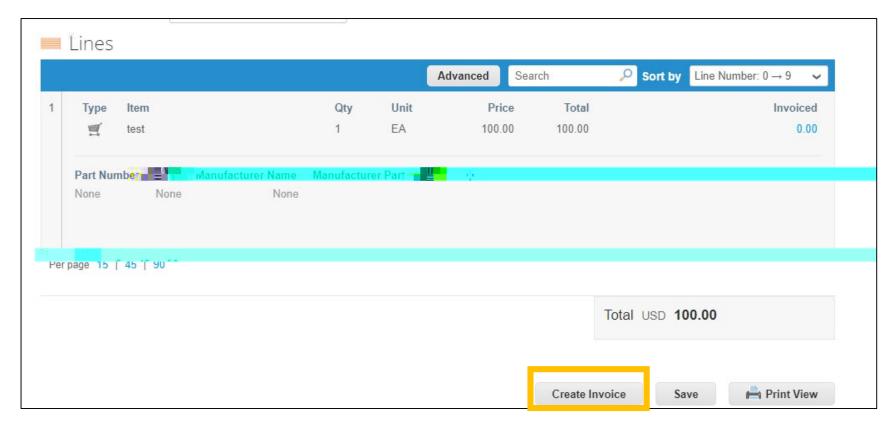


Job Aid -Supplier: How to Navigate the CSPCoupa Tool

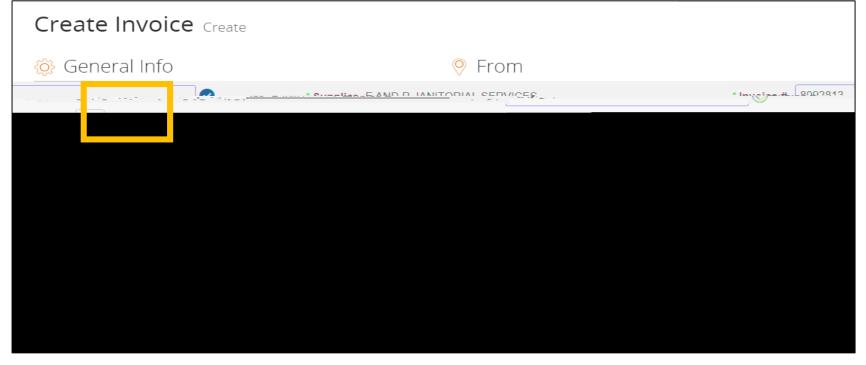
How to Navigate the Coupa Supplier Portal (CSP)

Process-Create Invoices

 You will need an open Purchase Order to process an invoice in CSP. In the Purchase Order screen click Create Invoice.



2. Complete all required fields on the Invoice, including invoice # (Note: this must be a unique number and invoice date.



3. Confirm all line item details. Values will prepulate from the Purchase Order. If you do not wish to invoice the full order, then you can change the quantity or price.



4. Click Submit to send the invoice to DaVita.



Process-View Payment Status

1. Navigate to the Invoices tab to review all Invoices that you have sent DaVita.

