**Coupa Supplier Enablement**

This document is designed to capture information necessary to create the supplier within the Coupa system.

**General Company Information**

|  |  |
| --- | --- |
| Supplier Name  |  |
|  |  |

**Company Contacts**

 Please provide contact information for the following individuals at your company:

 **Business Contact**

|  |  |
| --- | --- |
| Name  |  |
| Title |  |
| Phone  |  |
| Email  |  |

 **IT/eProcurement Contact**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Phone |  |
| Email |  |

 **Support Contact**

|  |  |
| --- | --- |
| Name  |  |
| Title |  |
| Phone  |  |
| Email  |  |

**Punchout Catalog Information**

**Punchout Credentials**:

 **Test Environment Production Environment**

|  |  |  |
| --- | --- | --- |
| Punchout URL |  |  |
| Domain  |  |  |
| Identity |  |  |
| Shared Secret |  |  |
| Supplier Domain |  |  |
| Supplier Identity |  |  |
| Protocol |  |  |

**Purchase Order Transmission:**

 PO Method CXML

 PO Change Method CXML

  **Test Environment Production Environment**

|  |  |  |
| --- | --- | --- |
| PO Email |  |  |
| PO URL |  |  |
| Domain\*  |  |  |
| Identity\* |  |  |
| Shared Secret\* |  |  |
| Supplier Domain\* |  |  |
| Supplier Identity\* |  |  |
| Protocol\* |  |  |

\*mandatory fields if chosen PO method is CXML

**Open Buy option (if applicable):**

Search Mode Choose an item.

 *(If site supports searching from Coupa home page)*

Hide Punchout in Homepage Choose an item.