



How to register to the Coupa Supplier Portal (CSP)

Suppliers Guide

For first time Coupa users

Registration via email invitation

- If you are new to the CSP, you will receive an e-mail from our Coupa system with a unique link to join the Coupa Supplier Portal.
- Please remember- any supplier can register to the CSP, however, for transactions to flow between Avient and yourself, we need to send an invitation.
 - The subject of the email will be: Avient Corporation Registration Instructions - Action Required and will come from the email address: do_not_reply@supplier.coupa.com

Avient Corporation Registration Instructions - Action Required

Powered by 

Hello XXX,

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

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

Avient Corporation

[Join Coupa](#)

[Forward this invitation](#)

- Once you click on the Join Coupa button, you will be directed to the CSP to register your account.
- If you click on the Join Coupa button you will be activating your account and completing the registration.

[Join Coupa](#)

[Forward this invitation](#)

STEP 1: CREATE YOUR BUSINESS ACCOUNT

- Your email will be prepopulated.
- Create and provide your password in the fields provided.
- Read and review the Privacy Policy and the Terms of Use.
- Click on Get Started

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

*** Business Name**
SUPPLIER NAME
Your legal business name (or legal personal name if an individual)

*** Email**
[Empty field]

*** First Name** *** Last Name**
FIRST NAME LAST NAME

*** Password** *** Confirm Password**
[Masked] [Masked]

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

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

Create an Account

STEP 2: TELL US ABOUT YOUR BUSINESS

- Clicking on the “Get Started” button takes you to the “Tell us about your business” page where you can provide basic information.
- Please ensure all fields marked with a red asterisk are completed, as these fields are required.



Tell us about your business i

*** Company Name** SUPPLIER NAME
Your official registered company name

Website [Empty field]

*** Country/Region** United States

*** Address Line 1** ADDRESS LINE 1

Address Line 2 A

*** City** CITY

State STATE

*** Postal Code** ZIP CODE

Also use this address as Invoice-from location
Must match your official registered company address

Pay to location (Remit-To)

Ship from location

- Please check the three boxes for: Invoice- from location, Pay to location and Ship from location.
- If you are cxml supplier that plans to also invoice through cxml, please also check the box Advanced invoicing. If not, please disregard.

Advanced invoicing We support integration for invoicing (cXML or SFTP) and plan to use it with Avient Corporation

STEP 3: COUPA PROFILE

- Clicking on the “Next” button takes you to the Congratulations page informing you about your successful setup that allows you to do business with Avient.

Progress bar: Basics (checked) — Coupa Profile



Welcome to the Coupa community. You're all set with Avient Corporation!

**Make your company stand out in searches.
Find your next customers by updating your profile.**

[Enhance your Coupa profile](#)

- It's recommended to update your “Coupa Profile” so that other Coupa customers can find you. Updating your profile is optional. Alternatively, click on “Do it later”



Show Up In Top Search Results



Share Your Diversity



Get Invited To Sourcing Events

[Do it later](#)

Forward invitation

Join Coupa

Forward this invitation

- You also have the possibility to forward the invitation received, in case you are the incorrect recipient of the email. Simply click on the “Forward this invitation” button and enter the correct person’s email address in the field.

Forward This Invitation

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

* Email

Forward

[Having an issue with signup?](#)

- Please note this person registering on the CSP will be able to see all Avient’s PO’s, create and submit invoices and perform administrative duties on the account like adding users and updating company information. Please ensure you have the right person in your organization registering to the CSP.