



Better Transaction Status

Status tracked via the Coupa Supplier

Supplier Quick Reference Guide: Getting Started on the Coupa Supplier Portal (CSP)

Sign Up on the CSP

You will receive an email containing an invitation from Jabil to connect on the CSP. Click on the URL embedded in the email to create your CSP account.

1. Click on URL embedded in email from CSP
2. On the Welcome screen, enter the following information to create your profile
 - First Name
 - Last Name
 - Your Company Name
 - Email Address
 - Password – Note: password must contain one letter and one number
 - Password confirmation
3. Click Ok

Enter Remit-To Addresses

You must enter your remit-to address before you can submit any invoices to Jabil.

1. Click on the Admin tab in the top ribbon of your window
2. On the left menu, click E-Invoicing Setup
3. Select Add Legal Entity button and follow the prompts to add the following information
 - Remit-To Name
 - Remit-To Code
 - Country
 - Address Line 1
 - City
 - State
 - Zip Code

4.



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