



Supplier Portal



-
Amending your Coupa Profile
information



Step One

Start the "Amend Profile" process




On the landing page
click "Profile"

 **New:** Exclusive discounts for your business to thank you for being a part of the Coupa Community. 

Action needed: Complete your profile to get paid faster and get discovered [Learn More](#)


Profile Progress 44% Complete **Last Updated** about 3 hours ago [Improve Your Profile](#)

Profile Summary

 1 Legal Entity View	 1 Registered User View	 1 Connected Customer
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Announcements [View All \(0\)](#)

One-Click Savings [View All](#)

 **Start saving today!**
Explore deals for your company, exclusive to the Coupa Community.

Merge Accounts


If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.







Step Two

Start entering your information

Sadia Limited Estates

Contact Information



- Website**  <https://www.sadiaestates.com>
- Industry**  Plumbing, heat and air-conditioning...
- About**  Plumbing and Aircon solutionsns
- Established**  1970
- Top Commodities**  Residential building construction services
- Currencies**  \$

Address 123 Test Road
London
NW10 0PJ
United Kingdom

Primary Contact Account Manager
UATsupplier2020+1@gmail.com

Work Phone

Mobile Phone

Fax Number

Description

Registered installation of plambing

On the profile page
select " Edit Profile"

Edit Profile


Step Three


Begin making your changes on the page

General Information

Address

*** Name**

Logo 

Profile Background 

Industry


Year Established


Short Description


Full Description

Registered Users

Web Site

LinkedIn Profile 

Facebook Profile 

Twitter Profile 

Address Line 1

Address Line 2

City

County

Post Code

Country/Region

Enter the relevant information in the boxes at the top of the page

Primary Contact

*** First Name**

*** Last Name**

*** Email**

Work Phone

Mobile Phone

Fax Number

PO Delivery Email

Step Three (continued)

Complete your changes on the page

Residential building construction services
Select the top 5 UNSPSC categories you serve

Bribery and Corruption Policy Yes, we have a policy
 No

Policy for Bribery and Corruption

Diversity United Kingdom
Select Some Options

Corporate Social Responsibility Rating Yes
 No
 Not Sure

If your company has been rated by a corporate social responsibility agency, indicate it here.

Continue to make any changes as needed

Financial & Legal Information

Accelerate Disabled [Edit Preferences](#)

Currencies Select Some Options
Select all the currencies you prefer

DUNS Number

Secure Information – not published to your public profile

Manage banking information, remit to location and more in [Legal Entity setup](#).

Add Legal Entity


Step Three (continued)

Receiving payments information

- ate Social Yes
ty Rating No
 Not Sure

If your company has been rated by a social responsibility agency, indicate it here.


Financial & Legal Information


 **Accelerate** Disabled [Edit Preferences](#)

Currencies

Select all the currencies you prefer

DUNS Number

 Secure Information – not published to your public profile

 Manage banking information, remit to location and more in [Legal Entity setup](#).

[Add Legal Entity](#)

Legal Entity

▼ Miked Associate

[Actions](#) ▼

▼ Miked Associates

[Actions](#) ▼

▼ Sadia Limited Estates

[Actions](#) ▼

[Cancel](#)

[Save](#)


Complete the process
by clicking "Save"





Step Six

Confirmation of changes

Your company info was successfully updated on your Public Profile and 1 customer profile. X

Sadia Limited Estates



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- Industry**  Plumbing, heat and air-conditioning...
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- Top Commodities**  Residential building construction services
- Currencies** \$

Contact Information

Address 125 ... Road
London
...
NW10 0PJ
United Kingdom

Primary Contact Account Manager
UATsupplier2020+1@gmail.c

Work Phone
Mobile Phone
Fax Number

The green confirmation bar will show if changes are successful

Description

Registered installation of plumbing and air conditioning system




Edit Profile

Step Four

Tell your customers about your changes

Sadia Limited Estates



Established  1970
Top Commodities  Residential building construction services
Currencies 

Description

Registered installation of plumbing and air conditioning systems

Edit Profile

Information

profile updates directly.

Select each customer you want to notify, and we will quickly help you share your information with them by email. (Note: some customers may not have contact email listed.)

FirstPort


Close

Choose the customer to notify by clicking on their name in this panel

Step Five

Complete the auto generated email

Send	To	
	Cc	
Subject		<u>Coupa</u> Supplier Profile Update Request



Enter the relevant customer address here

Hello FirstPort,

Some of our company information has been updated on the Coupa Supplier Portal. You can find our current information on our public profile here: <https://supplier-test.coupahost.com/suppliers/public/sadia-limited-estates-24Ga>. Please make any necessary updates to your records.

Thank you,

Sadia Limited Estates