

Coupa Supplier Portal (CSP)

Locate and Acknowledge Purchase Orders



Getting started!

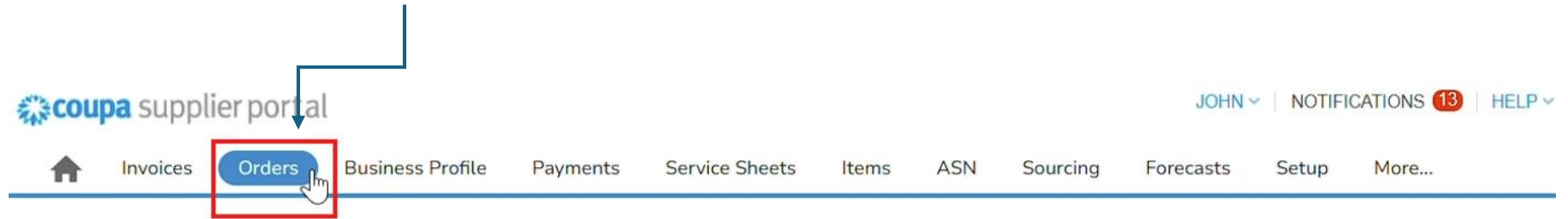
Coupa Supplier Portal (CSP) gives you the ability to track and manage all your transactions with Ledcor.

We will guide you to:

- View Purchase Order details
- Acknowledge Purchase Orders
- Provide Shipping Information, and
- Communicate with the Requestor in Coupa.



Step 1: Log into the CSP and click on the Orders tab from the home page



Verify Your Account And Get Noticed

Coupa Verified builds trust and gets you in front of more customers looking for products like yours.

Get Verified

1S **12345 Supplier Ltd.** [Get Verified](#)

Profile Last Updated: about 1 month ago | [View Profile](#)

Recent Activity View i

Ledcor Group

Order # PO00000399	Issued	Nov 27
Ledcor Group • 7610.6 • CAD • Not Invoiced		
Order # PO00000398	Issued	Nov 27
Ledcor Group • 7610.6 • CAD • Not Invoiced		

Announcements

No Announcements



Step 2: Make sure that Ledcor Group is selected as your active customer

Purchase Orders

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Select customer

Ledcor Group ▾

Ledcor Group

All (Offer by Advanced)



The table contains details such as the PO number, Order date, Items Ordered, Oder Total and quick Action Shortcuts.

You will now see a list of Purchase Orders that you have received from Ledcor in the table.

Step 3: To view the full details of a Purchase Order, click the PO number.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO00000400	11/27/25	Issued	None	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000399	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000398	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000396	11/27/25	Issued	None	15 Each of Barricade Panel - 8' Reflective	No	877.50 CAD		
PO00000395	11/27/25	Issued	None	15 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	No	734.25 CAD		



The *PO detail page* provides detailed information related to the selected Purchase Order.

IMPORTANT:

Step 4: Make sure to use this **Bill To** address for your invoice as well.

If you are not sure or have questions related to the Bill To Address, contact the Requester



Select customer Ledcor Group

Purchase Order #PO00000400

General Info

Status Issued - Pending Manual

Order Date 11/27/25

Revision Date 11/27/25

Requester Ledcor User

Email ledcortestings+41@gmail.com

Payment Term None

*** Bill To: Ledcor Construction Ltd.**

Bill To (cXML): Ledcor Construction Ltd.

Attachments None

Acknowledged

Assigned to

Shipping

Ship-To Address PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms None

Shipment Tracking + Add

No shipment tracking.

Lines

Advanced Search Sort by Line Number: 0 → 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00	0.00

Acknowledge the Purchase Order to help the requestor know that you received and will process the PO.

Select customer

Purchase Order #PO00000400

The **Ship to Address** is display on header level of your PO.

Step 5: Check the Acknowledged box



General Info

Status Issued - Pending Manual

Order Date 11/27/25

Revision Date 11/27/25

Requester Ledcor User

Email ledcortestings+41@gmail.com

Payment Term None

*** Bill To:** Ledcor Construction Ltd.

Bill To (cXML): Ledcor Construction Ltd.

Attachments None

Acknowledged

Assigned to

Shipping

Ship-To Address PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms None

Shipment Tracking

No shipment tracking.

Lines

Advanced							Search	Sort by	Line Number: 0 → 9
1	Type	Item	Qty	Unit	Price	Total			Invoiced
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00			0.00



Step 6: Once the order is shipped, enter the tracking details in the Shipment Tracking section.

Select customer

Purchase Order #PO00000400


 General Info

Status Issued - Pending Manual
Order Date 11/27/25
Revision Date 11/27/25
Requester Ledcor User
Email ledcortestings+41@gmail.com
Payment Term None
*** Bill To:** Ledcor Construction Ltd.
Bill To (cXML): Ledcor Construction Ltd.
Attachments None
Acknowledged
Assigned to

 Shipping

Ship-To Address PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms None

 **Shipment Tracking** + Add

No shipment tracking.

This will keep the requestor informed that the order has been shipped.

Click *Add*

 Lines

Advanced							Search	Sort by	Line Number: 0 → 9
1	Type	Item	Qty	Unit	Price	Total			Invoiced
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00			0.00

Step 7: A new window will open where you will need to complete the mandatory fields marked with a red asterisk (*): **Tracking Number** and **Carrier**. You may also add **Notes** if needed.

Create Shipment Tracker

Enter tracking number for entire PO. To ship PO partially, create ASN.

* Tracking Number 123456789

* Carrier Fedex

Note Sent with priority.

Cancel Save

Once the tracking information has been entered, click *Save*



You can confirm that the shipment tracking has been saved when the tracking information appears in the **PO details** section.


Purchase Order #PO00001365


 General Info

Status Issued - Sent via Email
 Order Date 2026-01-15
 Revision Date 2026-01-15
 Requester Ana Valles
 Email Ana.Valles@ledcor.com
 Payment Term None
 * Bill To: 125-Ledcor Projects Eastern Limited
 Bill To (cXML): 125-Ledcor Projects Eastern Limited
 Attachments None
 Acknowledged
 Assigned to


 Shipping

Ship-To Address 6 Booth Street
 Ottawa, ON K1R 6K8
 Canada
 Location Code: 1304287
 Attn: Ana Valles
 Terms None


 Shipment Tracking (1) +

 123456789 ✖

Status In Transit



 Lines

Advanced Search <input type="text"/> Sort by Line Number: 0 → 9					
1	Type	Item	Price	Total	Invoiced
<input type="checkbox"/>		Water Damage Cleanup	2,000.00	2,000.00	0.00
	Service Sheet Required	Worker Assignment	Service Start Date	Pending Approval	Received via Service Sheet
	No	+ Add	2026-01-17	0.00	0.00



Step 8: Scroll down to see the Purchase Order lines section and save your updates.

Lines

		Advanced		Search		Sort by		Line Number: 0 → 9	
1	Type	Item	Qty	Unit	Price	Total	Invoiced		
		Electrical wire cable	10	Each	20.00	200.00	0.00		
	Need By	Supplier Part Number	Supplier Auxiliary Part Number	Manufacturer Name	Manufacturer Part Number				
	2026-01-17	None	None	None	None				

Per page 15 | 45 | 90

Total CAD 200.00

Create Invoice Save Print View

Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

See the Need by date or Service dates, quantity, price, part numbers and invoiced amount in the PO lines section.

Click *Print View* to print the PO.
Click *Save* to save the PO acknowledgment or tracking details.

Step 9: Communicate with the requestor.

Use the *Comments* section to attach files or add links (URLs) to share relevant information with the requestor or request changes to the Purchase Order.

Type the details or your request in the box.

Comments Mute Comments ▾

Enter Comment

Price is incorrect, please update the price to \$1550.

Click *File* or *URL*.

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Add File | URL

Browse

Drop files here

Add File | URL

www.mycompanypricedetails.com



Add

When your comment is ready click *Add Comment*



Step 10: Communicate with the requestor.

Once submitted, your comment will appear in the *Comments* section, where you will also be able to view the requestor's reply.

 Comment Mute Comments 

Enter Comment


Add [File](#) | [URL](#)


Send Comment notification to a user by typing @name (ex. @JohnSmith)

[Add Comment](#)


Participants: [Ana Valles](#)


from supplier


 **Ana Valles**

2026-03-05 at 5:17 PM 

Price is incorrect, please update price to \$1550.

 [Original_Quote.pdf](#)

 www.mycompanypricedetails.com

[History](#) 



Thank you for Managing your POs in the CSP!

If you need any additional support, please contact the Ledcor Supplier Enablement Team
at:

supplier.enablement@ledcor.com

 **coupa** supplier portal



Supplier Actionable Notifications (SAN)

Manage and Acknowledge Purchase Orders

 **coupa** supplier portal



Getting started!

Supplier Actionable Notifications (SAN) are email notifications that allow you to receive and act on your Purchase Orders (POs) without needing to create a Coupa Supplier Portal (CSP) account.

When Ledcor issues a PO, you will receive an email containing all the key details of the order.

If your company already has a CSP account, the SAN email will list your CSP admins, and you can request access if needed.

The email is sent to the Purchase Order email address you provided in the Supplier Questionnaire. If you need to update this email address, please contact us at supplier.enablement@ledcor.com. *



Step 1: Receive your Purchase Order via email with all the key details.

Gmail Search mail

Compose

Inbox 37

Starred

Snoozed

Sent

Drafts

Purchases

More

Labels +

Training

1 of 54

Leducor Group Purchase Order #PO00000401

Leducor Group <do_not_reply@ledcor-uat.coupahost.com> to ledcorsupplier+san

1:48 PM (6 minutes ago)

Powered by **coupa**

Leducor

Leducor Group Purchase Order #PO00000401

Order Summary

Date 11/27/25

PO Total 7,610.60 CAD

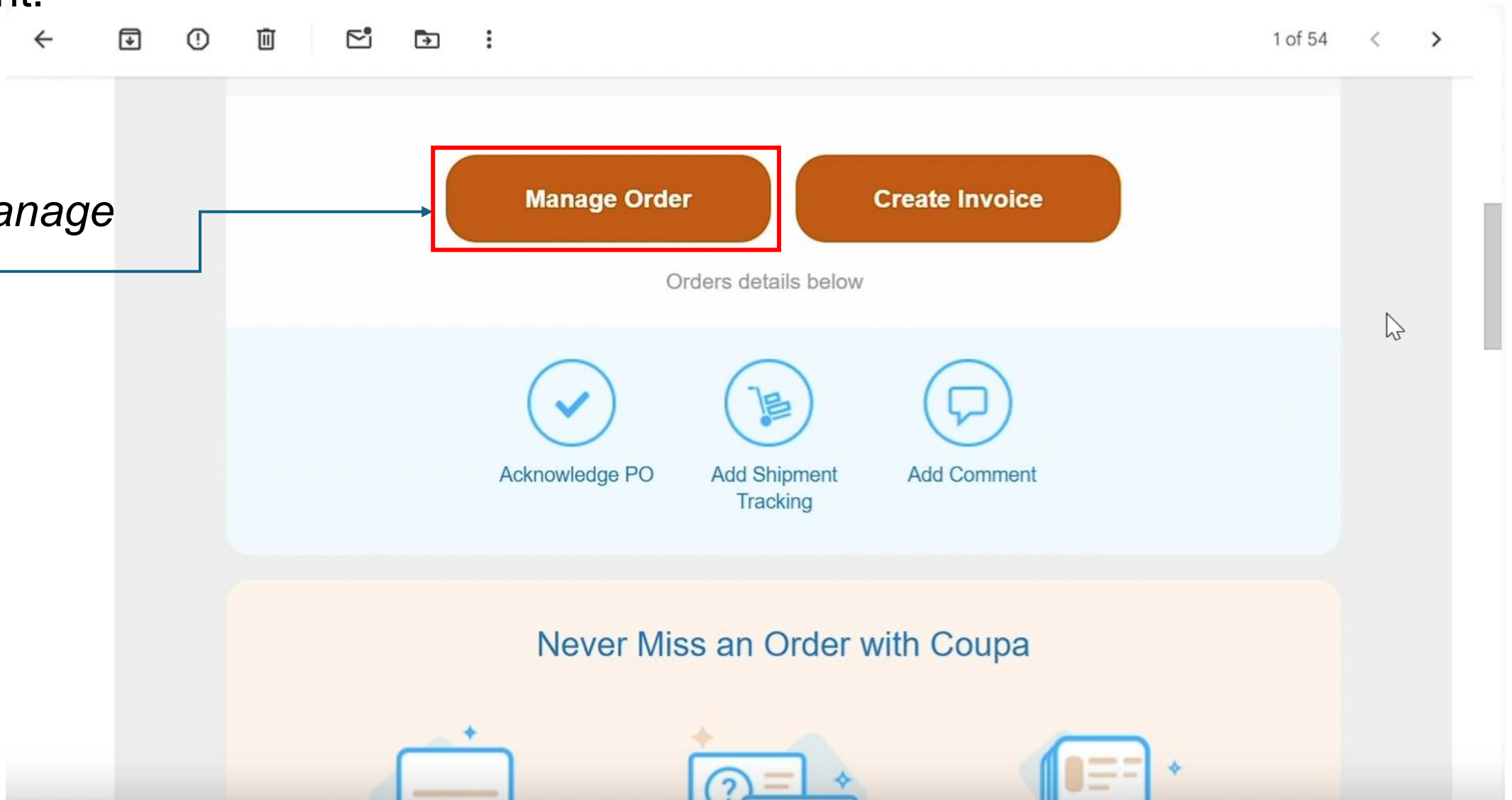
Contact Leducor User
ledcortestings+41@gmail.com

Reply Reply all Forward



Step 2: From the email you can acknowledge the order, create an invoice, add shipment tracking or add comments to the PO, without needing to create a CSP account.

Click *Manage Order*



You will be directed to a Coupa screen to generate a One-Time Password that will be sent to your email.

Step 3: Click *Generate One-Time Password*.

Verify Your Access for Purchase Order #PO00000401

Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.

[Generate One-Time Password](#)

Already have an account? [Log in](#)

Save Time and Money with Coupa

Orders Invoices Payments

[Create Your Account](#)

[Learn more about Coupa](#)



Step 4: Enter the password, then check the *I'm not a robot* box to continue.


Verify Your Access for Purchase Order #PO00000401

Enter the one-time password sent to le*****@gm*****.

Enter One-Time Password

780305

Please check the box below to proceed.

I'm not a robot  reCAPTCHA
Privacy - Terms

Verify One-Time Password

Didn't receive the code. [Resend One-Time Password.](#)

Save Time and Money with Coupa

Step 5: Click *Verify One-Time Password* to access the *PO detail page*.



The *PO detail page* provides detailed information related to the selected Purchase Order.

IMPORTANT:

Step 6: Make sure to use this **Bill To** address for your invoice as well.

If you are not sure or have questions related to the Bill To Address, contact the Requester



Select customer Ledcor Group

Purchase Order #PO00000400

General Info

Status Issued - Pending Manual
Order Date 11/27/25
Revision Date 11/27/25
Requester Ledcor User
Email ledcortestings+41@gmail.com
Payment Term None
*** Bill To: Ledcor Construction Ltd.**
Bill To (cXML): Ledcor Construction Ltd.
Attachments None
Acknowledged
Assigned to

Shipping

Ship-To Address PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User
Terms None

Shipment Tracking + Add

No shipment tracking.

Lines

Advanced Search Sort by Line Number: 0 → 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00	0.00

Acknowledge the Purchase Order to help the requestor know that you received and will process the PO.

Select customer

Purchase Order #PO00000400

The **Ship to Address** is display on header level of your PO.

Step 7: Check the Acknowledged box



General Info

Status Issued - Pending Manual

Order Date 11/27/25

Revision Date 11/27/25

Requester Ledcor User

Email ledcortestings+41@gmail.com

Payment Term None

*** Bill To:** Ledcor Construction Ltd.

Bill To (cXML): Ledcor Construction Ltd.

Attachments None

Acknowledged

Assigned to

Shipping

Ship-To Address PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms None

Shipment Tracking

No shipment tracking.

Lines

Advanced							Search	Sort by	Line Number: 0 → 9
1	Type	Item	Qty	Unit	Price	Total			Invoiced
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00			0.00



Step 8: Once the order is shipped, enter the tracking details in the Shipment Tracking section.

Select customer

Purchase Order #PO00000400

General Info

Status Issued - Pending Manual
Order Date 11/27/25
Revision Date 11/27/25
Requester Ledcor User
Email ledcortestings+41@gmail.com
Payment Term None
*** Bill To:** Ledcor Construction Ltd.
Bill To (cXML): Ledcor Construction Ltd.
Attachments None
Acknowledged
Assigned to

Shipping

Ship-To Address PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms None

Shipment Tracking + Add

No shipment tracking.

This will keep the requestor informed that the order has been shipped.

Click *Add*

Lines

Advanced							Search	Sort by	Line Number: 0 → 9
1	Type	Item	Qty	Unit	Price	Total			Invoiced
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00			0.00

Step 9: A new window will open where you will need to complete the mandatory fields marked with a red asterisk (*): **Tracking Number** and **Carrier**. You may also add **Notes** if needed.

Create Shipment Tracker

Enter tracking number for entire PO. To ship PO partially, create ASN.

* Tracking Number 123456789

* Carrier Fedex

Note Sent with priority.

Cancel Save

Once the tracking information has been entered, click *Save*



You can confirm that the shipment tracking has been saved when the tracking information appears in the *PO details* section.


Purchase Order #PO00001365


 General Info

Status Issued - Sent via Email
 Order Date 2026-01-15
 Revision Date 2026-01-15
 Requester Ana
 Email Ana @ledcor.com
 Payment Term None
 * Bill To: 125-Ledcor Projects Eastern Limited
 Bill To (cXML): 125-Ledcor Projects Eastern Limited
 Attachments None
 Acknowledged
 Assigned to


 Shipping

Ship-To Address 6 Booth Street
 Ottawa, ON K1R 6K8
 Canada
 Location Code: 1304287
 Attn: Ana
 Terms None


 Shipment Tracking (1) +

 123456789 ✖

Status In Transit



 Lines

Advanced Search <input type="text"/> Sort by Line Number: 0 → 9															
1	Type	Item	Price	Total	Invoiced										
<input type="checkbox"/>		Water Damage Cleanup	2,000.00	2,000.00	0.00										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Service Sheet Required</td> <td style="width: 15%;">Worker Assignment</td> <td style="width: 15%;">Service Start Date</td> <td style="width: 15%;">Pending Approval</td> <td style="width: 35%;">Received via Service Sheet</td> </tr> <tr> <td>No</td> <td>+ Add</td> <td>2026-01-17</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table>						Service Sheet Required	Worker Assignment	Service Start Date	Pending Approval	Received via Service Sheet	No	+ Add	2026-01-17	0.00	0.00
Service Sheet Required	Worker Assignment	Service Start Date	Pending Approval	Received via Service Sheet											
No	+ Add	2026-01-17	0.00	0.00											



Step 10: Scroll down to see the Purchase Order lines section and save your updates.

Lines

		Advanced		Search		Sort by		Line Number: 0 → 9	
1	Type	Item	Qty	Unit	Price	Total	Invoiced		
		Electrical wire cable	10	Each	20.00	200.00	0.00		
	Need By	Supplier Part Number	Supplier Auxiliary Part Number	Manufacturer Name	Manufacturer Part Number				
	2026-01-17	None	None	None	None				

See the Need by date or Service dates, quantity, price, part numbers and invoiced amount in the PO lines section.

Per page 15 | 45 | 90

Total CAD 200.00

Create Invoice Save Print View

Click *Print View* to print the PO.

Click *Save* to save the PO acknowledgment or tracking details.

Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Step 11: Communicate with the requestor.

Use the *Comments* section to attach files or add links (URLs) to share relevant information with the requestor or request changes to the Purchase Order.

Type the details or your request in the box.

Comments Mute Comments

Enter Comment

Price is incorrect, please update the price to \$1550.

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Click *File* or *URL*.

Add File | URL

Browse

Drop files here

Add File | URL

www.mycompanypricedetails.com



Add

When your comment is ready click *Add Comment*



Step 12: Communicate with the requestor.

Once submitted, your comment will appear in the *Comments* section, where you will also be able to view the requestor's reply.

 Comment Mute Comments 

Enter Comment


Add [File](#) | [URL](#)


Send Comment notification to a user by typing @name (ex. @JohnSmith)

[Add Comment](#)


Participants: Ana


from supplier


 **Ana**

2026-03-05 at 5:17 PM 

Price is incorrect, please update price to \$1550.

 [Original_Quote.pdf](#)

 www.mycompanypricedetails.com

[History](#) 



Thank you for Managing your POs in the CSP!

If you need any additional support, please contact the Ledcor Supplier Enablement Team
at:

supplier.enablement@ledcor.com

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Create a Purchase Order-Backed Invoice



Getting started!

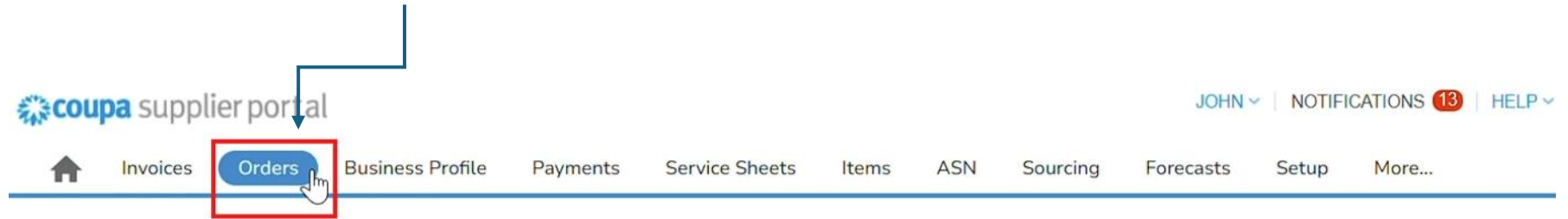
Coupa Supplier Portal (CSP) gives you the ability to track and manage all your transactions with Ledcor.

We will guide you to generate an invoice from a Purchase Order to create invoices using Coupa and track their status.

Please note that only service suppliers will be able to submit invoices in Coupa without using a Purchase Order.



Step 1: Log into the CSP and click on the Orders tab from the home page



Verify Your Account And Get Noticed

Coupa Verified builds trust and gets you in front of more customers looking for products like yours.

Get Verified

1S **12345 Supplier Ltd.** [Get Verified](#)

Profile Last Updated: about 1 month ago | [View Profile](#)

Recent Activity View i

Ledcor Group

Order # PO00000399 Issued Nov 27

Ledcor Group • 7610.6 • CAD • Not Invoiced

Order # PO00000398 Issued Nov 27

Ledcor Group • 7610.6 • CAD • Not Invoiced

Announcements

No Announcements



Step 2: Make sure that Ledcor Group is selected as your active customer.

Purchase Orders

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Select customer

Ledcor Group ▾

Ledcor Group

All (Offer by Advanced)



The table contains details such as the PO number, Order date, Items Ordered, Oder Total and quick Action Shortcuts to Create an Invoice or to create a Credit Note.

A list of Purchase Orders that you have received from Ledcor will display.

Locate the Purchase Order than needs to be invoiced.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO00000400	11/27/25	Issued	None	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000399	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000398	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000396	11/27/25	Issued	None	15 Each of Barricade Panel - 8' Reflective	No	877.50 CAD		
PO00000395	11/27/25	Issued	None	15 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	No	734.25 CAD		



Step 3: Locate your Purchase Order to Invoice.

You can use the tab *View* to select and filter to see all the **Orders not invoiced** available.

Or use the *Search* function to find the specific Purchase Order that you are looking to invoice.

Click enter or the search icon to continue.





Purchase Orders

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Select customer Ledcor Group

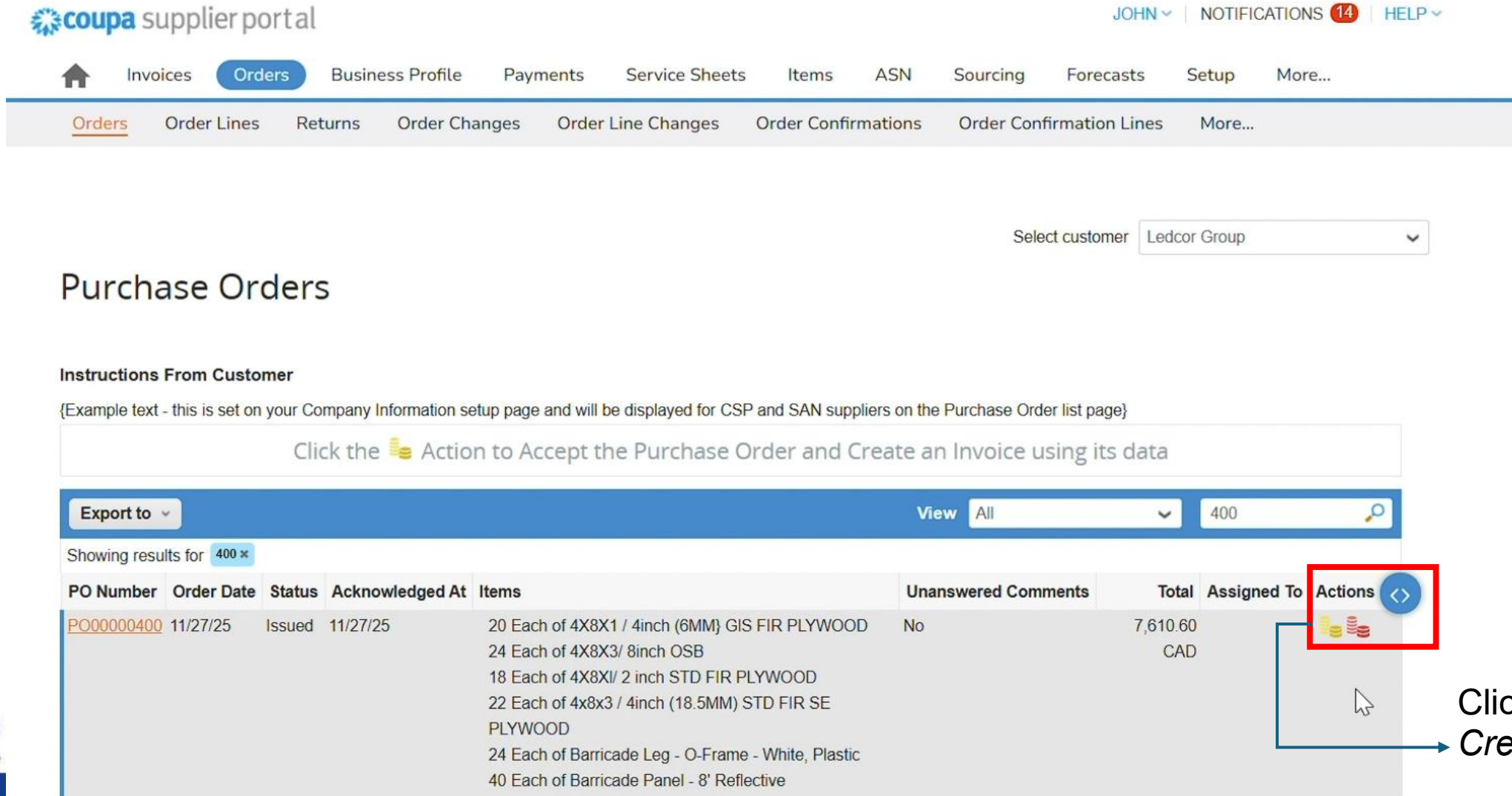
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered	Assigned To	Actions
PO00000400	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8XI/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No		 
PO00000399	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	No		 

- All
- All
- Open Orders
- Orders not acknowledged
- Orders not invoiced
- Orders past due
- Orders with pending changes
- POs Pending Rework
- POs Requiring Service Sheets
- POs with Job Roles
- POs with supplier links

400 

Once you locate the correct Purchase Order:

Step 4: Click the Gold coin icon under actions Create Invoice.



coupa supplier portal

JOHN | NOTIFICATIONS 14 | HELP

Home Invoices **Orders** Business Profile Payments Service Sheets Items ASN Sourcing Forecasts Setup More...


Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines More...

Select customer Ledcor Group

Purchase Orders




Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to View All 400

Showing results for 400 x

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO00000400	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		   

Click *Create Invoice*.



The invoice creation screen is divided in five sections, and most fields are auto filled from the Purchase Order.

Step 5: Enter the required details marked with a red asterisk (*).

In the **General Info** section, you need to:

- Enter the **Invoice Number** exactly as it appears on your invoice PDF.
- Attach the PDF of your invoice.
- You can add notes and supporting documents to your **Coupa invoice** in the **Attachments** section.

Create Invoice [Create](#)

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold. ✕

General Info

* Invoice # ✓

Invoice Date Set automatically at time of submission

Payment Term

* Currency

Status Draft

Image Scan No file chosen

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

From

* Supplier 12345 Supplier Ltd.-1503763

Supplier GST/HST ID

* Invoice From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Remit-To Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Ship From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

To

Customer Ledcor Group

Bill To Address 1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E 2E9
Canada

Ship to Address PO Bag 16, Highway 15



Step 6: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.

Create Invoice [Create](#)

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold. ✕

General Info 📍 From

* Invoice #	INV_400 ✓	* Supplier	12345 Supplier Ltd.-1503763
Invoice Date	Set automatically at time of submission	Supplier GST/HST ID	123456789 ▾
Payment Term	<input type="text"/>	* Invoice From Address	12345 Supplier Ltd. 1269 West Hastings Street Vancouver, BC V6E 4S8 Canada 📍
* Currency	CAD ▾	* Remit-To Address	12345 Supplier Ltd. 1269 West Hastings Street Vancouver, BC V6E 4S8 Canada 📍
Status	Draft	* Ship From Address	12345 Supplier Ltd. 1269 West Hastings Street Vancouver, BC V6E 4S8 Canada 📍
Image Scan	<input type="button" value="Choose File"/> No file chosen		
Supplier Note	<input type="text"/>		
Attachments	Add File URL Text		

📍 To

Customer	Ledcor Group
Bill To Address	1500 - 1055 West Hastings Street Vancouver, British Columbia V6E 2E9 Canada
Ship to Address	PO Bag 16, Highway 15

You can edit the fields in the **From** section with the addresses from your Coupa Legal Entities.

IMPORTANT:

The **Bill To** must match your invoice PDF, if you have questions or want to make sure, please reach out to the requestor indicated in the Purchase Order.

Then *scroll down* to continue.

Step 6: In the **Lines** section, confirm or Edit the line details.

In the **Lines** section, you need to:

- Ensure the line details match those on your invoice PDF, including the quantity, items listed, and tax amounts.

☰ Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	<input type="text" value="20.00"/>	Each	<input type="text" value="48.95"/>	979.00
PO Line	<input type="text" value="PO00000400-1"/>	Contract	Credit Line	Supplier Part Number	
		<input type="text"/>	None	<input type="text"/>	
Billing	2115029-41-9951918				

Type	Description	Qty	UOM	Price	
	4X8X3/ 8inch OSB	<input type="text" value="24.00"/>	Each	<input type="text" value="31.90"/>	765.60
PO Line	<input type="text" value="PO00000400-2"/>	Contract	Credit Line	Supplier Part Number	
		<input type="text"/>	None	<input type="text"/>	
Billing	2115029-41-9951918				



Step 6: In the **Lines** section, confirm or Edit the line details.

Check the **Line Level Taxation** box the enable taxed in the item lines.

Lines

Type	Description	Qty	UOM	Price	
	4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20.00	Each	48.95	979.00
PO Line	PO00000400-1	Contract	Credit Line	Supplier Part Number	
			None		
Billing	2115029-41-9951918				
Type	Description	Qty	UOM	Price	
	4X8X3/ 8inch OSB	24.00	Each	31.90	765.60
PO Line	PO00000400-2	Contract	Credit Line	Supplier Part Number	
			None		
Billing	2115029-41-9951918				

Type inside the **Qty** field to edit the item quantity.

Click the red **X** mark to delete the line from this invoice.



Step 7: In the **Lines** section, if necessary, you can **pick lines from a different Purchase Order** related to the invoice, **pick lines from a Contract**, or **add a line** for items that are not associated with a Purchase Order issued by Ledcor.

Type	Description	Qty	UOM	Price	
	Barricade Panel - 8' Reflective	<input type="text" value="40.00"/>	Each <input type="button" value="v"/>	<input type="text" value="58.50"/>	2,340.00
PO Line	Contract	Credit Line	Supplier Part Number		
PO00000400-6	<input type="button" value="v"/>	None	<input type="text"/>		
Billing 2115029-41-9951918					
<div style="border: 1px solid red; padding: 2px;"> Add Line Pick lines from PO Pick lines from Contract</div>					
Totals & Taxes					
Lines Net Total					7,610.60

Then *scroll down* to the Totals & Taxes section.



Step 8: In the **Totals & Taxes** section, enter additional charges like Shipping, Handling and Tax information.

Totals & Taxes

Lines Net Total	7,610.60
Shipping	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
Handling	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.

Handling

Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
Misc	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
Tax	<input type="text"/> 0.000 % <input type="text"/> 0.00

Total Tax	0.00
Net Total	7,610.60
Total	7,610.60

Buttons: Delete, Cancel, Save as Draft, **Calculate**, **Submit**

Click **Calculate** and confirm the **Total amount** of Coupa Invoice matches the total amount of your Invoice PDF.

Once everything looks correct, Click **Submit**.



Step 9: A confirmation box will appear, click **Send Invoice** to complete the process.

The screenshot shows a software interface with a confirmation dialog box. The dialog box has a blue header with the text "Are You Ready to Send?" and a close button (X) in the top right corner. The main text of the dialog reads: "You're about to send an invoice to **Ledcor Group** for a total amount of **7,610.60**. Once sent, you'll have to contact your customer directly to make changes to the invoice." At the bottom of the dialog, there are two buttons: "Continue Editing" and "Send Invoice". The "Send Invoice" button is highlighted with a red rectangular border. In the background, a table is partially visible with columns for "Type", "Description", and "Amount". The "Amount" column shows a value of "1,318.90" with a red close button (X) to its right. Other visible text includes "4x8x3 / 4ir", "SE PLYWOOD", "PO Line", "PO00000400-4", "Billing", and "2115029-41-9951918".



Step 10: A bar message notification should appear to confirm that your invoice has been sent successfully.

Select customer

Invoices

12345 Supplier Ltd.-1503763 invoice #INV_400 is processing ✕

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices i

Create Invoice from PO

Create Invoice from Service Sheet

Create Invoice from Contract

Create Blank Invoice

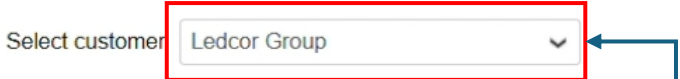
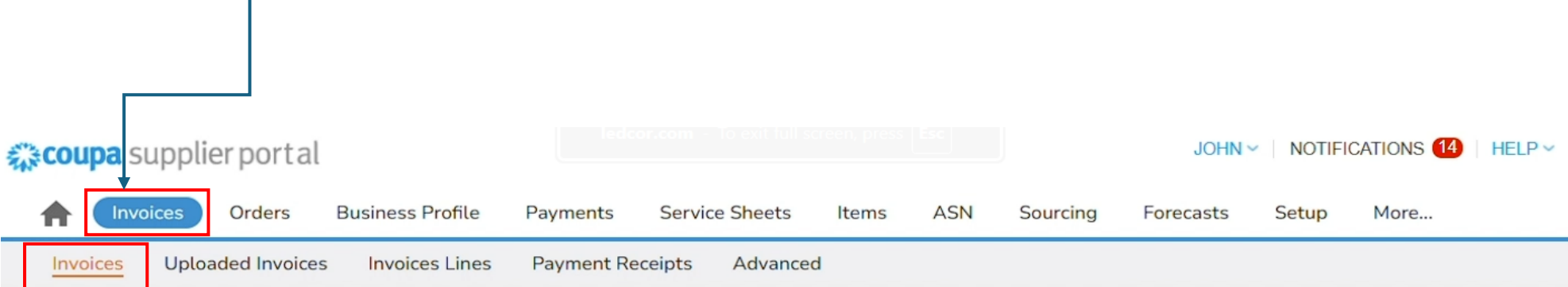
Create Credit Note

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
INV_400	11/27/25	Processing	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_4001122	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV-002-11072025	11/07/25	Pending Approval	PO00000312	345.00 USD	No		
INV-001-11072025	11/07/25	Approved	PO00000314	15,434.68 USD	No		

Per page 15 | 45 | 90



Step 10: To check the status of your invoices, go to the **Invoices** tab.



Invoices

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices

- Create Invoice from PO
- Create Invoice from Service Sheet
- Create Invoice from Contract
- Create Blank Invoice
- Create Credit Note

Export to [dropdown] View All [dropdown] 400 [search icon]

Showing results for 400 x

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
INV_400	11/27/25	Pending Approval	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_4001122	11/27/25	Voided	PO00000400	7,610.60 CAD	No		

The table displays the invoice creation date and status.

Make sure to have Ledcor Group as your active customer.



Thank you for Invoice your POs in the CSP!

If you need any additional support, please contact the Ledcor Supplier Enablement Team
at:

supplier.enablement@ledcor.com

 **coupa** supplier portal



Supplier Actionable Notifications (SAN)

Create a Purchase Order Backed Invoice

 **coupa** supplier portal



Getting started!

Supplier Actionable Notifications (SAN) are email notifications that allow you to receive and act on your Purchase Orders (POs) without needing to create a Coupa Supplier Portal (CSP) account.

When Ledcor issues a PO, you will receive an email containing all the key details of the order.

If your company already has a CSP account, the SAN email will list your CSP admins, and you can request access if needed.

The email is sent to the Purchase Order email address you provided in the Supplier Questionnaire. If you need to update this email address, please contact us at supplier.enablement@ledcor.com. *



Step 1: Receive your Purchase Order via email with all the key details and scroll down.

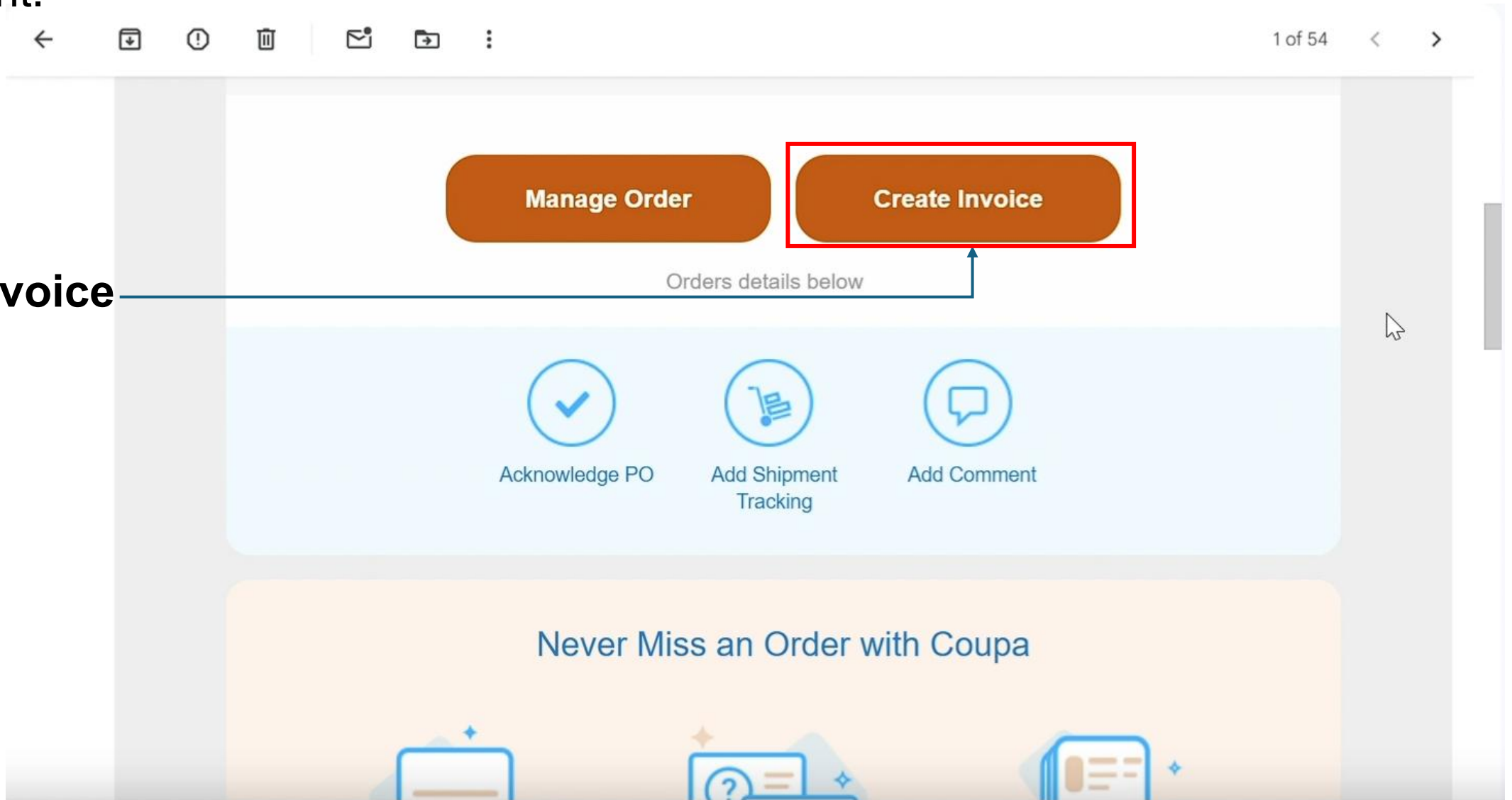
The screenshot shows a Gmail interface with a search bar at the top. The left sidebar contains navigation options: Compose, Inbox (37), Starred, Snoozed, Sent, Drafts, Purchases, More, Labels (+), and Training. The main content area displays an email from Leducor Group with the subject 'Leducor Group Purchase Order #PO00000401'. The email body features a 'Powered by Coupa' header and a 'Leducor Group Purchase Order #PO00000401' title. Below this is an 'Order Summary' section with the following details:

Date	11/27/25
PO Total	7,610.60 CAD
Contact	Leducor User ledcortestings+41@gmail.com

At the bottom of the email, there are buttons for 'Reply', 'Reply all', 'Forward', and a smiley face icon.



Step 2: From the email you can acknowledge the order, create an invoice, add shipment tracking or add comments to the PO, without needing to create a CSP account.



Click
Create Invoice



You will be directed to a Coupa screen to generate a One-Time Password that will be sent to your email.

Step 3: Click *Generate One-Time Password*.

Verify Your Access for Purchase Order #PO00000401

Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.

Generate One-Time Password

Already have an account? [Log in](#)

Save Time and Money with Coupa

Orders Invoices Payments

Create Your Account

[Learn more about Coupa](#)



Step 4: Enter the password, then check the *I'm not a robot* box to continue.

Step 5: Click *Verify One-Time Password* to access the *PO detail page*.


Verify Your Access for Purchase Order #PO00000401

Enter the one-time password sent to le*****@gm*****.

Enter One-Time Password

780305

Please check the box below to proceed.

I'm not a robot  reCAPTCHA
Privacy - Terms

Verify One-Time Password

Didn't receive the code. [Resend One-Time Password.](#)

Save Time and Money with Coupa





The invoice creation screen includes five sections, and most fields are auto filled from the Purchase Order.

Most fields are automatically populated based on the **Purchase Order** details. However, you must enter your **company information** for each invoice in the **From** section.



Never miss an order - create your Coupa supplier account [Create Your Account](#)

 Create Invoice [Create](#) [Sign Out](#)

 **General Info**

* Invoice #

Invoice Date Set automatically at time of submission

Payment Term


* Currency CAD

Status Draft

Image Scan No file chosen

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)


 **From**

* Supplier SAN Supplier

* Invoice From Address No address selected

* Remit-To Address No address selected

* Ship From Address No address selected

 **To**

Customer Ledcor Group

Bill To Address 1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E 2E9
Canada

Ship to Address c/o 1000,1066 West Hastings
Vancouver, BC V6E 3X1
Canada
Location Code: 21662

The invoice creation screen is divided in five sections, and most fields are auto filled from the Purchase Order.

Step 6: Enter the required details marked with a red asterisk (*).

In the **General Info** section, you need to:

- Enter the **Invoice Number** exactly as it appears on your invoice PDF.
- Attach the PDF of your invoice.
- You can add notes and supporting documents to your **Coupa invoice** in the **Attachments** section.

Create Invoice Create

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold. ✕

General Info

* Invoice # ✔

Invoice Date Set automatically at time of submission

Payment Term

* Currency

Status Draft

Image Scan No file chosen

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

From

* Supplier 12345 Supplier Ltd.-1503763

Supplier GST/HST ID

* Invoice From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Remit-To Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Ship From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

To

Customer Ledcor Group

Bill To Address 1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E 2E9
Canada

Ship to Address PO Bag 16, Highway 15



Step 7: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.

Create Invoice [Create](#)

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold. ✕

General Info 📍 From

* Invoice #	INV_400 ✓	* Supplier	12345 Supplier Ltd.-1503763
Invoice Date	Set automatically at time of submission	Supplier GST/HST ID	123456789 ▾
Payment Term	▾	* Invoice From Address	12345 Supplier Ltd. 1269 West Hastings Street Vancouver, BC V6E 4S8 Canada 📍
* Currency	CAD ▾	* Remit-To Address	12345 Supplier Ltd. 1269 West Hastings Street Vancouver, BC V6E 4S8 Canada 📍
Status	Draft	* Ship From Address	12345 Supplier Ltd. 1269 West Hastings Street Vancouver, BC V6E 4S8 Canada 📍
Image Scan	Choose File No file chosen		
Supplier Note	<input type="text"/>		
Attachments	Add File URL Text		

📍 To

Customer	Ledcor Group
Bill To Address	1500 - 1055 West Hastings Street Vancouver, British Columbia V6E 2E9 Canada
Ship to Address	PO Bag 16, Highway 15

You can edit the fields in the **From** section with the addresses from your Coupa Legal Entities.

IMPORTANT:

The **Bill To** must match your invoice PDF, if you have questions or want to make sure, please reach out to the requestor indicated in the Purchase Order.

Then *scroll down* to continue.

Step 8: In the **Lines** section, confirm or Edit the line details.

In the **Lines** section, you need to:

- Ensure the line details match those on your invoice PDF, including the quantity, items listed, and tax amounts.

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	<input type="text" value="20.00"/>	Each <input type="text"/>	<input type="text" value="48.95"/>	979.00 <input type="button" value="x"/>
PO Line	<input type="text" value="PO00000400-1"/> <input type="button" value="Clear"/>	Contract	<input type="text"/>	Credit Line	<input type="text" value="None"/> <input type="button" value="Clear"/>
					Supplier Part Number <input type="text"/>
Billing	2115029-41-9951918				
Type	Description	Qty	UOM	Price	
	4X8X3/ 8inch OSB	<input type="text" value="24.00"/>	Each <input type="text"/>	<input type="text" value="31.90"/>	765.60 <input type="button" value="x"/>
PO Line	<input type="text" value="PO00000400-2"/> <input type="button" value="Clear"/>	Contract	<input type="text"/>	Credit Line	<input type="text" value="None"/> <input type="button" value="Clear"/>
					Supplier Part Number <input type="text"/>
Billing	2115029-41-9951918				



Step 9: In the **Lines** section, confirm or Edit the line details.

Check the **Line Level Taxation** box the enable taxed in the item lines.

Lines






Type	Description	Qty	UOM	Price	
	4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20.00	Each	48.95	979.00
PO Line	PO00000400-1	Contract	Credit Line	Supplier Part Number	
			None		
Billing	2115029-41-9951918				
	4X8X3/ 8inch OSB	24.00	Each	31.90	765.60
PO Line	PO00000400-2	Contract	Credit Line	Supplier Part Number	
			None		
Billing	2115029-41-9951918				

Type inside the **Qty** field to edit the item quantity.

Click the red **X** mark to delete the line from this invoice.



Step 10: In the **Lines** section, if necessary, you can **pick lines from a Contract** or **add a line** for items that are not associated with a Purchase Order issued by Ledcor.

Type	Description	Qty	UOM	Price	
	 Barricade Panel - 8' Reflective	<input type="text" value="40.00"/>	Each <input type="button" value="v"/>	<input type="text" value="58.50"/>	2,340.00 
PO Line PO00000400-6  Clear	Contract <input type="button" value="v"/>		Credit Line None 	Supplier Part Number <input type="text"/>	
Billing 2115029-41-9951918					

Totals & Taxes

Lines Net Total	7,610.60
-----------------	----------

Then *scroll down* on the section.



Step 11: In the **Totals & Taxes** section, enter additional charges like Shipping, Handling and Tax information.

Totals & Taxes

Lines Net Total	7,610.60
Shipping	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
Handling	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
Misc	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
Tax	<input type="text"/> 0.000 % <input type="text"/> 0.000
Total Tax	0.00
Net Total	7,610.60
Total	7,610.60

Click **Calculate** and confirm the **Total amount** of Coupa Invoice matches the total amount of your Invoice PDF.

Once everything looks correct, Click **Submit**.

Email me status updates for invoices I create this way

You can opt in to receive email status updates for your invoices.



Thank you for creating your invoice via SAN!

If you need any additional support, please contact the Ledcor Supplier Enablement Team
at:

supplier.enablement@ledcor.com

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Create a Blank Invoice (Non – PO Backed)



Getting started!

As of **March 16, 2026**, Ledcor will transition to Coupa for invoice processing. Please review the guidelines below to ensure invoices are submitted through the correct method based on the purchase order date.

- Invoices related to **Purchase Orders from our previous system**, sent by Ledcor before the go-live date March 16th, 2026, must be sent to the usual method of invoicing.
- Invoices related to **new Purchase Orders from Coupa**, (created on March 16th or after), can be invoice in Coupa.
- Invoices **non-Purchase Order** related, can be invoice in Coupa after the go-live date on March 16th without a PO, going to the tab Invoices-> Create Blank Invoice.



When to Submit a Non-PO Invoice.

Examples of common scenarios where a non-PO invoice may be submitted include:

- Government entities or regulatory payments
- Professional service fees
- Utility invoices
- Donations or sponsorships
- Other services or payments where issuing a PO is not practical

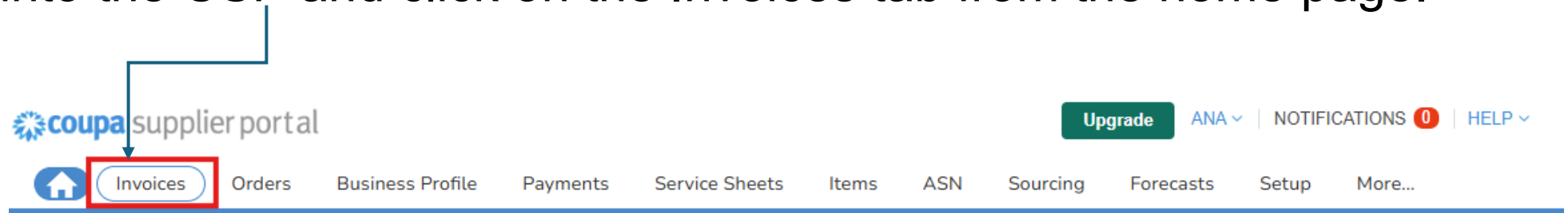
Currently, Ledcor does not enforce a strict “No PO, No Pay” policy, therefore non-PO invoices are permitted when appropriate.

Following the Coupa go-live, Ledcor may review non-PO invoice usage and work with departments to reduce them where feasible and encourage the use of Purchase Orders where appropriate. However, some business groups may continue to use non-PO invoicing depending on operational needs.

Suppliers should ensure that all required invoice details and appropriate internal contact information are included when submitting a non-PO invoice to support efficient processing and approval.



Step 1: Log into the CSP and click on the Invoices tab from the home page.



Save Time Managing Invoices

< Automate invoice collections and integrate with QuickBooks for seamless financial operations.

Register for Trial

SO Store of very good supplies [Get Verified](#)

Profile Last Updated: 14 days ago | [View Profile](#)

Recent Activity View ⓘ

[ledcor-test](#)

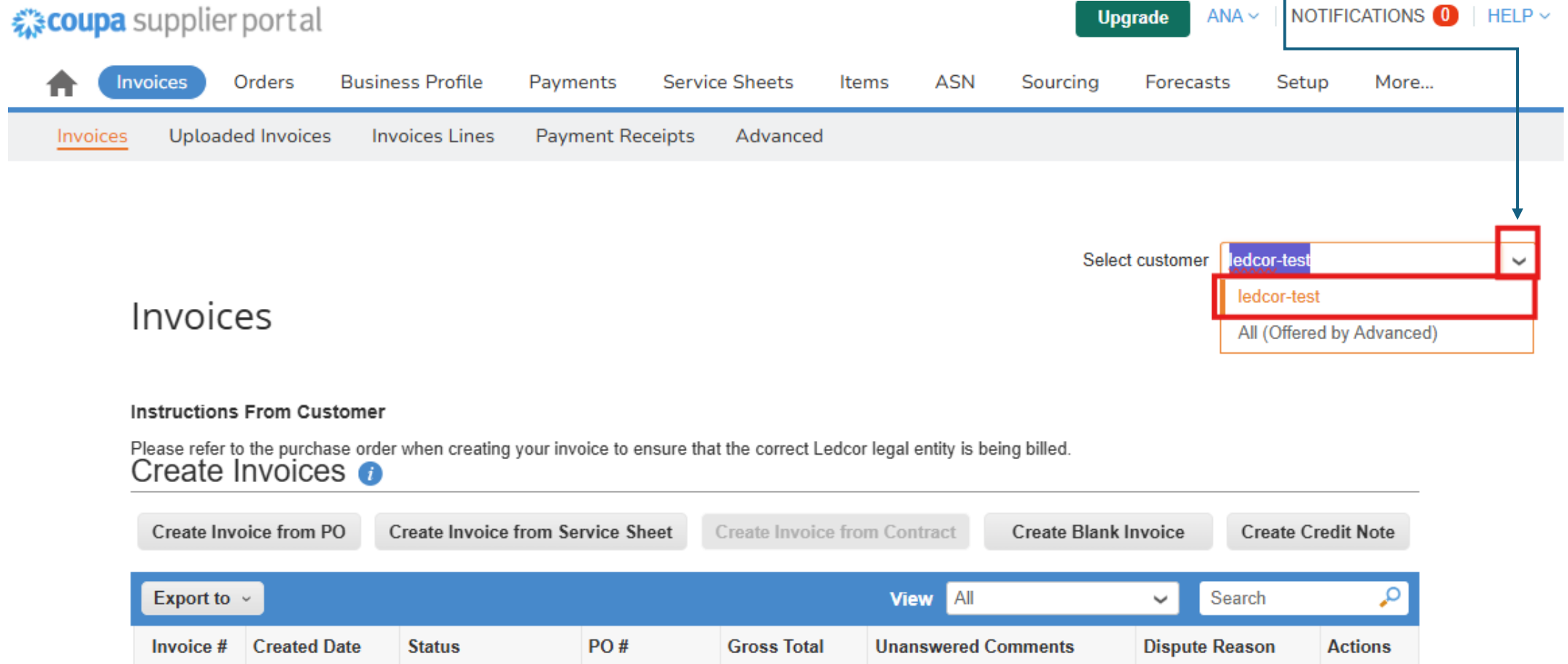
No activity found for ledcor-test.

Announcements

No Announcements



Step 2: Make sure that Ledcor Group is selected as your active customer.



coupa supplier portal

Upgrade ANA | NOTIFICATIONS 0 | HELP

Home Invoices Orders Business Profile Payments Service Sheets Items ASN Sourcing Forecasts Setup More...

Invoices Uploaded Invoices Invoices Lines Payment Receipts Advanced

Select customer ledcor-test ledcor-test All (Offered by Advanced)

Invoices

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices ⓘ

Create Invoice from PO Create Invoice from Service Sheet Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute Reason	Actions
-----------	--------------	--------	------	-------------	---------------------	----------------	---------



Select customer ledcor-test

Invoices



Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices i

Create Invoice from PO Create Invoice from Service Sheet Create Invoice from Contract **Create Blank Invoice** Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute Reason	Actions
113992	2026-02-27	Pending Approval	PO00001365	1,000.00 CAD	No		
430169	2026-01-16	Approved	PO00001362	193.00 CAD	No		
None	2026-01-16	Draft	PO00001365	2,000.00 CAD	No		 
430168	2026-01-16	Pending Approval	PO00001364	1,000.00 CAD	No		
11399	2026-01-15	Approved	PO00001364	1,552.50 CAD	No		

Per page 15 | 45 | 90

Step 3: Click Create Blank Invoice.



Step 4: The next window will open; fill out the mandatory fields marked with a red asterisk (*).

The image displays two sequential screenshots of the 'Choose Invoicing Details' window in Coupa. The left screenshot shows the 'Legal Entity' dropdown menu open, with a red box around the dropdown arrow and a callout box listing options: 'Store of very good supplies', 'STORE OF VERY GOOD SUPPLIES (ONTARIO)', and 'STORE OF GOOD SUPPLIES INC'. The right screenshot shows the 'Legal Entity' field populated with 'STORE OF VERY GOOD SUPPLIES (ONTARIO)', and the 'Invoice From' address field populated with 'Highway 401, Lakeshore, ON v3b 4v4, Canada, Canada (123456789)'. A yellow banner at the top of the right window reads 'customer offers payment by Credit Card, Bank Account or Digital'. Both windows have 'Cancel' and 'Save' buttons at the bottom.

Select the **Legal Entity** from your list of entities in Coupa to display its associated addresses.

Click **Save** to continue.



The invoice creation screen is divided in five sections.

Step 5: Enter the required details marked with a red asterisk (*).

In the **General Info** section, you need to:

- Enter the **Invoice Number** exactly as it appears on your invoice PDF.
- Attach the PDF of your invoice.
- You can add notes and supporting documents to your **Coupa invoice** in the **Attachments** section.

Create Invoice [Create](#)

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold. ✕

General Info **From**

* Invoice # ✓

Invoice Date Set automatically at time of submission

Payment Term

* Currency

Status Draft

Image Scan No file chosen

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

* Supplier Store of very good supplies-1517578

Supplier GST/HST ID

* Invoice From Address STORE OF VERY GOOD SUPPLIES (ONTARIO)
Highway 401
Lakeshore, ON v3b 4v4
Canada

* Remit-To Address STORE OF VERY GOOD SUPPLIES (ONTARIO)
Highway 401
Lakeshore, ON v3b 4v4
Canada

* Ship From Address STORE OF VERY GOOD SUPPLIES (ONTARIO)
Highway 401
Lakeshore, ON v3b 4v4
Canada

To

Customer None

Bill To Address No address selected

Ship to Address No address selected

* Requester Email

* Requester Name

Bill To: None

Zip Code

for USA only



Step 6: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.

Create Invoice [Create](#)

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold. ✕

General Info

* Invoice # ✓

Invoice Date Set automatically at time of submission

Payment Term

* Currency

Status Draft

Image Scan No file chosen

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

From

* Supplier 12345 Supplier Ltd.-1503763

Supplier GST/HST ID

* Invoice From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Remit-To Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Ship From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

To

Customer Ledcor Group

Bill To Address 1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E 2E9
Canada


Ship to Address PO Bag 16, Highway 15

The **From** section will have the addresses you selected in the previous window from your Coupa Legal Entities.

Edit the From addresses clicking the **Search** icon.

Then *scroll down* to continue.

Step 7: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.

 To

Customer None

Bill To Address
Vancouver, British Columbia V6E2E9
Canada

Ship to Address

* Requester Email

* Requester Name

Bill To: None

Zip Code

for USA only

Always select the **Bill To** Address *1500 - 1055 West Hastings Street, Vancouver, BC V6E 2E9 Canada*, for Ledcor invoices.

Click the search icon in the **Ship To** Address field to view and select from the list of Ledcor addresses.

Type the requestor's contact and then *scroll down* to continue.



Step 8: In the **Lines** section, edit the line details to match your invoice pdf.

For material invoices select **Type Qty** and enter Unit of Measurement and Price per unit.

☰ Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
Qty	<input type="text"/>	1.000	\$1000s of Sal	<input type="text" value="0.00"/>	0.00 ✕

PO Line: None [Clear](#) Contract:

Supplier Part Number:

[+ Add Line](#) [+ Pick lines from PO](#) [+ Pick lines from Contract](#)

For service invoices select **Type Amt** and enter Description and Price.

☰ Lines Line Level Taxation

Type	Description	Price	
Amt	<input type="text"/>	<input type="text" value="0.00"/>	0.00 ✕

PO Line: None [Clear](#) Contract:

Supplier Part Number:

[+ Add Line](#) [+ Pick lines from PO](#) [+ Pick lines from Contract](#)



Step 8: In the **Lines** section, edit the line details to match your invoice pdf.

Check the **Line Level Taxation** box
the enable taxed in the item lines.

☰ Lines

Type Amt ▼	Description Car Rental	Price 560	0.00	<input type="checkbox"/> Line Level Taxation
PO Line None Clear	Contract ▼	Supplier Part Number		

+ Add Line + Pick lines from PO + Pick lines from Contract

Click the red **X** mark to delete the line from this invoice.

Then *scroll down* to the Totals & Taxes section.



Step 9: In the **Totals & Taxes** section, enter additional charges like Shipping, Handling and Tax information.

Totals & Taxes

Lines Net Total	7,610.60
<hr/>	
Shipping	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
<hr/>	
Handling	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.

Misc	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
<hr/>	
Tax	<input type="text"/> % <input type="text"/> 0.000
<hr/>	
Total Tax	0.00
Net Total	560.00
Total	560.00

Once everything looks correct, Click **Submit**.

Click **Calculate** and confirm the **Total amount** of Coupa Invoice matches the total amount of your Invoice PDF.



Step 9: A confirmation box will appear, click **Send Invoice** to complete the process.

The screenshot shows a software interface with a table of invoice lines. A modal dialog box is open in the center, asking for confirmation to send an invoice. The dialog text reads: "Are You Ready to Send? You're about to send an invoice to **None** for a total amount of 560.00. Once sent, you'll have to contact your customer directly to make changes to the invoice." At the bottom of the dialog are two buttons: "Continue Editing" and "Send Invoice". The "Send Invoice" button is highlighted with a red rectangular border. In the background, a table with columns "Type", "Description", and "Price" is visible. The "Price" column shows a value of "560.00" with a red "x" icon to its right. Below the table, there are three buttons: "+ Add Line", "+ Pick lines from PO", and "+ Pick lines from Contract". At the bottom right of the interface, the text "Totals & Taxes" is displayed.

Type	Description	Price
Amt	Car Re	560.00

PO Line: None [Clear](#)

Line Level Taxation:

Buttons: + Add Line, + Pick lines from PO, + Pick lines from Contract

Totals & Taxes



Step 10: A bar message notification should appear to confirm that your invoice has been sent successfully.

Select customer Ledcor Group

Invoices

12345 Supplier Ltd.-1503763 invoice #INV_400 is processing

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices i

Create Invoice from PO

Create Invoice from Service Sheet

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Export to

View

All

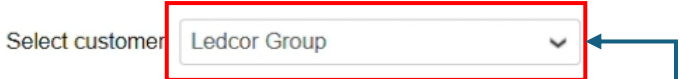
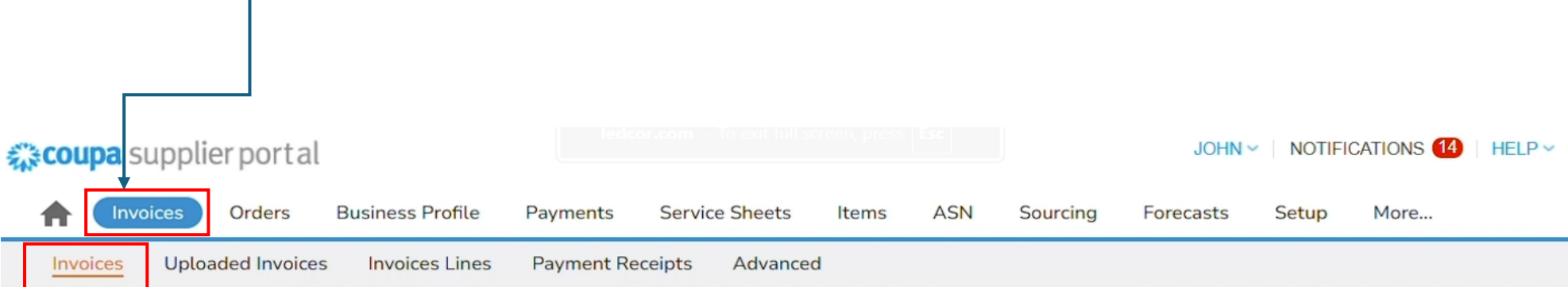
Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
INV_400	11/27/25	Processing	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_4001122	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV-002-11072025	11/07/25	Pending Approval	PO00000312	345.00 USD	No		
INV-001-11072025	11/07/25	Approved	PO00000314	15,434.68 USD	No		

Per page 15 | 45 | 90



Step 10: To check the status of your invoices, go to the **Invoices** tab.



Invoices

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices ⓘ

- Create Invoice from PO
- Create Invoice from Service Sheet
- Create Invoice from Contract
- Create Blank Invoice
- Create Credit Note

Export to [dropdown] View All [dropdown] 400 [input]

Showing results for 400 ✕

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
INV_400	11/27/25	Pending Approval	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_4001122	11/27/25	Voided	PO00000400	7,610.60 CAD	No		

The table displays the invoice creation date and status.

Make sure to have Ledcor Group as your active customer.



Thank you for using the CSP to submit your invoices!

If you need any additional support, please contact the Ledcor Supplier Enablement Team
at:

supplier.enablement@ledcor.com

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Supplier Registration to CSP Guide.



Step 1: Receive CSP Invitation by Email.

Ledcor will send you an invitation to join the CSP via email

Allow emails from:

do_not_reply@supplier.coupahost.com

Check the SPAM and Junk folder in your mailbox

Search by Subject line: New CSP
Supplier SIM Invitation

Click *Log In*.

If your invitation is tied to an existing CSP account, it will prompt you to log in instead.



Subject: You are Connected to ledcor on Coupa



You are Connected to ledcor on Coupa

Powered by 

Dear Supplier,

As previously announced, Ledcor is implementing Coupa as our new eProcurement platform to streamline our procurement and payment processes.

As a Ledcor supplier, you are invited to register for the Coupa Supplier Portal (CSP) and connect with Ledcor. Through the CSP, you will be able to:

- Receive purchase orders electronically
- Create and submit invoices and credit notes directly within the platform
- Track invoice and payment status in real time
- Provide banking details for secure Electronic Funds Transfer (EFT) payments

ACTION REQUESTED: Please click the link below to register (or log in) for the CSP. (This invitation can be forwarded to email addresses within the same domain).

Once registered (or logged in), you will be prompted to complete a Supplier Questionnaire form to ensure your supplier information with Ledcor is up to date. A few important notes when completing the Supplier Questionnaire:

1. Business Name & Display Name: Limit to 40 characters
2. Business Name & Display Name: Enter both names if
3. Primary Address: Enter your remit-to address.

As a reminder, our Coupa Launch date is March 2, 2026 and no transactions (purchase orders, invoices or payments) will be processed in Coupa until this date.

We value your partnership and look forward to working with you in Coupa.

For any assistance or questions, please contact supplier.enablement@ledcor.com or visit our Supplier Resources Website at suppliers.ledcor.com.
Ledcor Group

[Log In](#)

Step 2: Create an Account.

Note that the first person to create a CSP account will be defaulted as the admin. Once other accounts within your company join the CSP, the admin role can be assigned to someone else.

Complete your company information, ensuring all required fields marked with a red asterisk (*) are filled out.

If you don't have a Tax ID, provide a reason for not having a Tax ID.

Accept the Privacy Policy and Terms of Use.

Click *Create an account*

A screenshot of the 'Create an account' form. The form is titled 'Create an account' and includes a sub-header 'ledcor-test uses Coupa to transact and communicate with you.' Below this, there is a link 'Forward this to someone'. The form contains several required fields marked with a red asterisk (*):

- * Business Name:** A text input field containing 'Store of very good supplies'.
- * Email:** A text input field.
- * First Name:** A text input field.
- * Last Name:** A text input field.
- * Password:** A text input field with a strength indicator.
- * Confirm Password:** A text input field with a strength indicator.
- * Country/Region:** A dropdown menu.
- * Tax Registration:** A text input field containing '#####'.
- * Reason:** A text input field containing 'Provide a reason for not having a Tax ID'.

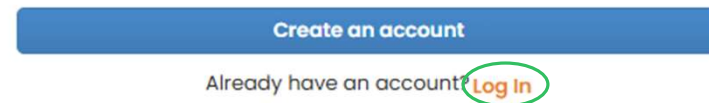
There are two checkboxes:

- I do not have a Tax ID
- I accept the Privacy Policy and Terms of Use

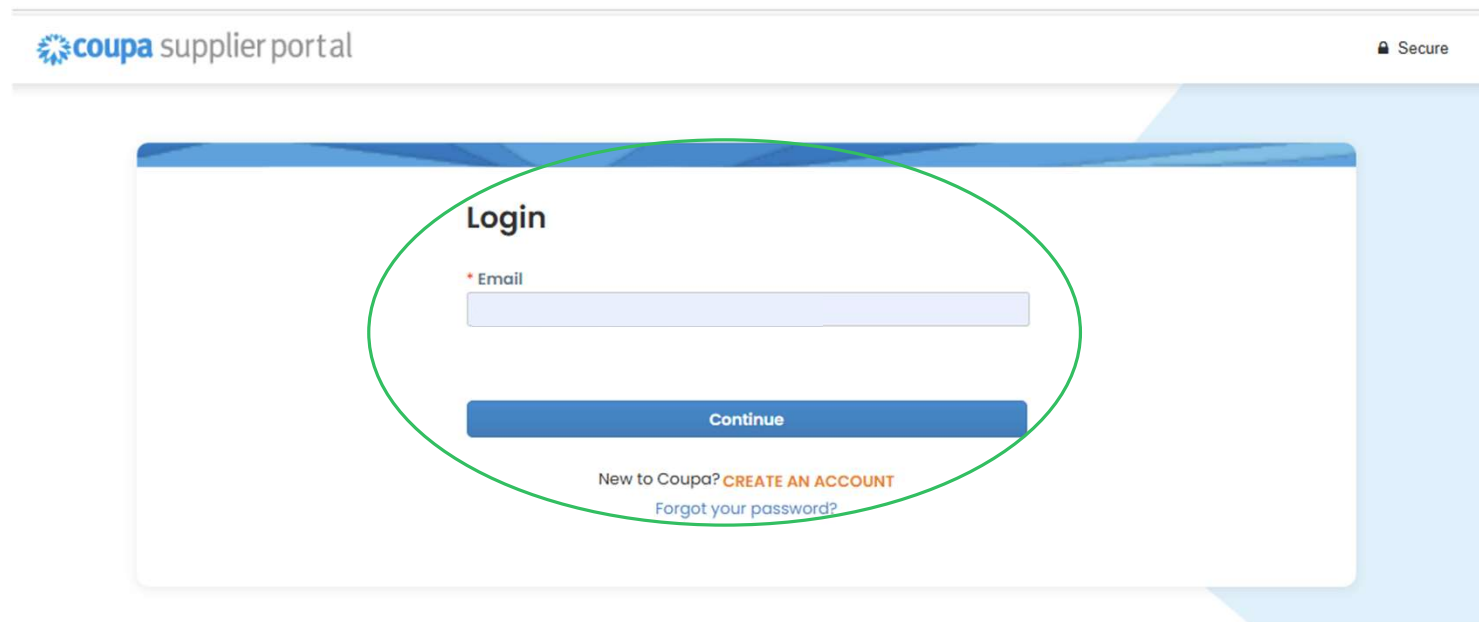
At the bottom, there is a blue button labeled 'Create an account' and a link 'Already have an account? Log in'.

Step 2: Create an Account or Log In to an existing account

Under the Create an account button click *Log In*



The next screen will open so you can type in your email address and password.



Step 3: Select your Country to fill out the Tax details

A Canadian business number (BN) or Social Insurance Number (SIN) for individuals, issued by the Canada Revenue Agency (CRA). A 9-digit number.

US companies: A 9-digit number, TIN (for companies), EIN (individuals – preferred), or SSN (individuals) issued by the IRS

* Country/Region: Canada
* Tax ID: 123456789
 I do not have a Tax ID
Cannot be empty

* Country/Region: United States
* Tax ID: 123456789
 I do not have a Tax ID

I accept the Privacy Policy and Terms of Use

I accept the Privacy Policy and Terms of Use

Create an account

Create an account

Already have an account? [Log In](#)

Already have an account? [Log In](#)

Click *Create an account*



Step 4: Get the Verification Code sent to your email.

Enter the verification code in the Coupa supplier portal

coupa supplier portal

Secure

OTP sent successfully via email

Back

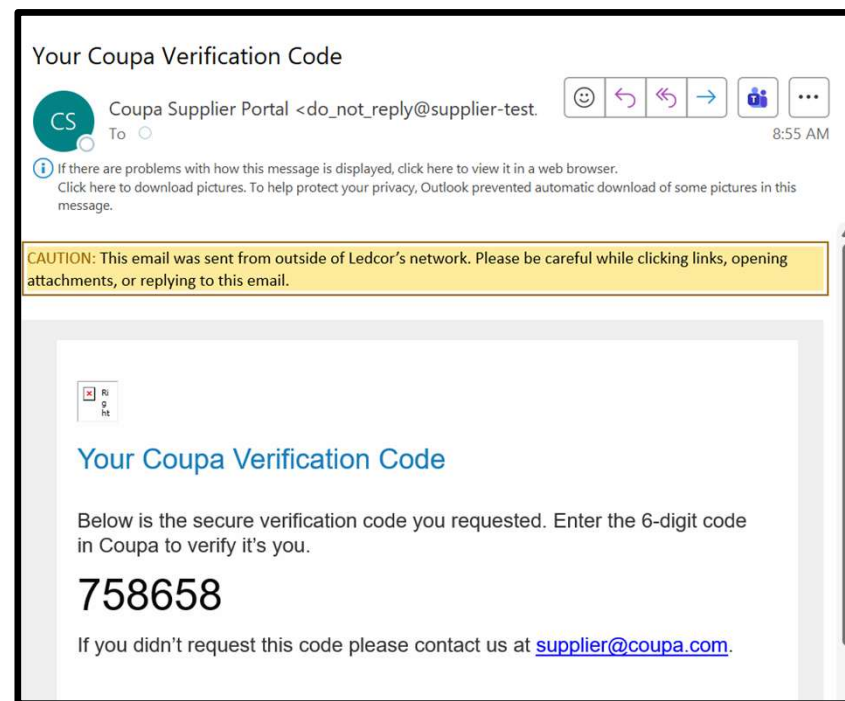
Email Verification

We sent a one-time verification code to

Didn't receive the Verification Code? [Request a New Code](#)

Next

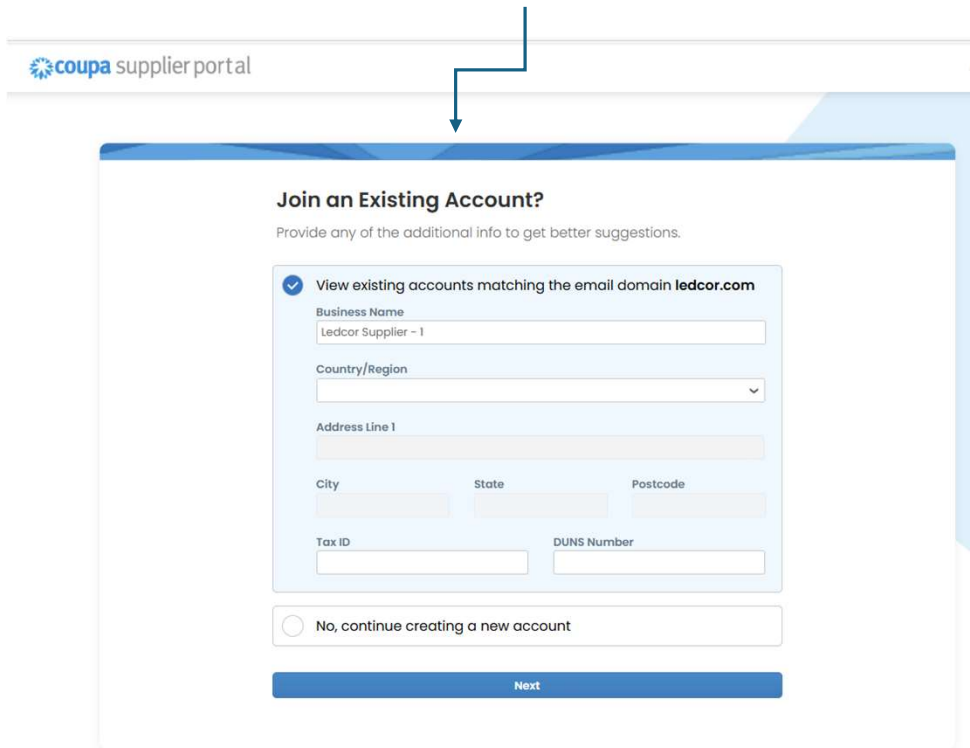
Click *Next*



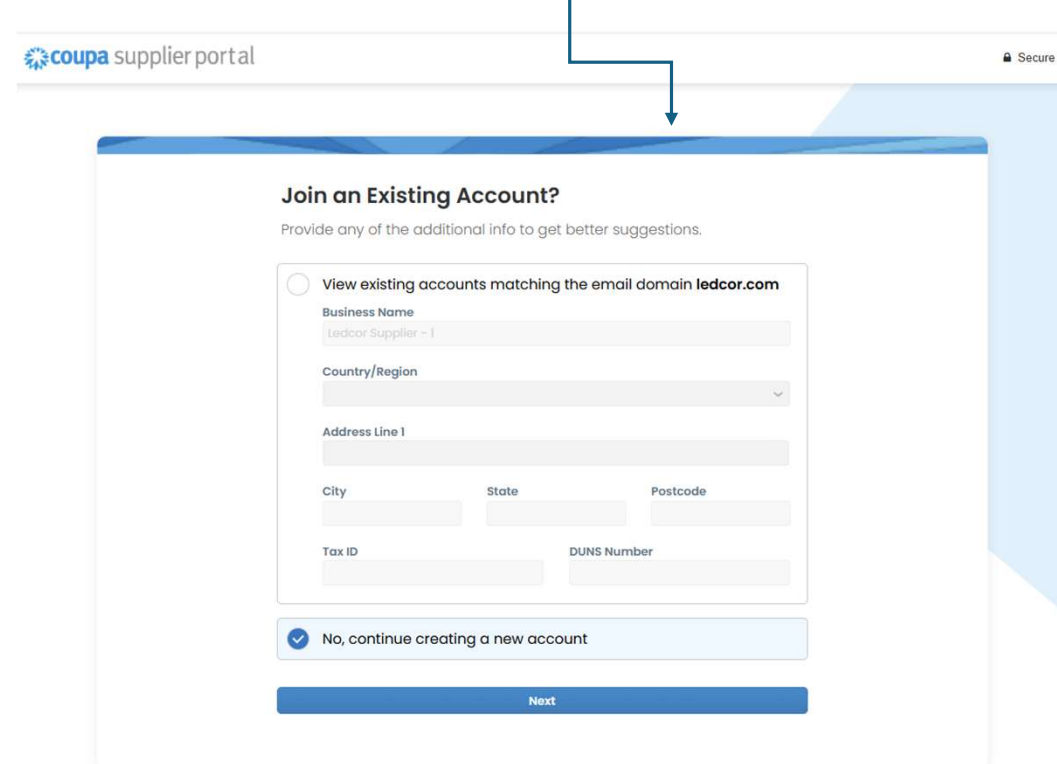
Step 5: Join an existing account

Select to view other CSP Accounts with the same email domain and join an existing CSP account instead of creating a new standalone account, generic email domains like Gmail, Yahoo, etc, will not show up.

Or select *No, continue creating a new account*, to create a new account.



The screenshot shows the 'Join an Existing Account?' form in the Coupa supplier portal. The form is titled 'Join an Existing Account?' and includes the instruction 'Provide any of the additional info to get better suggestions.' There are two radio button options: 'View existing accounts matching the email domain ledcor.com' (which is selected) and 'No, continue creating a new account'. The selected option is accompanied by a form with the following fields: Business Name (Ledcor Supplier - 1), Country/Region (dropdown), Address Line 1, City, State, Postcode, Tax ID, and DUNS Number. A 'Next' button is located at the bottom of the form.



The screenshot shows the 'Join an Existing Account?' form in the Coupa supplier portal. The form is titled 'Join an Existing Account?' and includes the instruction 'Provide any of the additional info to get better suggestions.' There are two radio button options: 'View existing accounts matching the email domain ledcor.com' and 'No, continue creating a new account' (which is selected). The form fields (Business Name, Country/Region, Address Line 1, City, State, Postcode, Tax ID, and DUNS Number) are present but disabled. A 'Next' button is located at the bottom of the form.

Step 6: Complete your company profile

You will be redirected to the CSP home page to complete your onboarding information, which will be saved to your Coupa account.

Enter the information for your primary address

Click *Save & Next*

The screenshot shows the Coupa Supplier Portal interface. At the top, there's a navigation bar with "coupa supplier portal" and user options like "ANA", "NOTIFICATIONS 1", and "HELP". Below that, a menu includes "Invoices", "Orders", "Business Profile" (highlighted), "Service Sheets", "Items", "ASN", "Sourcing", "Forecasts", "Catalogues", "Community", "Setup", and "More...". A secondary menu lists "Business Profile", "Profile Submissions", "Legal Entities", "Payment Methods", "Information Requests", and "Performance Evaluation". A green banner with a red exclamation mark icon says "Action Required". The main content area is a white modal titled "Onboarding for ledcor-test (Coupa Supplier Portal)" with the instruction "Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal". It shows a progress bar with two steps: "1 Account Details" (selected) and "2 Payment Methods". Under "Account Details", it says "Provide the main address associated with your business." The "Primary Address" section contains several input fields: "Country/Region" (a dropdown menu), "Address Line 1", "Address Line 2" (with a plus icon for adding more lines), "City", "State", and "Postcode". A blue "Save and Next" button is circled in green at the bottom right of the modal.

Step 7: Setup your payment options – Virtual Card

Ledcor recommends to enable EFT/ACH to streamline invoice payments.

Virtual Cards: To enable *Virtual Card* payments, type in your email address or complete steps to process Virtual Cards automatically by, for example linking your stripe account.

If you do not support Virtual Card payment method, you can click on the check box below *Do not accept payments from Ledcor*



Click **Save & Next**

The screenshot shows the "Onboarding for ledcor-test (Coupa Supplier Portal)" page. At the top, there's a navigation bar with "coupa supplier portal" and "ANA | NOTIFICATIONS 1 | HELP". Below that, a menu includes "Invoices", "Orders", "Business Profile", "Service Sheets", "Items", "ASN", "Sourcing", "Forecasts", "Catalogues", "Community", and "Setup". The main content area has a title "Onboarding for ledcor-test (Coupa Supplier Portal)" and a subtitle "Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal". A green success message at the top says "Primary Address saved successfully". Below that, a progress bar shows two steps: "1 Account Details" (completed) and "2 Payment Methods" (current step). Under "Payment Methods", there are options for "Virtual Card | Bank Transfer | Remit-To Address". The "Payment Method (Virtual Card)" section contains a "Virtual Card" heading, a sub-heading "Please enter the following information to receive Virtual Card payments.", and two input fields: "Payment Method Name" and "Email Address". There is also a checkbox for "Process credit cards automatically". At the bottom of this section, there is a checkbox labeled "Do not accept Virtual Card payments from ledcor-test". A blue arrow points from the text "Do not accept payments from Ledcor" to this checkbox. A "Save and Next" button is circled in green at the bottom right of the form.

Step 7: Setup your payment options – Bank Transfer

Ledcor recommends to enable wire transfer via EFT/ACH to streamline invoice payments.

Bank Transfer: To enable *Bank Transfer* payments fill out the mandatory fields marked with a *.

Scroll down



The screenshot shows the 'Onboarding for ledcor-test (Coupa Supplier Portal)' page. The page is divided into two main sections: 'Account Details' (marked with a blue checkmark and '1') and 'Payment Methods' (marked with a blue circle and '2'). The 'Payment Methods' section is currently active and shows a progress bar with a blue circle and '2'. Below the progress bar, the text reads 'Provide the main address associated with your business.' and '(Virtual Card | Bank Transfer | Remit-To Address)'. The 'Payment Method (Bank Account)' section is highlighted with a blue arrow pointing from the text 'Bank Transfer: To enable Bank Transfer payments fill out the mandatory fields marked with a *'. The 'Bank Transfer' section contains the following fields: 'Payment Method Name' (mandatory, marked with a red asterisk and a help icon), 'Bank Account Country/Region' (mandatory, marked with a red asterisk, dropdown menu showing 'Canada'), 'State' (mandatory, marked with a red asterisk, dropdown menu), 'Bank Account Currency' (mandatory, marked with a red asterisk, dropdown menu showing 'CAD'), 'Beneficiary Name' (text input), 'Bank Name' (text input), 'Account Number' (mandatory, marked with a red asterisk and a help icon), 'Confirm Account Number' (text input), and 'Routing Number/Sort Code' (mandatory, marked with a red asterisk and a help icon). At the bottom of the section, there is a checkbox labeled 'My company expects to receive urgent/wire payments' which is currently unchecked.

Step 7: Setup your payment options – Bank Transfer

You can fill out the details of your bank account to enable payments or come back later with all the information to setup your account for Bank Transfers.

If you do not support Bank Transfer payments, you can click on the check box *Do not accept Bank Transfer payments from Ledcor*

My company expects to receive urgent/wire payments

Branch Code

Beneficiary Type

Remittance Email

Remit-To Code

Supporting Documents

Drop or Browse Files

Do not accept Bank Transfer payments from ledcor-test

Click *Save and Next*

Save and Next



Step 7: Setup your payment options – Add Remit To Address for Check payments

Check Payments: To enable *Check* payments fill out the mandatory fields marked with a * with your Legal Address.

Scroll down



The screenshot shows the 'Onboarding for ledcor-test (Coupa Supplier Portal)' page. The page title is 'Onboarding for ledcor-test (Coupa Supplier Portal)' and the subtitle is 'Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal'. A progress bar at the top shows two steps: 'Account Details' (completed) and 'Payment Methods' (current step). The 'Payment Methods' section is titled 'Payment Method (Remit-To Address)'. Below this, there is a section for 'Remit-To Address' with the instruction 'Please enter the following information to receive Cheque payments.' The form includes several fields: 'Payment Method Name' (required, marked with a red asterisk and a help icon), 'Country/Region' (a dropdown menu), 'Street 1' (required, marked with a red asterisk), 'Street 2', '+ Street 3' (a plus sign followed by the text 'Street 3'), 'Municipality' (required, marked with a red asterisk), and 'Province' (required, marked with a red asterisk). The 'Payment Method Name' field has a red border and a red error message below it: 'This field is required.' The page also features a sidebar on the left with navigation options like 'Company', 'Ledcor S', 'Tax ID', 'None(it i', 'Products', 'DUNS', 'Areas Se', and 'Conta'. The top right corner has 'ANA', 'NOTIFICATIONS 1', and 'HELP'.

Step 7: Setup your payment options – Add Remit To Address for Check payments

If you do not support Check payments, you can click on the check box *Do not accept Check payments from Ledcor*

Click *Save and Next*

+ Street 3

* Municipality

* Province

* Postal Code

Remit-To Code ⓘ

Do not accept Check payments from Ledcor Group

Save and Next



Step 8: Select a Subscription – Free version available

While Coupa offers optional subscription plans, these are not required to do business with Ledcor.

The Coupa Supplier Portal (CSP) is completely **free** for all suppliers.

To join the free version of Coupa, click *Continue* on the left side option.

Click *Save and Next*



A screenshot of the Coupa Supplier Portal interface. The page is titled "Subscriptions" and displays three subscription options: "Registered", "Coupa Verified", and "Coupa Advanced". The "Registered" option is highlighted with a green circle around the word "Free" and a "Continue" button. The "Coupa Verified" option is marked as "Most Popular" and costs "\$549 / year". The "Coupa Advanced" option costs "\$4,800 / year". At the bottom right, there are "Cancel" and "Save and Next" buttons, with the latter also circled in green. A blue arrow points from the text "click Continue on the left side option." to the "Continue" button. Another blue arrow points from the text "Click Save and Next" to the "Save and Next" button. The background shows the portal's navigation menu with "Business Profile" selected.

Thank you for Registering in CSP!

If you need any additional support, please contact the Ledcor Supplier Enablement Team at:
supplier.enablement@ledcor.com

 **coupa** supplier portal



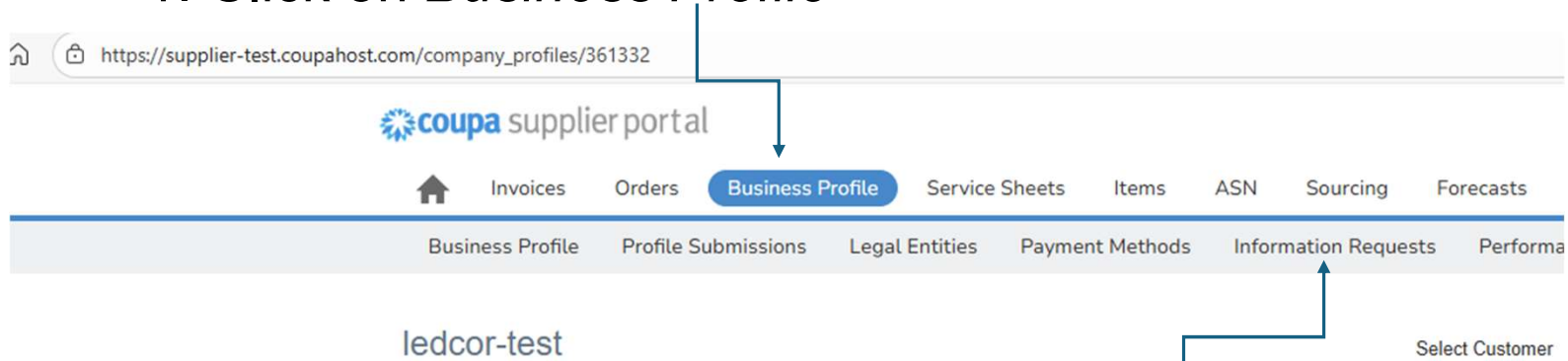
Coupa Supplier Portal (CSP)

Supplier Form 1B Guide



Within your CSP account:

1. Click on *Business Profile*



3. The next screen is Form Responses:

Click *Form 1B – Supplier Questionnaire*

2. Click on *Information Requests*

Form Responses

The screenshot shows the "Form Responses" table. The table has a blue header bar with "View All" and "Advanced" buttons, and a search box. The table contains one row with the following data:

Form	Status	Created Date	Submitted At
Form 1B - Supplier Questionnaire	New	2025-11-27	None

Below the table, it says "Per page 15 | 45 | 90". A blue arrow points from the "Form 1B – Supplier Questionnaire" text in the third step to the "Form 1B - Supplier Questionnaire" row in the table.



Ledcor's system filled out some information, feel free to add or overwrite inaccurate details.

Note that ***Business Name** must be same as the company Legal Name, cannot exceed 40 characters and filled out in upper case.

If your Business Name is longer than 40 characters, add the rest of name in Address line 1 - ***Street Address.**



✓ We have auto-filled some information from your Public Profile. [X]

[View All Responses](#)

Form 1B - Supplier Questionnaire v010826

This form is completed by a first-time supplier to provide all the necessary information for Ledcor to onboard the supplier to Coupa and process invoices. (Updated 01-2026)

Supplier Information ⓘ

Store of very good supplies

*** Ledcor's Business Partner Code of Conduct**

I have read and acknowledge Ledcor's Business Partner Code of Conduct & Ethics. Click here to access: [Business Partner Code of C](#)

Company Information & Contact

*** Business Name**

Enter your company's legal name in UPPERCASE and limit to 40 characters. If company legal name exceeds 40 characters, enter the remaining characters in the "Street Address" field

*** Display Name**

Enter your company's trade or business name in UPPERCASE and limit to 40 characters.

You must fill out all the mandatory fields marked with an *

***Display Name** can be the same as the company Legal Name, or it can be the name that Ledcor would identify with your company.

✓ We have auto-filled some information from your Public Profile.

In Section ***Primary Address**

Enter your Remit To address,
here
Remit To address is your
company Legal Address

Address line 1 - ***Street Address.**

Use this line to include the
rest of Business name, if
exceeded 40 characters.

*Primary Address

Address Purpose

Select Some Options i

*Region

Country/Region

State Region

State ISO Code

CA-BC

Address Name

*Street Address



In Section ***Primary Contact**

Note that the email address you type in the ***PO Email** field will receive all the Purchase Orders POs sent through Coupa regardless of the Ledcor division that you provide goods or services.

The ***Email Address** of the Primary Contact can be different than the ***PO Email**.

✓ We have auto-filled some information from your Public Profile.

*** PO Email** ⓘ

*** Primary Contact**

Contact Purpose
 ⓘ

*** First Name**

*** Last Name**

*** Email address**

*** Work Phone**
 ⓘ

You can add more than one PO email address on this field separating them by a coma, Example:
services@companydomain.com,sales@companydomain.com



Click **Add Contact** to add other individuals from your organization that you want Ledcor to reference in the procurement process

Leave the **Standard Contact** section blank if it is identical to the Primary Contact.



✓ We have auto-filled some information from your Public Profile. ✕

Contacts

Add one or more Contacts.

[Add Contact](#)

Standard Contact

Contact Purpose ✕

Select Some Options i

One additional contact may be included in addition to the Primary Contact (e.g. Accounts receivable contact)

First Name

Last Name

Email address

Mobile Phone

US/Canada ▼

650-555-1212

Work Phone

Business Operations

Primary Industry

Site preparation

Business Operations.

Select your company **Primary Industry**

Goods / Services Provided

Site preparation, Land Clearing & Vegetation Removal, D&S

Type in detail all the **Goods and Services** you provide.

Regions (US/CAN)

AB: All x

BC: All x

MB: All x

QC: Quebec City Metropolitan Area x

Regions - Select all regions or areas that your company is able to provide goods/services to.

Select all applicable regions where your goods/services are provided. If in Canada, please provide the specific region where your goods/services are provided, or "All" for each province/territory if there are no restrictions. If in USA, please select the applicable states.

* Is the company operating full-time as an Indigenous business?

Indicate if you operate full time as an **Indigenous business.**



The **Modern Slavery Section** reflects Ledcor's Commitment to ethical and responsible sourcing.

Answer this section and provide the additional details required. If some questions don't apply to your company due to size or industry, answer No and NA (Not Applicable)

Ledcor uses this information in its annual report for the Fighting Against Forced Labour and Child Labour in Supply Chains Act.



Modern Slavery Questionnaire

* Does your organization currently have policies and/or due diligence processes in place related to forced labour and/or child labour?

Select

* Has your organization identified parts of its activities and supply chain that carry a risk of forced labour or child labour being used?

Select

* Does your organization have an action plan if modern slavery practices are suspected or discovered in its HR and Supply Chain?

Select

* Does your organization currently provide training to employees and stakeholder groups on forced labour and/or child labour?

Select

* Does your company have a formal policy(ies) covering human rights and working conditions?

Select

Tax Information - Canadian Company.

Tax Information

* Withholding Tax

If your company is subject to withholding Tax requirements, that may impact payments for Goods or Services provided, select **Yes**.

Is your company subject to Withholding Tax requirements that may impact payments for goods and services? If your company is based in the USA but provides goods/services to Canada, select Yes.

* Tax Region

Canadian companies must select ***Tax Region** as *International*.

For Canada: Select "International"

* Canada only: Does your organization have a GST/HST Tax ID?

Answer **Yes** to provide a *GST/HST*. Include the full 15 characters (the nine-digit Business Number and the four-character program account identifier)

Answer **No** to provide a *SIN number*

* Canada only: Is your organization an incorporated or limited company or government/regulatory agency?



Tax Information - Canadian Company.

* Canada only: Is your organization an incorporated or limited company or government/regulatory agency?

No x v

If your organization is **incorporated**, select **Yes** and continue to Payment and Banking Information section.

* Is your organization providing Services?

Yes x v

If your organization is **not incorporated**, and provide services to Ledcor, mark the box T4A. Ledcor will send you a T4A at the end of the fiscal year.

* T4A

Check off this box if you selected Yes to the above. (Your organization is NOT an incorporated or limited company, or government/regulatory agency AND is providing services)



Tax Information - USA Company.

If your company is subject to withholding Tax requirements, that may impact payments for Goods or Services provided, select **Yes**.

Fill out all the mandatory fields (*)



✓ We have auto-filled some information from your Public Profile. ✕

Tax Information

* Withholding Tax

Is your company subject to Withholding Tax requirements that may impact payments for goods and services? If your company is based in the USA but provides goods/services to Canada, select Yes.

* Tax Region

For Canada: Select "International"

* US Federal Tax ID
 ⓘ

* USA only: Is your organization a government agency, political subdivision, instrumentalities, financial institution, or charities?
 ✕ ▾

* USA only: Income Type (1099)
 ▾

As indicated on tax Form 1099

* Federal Tax Form

Tax Information - USA Company.

You may be prompted to upload the necessary tax supporting documents on the ***Attachments** section.

Click on **File** to include your attachments.

✓ We have auto-filled some information from your Public Profile. ✕

* Federal Tax Form

* Type

* Attachments

[Add File](#)

Please attach the completed W8 or W9 form

* W9 Federal Tax Classification

Select

Select the federal tax classification as identified in your submitted W-9 form
*EIN: Employer Identification Number

W9 Entity / Individual Name

Provide the name of entity/individual if it is different from the business name / disregarded entity name provided on the W-9 form



✓ We have auto-filled some information from your Public Profile.



Payment & Banking Information

Ensure the information provided in this section is accurate and up-to-date to streamline payments to your organization.

Currency

Currency - Select the currency matching your bank account.

* Payment Terms

***Payment Terms** – The Ledcor team will review the form and approve the right payment terms.

Ledcor policy is Net 30 days. If another payment term is required, please indicate in the comment section.

Payment Terms (internal use only)

None

Ledcor policy is Net 30 days. Other Payment Terms will be reviewed.

* Payment Type

***Payment Type** - We recommend EFT/ACH to streamline invoice payments.



Even if you select to be paid by EFT/ACH, you need to Click **Add Remit-To**, to provide your bank details for bank transfers. You must enable a Multi-Factor Authenticator (MFA) for security before adding your bank details. Save the changes on the questionnaire before enabling the MFA.

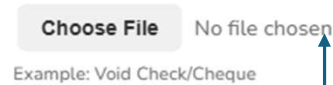
*Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.



Click **Add Remit-To**, to display the addresses you have on your account from the previous registration process. Keep only 1 active Remit To address in Coupa.

* EFT/ACH - Please provide proof of banking information provided



You are required to upload a Void Check, Bank letter, or official document that verifies the payment details. Click **Choose File**.



The next window will open:

Select the preferred payment method saved on your account checking the box.

The screenshot shows a window titled "How would you like to be paid?". At the top, there are four tabs: "All Methods", "Bank Transfers", "Remit-To Addresses", and "Virtual Cards". The "Remit-To Addresses" tab is selected. To the right of these tabs is a button labeled "Add Payment Method" with a dropdown arrow. Below the tabs, it says "supports Virtual Cards, Bank Transfers, Remit-To Addresses Payments." There are two list items, each with a checkbox and a location pin icon. The first item has a checked checkbox and a "Shared With Customer" label. The second item has an unchecked checkbox and a "Customer Supported" label. At the bottom right, there are two buttons: "Cancel" and "Add Selected". A blue arrow points from the text "Click Add Selected" to the "Add Selected" button.

*Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

If the window is empty:

Click on *Add Payment Method*:
Click *Bank Transfers*, to be paid on EFT/ACH.

The screenshot shows a window titled "How would you like to be paid?". At the top, there are four tabs: "All Methods", "Bank Transfers", "Remit-To Addresses", and "Virtual Cards". The "Remit-To Addresses" tab is currently selected. Below the tabs, there is a text line that says "supports Virtual Cards, Bank Transfers, Remit-To Addresses Payments." To the right of this text is a button labeled "Add Payment Method" with a dropdown arrow. A dropdown menu is open, showing three options: "Virtual Cards", "Bank Transfers", and "Remit-To Addresses". A blue arrow points from the text "Click on Add Payment Method: Click Bank Transfers, to be paid on EFT/ACH." to the "Bank Transfers" option in the dropdown menu. At the bottom right of the window, there are two buttons: "Cancel" and "Add Selected". A blue arrow points from the text "Click Add Selected" to the "Add Selected" button. A grey shaded area on the left side of the window is partially visible, with a blue arrow pointing from the text "* Remit-To Addresses" to it.

* Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

The next window will open:

Your 9-digit **Routing Number** must be a 0, then 3-digit institution number, then 5-digit branch number



Add Payment Method [X]

Linked Legal Entity *
STORE OF VERY GOOD SUPPLIES (ONTARIO) [v]

Bank Transfer
Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ []	Beneficiary Legal Name * ⓘ STORE OF VERY GOOD SUPPLIES (ONTARIO)
Bank Branch Country / Region * Canada [v]	Bank Account Currency * CAD [v]
Bank Branch State / Province * [v]	Bank Name * []
Account Number * 7-12 digits []	Routing Number * ⓘ 9 digits []
SWIFT / BIC Code ⓘ 8 or 11 characters []	Branch Code ⓘ []

Additional Information

Bank Branch Address

[Cancel] [Save]

Add Payment Method [v]

Virtual Cards
Bank Transfers
Remit-To Addresses

Click on *Add Payment Method*:
Click *Bank Transfers*, to be paid on EFT/ACH.

Click *Save*

Fill out additional comments or include files on the **Comments** section at the end of the form.

Once you completed all the sections, Click **Submit for Approval**.

Decline Save **Submit for Approval**

 Comments

[Mute Comments](#) ▾

Enter Comment

[Add File](#) | [URL](#)

Send Comment notification to a user by typing @name (ex. @JohnSmith)

[Add Comment](#)



ledcor-test

Select Customer ledcor-test ▾

Your information has been submitted



[View All Responses](#)

Form 1B - Supplier Questionnaire

Updated 0818 - This form is completed by a first-time supplier to provide all the necessary information for Ledcor to onboard the supplier to Coupa and process invoices.

Pending Approval



Supplier Information

Ledcor Supplier - 1

Ledcor team will review the form and approve it prior to start transacting. Your application will remain in **Pending Approval** status until is **Approved**.



Thank you for completing the Supplier Questionnaire!

If you need any additional support, please contact the Ledcor Supplier Enablement Team at:
supplier.enablement@ledcor.com

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Security and Multi-Factor Authentication



1. Security



Securing your transactions is Coupa's top priority. The continuous improvements to the CSP help keep your accounts and data safe. Adding MFA to your account increases its security.

MFA is mandatory with sensitive payment accounts to increase the security of your payment settings in Coupa.

Note: Two-factor authentication (2FA) is mandatory for CSP payment accounts. It is not required for other CSP features.

Note: Two-factor authentication (2FA) helps prevent unauthorized access to your CSP account, even if someone knows your password.

Note: The preferred 2FA method is an authenticator app, such as Google Authenticator, Twilio Authy, or Microsoft Authenticator. These apps are free to download from the Apple App Store or Google Play. SMS text messages are a secondary method also supported by Coupa.



2. Multi-Factor Authenticator



Multi-factor authentication (MFA) is required for Sensitive account updates, namely changes to your legal entity, remit-to, and bank account information require MFA. Enabling MFA is quick and easy, MFA guide: [Manage Multi-Factor Authentication](#)

From CSP home page, dropdown next to your name the account setting options:

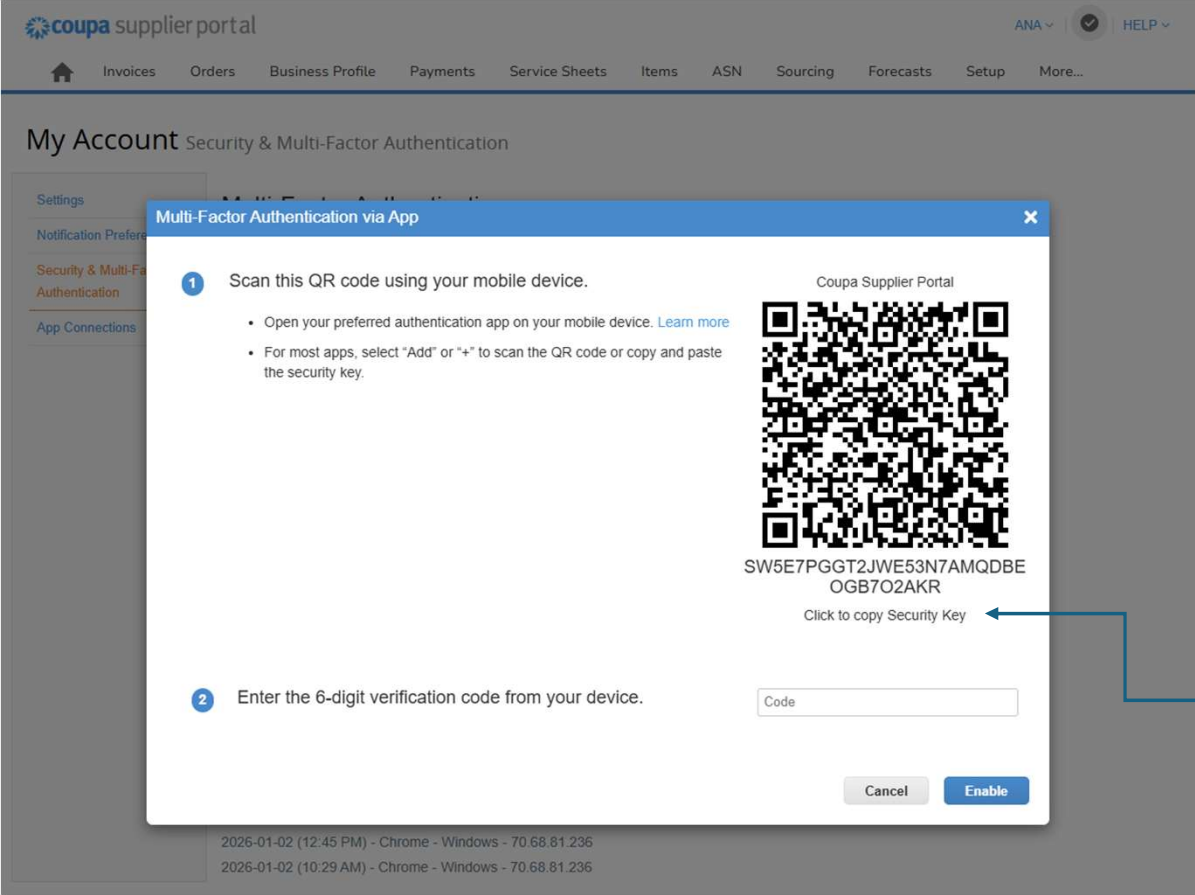
The screenshot displays the Coupa Supplier Portal interface. At the top left, the logo reads "coupa supplier portal". A navigation bar contains links for "Invoices", "Orders", "Business Profile", "Payments", "Service Sheets", "Items", "ASN", "Sourcing", and "Forecasts". On the right side of the navigation bar, there is a user profile icon labeled "ANA" with a dropdown arrow, a checkmark icon, and a "HELP" link with a dropdown arrow. A dropdown menu is open from the "ANA" icon, listing the following options: "Account Settings", "Notification Preferences", "Security & MFA", and "Log Out". A blue arrow points from the text "Click 'Security & MFA'" to the "Security & MFA" option in the dropdown menu. Below the navigation bar is a teal banner with the text "Verify Your Account And Get Noticed" and "Coupa Verified builds trust and gets you in front of more customers looking for products like yours." A "Get Verified" button is present in the banner. At the bottom of the page, there is a supplier profile for "SO Store of very good supplies" with a "Get Verified" button and the text "Profile Last Updated: about 2 hours ago | View Profile".

Multi-Factor Authenticator:
Option 1. Enable by using an Authenticator App.

(This is the recommended option)



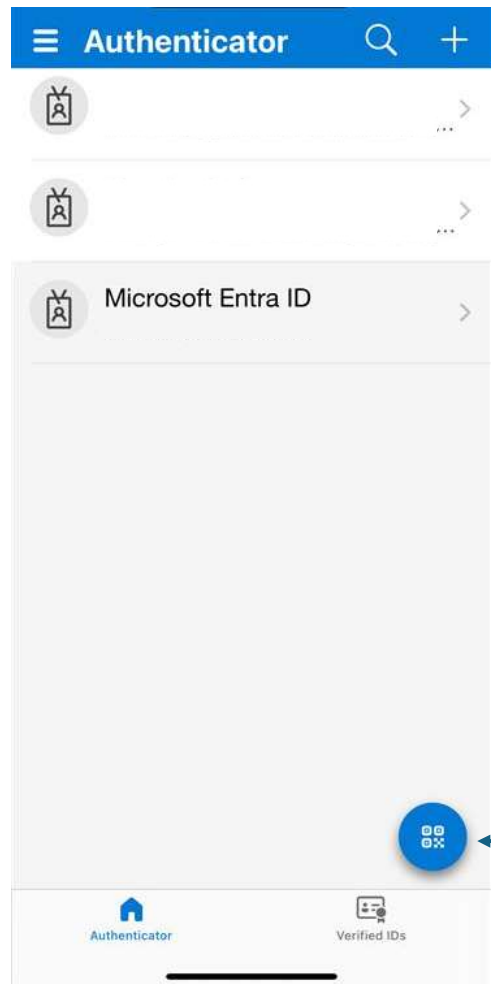
The next screen & modal will open to facilitate enablement by your preferred authentication app:



1. Visit the the [Google Play store](#) or the [Apple app store](#).
2. Search for an authenticator app. The recommended option is to use Google Authenticator, which is available for [iOS](#) and [Android](#) devices.
3. Download and install your preferred authenticator app.
4. Open the app on your mobile device to scan the QR code shown in the modal with the authenticator app or copy the security key to use it as the CSP authentication code.



Microsoft Authenticator App, mobile screen example:



5. For most apps, select "Add" or "+" to scan the QR code.

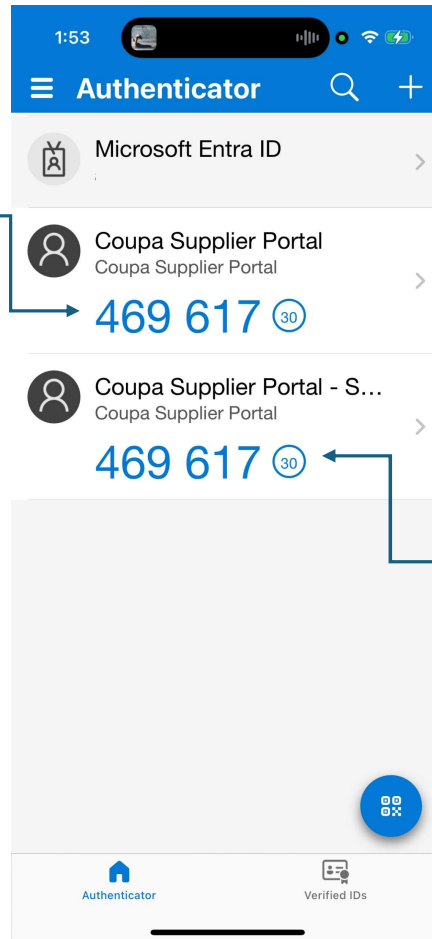
Microsoft Authenticator App has this QR button to scan the QR Code from the CSP.



Microsoft Authenticator App, mobile screen example:

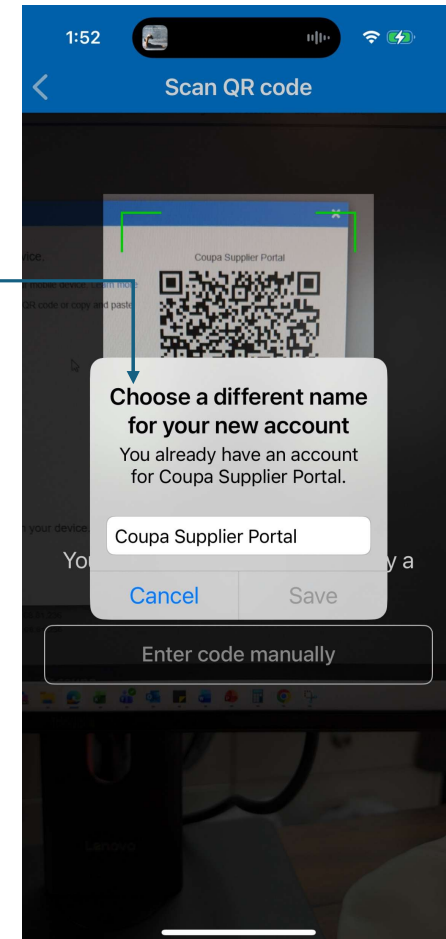
6. Enter the 6-digit verification code from your device in the input field on the modal.

The code that Google & Microsoft Authenticators provide are good only for 30 seconds.



After you scan the QR code from CSP, the app will require you to add a name to save

If you don't type that code on the CSP sign-in page and click **Log In** within 30 seconds, you have to get a new code and try again.




CSP 'Security & MFA' section:

Multi-Factor Authentication via App

1 Scan this QR code using your mobile device.

- Open your preferred authentication app on your mobile device. [Learn more](#)
- For most apps, select "Add" or "+" to scan the QR code or copy and paste the security key.

Coupa Supplier Portal



SW5E7PGGT2JWE53N7AMQDBE
OGB7O2AKR

Click to copy Security Key

2 Enter the 6-digit verification code from your device.

Cancel Enable

7. Select the **Enable** button at the bottom right of the modal.



CSP 'Security & MFA' section:

Save Your Backup Codes ✕

These codes were generated on January 02, 2026

Emergency recovery codes are the **only** way to restore access if you lose access to your authenticating device or app.

You can use each recovery code only once.

Keep these somewhere safe but accessible.

312R4w	SmrQKg
ff6FuA	AUXoVA
_mUhoQ	DbTfsQ

[Download](#)

8. Print your backup codes or email them to yourself before you click **x** on the top right corner. If you ever lose your device, you need these to regain access to your CSP account.

9. You will receive an email with the confirmation that your MFA has been enabled.



Multi-Factor Authenticator:
Option 2. Enable by using SMS text message.



CSP 'Security & MFA' section:

coupa supplier portal

ANA | | HELP

Home | Invoices | Orders | Business Profile | Payments | Service Sheets | Items | ASN | Sourcing | Forecasts | Setup | More...

My Account Security & Multi-Factor Authentication

- Settings
- Notification Preferences
- Security & Multi-Factor Authentication**
- App Connections

Multi-Factor Authentication

Disabled

For Payment Changes (Required for changing Legal Entity or Remit-to)

For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.

Default

By Text Message

Use a code sent by text message to your phone number.

Default

By Alternative Email

Use a code sent to an alternative email

Default

ledcor-test does not allow email as an MFA factor. Please select a different factor.

1. Click the circle next to the *By Text Message* option.

Follow the instructions that appear on the next screen.



Multi-Factor Authentication via SMS

1 A code will be sent to your phone as an SMS Text Message (SMS rates may apply).

2 Confirm Recaptcha

3 Enter the 6-digit verification code sent to your phone.

Phone Number
+1
Invalid format. Example: +1 123-456-7890

I'm not a robot

reCAPTCHA
Privacy - Terms

Send Code

Cancel Enable

2. Input the phone number where you want to receive the SMS text and confirm Recaptcha.

3. A code is sent to your phone as an SMS text message (SMS rates may apply).

Confirm the Recaptcha shown in the modal and select the **Send Code** button.



Multi-Factor Authentication via SMS

1 A code will be sent to your phone as an SMS Text Message (SMS rates may apply).

Phone Number
+1

2 Confirm Recaptcha

I'm not a robot

reCAPTCHA
Privacy - Terms

Resend Code

Your verification code has been sent to: +1

3 Enter the 6-digit verification code sent to your phone.

913639

Cancel Enable

4. Enter the 6-digit verification code sent to your phone in the field next to the third steps shown on screen.

5. Select the **Enable** button at the bottom right of the modal





Save Your Backup Codes ✕

These codes were generated on January 02, 2026

Emergency recovery codes are the **only** way to restore access if you lose access to your authenticating device or app.

You can use each recovery code only once.

Keep these somewhere safe but accessible.

312R4w	SmrQKg
ff6FuA	AUXoVA
_mUhoQ	DbTfsQ

[Download](#)

6. Print your backup codes or email them to yourself before you click **x** on the top right corner. If you ever lose your device, you need these to regain access to your CSP account.


You will receive an email with the confirmation that your MFA has been enabled.

Multi-Factor Authenticator:
Option 3. Enable by using email to receive a code.



You will see this option grayed out, due to Ledcor's security standards. Please enable the MFA with Options 1 or 2 of this manual.



coupa supplier portal ANA ▾ |  | HELP ▾

[Home](#) [Invoices](#) [Orders](#) [Business Profile](#) [Payments](#) [Service Sheets](#) [Items](#) [ASN](#) [Sourcing](#) [Forecasts](#) [Setup](#) [More...](#)

My Account Security & Multi-Factor Authentication

[Settings](#)

[Notification Preferences](#)

[Security & Multi-Factor Authentication](#)

[App Connections](#)

Multi-Factor Authentication

Disabled

For Payment Changes (Required for changing Legal Entity or Remit-to)

For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.

Default

By Text Message

Use a code sent by text message to your phone number.

Default

By Alternative Email

Use a code sent to an alternative email

Default

ledcor-test does not allow email as an MFA factor. Please select a different factor.

By Alternative Email

Use a code sent to an alternative email

Default

ledcor-test does not allow email as an MFA factor. Please select a different factor.

By Alternative Email

Use a code sent to an alternative email

Default

ledcor-test does not allow email as an MFA factor. Please select a different factor.

By Alternative Email

Use a code sent to an alternative email

Default

ledcor-test does not allow email as an MFA factor. Please select a different factor.

ledcor-test does not allow email as an MFA factor. Please select a different factor.

Your information in the Coupa Supplier Portal (CSP) is protected using industry-standard security measures. All data transmitted to and from the Coupa network is encrypted with 256-bit encryption.

Coupa applications are hosted on Amazon Web Services — the same infrastructure used by Amazon.com — ensuring secure handling of your data and payment information. Passwords and other sensitive data are encrypted during transmission, and you can enable Multi-Factor Authentication (MFA) to further secure your account.

For added protection, Coupa strongly recommends enabling MFA on your CSP account. For more details on securing your account, visit [Coupa's Security Best Practices page](#).



Thank you for enabling MFA!

If you need any additional assistance, please contact the Ledcor
Supplier Enablement Team at:
supplier.enablement@ledcor.com

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Contact Coupa Support

 **coupa** supplier portal



Ongoing support will be provided by the Supplier Enablement team through webinars and one-on-one support. Suppliers can reach out directly to supplier.enablement@ledcor.com.

For complex or technical issues, suppliers will be directed to the Coupa Supplier Support team.

Note that invoice or payment inquiries should be directed to apinquiries@ledcor.com



1. Chat with Coupa Support



From your CSP login page locate 'Chat with Coupa Support' :

Login



* Email

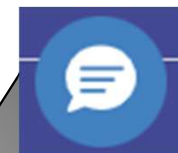
[Continue](#)

New to Coupa? [CREATE AN ACCOUNT](#)
[Forgot your password?](#)

Click to display their contact form.

Features	Solutions	Resources
Overview	Create a Discoverable Profile	Help
Purchase Orders	Certify your Diverse Business	Training Webinars
E-invoicing	Boost your sales with Coupa Catalogues	Perks
Payments	E-invoicing	Diverse Certification Resources
Catalogues	Payments	
Sourcing	Working Capital Solutions	
Shipment Tracking		
Business Performance		
Profile		

 © 2006-2026 Coupa Software Incorporated | [Privacy Policy](#) | [Terms of Use](#) |  English (Canada)



Or Log into CSP and from the home page locate 'Chat with Coupa Support' :

coupa supplier portal ANA | NOTIFICATIONS 0 | HELP

Home Invoices Orders Business Profile Payments Service Sheets Items ASN Sourcing Forecasts Setup More...

Verify Your Account And Get Noticed
Coupa Verified builds trust and gets you in front of more customers looking for products like yours. **Get Verified**

SO **Store of very good supplies** **Get Verified**
Profile Last Updated: 5 days ago | View Profile

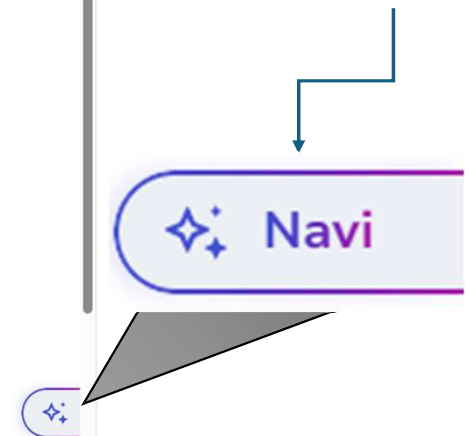
Recent Activity View i
ledcor-test
No activity found for ledcor-test.

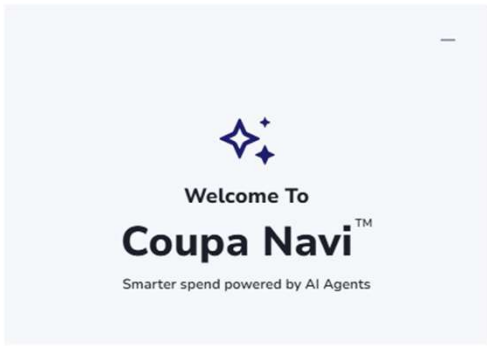
Announcements
No Announcements

Multi-Factor Security	Pending Tasks	Join Requests	Merge Suggestions	Linked Customers
0 of 1 Users	0 Tasks	0 Users	1 Duplicate	1 Connection

Navi

Click to display their contact form.





Fill out the required information (*)

In this section, some of the issue categories display also an email to contact for support.

Select the best category for the issue you are trying to resolve.

Chat with Coupa Support

* First Name * Last Name

Complete this field.

* Email

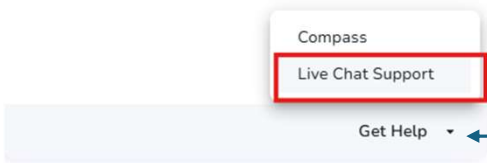
Phone

* Issue Related To

Start Chat

Prefer Phone Support?
Chat is free and fast, or you can upgrade to phone support

UPGRADE NOW



Click Get Help and Live Chat Support, The contact form will open.



Coupa recommendations to some issue categories:

Payment - Please contact your customer directly.

Password Reset - You can send an email to supplier@coupa.com with the query from your registered email address.

Two Factor Authentication - You can send an email to supplier@coupa.com with the query from your registered email address

Payment Preferences (Static Discounting): You can send an email to accelerate@coupa.com for further assistance.

Sourcing - Please contact your customer or send an email to sourcing.support@coupa.com for further assistance.

Technical issues related to **Profile, Invoice, Purchase Order, Catalog, Service/Time Sheet, ASN, Legal Entity, Remit-To, Merge Requests, Users, Notifications, Community & Other issues**, submit your contact request clicking on Start Chat.

Chat with Coupa Support

* First Name Complete this field.

* Last Name

* Email

Phone

* Issue Related To

Start Chat

Prefer Phone Support?
Chat is free and fast, or you can upgrade to phone support

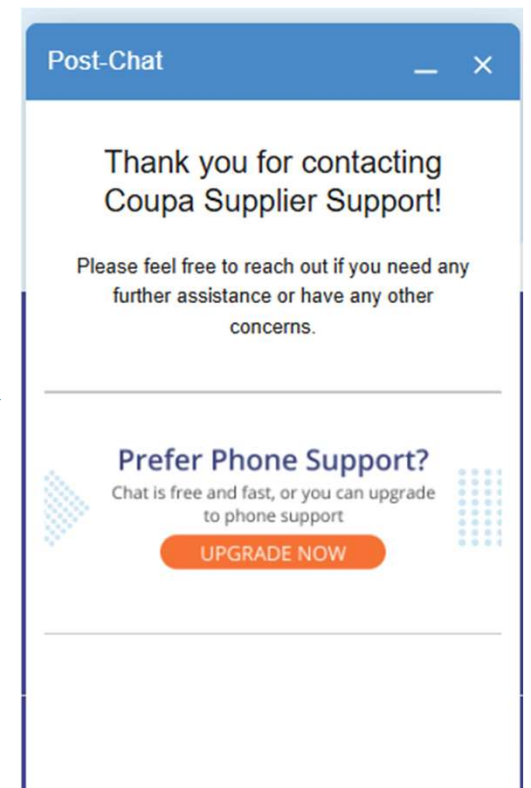
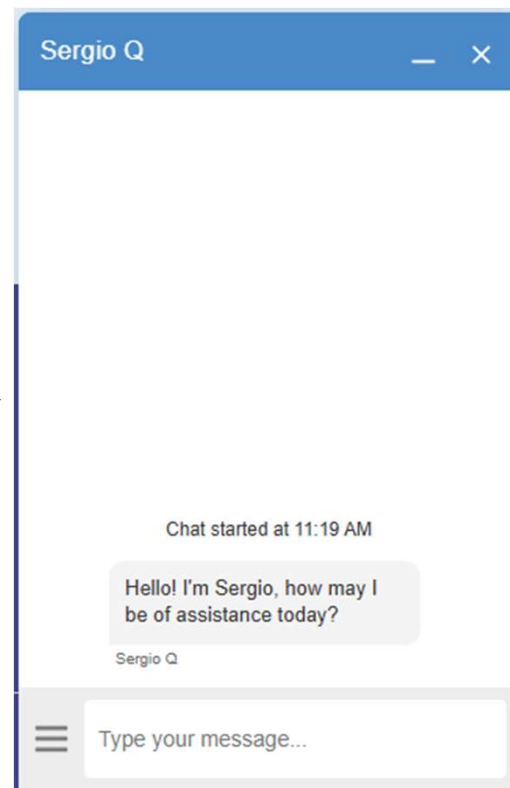
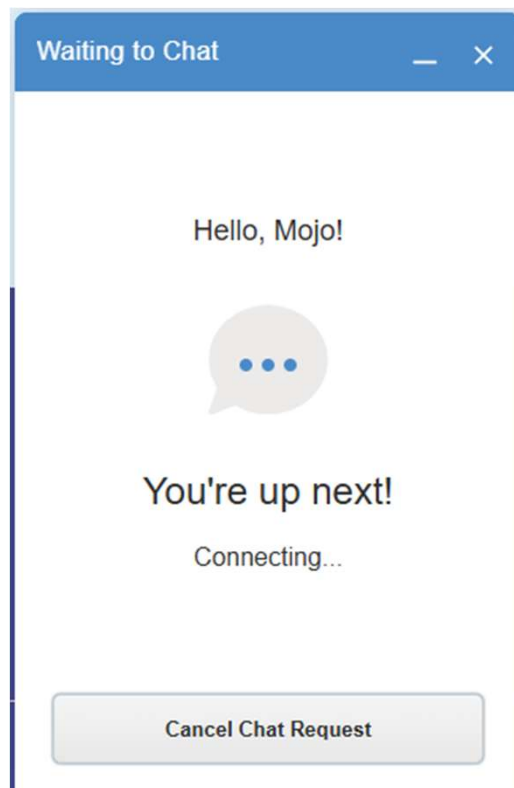
UPGRADE NOW



The system will let you know your place on the virtual line.

Describe your issue to the technical advisor and provide them the information required.

Once the chat is over, you will close and a summary may be sent to your email.



Note: If all support agents are busy or offline, you can submit a support request using an offline form in the same chat window.

Note: Your account information and login credentials are not stored, and support agents cannot log in to your CSP account. However, the information shared in the chat is recorded, so please do not provide unnecessary personal information.

Note: If no support agent is available, you must also specify the subject of your request and provide a detailed description of the issue. A message will then appear confirming that the case has been submitted and logged. A support agent will contact you as soon as possible.



Thank you for contacting Coupa Support!

If you need any additional assistance, please contact the Ledcor Supplier Enablement Team at:
supplier.enablement@ledcor.com

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Forward Ledcor's CSP Invite

 **coupa** supplier portal



1. Email Notification when Ledcor Invites a supplier to CSP, click on 'Forward this to someone' is available.



New CSP Supplier SIM Invitation

Hello Supplier,

Ledcor Group wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically.

You can easily update your company information if it ever changes, as well as do things with *Ledcor Group* (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

To forward this invitation, please select 'Join and Respond' and select 'Forward this to someone' in the account creation page.

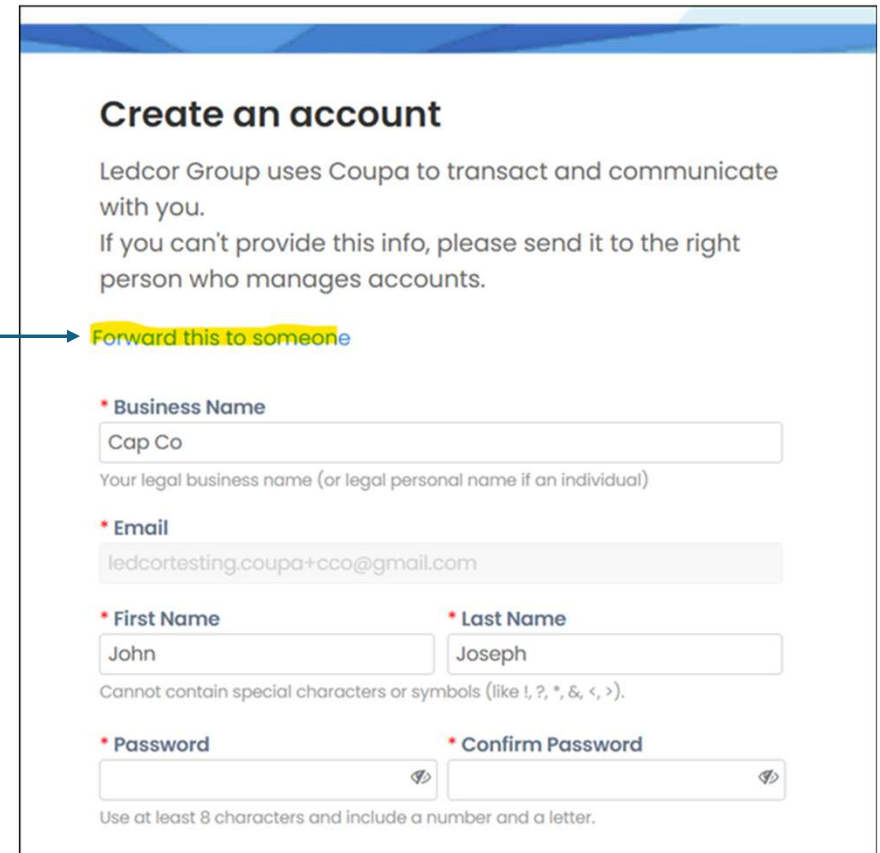
If you do not wish to sign up for the Coupa Supplier Portal, please contact supplierenablement@ledcor.com.

Welcome!



2. When you click the link to join, the “Forward this to someone” option is also available, click the blue letters.

3. Enter their email and click Forward.



Create an account

Ledcor Group uses Coupa to transact and communicate with you.
If you can't provide this info, please send it to the right person who manages accounts.

[Forward this to someone](#)

* **Business Name**

Your legal business name (or legal personal name if an individual)

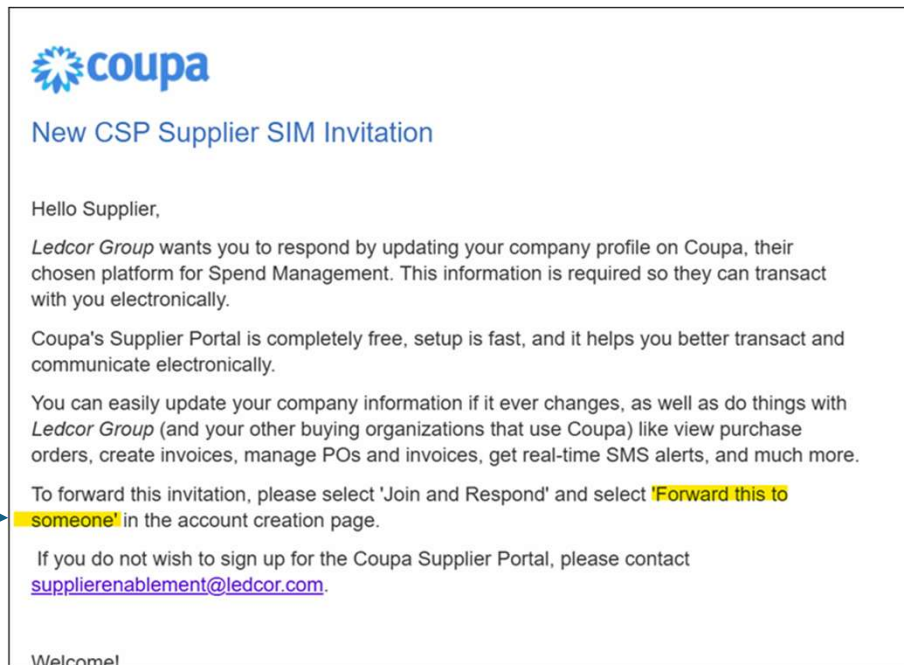
* **Email**


* **First Name** * **Last Name**
Cannot contain special characters or symbols (like !, ?, *, &, <, >).

* **Password** * **Confirm Password**
Use at least 8 characters and include a number and a letter.



4. When you select the Forward option and nominate a new email, they will receive same email as #1 (see below). And they also have the option to forward the invitation to someone else



 **coupa**

New CSP Supplier SIM Invitation

Hello Supplier,

Ledcor Group wants you to respond by updating your company profile on Coupa, their chosen platform for Spend Management. This information is required so they can transact with you electronically.

Coupa's Supplier Portal is completely free, setup is fast, and it helps you better transact and communicate electronically.

You can easily update your company information if it ever changes, as well as do things with *Ledcor Group* (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

To forward this invitation, please select 'Join and Respond' and select '**Forward this to someone**' in the account creation page.

If you do not wish to sign up for the Coupa Supplier Portal, please contact supplierenablement@ledcor.com.

Welcome!



Invitation links sent via CSP email **expire** after 30 days and are also invalidated if the inviter's account is deactivated.

If a customer sends an invitation to an inactive supplier user in CSP (a supplier already registered in Coupa but marked as inactive), the invitation will be rejected during processing.

To resolve this issue, the customer can either:

Ask the supplier to reactivate their CSP account, then resend the invitation, or

Send the invitation to a different email address associated with the same supplier.

For more information, see [Manage Users](#).



Thank you for using Coupa Supplier Portal!

If you need any additional assistance, please contact the Ledcor Supplier Enablement Team at:
supplier.enablement@ledcor.com

 **coupa** supplier portal



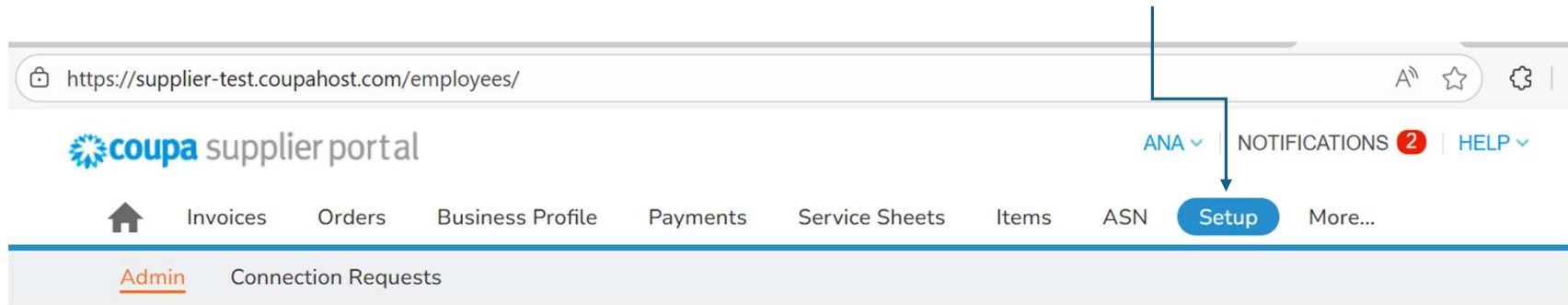
Coupa Supplier Portal (CSP)

Merge Supplier CSP Accounts Guide



Merge Supplier CSP account Guide – Account Merge Requester view

Sign in to your CSP account. On the home page, Click *Setup*.



Merge Supplier CSP account Guide – Account Merge Requester view

Admin Merge Requests

Click *Merge Requests*

Enter the email address of the owner of the account you want to merge.

Select *I am not a robot*. This may also include correctly completing a CAPTCHA.

Click *Request Merge*

The screenshot shows the 'Admin Merge Requests' page. On the left is a navigation menu with the following items: Users, Worker Portal Access, Merge Requests (highlighted in orange), Merge Suggestions, Requests to Join, Fiscal Representatives, sFTP Accounts, cXML Errors, and sFTP File Errors (to Customers). The main content area is titled 'Initiate Merge Request' and contains an email input field with 'coupa@coupamail.edu', an 'I'm not a robot' checkbox, a reCAPTCHA widget, a warning message about merging, and a 'Request Merge' button. Below this is a section for 'Open merge requests' which currently shows 'All clear! No open merge requests.' Blue arrows point from the text annotations to the 'Merge Requests' menu item, the email field, the 'I'm not a robot' checkbox, the 'Request Merge' button, and the 'Open merge requests' section.



Merge Supplier CSP account Guide – Account Merge Requester view

The next screen will display the details of the access you will obtain by selecting an **Account Owner*.

Scroll down to select *My Account* or *Their Account*.

Request Account Merge

You are requesting to merge your Coupa Supplier Portal account with [Flora Events Management](#). Choose who will become the owner of the merged account.

My Account

- My users
- My customers
- My payment information
- My public profile

Their Account

- Their users
- Their customers
- Their payment information
- Their public profile

Merged Account

As the account owner, they will administer

- All combined users
- All combined customers
- All combined payment information

I will administer only

- My users
- My customers
- My payment information

The merged account will use

- Their public profile

* Account Owner My Account Their Account

By choosing this option I understand that I will no longer be the account owner.



Merge Supplier CSP account Guide – Account Merge Requester view

Select *My Account*: To become the account owner of the merged accounts. Select *Their Account* to administer only your profile and assigned customers, you will no longer be the owner of the CSP account.

**Note For Recipient*: Enter a message to the recipient of this request. Select *I am not a robot*. This may also include correctly completing a CAPTCHA.

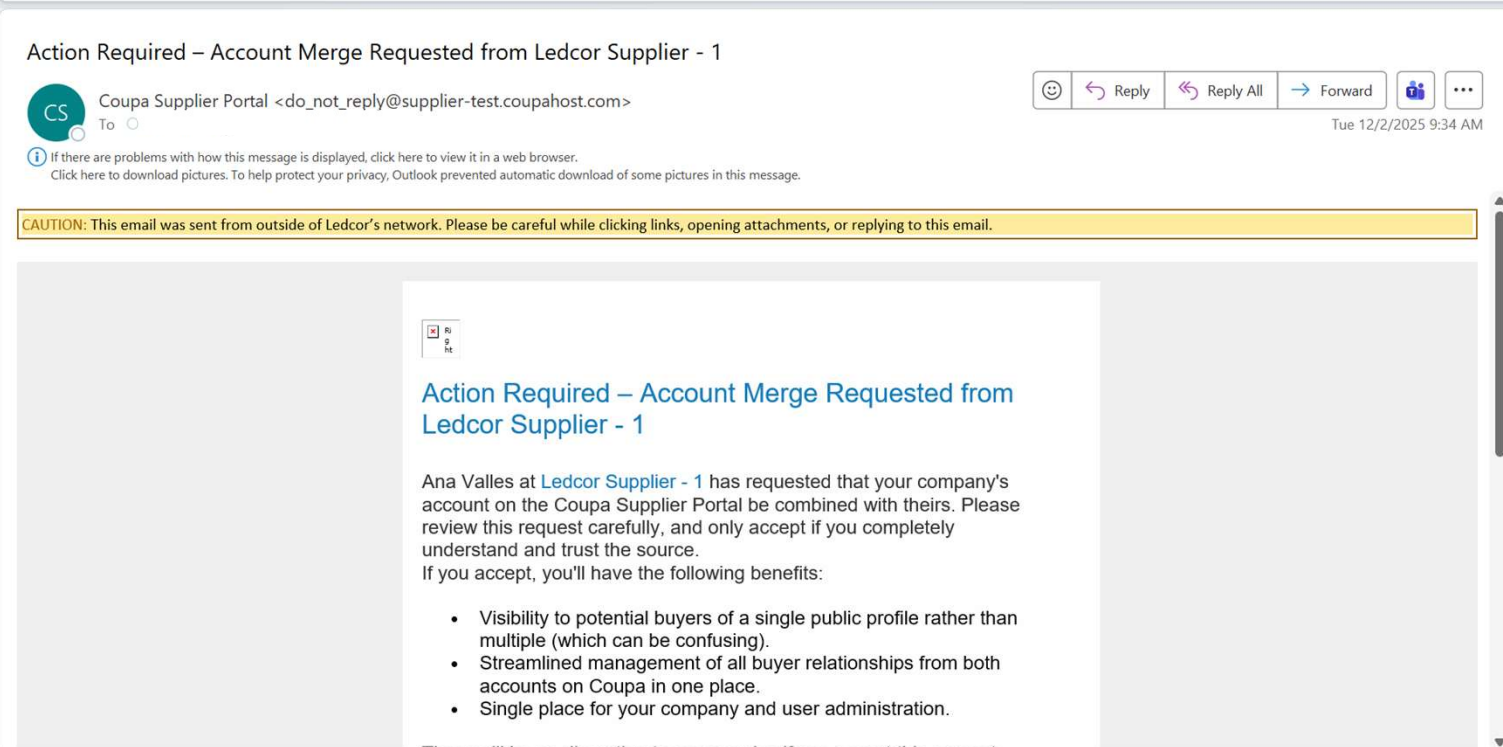
Click *Send Request*

The screenshot shows the 'Account Merge Requester view' interface. It features two columns of information: 'Their customers' (with icons for customers, payment info, and public profile) and 'Their payment information'. Below these is a section for 'Account Owner' with radio buttons for 'My Account' (selected) and 'Their Account'. A note below states: 'By choosing this option I understand that I will no longer be the account owner.' There is a text input field for '* Note For Recipient'. Below that is a CAPTCHA section with a checkbox for 'I'm not a robot' and a reCAPTCHA logo. A warning message with a yellow exclamation mark icon states: 'Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Before sending a merge request, confirm that this email address belongs to a user who is part of your organisation. Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)' At the bottom are 'Cancel' and 'Send Request' buttons. Blue arrows and brackets connect the text instructions to the corresponding UI elements.



Merge Supplier CSP account Guide – Recipients View

If email notifications are enabled, the recipient of this request will receive an email notification.



The screenshot shows an email interface with the following elements:

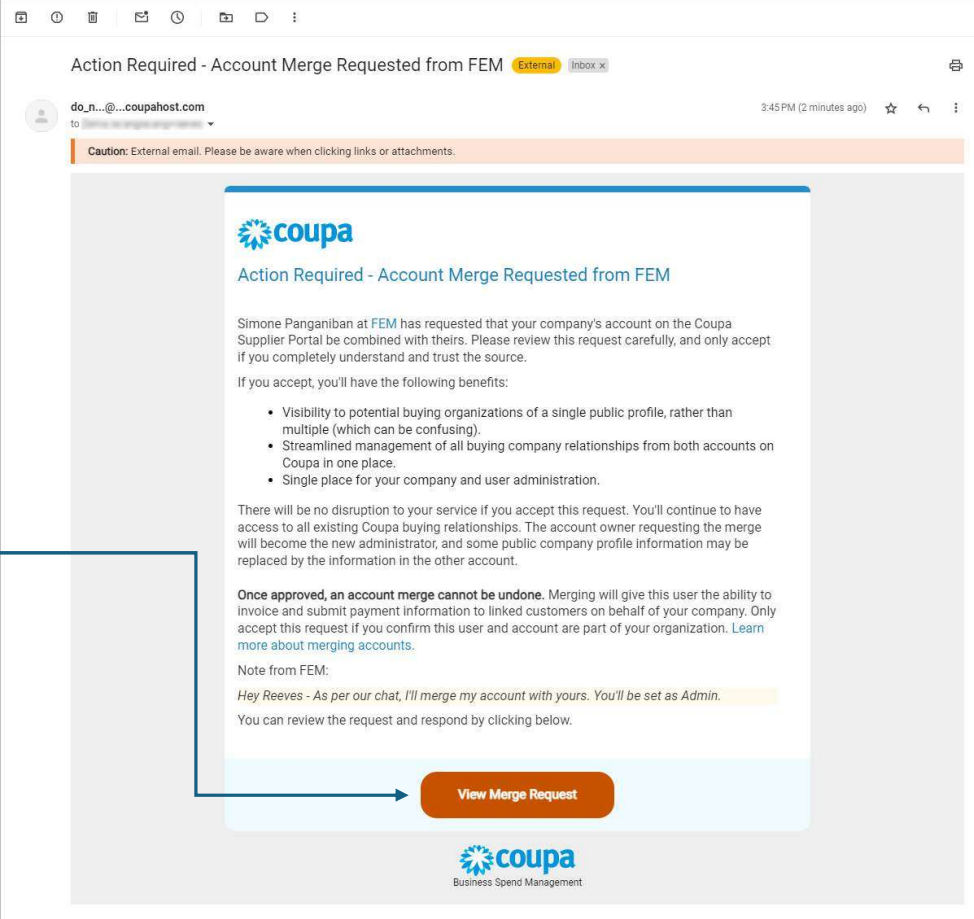
- Subject:** Action Required – Account Merge Requested from Leducor Supplier - 1
- Sender:** Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
- Recipient:** To [Redacted]
- Actions:** Reply, Reply All, Forward, and a share icon.
- Date:** Tue 12/2/2025 9:34 AM
- Warning:** CAUTION: This email was sent from outside of Leducor's network. Please be careful while clicking links, opening attachments, or replying to this email.
- Body Content:**
 - Subject:** Action Required – Account Merge Requested from Leducor Supplier - 1
 - Text:** Ana Valles at [Leducor Supplier - 1](#) has requested that your company's account on the Coupa Supplier Portal be combined with theirs. Please review this request carefully, and only accept if you completely understand and trust the source.
 - Text:** If you accept, you'll have the following benefits:
 - List of Benefits:**
 - Visibility to potential buyers of a single public profile rather than multiple (which can be confusing).
 - Streamlined management of all buyer relationships from both accounts on Coupa in one place.
 - Single place for your company and user administration.



Merge Supplier CSP account Guide – Recipients View

If email notifications are enabled, the recipient of this request will receive an email notification.

The recipient can click *View Merge Request* to go to the CSP.



The screenshot shows an email interface with the following content:

- Subject:** Action Required - Account Merge Requested from FEM
- Sender:** do_n...@...coupahost.com
- Time:** 3:45 PM (2 minutes ago)
- Warning:** Caution: External email. Please be aware when clicking links or attachments.
- Logo:** Coupa
- Section:** Action Required - Account Merge Requested from FEM
- Text:** Simone Panganiban at FEM has requested that your company's account on the Coupa Supplier Portal be combined with theirs. Please review this request carefully, and only accept if you completely understand and trust the source.
- Text:** If you accept, you'll have the following benefits:
- List of Benefits:**
 - Visibility to potential buying organizations of a single public profile, rather than multiple (which can be confusing).
 - Streamlined management of all buying company relationships from both accounts on Coupa in one place.
 - Single place for your company and user administration.
- Text:** There will be no disruption to your service if you accept this request. You'll continue to have access to all existing Coupa buying relationships. The account owner requesting the merge will become the new administrator, and some public company profile information may be replaced by the information in the other account.
- Text:** Once approved, an account merge cannot be undone. Merging will give this user the ability to invoice and submit payment information to linked customers on behalf of your company. Only accept this request if you confirm this user and account are part of your organization. [Learn more about merging accounts.](#)
- Text:** Note from FEM:
Hey Reeves - As per our chat, I'll merge my account with yours. You'll be set as Admin.
- Text:** You can review the request and respond by clicking below.
- Button:** View Merge Request
- Footer:** Coupa Business Spend Management



Merge Supplier CSP account Guide – Recipients View

The recipient can review the merge details including data access, users, and sender's original request message.

The recipient can enter a message to the sender in the *Add note for requester* field. The recipient must select *I recognize the email address above as a coworker at my company and I agree to merge*.

When ready, the recipient will click *Accept*.

If the recipient chooses not to merge, they will click *Reject*

The screenshot displays the 'Merge Request' interface. On the left, a sidebar lists various account management options. The main content area shows a dialog box with the following details:

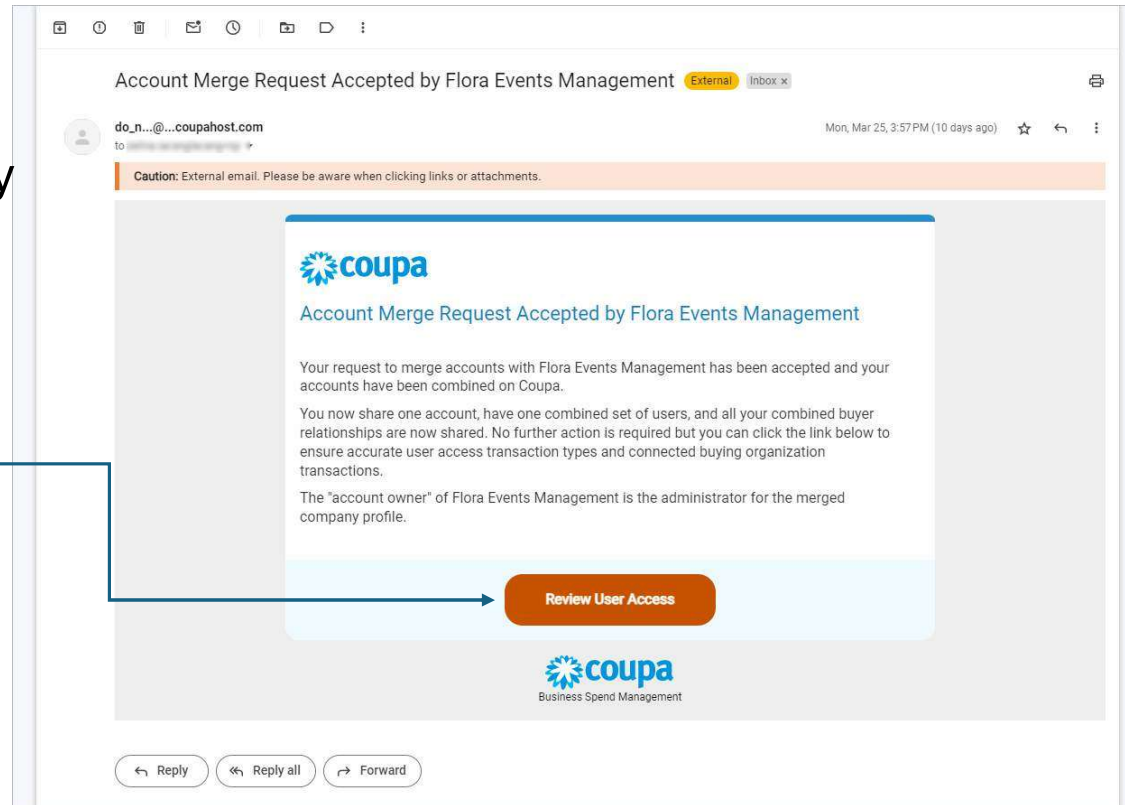
- Merge Request:** Simone Panganiban of FEM has requested to merge with your Coupa Supplier Portal account. By accepting this request, the administrator of Flora Events Management will become the new account owner.
- My Account:** My users, My customers, My payment information, My public profile.
- Their Account:** Their users, Their customers, Their payment information, Their public profile.
- Merged Account:** As the account owner, I will administer: All combined users, All combined customers, All combined payment information. They will administer only: Their users, Their customers, Their payment information. The merged account will use: My public profile.
- Users with access to merged account:** Reeves Martinez (reeves@fem.com)
- Note from requester:** Hey Reeves - As per our chat, I'll merge my account with yours. You'll be set as Admin.
- Add note for requester:** Yep - thanks Simon!
- Agreement:** I recognize the email address above as a coworker at my company, and I agree to merge.
- Warning:** Merging will join the accounts and give all combined users the ability to invoice and submit payment information to linked customers on behalf of your company. Only accept this request if you confirm this user is part of your organization. Once approved, an account merge cannot be undone. [Learn more about merging accounts.](#)
- Buttons:** Cancel, Reject, Accept.



Merge Supplier CSP account Guide – Account Merge Requester

The sender will receive notification when the request has been accepted by recipient.

Click *Review User Access* to go to the CSP.



Merge Supplier CSP account Guide – Merge Finalized

In CSP, Click on *Setup*
Click on *Admin*,
And, in the *Users*
section you can see
differences in
permissions and
customer access.

You can edit any users'
details by clicking *Edit*.

The screenshot shows the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home', 'Profile', 'Forecasts', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Payments', 'Business Performance', and 'Sourcing'. Below this, a secondary navigation bar has 'Admin' selected, with 'Customer Setup' and 'Connection Requests' also visible. The main content area is titled 'Admin Users' and features a left-hand sidebar with various administrative options like 'Merge Requests', 'Legal Entity Setup', and 'sFTP Accounts'. The main table displays user information, including names, email addresses, and status. Two users are listed: Reeves Martinez and Simone Panganiban. Each user entry has an 'Edit' button next to it. The table also shows the permissions assigned to each user and the customer access they have.

Users	Permissions	Customer Access
Reeves Martinez reeves@fem.com Status: Active Edit	ASNs Admin Business Performance Catalogs Early Payments Forecast Planner Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service/Time Sheets Sourcing	Monster Foods - Flora Events Management Monster Foods - FEM
Simone Panganiban simone@fem.com Status: Active Edit	ASNs Admin Business Performance Catalogs Early Payments Forecast Planner Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service/Time Sheets Sourcing	Monster Foods - FEM



Thank you for using CSP!

If you need any additional support, please contact the Ledcor
Supplier Enablement Team at:
supplier.enablement@ledcor.com

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Add and Edit Users or Roles



Manage CSP Roles

The *Admin* page in the *Setup* tab lists all CSP users and their permissions.

When assigning or updating access:

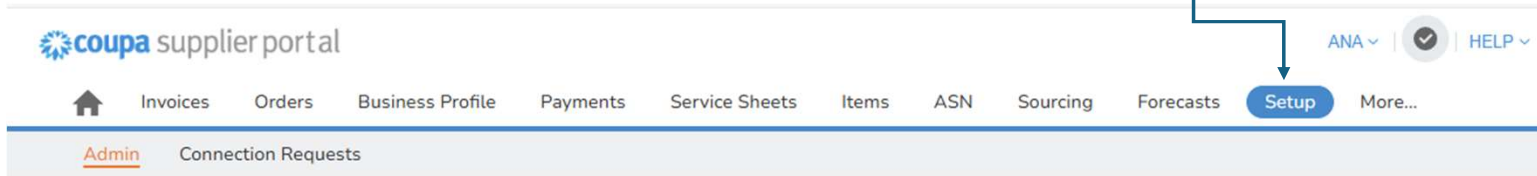
- Align permissions with job roles. Limit actions like creating invoices, accessing service and time sheets, or managing the *Setup* or *Payments* tabs to appropriate users.
- Control customer access. Grant users access only to the customers they need, whether all, a few, or just one.
- Review access regularly. Audit user permissions to ensure they remain appropriate for each role.

To stay informed of changes, you can set up notifications for events such as:

- New account access
- Payment access granted to a user
- New customer connections created



Sign in to your CSP account. On the home page, Click *Setup*.



Only users with *Admin* permission can access the *Setup* tab. From there, you can manage sensitive company information such as legal entities, early payment discounts, and more.

Admin Users

- Users
- Worker Portal Access
- Merge Requests
- Merge Suggestions
- Requests to Join
- Fiscal Representatives
- sFTP Accounts
- cXML Errors
- sFTP File Errors (to Customers)

User name	Email	Status	Permissions	Customer Access	Purpose	Actions
Ana Valles		Active	ASNs Admin Catalogues Community Contracts Early Payments Forecast Planner Hidden, Private and Public Inventory Invoices Order Changes Order Line Confirmation Orders Payment Method Admin Payments Profiles Service Sheets Sourcing Supplier Dashboard	ledcor-test	Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	Edit

Per page 5 | 10 | 15



1. Add or Invite a User



Admin Users

- Users
- Worker Portal Access
- Merge Requests
- Merge Suggestions
- Requests to Join
- Fiscal Representatives
- sFTP Accounts
- cXML Errors
- sFTP File Errors (to Customers)

Invite User View All Search

User name	Email	Status	Permissions	Customer Access	Purpose	Actions
Ana Valles		Active	ASNs Admin Catalogues Community Contracts Early Payments Forecast Planner Hidden, Private and Public Inventory Invoices Order Changes Order Line Confirmation Orders Payment Method Admin Payments Profiles Service Sheets Sourcing Supplier Dashboard	ledcor-test	Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	Edit

Click *Invite User*

The *Invite User* pop-up window will open.



Complete the fields on the **Invite User** pop-up window.

Click the information icons below to learn more.

Provide the user access to all the *Permissions* and *Customers* applicable.

The screenshot shows a web browser window titled "Invite User". The form is divided into several sections:

- User Information:** Contains input fields for "First Name", "Last Name", and "Email". Below these is a "Purpose" dropdown menu with a blue information icon and the text "Select Some Options".
- Phone Number:** Contains a "Country/Region" dropdown menu, an "Area Code" input field, a "Number" input field, and an "Extension" input field.
- Permissions:** A section with a blue information icon containing a list of permissions, each with a checked checkbox:
 - All
 - Admin
 - Orders
 - All
 - Restricted Access to Orders
 - Invoices
 - Catalogues
 - Profiles
 - ASNs
 - Service Sheets
 - All
 - Restricted Access to Service Sheets
 - Payments
 - Order Changes
 - Early Payments
 - Sourcing
 - Private and Public
- Customers:** A section with a blue information icon containing a list of customers, each with a checked checkbox:
 - All
 - ledcor-test

Blue arrows from the text on the left point to the "User Information" section, the "Purpose" dropdown, the "Permissions" section, and the "Customers" section.



Scroll down to see the full list permissions.

Click *Send Invitation*



—

- Orders
 - All
 - Restricted Access to Orders
- Invoices
- Catalogues
- Profiles
- ASNs
- Service Sheets
 - All
 - Restricted Access to Service Sheets
- Payments
- Order Changes
- Early Payments
- Sourcing
 - Private and Public
 - Hidden, Private and Public
- Community
- Order Line Confirmation
- Forecast Planner
- Workers
 - View
 - Manage
- Worker Assignments
 - View
 - Manage
- Inventory
- Supplier Dashboard
- Contracts
 - View
 - Manage
- Payment Method Admin

Cancel

The invited user will receive an email like the one below to accept the invitation and join the CSP.



Action Required – Join the Coupa Supplier Portal

Hi Ana

A coworker invited you to join their account on Coupa. Once you have registered, you can view and manage purchase orders, create and manage invoices, get real-time SMS alerts for these transactions and much more.

Find out more using the links below, and use the button to register. Welcome!

[Join Coupa Supplier Portal](#)



Business Spend Management



2. Edit Users



From the Admin page, locate the user whose permissions you would like to edit.

Admin Users

Users

Worker Portal Access

[Merge Requests](#)

[Merge Suggestions](#)

[Requests to Join](#)

[Fiscal Representatives](#)

[sFTP Accounts](#)

[cXML Errors](#)

[sFTP File Errors \(to Customers\)](#)

Invite User						
View All <input type="text" value="Search"/>						
User name	Email	Status	Permissions	Customer Access	Purpose	Actions
Ana Valles		Active	ASNs Admin Catalogues Community Contracts Early Payments Forecast Planner Hidden, Private and Public Inventory Invoices Order Changes Order Line Confirmation Orders Payment Method Admin Payments Profiles Service Sheets Sourcing Supplier Dashboard	ledcor-test	Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	Edit

Per page 5 | 10 | 15

Click *Edit*

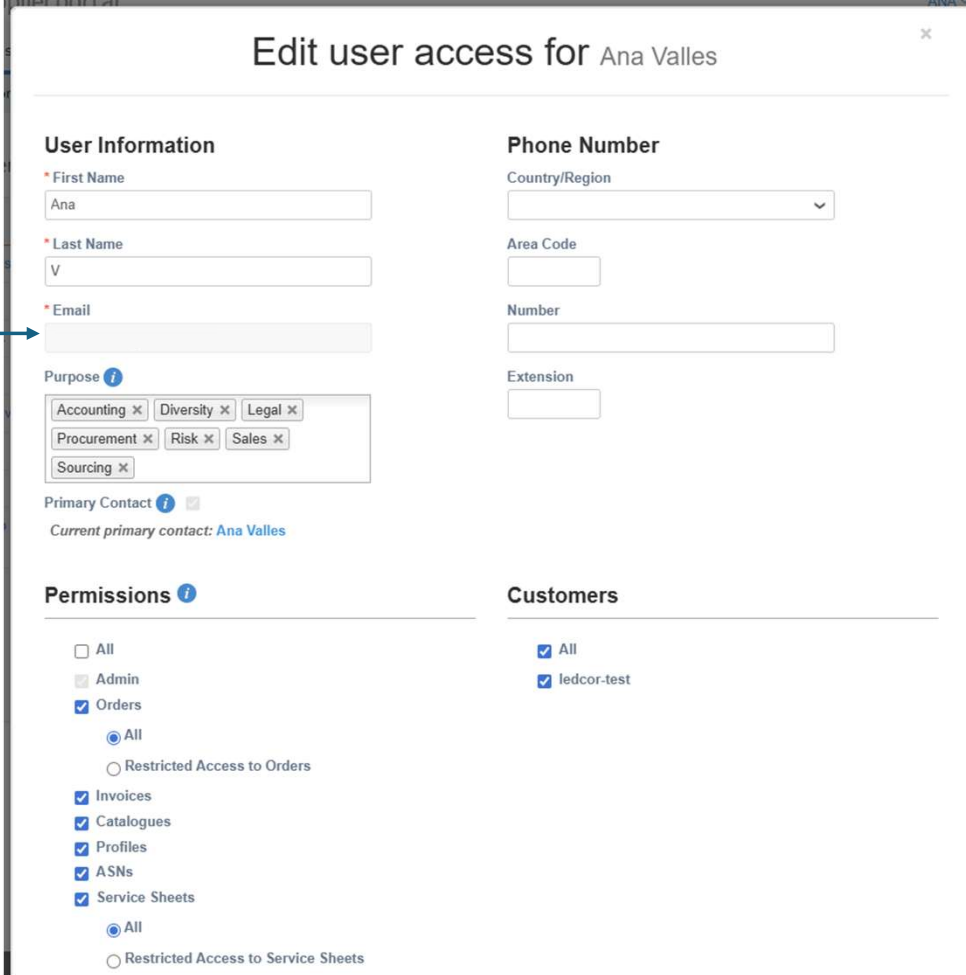
The *Edit user* access pop-up window will open and is like the *Invite User* pop-up window.

From the pop-up window you can:

- Change the first and/or last name of the user.
- Enable or disable permissions.
- Enable or disable their access to a customer.
- Deactivate or reactivate the user.

Update an Email Address

The *Email address* field is grayed out from this window.



Edit user access for Ana Valles

User Information

* First Name
Ana

* Last Name
V

* Email
[Grayed out]

Purpose ⓘ

Accounting x Diversity x Legal x
Procurement x Risk x Sales x
Sourcing x

Primary Contact ⓘ
Current primary contact: Ana Valles

Phone Number

Country/Region
[Dropdown]

Area Code
[Text]

Number
[Text]

Extension
[Text]

Permissions ⓘ

All
 Admin
 Orders
 All
 Restricted Access to Orders
 Invoices
 Catalogues
 Profiles
 ASNs
 Service Sheets
 All
 Restricted Access to Service Sheets

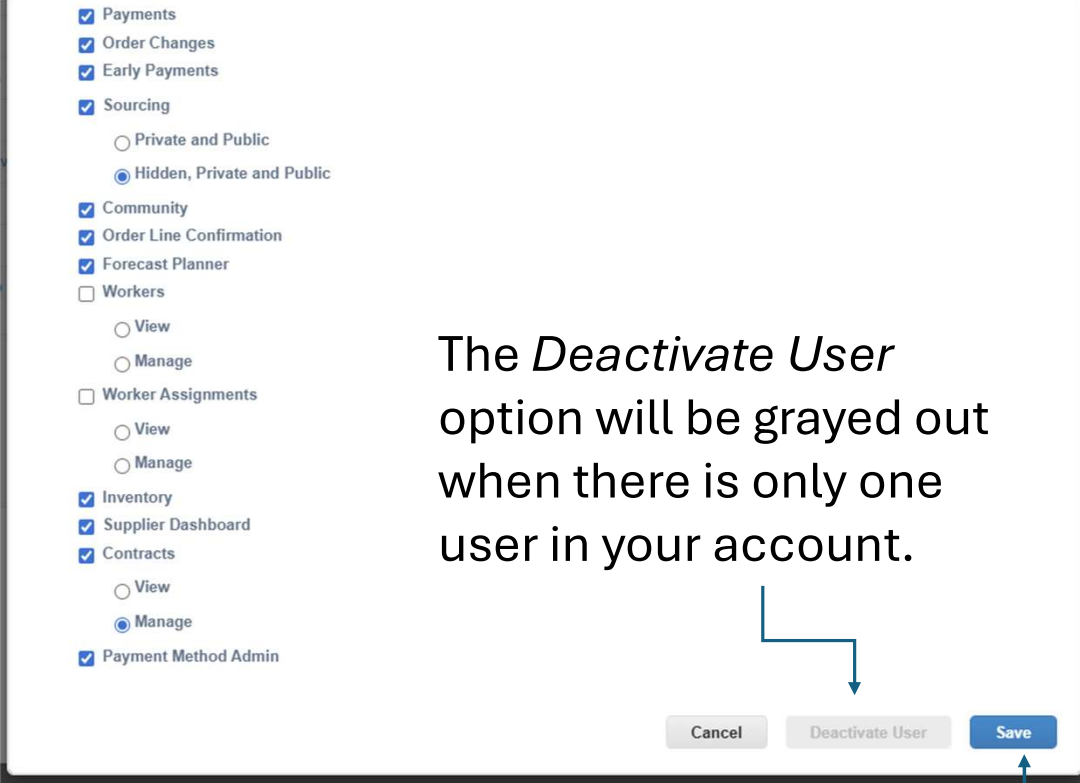
Customers

All
 ledcor-test



If the email address needs to be updated:

1. You must send an invitation to the user's updated email address. This will add the updated email address as an additional user.
2. Deactivate the user with the outdated email address from the *Edit user* access pop-up window.



The screenshot shows a user management interface with the following permissions and options:

- Payments
- Order Changes
- Early Payments
- Sourcing
 - Private and Public
 - Hidden, Private and Public
- Community
- Order Line Confirmation
- Forecast Planner
- Workers
 - View
 - Manage
- Worker Assignments
 - View
 - Manage
- Inventory
- Supplier Dashboard
- Contracts
 - View
 - Manage
- Payment Method Admin

At the bottom of the interface, there are three buttons: **Cancel**, **Deactivate User** (which is grayed out), and **Save** (which is blue and active). A blue arrow points from the text above to the **Deactivate User** button, and another blue arrow points from the **Save** button to the text below.

The *Deactivate User* option will be grayed out when there is only one user in your account.

Once the changes are complete click **Save**.



Inactive CSP User Accounts

A user's CSP account status will automatically change to *Inactive* if:

- They have not verified their account for six months or,
- If they have not logged in to the CSP for more than 90 days.

When the user tries to log in to the CSP, an email is sent with instructions on how to reactivate their account.



Thank you for using CSP!

If you need any additional assistance, please contact the Ledcor
Supplier Enablement Team at:
supplier.enablement@ledcor.com

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Share a Payment Method on the CSP.

 **coupa** supplier portal



Notes:

Please share **only payment methods in USD or CAD** with Ledcor.

If you have previously shared payment methods with Ledcor in any other currency, please unshare them.

Instructions on how to unshare payment methods are included in this guide.

We will also provide instructions on how to create a new payment method.

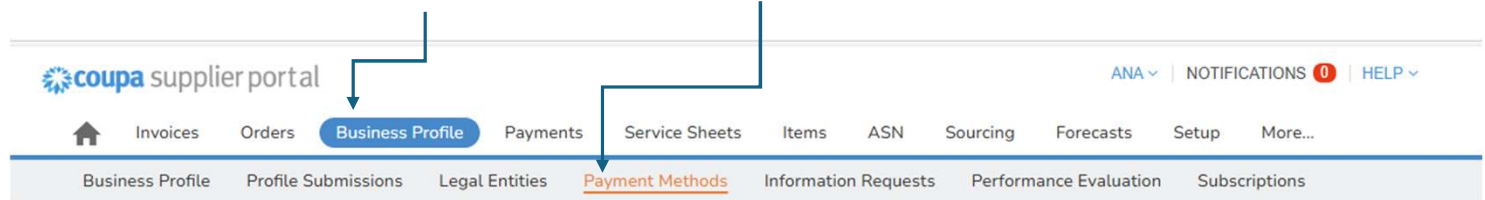
However, please ensure that the payment method you share with Ledcor matches the one provided in the Supplier Questionnaire (Form 1B).



Share a Payment Method on the CSP.

1. Log in to Coupa Supplier Portal and from the Home page click on *Business Profile*

2. A second row of tabs will open, click on *Payment Methods*



3. The list of your payment methods will open.

Payment Methods

Add Payment Method ▾

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
Bank Transfer	Company Test US Bank	United States	USD	STORE OF GOOD SUPPLIES INC	ledcor-test	Active	
Bank Transfer	Company Test RBC Bank - Vancouver	Canada	CAD	STORE OF VERY GOOD SUPPLIES - Vancouver	ledcor-test	Active	
Bank Transfer	Company Test Bank Info RBC	Canada	CAD	STORE OF VERY GOOD SUPPLIES (ONTARIO)	ledcor-test	Active	

Per page 5 | 10 | 20



Payment Methods

Add Payment Method



Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
 Bank Transfer	Company Test US Bank	United States	USD	STORE OF GOOD SUPPLIES INC		Active	    Share Payment Method
 Bank Transfer	Company Test RBC Bank - Vancouver	Canada	CAD	STORE OF VERY GOOD SUPPLIES - Vancouver		Active	   
 Bank Transfer	Company Test Bank Info RBC	Canada	CAD	STORE OF VERY GOOD SUPPLIES (ONTARIO)		Active	   

Per page 5 | 10 | 20

4. Click the *Share Payment Method* button



The next window will open with the list of your customers linked in Coupa.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile' (selected), 'Payments', 'Service Sheets', 'Items', and 'ASN'. Below this, a secondary navigation bar has 'Business Profile', 'Profile Submissions', 'Legal Entities', 'Payment Methods' (selected), and 'Information Request'. The main content area is titled 'Payment Methods' and features an 'Add Payment Method' button. A table lists three payment methods:

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared W
Bank Transfer	Company Test US Bank	United States	USD	STORE OF GOOD SUPPLIES INC	
Bank Transfer	Company Test RBC Bank - Vancouver	Canada	CAD	STORE OF VERY GOOD SUPPLIES - Vancouver	
Bank Transfer	Company Test Bank Info RBC	Canada	CAD	STORE OF VERY GOOD SUPPLIES (ONTARIO)	

At the bottom of the table, there is a 'Per page' selector with options 5, 10, and 20.

The screenshot shows a 'Share Payment Method' dialog box. At the top, there is a search bar. Below it, the 'Customer' is identified as 'Company Test US Bank'. A 'Select All' checkbox is present and is currently unchecked. Below that, a list of customers is shown, with 'ledcor-test' selected, indicated by a checked checkbox. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Share Payment Method'. A blue arrow points from the 'Share Payment Method' button to the text '7. Click Share Payment Method'.

6. Check the box to share your payment method with Ledcor.




7. Click *Share Payment Method*

The confirmation message will display, and you have shared your payment method with Ledcor.

Payment Methods

✔ Sharing process for Company Test US Bank has started. We will notify you by email if there are any issues with the sharing. ✕

Add Payment Method ▾ 🔍 Search

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
 Bank Transfer	Company Test US Bank	United States	USD	STORE OF GOOD SUPPLIES INC	ledcor-test	Active	↔ ⚙️ 🗑️
 Bank Transfer	Company Test RBC Bank - Vancouver	Canada	CAD	STORE OF VERY GOOD SUPPLIES - Vancouver		Active	✎ ↔ ⚙️ 🗑️
 Bank Transfer	Company Test Bank Info RBC	Canada	CAD	STORE OF VERY GOOD SUPPLIES (ONTARIO)		Active	✎ ↔ ⚙️ 🗑️

Per page 5 | 10 | 20



















Unshare a Payment Method on the CSP.

1. Locate the payment method you wish to unshare and click on *Manage Linked Customers* button

Payment Methods

Add Payment Method ▾


Search

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
 Bank Transfer	Company Test US Bank	 United States	USD	STORE OF GOOD SUPPLIES INC	ledcor-test	Active	   
 Bank Transfer	Company Test RBC Bank - Vancouver	Canada	CAD	STORE OF VERY GOOD SUPPLIES - Vancouver		Active	   
 Bank Transfer	Company Test Bank Info RBC	Canada	CAD	STORE OF VERY GOOD SUPPLIES (ONTARIO)		Active	   

Per page 5 | 10 | 20



Linked Customers

Customer Name	Address	Date Added	Sharing Status	Actions
ledcor-test		2026-02-18	Failed To Share	

Per page 5 | 10 | 20

Unshare Payment Method

Cancel

2. Click *Unshare Payment Method* on the Actions column for the Customer Ledcor.

3. Click *Confirm*

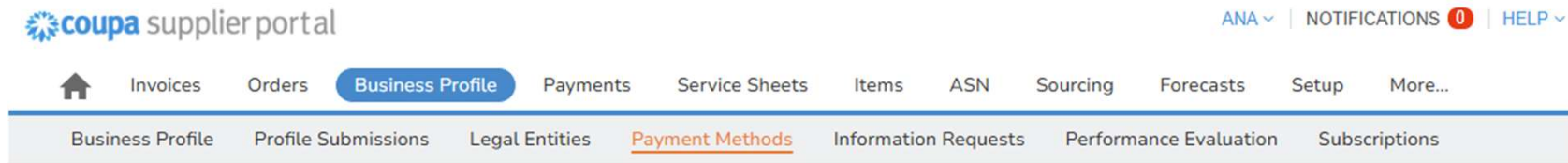
Alert: Unsharing a Payment Method with a Customer

Removing a customer from a payment method will disrupt their ability to make payments to you. Please proceed only if you no longer wish to receive payments from this customer to Company Test US Bank . Are you sure you want to remove this customer from paying you to Company Test US Bank ?

Cancel **Confirm**

Your Payment method will be now unshared.

Create a New Payment Method on the CSP.



1. Click on *Add Payment Method*.

2. Click on *Bank Transfer*.

Payment Methods

The screenshot shows the 'Payment Methods' page. At the top left, there is a button labeled 'Add Payment Method' with a dropdown arrow, highlighted with a red box. Below it, a dropdown menu is open, showing 'Bank Transfer' and 'Virtual Card', with 'Bank Transfer' highlighted by a red box. To the right of the button is a search bar with a search icon and a magnifying glass icon.

	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
	Company Test US Bank	United States	USD	STORE OF GOOD SUPPLIES INC		Active	
	Company Test RBC Bank - Vancouver	Canada	CAD	STORE OF VERY GOOD SUPPLIES - Vancouver		Active	
	Company Test Bank Info RBC	Canada	CAD	STORE OF VERY GOOD SUPPLIES (ONTARIO)		Active	

At the bottom left of the table area, there is a pagination control: 'Per page 5 | 10 | 20'.



It will display the next window where you will be able to select your Legal Entity.

3. Select the *Legal Entity* related to that bank account


Additional fields will open to share the bank details.

Add Payment Method ✕

Linked Legal Entity *

- STORE OF GOOD SUPPLIES INC
- STORE OF VERY GOOD SUPPLIES - Vancouver
- STORE OF VERY GOOD SUPPLIES (ONTARIO)
- Store of very good supplies
- STORE OF VERY GOOD SUPPLIES

Cancel Save





4. Fill out all the mandatory fields marked with a (*) red asterisk, with your bank account information.

Note that your 9-digit Routing Number must be a 0, then 3-digit institution number, then 5-digit branch number

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ	Beneficiary Legal Name * ⓘ
<input type="text"/>	<input type="text" value="STORE OF VERY GOOD SUPPLIES (ONTARI"/>
Bank Branch Country / Region *	Bank Account Currency *
<input type="text" value="Canada"/>	<input type="text" value="CAD"/>
Bank Branch State / Province *	Bank Name *
<input type="text"/>	<input type="text"/>
Account Number *	Routing Number * ⓘ
<input type="text" value="7-12 digits"/>	<input type="text" value="9 digits"/>
SWIFT / BIC Code ⓘ	Branch Code ⓘ
<input type="text" value="8 or 11 characters"/>	<input type="text"/>

Additional Information

Bank Branch Address

5. Click Save



Thank you for sharing your payment method in the CSP!

If you need any additional support, please contact the Ledcor Supplier Enablement Team at:

supplier.enablement@ledcor.com

 **coupa** supplier portal

