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Need help? Book a Microsoft Teams meeting with **Supplier Enablement Support**.



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 Coupa

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 in
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*



Create an account

ledcor-test 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
Store of very good supplies
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.

* Country/Region * Tax Registration i

☒ I do not have a Tax ID

* Reason

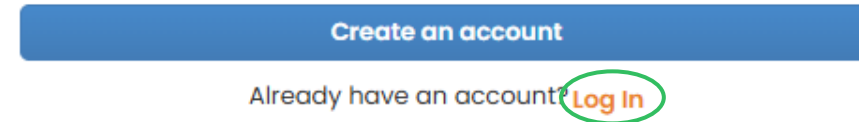
☒ I accept the [Privacy Policy](#) and [Terms of Use](#)

Create an account

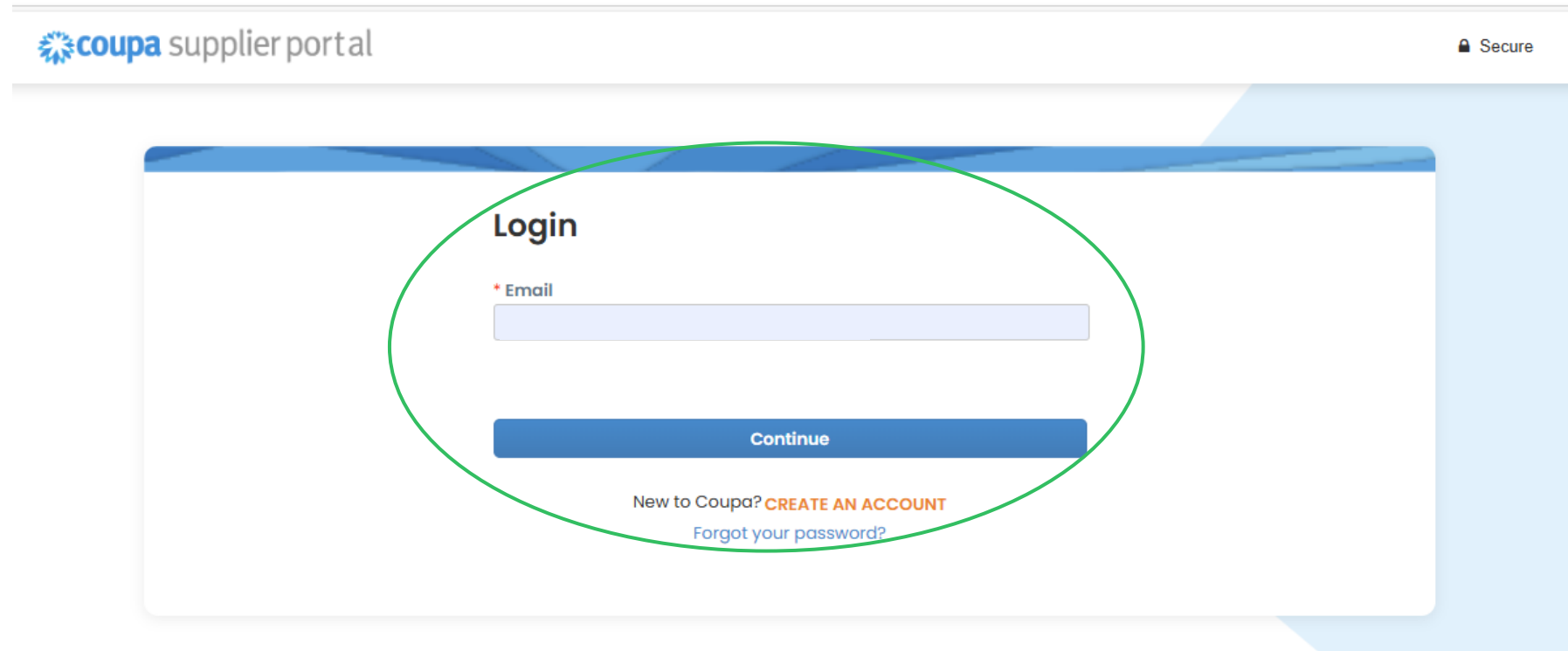
Already have an account? [Log In](#)

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.

A screenshot of the Coupa supplier portal login page. The header shows the 'coupa supplier portal' logo and a 'Secure' status. The main content area is titled 'Login' and contains a green-outlined box around the login form. Inside the box, there is a label '* Email' above a text input field, and a blue 'Continue' button below it. Below the input field, there are links for 'New to Coupa? CREATE AN ACCOUNT' and 'Forgot your 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.

* Country/Region
Canada ▼

* Tax ID ⓘ
123456789

Cannot be empty

☐ I do not have a Tax ID

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

Create an account

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

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

* Country/Region
United States ▼

* Tax ID ⓘ
123456789

☐ I do not have a Tax ID

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

Create an account

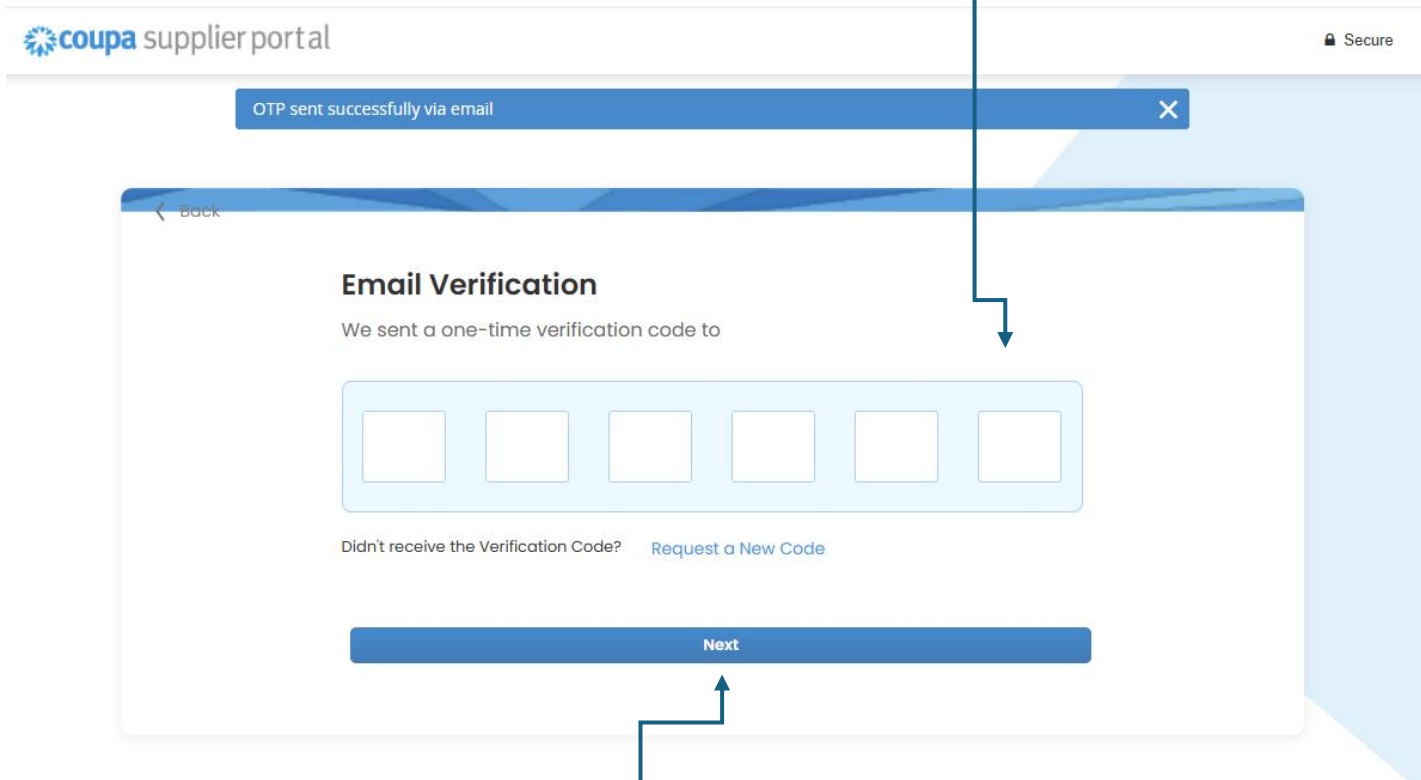
Already have an account? [Log In](#)

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

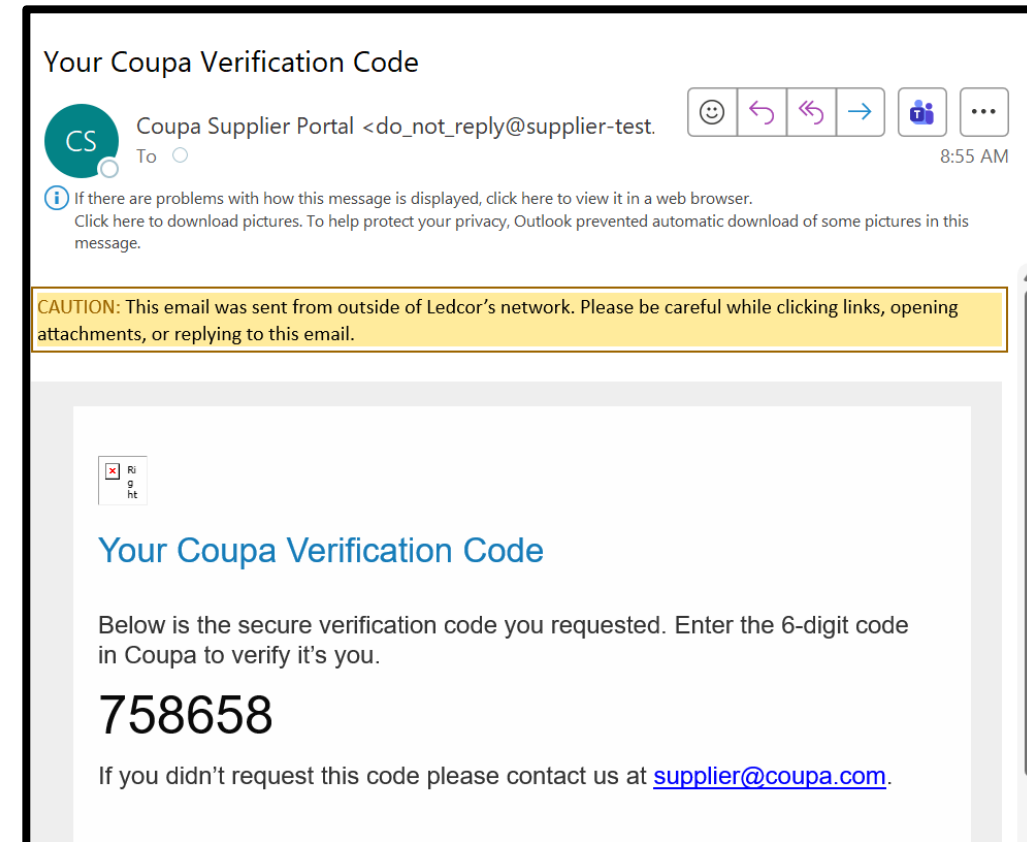
Email Verification

We sent a one-time verification code to

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

Next

Click *Next*



Your Coupa Verification Code

Coupa Supplier Portal <do_not_reply@supplier-test.>
To

8:55 AM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email was sent from outside of Ledcor's network. Please be careful while clicking links, opening attachments, or replying to this email.

Your Coupa Verification Code

Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify it's you.

758658

If you didn't request this code please contact us at supplier@coupa.com.

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.

 coupa supplier portal

Join an Existing Account?
Provide any of the additional info to get better suggestions.

☒ View existing accounts matching the email domain **ledcor.com**

Business Name

Country/Region

Address Line 1

City State Postcode

Tax ID DUNS Number

☐ No, continue creating a new account

Next

 coupa supplier portal Secure

Join an Existing Account?
Provide any of the additional info to get better suggestions.

☐ View existing accounts matching the email domain **ledcor.com**

Business Name

Country/Region

Address Line 1

City State Postcode

Tax ID DUNS Number

☒ No, continue creating a new account

Next

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*



coupa supplier portal

ANA | NOTIFICATIONS 1 | HELP

Invoices Orders **Business Profile** Service Sheets Items ASN Sourcing Forecasts Catalogues Community Setup More...

Business Profile Profile Submissions Legal Entities Payment Methods Information Requests Performance Evaluation

Action Required

Onboarding for ledcor-test (Coupa Supplier Portal)

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

1 Account Details
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Primary Address

* Country/Region	* Address Line 1	Address Line 2
		(+)
* City	* State	* Postcode

Save and Next

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, a green banner states 'Primary Address saved successfully'. Below this, a progress bar shows two steps: 'Account Details' (completed) and 'Payment Methods' (current step). The 'Payment Method (Virtual Card)' section contains a 'Virtual Card' heading, a description, and two input fields: 'Payment Method Name' and 'Email Address'. There is an unchecked checkbox for 'Process credit cards automatically'. At the bottom, there is an unchecked 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. In the bottom right corner, a blue button labeled 'Save and Next' is circled in green. The background shows the Coupa portal navigation menu with options like Invoices, Orders, Business Profile, Service Sheets, Items, ASN, Sourcing, Forecasts, Catalogues, Community, Setup, and Contacts.

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. It has a progress bar at the top with two steps: 'Account Details' (marked with a blue checkmark) and 'Payment Methods' (marked with a blue '2'). Below the progress bar, the 'Payment Method (Bank Account)' section is active. It contains several form fields: 'Payment Method Name' (marked with a red asterisk), 'Bank Account Country/Region' (dropdown menu with 'Canada' selected, marked with a red asterisk), 'State' (dropdown menu, marked with a red asterisk), 'Bank Account Currency' (dropdown menu with 'CAD' selected, marked with a red asterisk), 'Beneficiary Name', 'Bank Name', 'Account Number' (marked with an information icon), 'Confirm Account Number', and 'Routing Number/Sort Code' (marked with an information icon). At the bottom, there is a checkbox labeled 'My company expects to receive urgent/wire payments'. The background shows a sidebar with navigation links like 'Company', 'Tax ID', 'Products', 'DUNS', 'Areas Se', and 'Conta'.

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

Business

Remittance Email ⓘ

Remit-To Code ⓘ

Supporting Documents ⓘ

Drop or Browse Files

Browse

☐ 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.

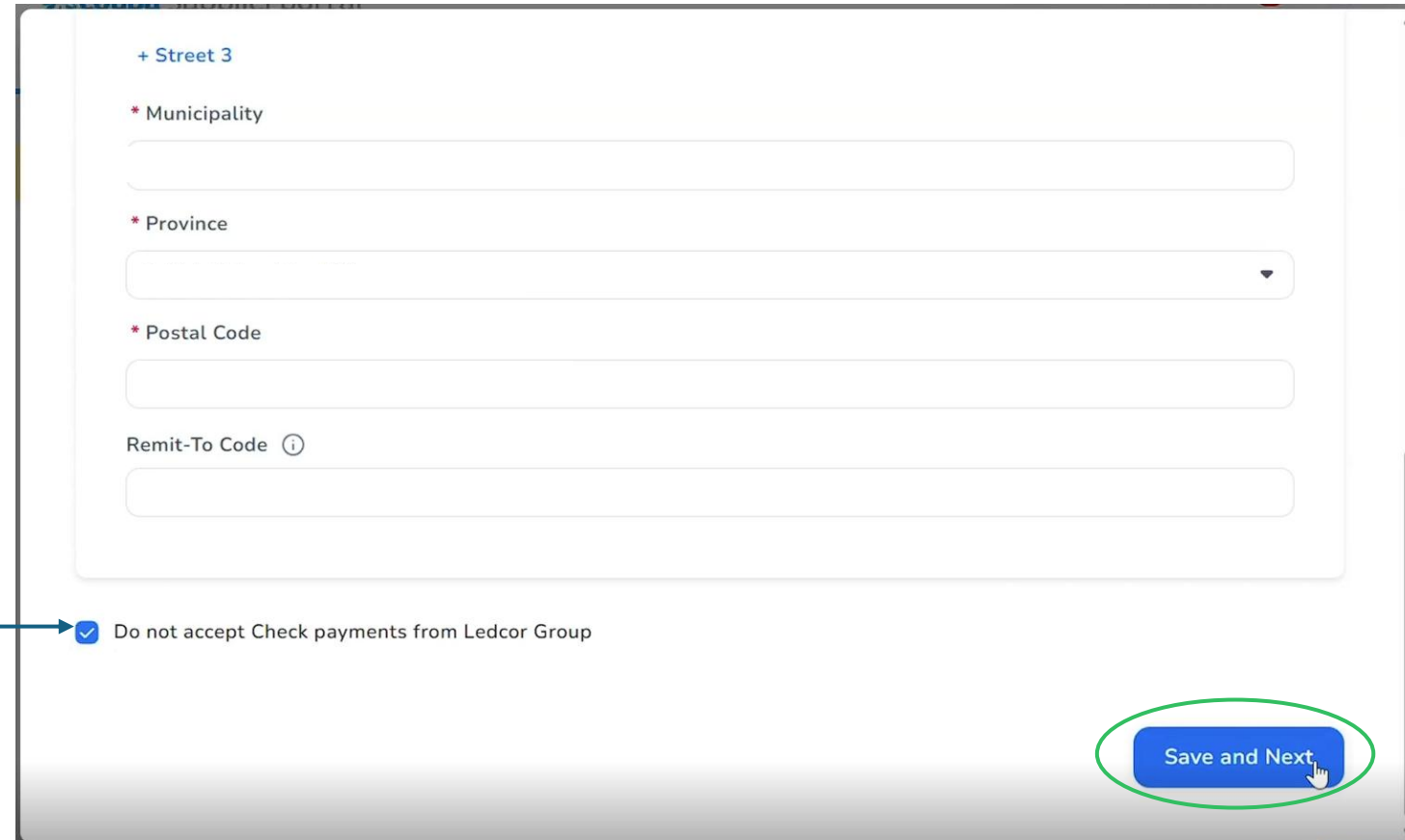
Scroll down

The screenshot shows the 'Onboarding for ledcor-test (Coupa Supplier Portal)' page. It has a progress bar with two steps: '1 Account Details' (completed) and '2 Payment Methods' (current step). Under 'Payment Methods', there are options for 'Virtual Card', 'Bank Transfer', and 'Remit-To Address'. The 'Remit-To Address' section is expanded, showing a form with the following fields: 'Payment Method Name' (required, marked with a red asterisk and an info icon), 'Country/Region' (a dropdown menu), 'Street 1' (required, marked with a red asterisk), 'Street 2' (optional), '+ Street 3' (optional, with a plus icon), 'Municipality' (required, marked with a red asterisk), and 'Province' (required, marked with a red asterisk). The background shows a sidebar with navigation links like 'Company', 'Tax ID', 'Products', 'DUNS', 'Areas', and 'Contact'.

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*



The screenshot shows a web form for setting up payment options. It includes several input fields: a text field for '+ Street 3', a text field for '* Municipality', a dropdown menu for '* Province', a text field for '* Postal Code', and a text field for 'Remit-To Code' with an information icon. Below these fields is a checkbox labeled 'Do not accept Check payments from Ledcor Group', which is checked. A blue arrow points from the text 'If you do not support Check payments, you can click on the check box Do not accept Check payments from Ledcor' to this checkbox. In the bottom right corner, a blue button labeled 'Save and Next' is circled in green, with a hand cursor icon over it. A blue arrow points from the text 'Click Save and Next' to this button.

+ 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's "Subscriptions" page. The page shows three subscription options: "Registered" (Free), "Coupa Verified" (\$549/year), and "Coupa Advanced" (\$4,800/year). The "Registered" option is highlighted with a green circle around the word "Free" and a green circle around the "Continue" button. A blue arrow points from the text "click Continue on the left side option." to the "Continue" button. The "Coupa Verified" option has a blue "Purchase Verified" button. The "Coupa Advanced" option has a blue "Purchase Advanced" button. At the bottom right, there are two buttons: "Cancel" and "Save and Next", with the latter circled in green. The background shows the Coupa portal navigation menu with "Business Profile" selected.

coupa supplier portal

ANA | NOTIFICATIONS 1 | HELP

Invoices Orders **Business Profile** Service Sheets Items ASN Sourcing Forecasts Catalogues Community Setup More...

Business Profile Profile Submissions Legal Entities Payment Methods Information Requests Performance Evaluation

Subscriptions

Registered

Easily do business with customers who use Coupa

Free

Registered user includes:

- Business Profile
- Orders
- E-Invoices
- Catalogues
- Payments
- Sourcing Events

Continue

Most Popular

Coupa Verified

Amplify your trusted brand across Coupa's community of buyers

\$549 / year

Everything in 'Registered' plus:

- Verified Badge
- Priority Search Rank

Purchase Verified

Coupa Advanced

Optimise your cash flow and increase productivity throughout your day

\$4,800 / year

Everything in 'Registered' plus:

- Automated invoice reminders and reporting
- A seamless integration with your account system

Purchase Advanced

Cancel **Save and Next**

Thank you for Registering in CSP!

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

supplier.enablement@ledcor.com

You can also book a Microsoft Teams meeting with the Supplier Enablement team:

[Supplier Enablement Support](#)

 **coupa** supplier portal



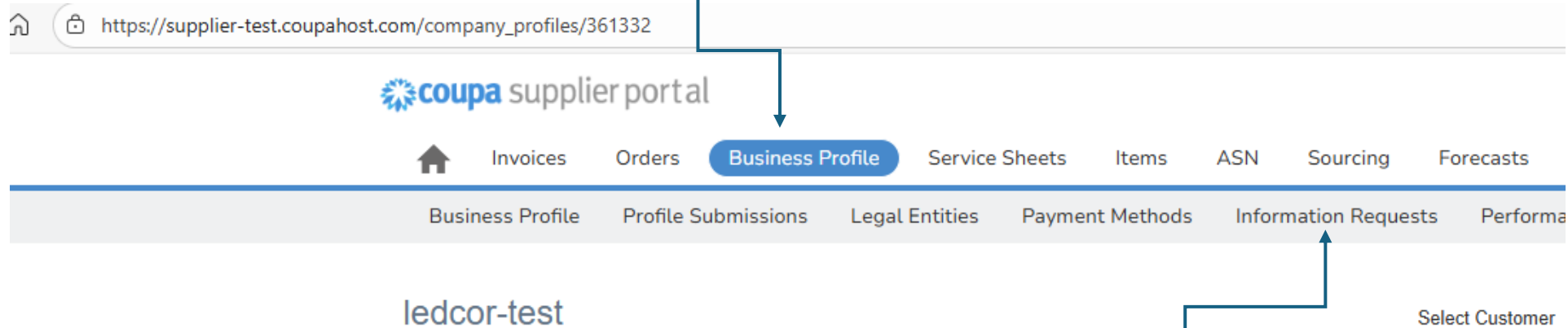
Coupa Supplier Portal (CSP)

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

View All Advanced Search			
Form	Status	Created Date	Submitted At
Form 1B - Supplier Questionnaire	New	2025-11-27	None
Per page 15 45 90			



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.



[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](#)

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

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.

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

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



***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

Select Some Options

* First Name

* Last Name

* Email address

* Work Phone

US/Canada

▼

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

✓ 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 ▼

Work Phone

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



Business Operations

Primary Industry

Site preparation

Goods / Services Provided

Site preparation, Land Clearing & Vegetation Removal, De

Regions (US/CAN)

AB: All x

BC: All x

MB: All x

QC: Quebec City Metropolitan Area x

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?

Business Operations.

Select your company **Primary Industry**

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

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

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

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.

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

* Tax Region

For Canada: Select "International"

Canadian companies must select ***Tax Region** as *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?

 x v

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

* Is your organization providing Services?

 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**

US

For Canada: Select "International"

*** US Federal Tax ID**

i

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

No ✕

*** USA only: Income Type (1099)**

Select

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

CAD



Currency - Select the currency matching your bank account.

* Payment Terms

Select



***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

EFT / ACH



***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.

Add Remit-To

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

Choose File No file chosen

Example: Void Check/Cheque

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.

×

How would you like to be paid?

All MethodsBank TransfersRemit-To AddressesVirtual Cards

Add Payment Method

supports Virtual Cards, Bank Transfers, Remit-To Addresses Payments.

☒☐

Shared With Customer

Customer Supported

Cancel

Add Selected

Click **Add Selected**

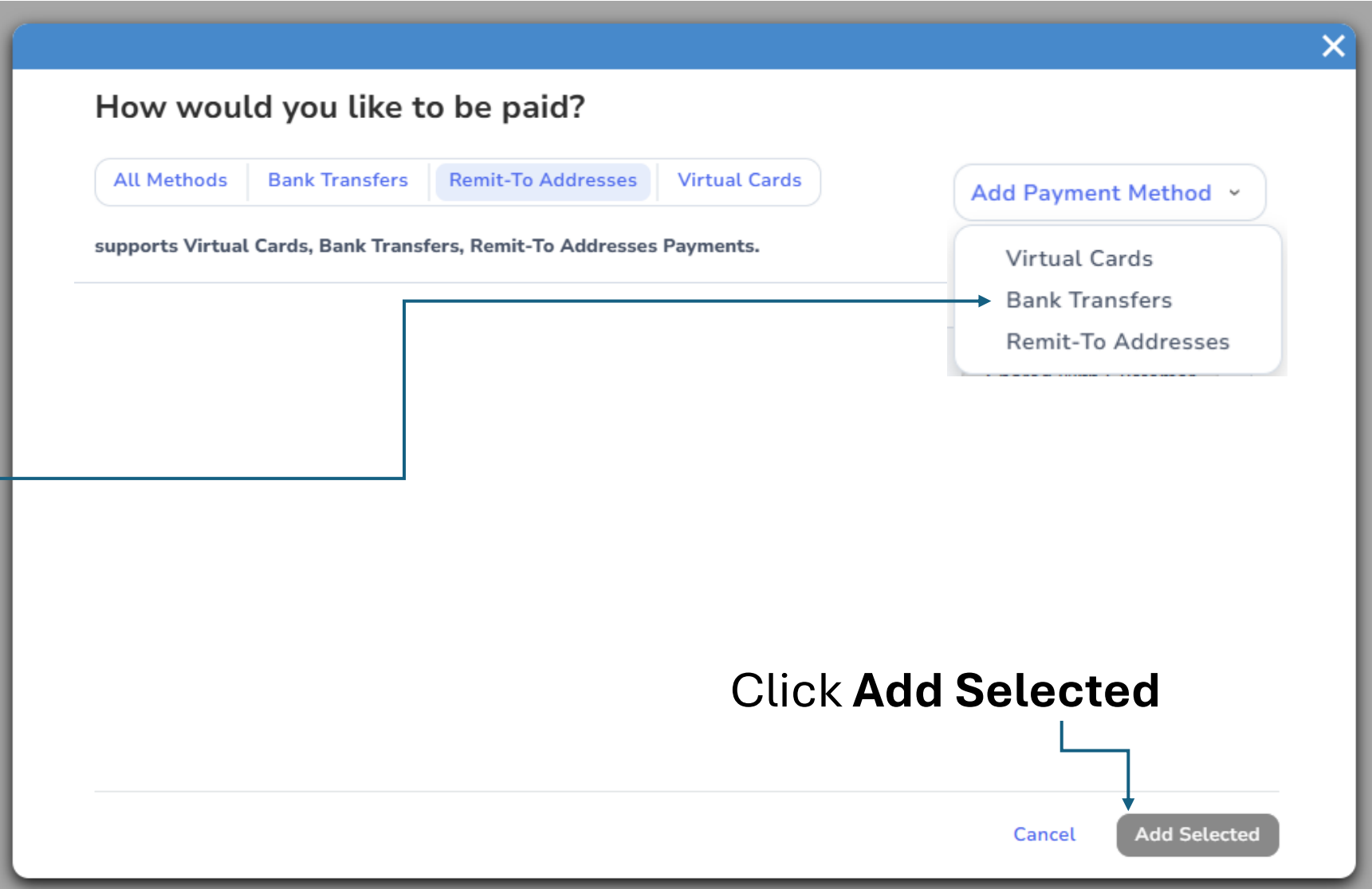
* Remit-To Addresses

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?". It features four tabs: "All Methods", "Bank Transfers", "Remit-To Addresses", and "Virtual Cards". The "Remit-To Addresses" tab is currently selected. Below the tabs, a text line reads "supports Virtual Cards, Bank Transfers, Remit-To Addresses Payments." To the right of the tabs is a button labeled "Add Payment Method" with a dropdown arrow. This button is open, showing a list of options: "Virtual Cards", "Bank Transfers", and "Remit-To Addresses". A blue arrow points from the text "Click on Add Payment Method" to the "Add Payment Method" button. Another blue arrow points from the text "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 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

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

Linked Legal Entity *

STORE OF VERY GOOD SUPPLIES (ONTARIO)

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

Bank Account Currency *

CAD

Bank Branch State / Province *

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

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

0 Comments

Mute Comments ▼

Enter Comment

Add File | URL

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

Add Comment





Invoices

Orders

Business Profile

Payments

Service Sheets

Items

ASN

Sourcing

Forecasts

Setup

More...

Business Profile

Profile Submissions

Legal Entities

Payment Methods

Information Requests

Performance Evaluation

Subscriptions

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

You can also book a Microsoft Teams meeting with the Supplier Enablement team:

[Supplier Enablement Support](#)

 **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.

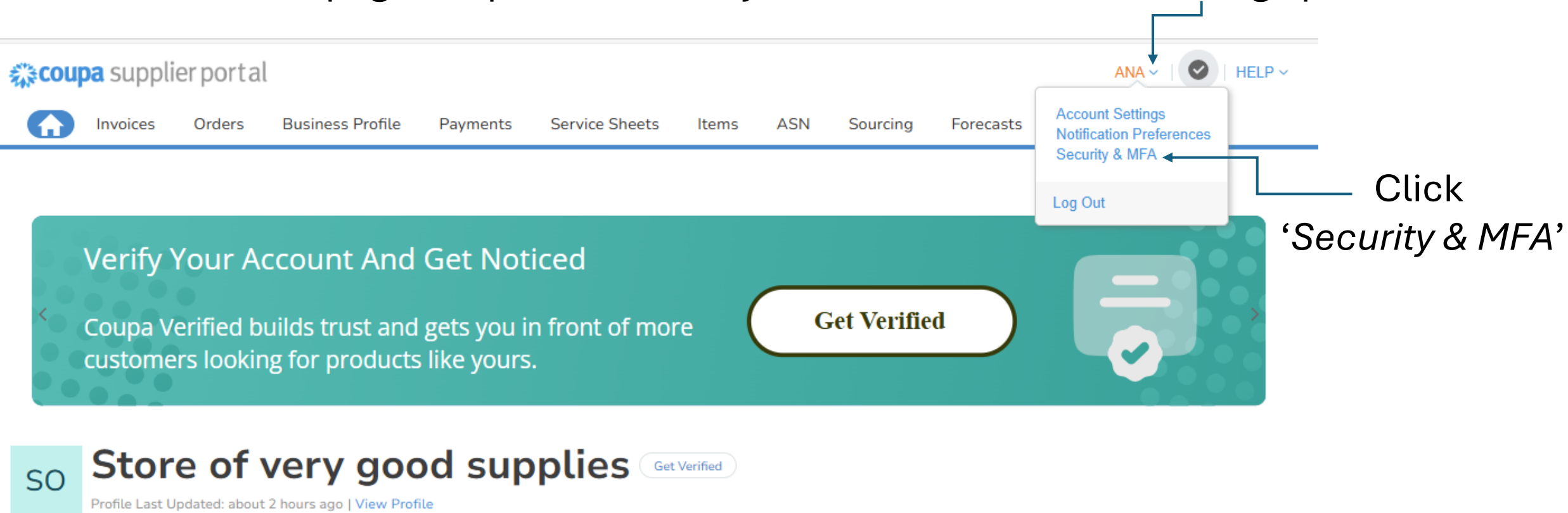


2. Multi-Factor Authenticator



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 shows the Coupa Supplier Portal interface. At the top left is the 'coupa supplier portal' logo. Below it is a navigation bar with links: 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 with a dropdown arrow, a checkmark icon, and a 'HELP' link. A dropdown menu is open from the user profile icon, showing the following options: Account Settings, Notification Preferences, Security & MFA, and Log Out. An arrow points from the text 'Click 'Security & MFA'' to the 'Security & MFA' option in the dropdown menu. Another arrow points from the text 'From CSP home page, dropdown next to your name the account setting options:' to the user profile icon. Below the navigation bar is a large 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 located on the right side of the banner. At the bottom of the page, there is a section for 'Store of very good supplies' with a 'Get Verified' button and a 'Profile Last Updated: about 2 hours ago | View Profile' link.

coupa supplier portal

ANA | [checkmark] | HELP ▾

Account Settings
Notification Preferences
Security & MFA
Log Out

Click
'Security & MFA'

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**

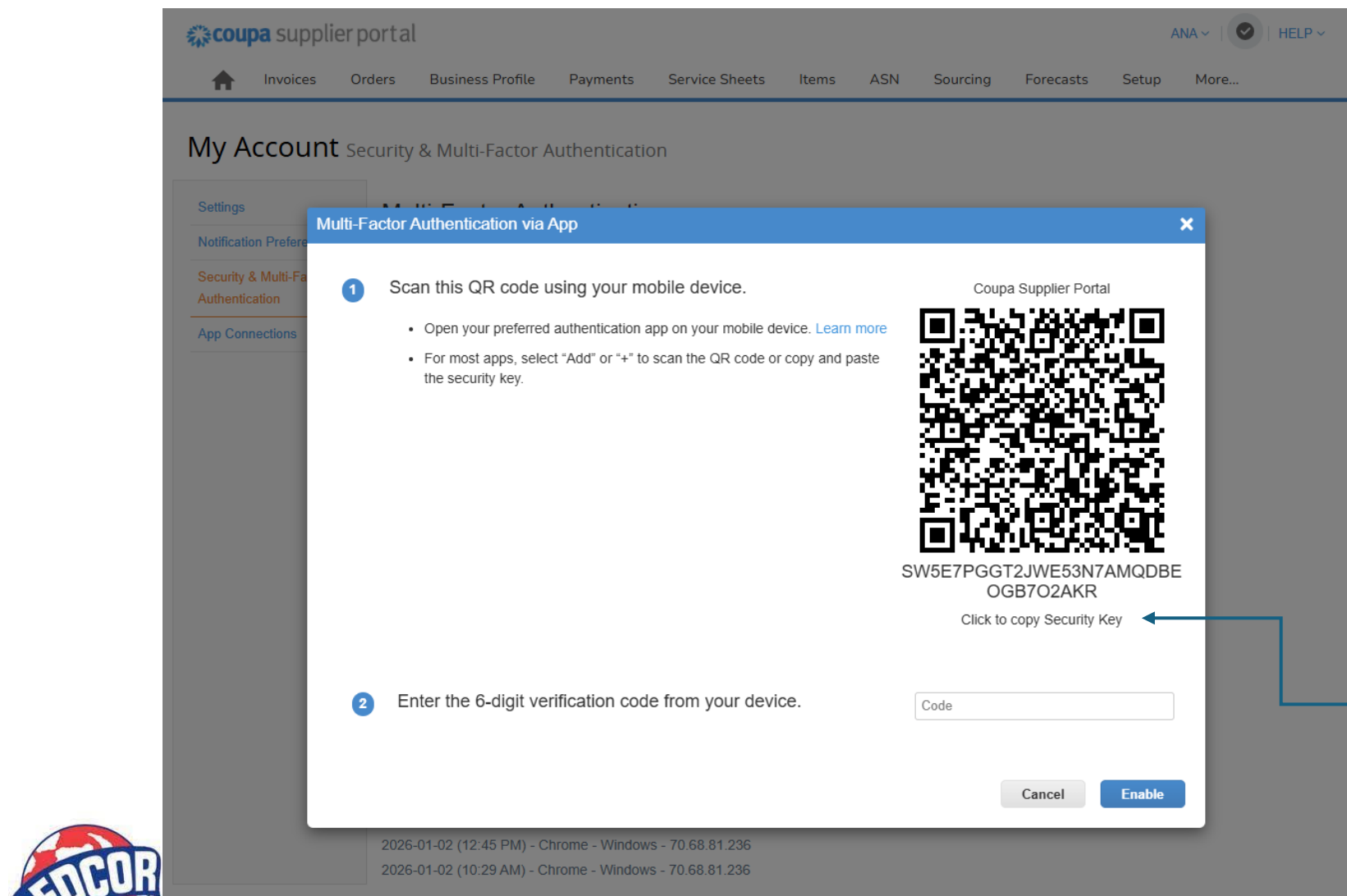
Profile Last Updated: about 2 hours ago | [View Profile](#)

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

(This is the recommended option)

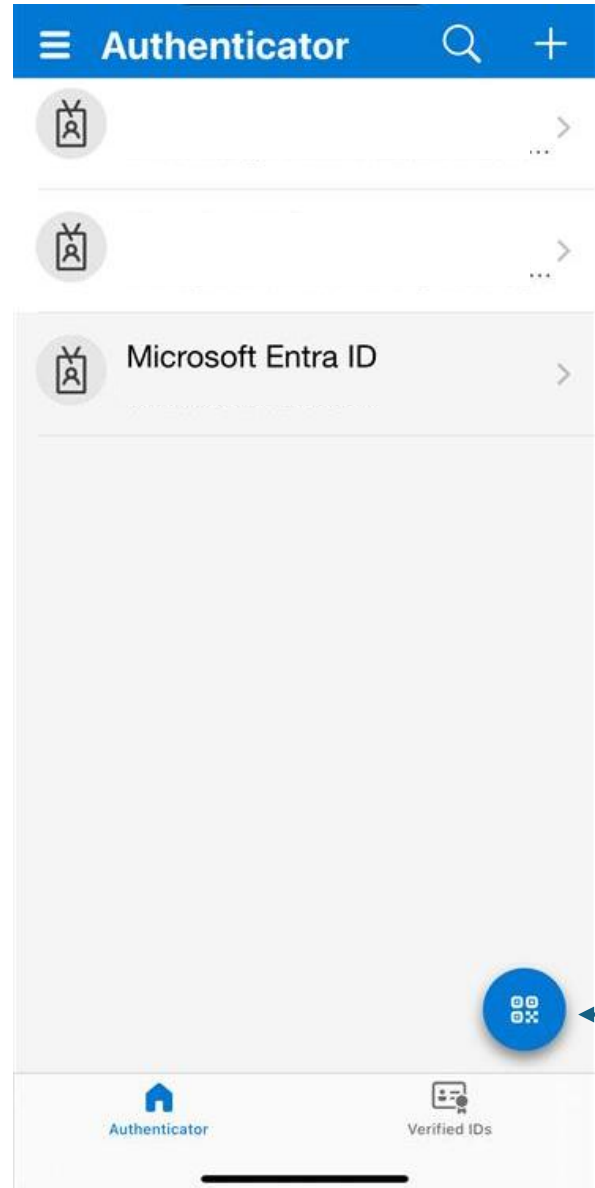


The next screen & modal will open to facilitate enablement by your preferred authentication app:



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:



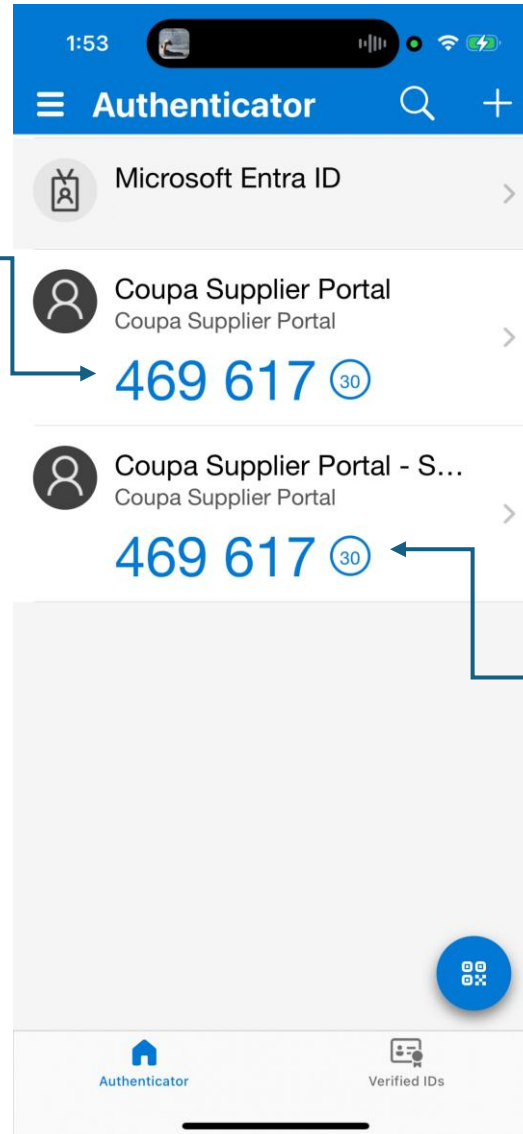
5. For most apps, select "Add" or "+" to scan the QR code.

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

Microsoft Authenticator App, mobile screen example:

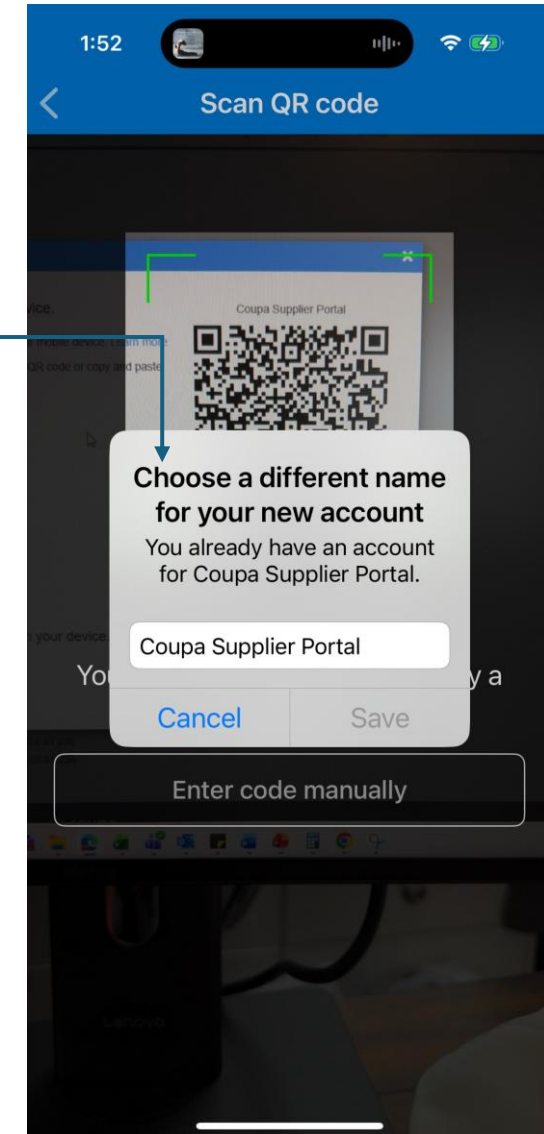
6. Enter the 6-digit verification code from your device in the input field on the modal.

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 ▾

 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).

Phone Number

+1

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

2 Confirm Recaptcha

I'm not a robot

reCAPTCHA Privacy - Terms

Send Code

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

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 if you have more than 1 customer in Coupa. In that case, please enable the MFA via the App, Text message, or Passkey.

coupa supplier portal

ANA |  | HELP

 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.



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

You can also book a Microsoft Teams meeting with the Supplier Enablement team:

[Supplier Enablement Support](#)

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Contact Coupa Support



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 vendor.inquiries@ledcor.com.



1. Chat with Coupa Support



Click to
display their
contact form.



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

coupa supplier portal

ANA | NOTIFICATIONS 0 | HELP

 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 ⓘ

ledcor-test

No activity found for ledcor-test.

Announcements

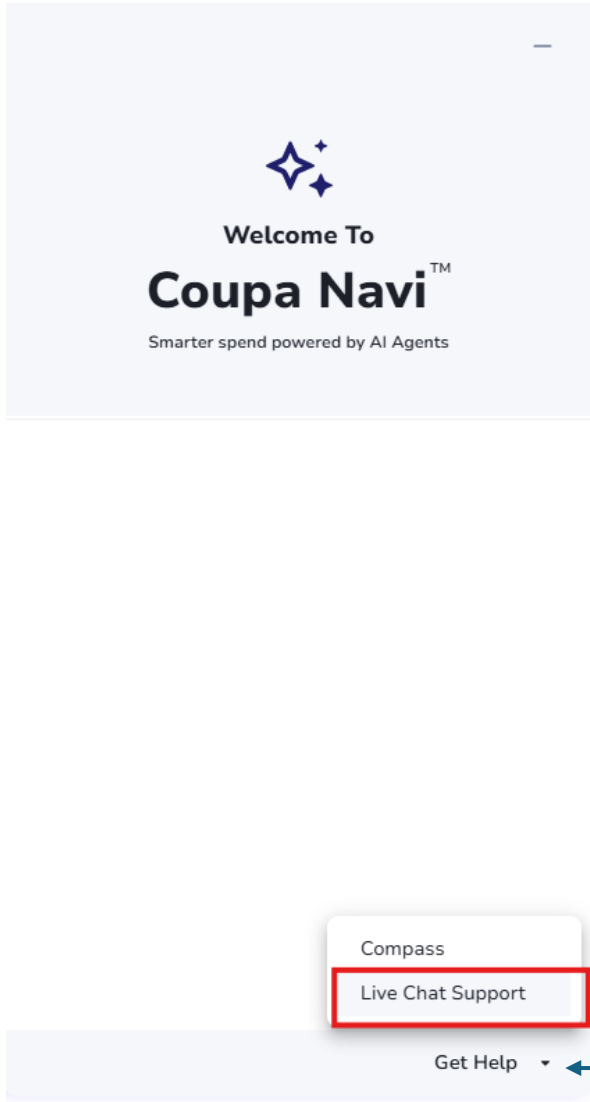
No Announcements

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



Click to display their contact form.

Navi



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.

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

A screenshot of the 'Chat with Coupa Support' contact form. The form has a blue header with the title 'Chat with Coupa Support' and a close button. Below the header, there are several input fields: 'First Name' (with a red asterisk and a red 'X' icon and the text 'Complete this field.'), 'Last Name' (with a red asterisk), 'Email' (with a red asterisk), and 'Phone'. Below these is a dropdown menu labeled 'Issue Related To' with the text 'Select Issue' and a downward arrow. At the bottom of the form is a blue 'Start Chat' button. Below the button, there is a section titled 'Prefer Phone Support?' with the text 'Chat is free and fast, or you can upgrade to phone support' and an orange 'UPGRADE NOW' button.

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

Select Issue

Start Chat

Prefer Phone Support?

Chat is free and fast, or you can upgrade to phone support

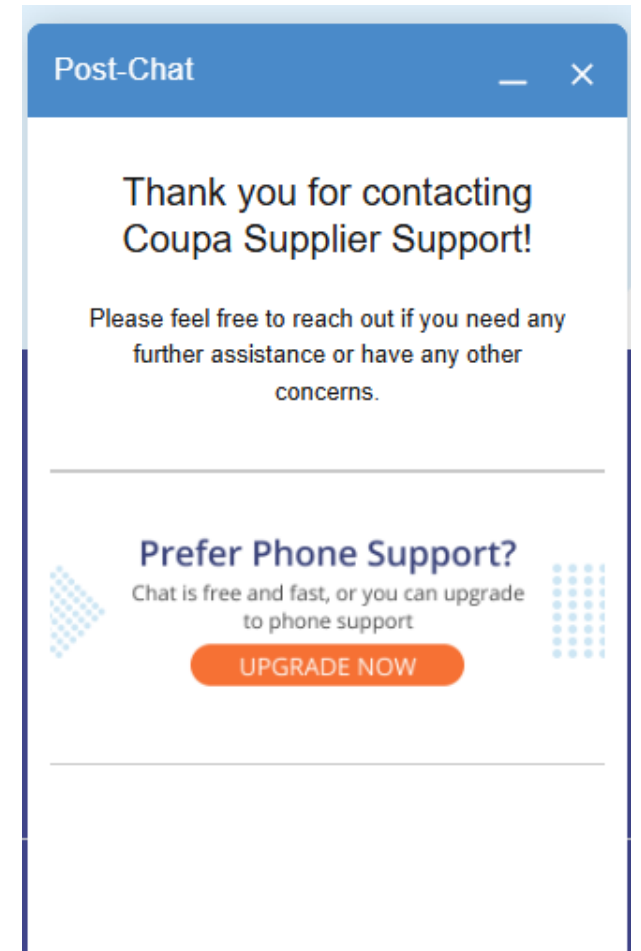
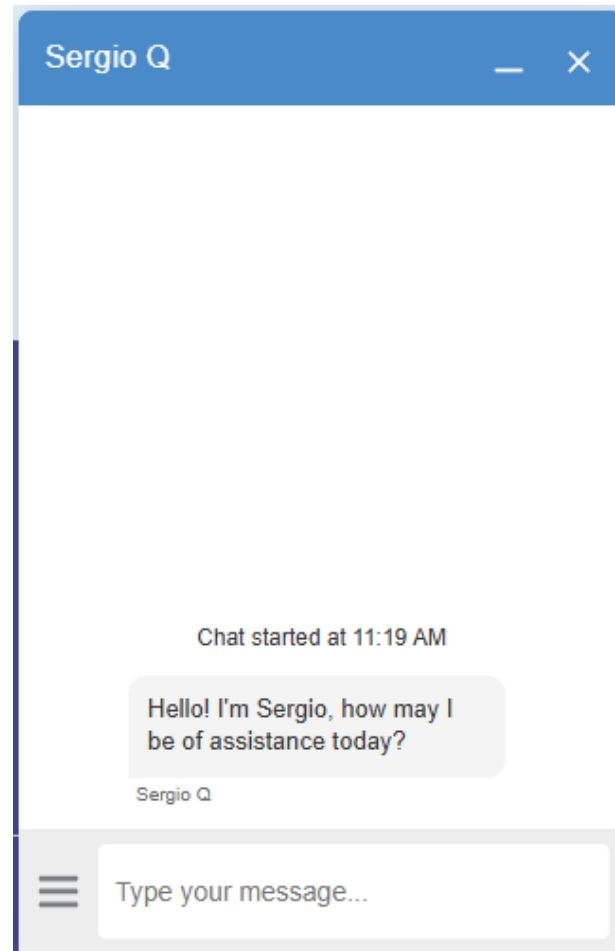
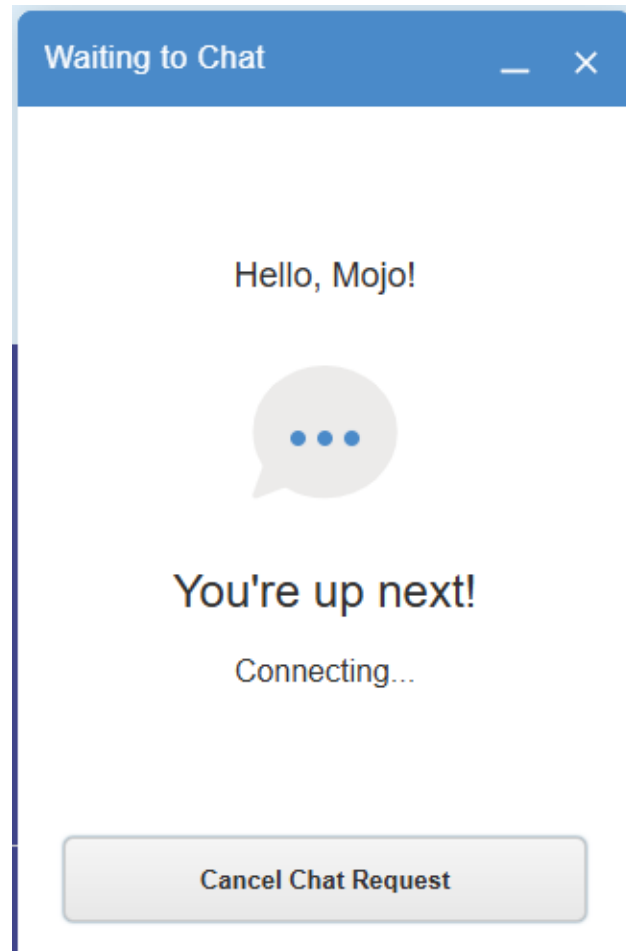
UPGRADE NOW



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

You can also book a Microsoft Teams meeting with the Supplier Enablement team:

[Supplier Enablement Support](#)



Coupa Supplier Portal (CSP)

Forward Ledcor's CSP Invite



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.

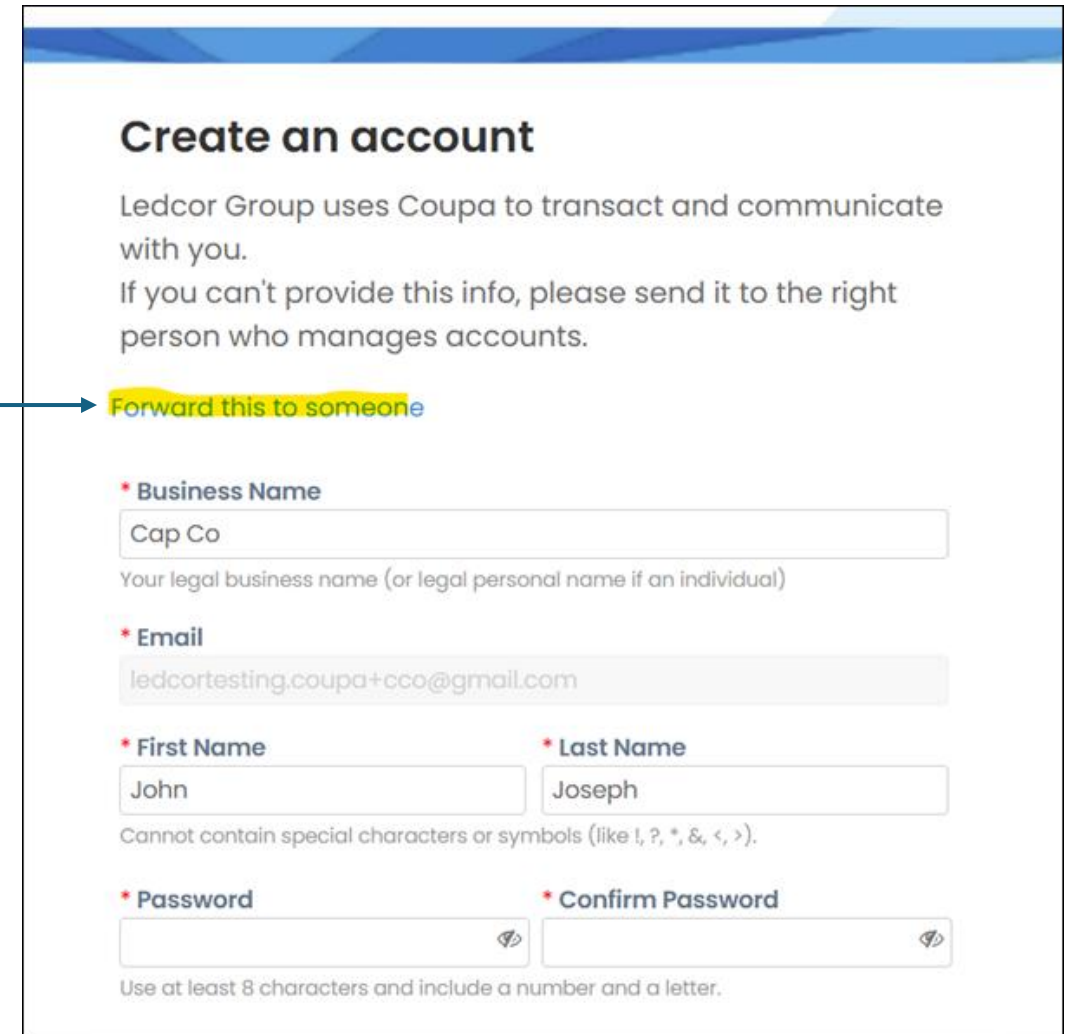
If you do not wish to sign up for the Coupa Supplier Portal, please contact supplierenablement@ledcor.com.

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)

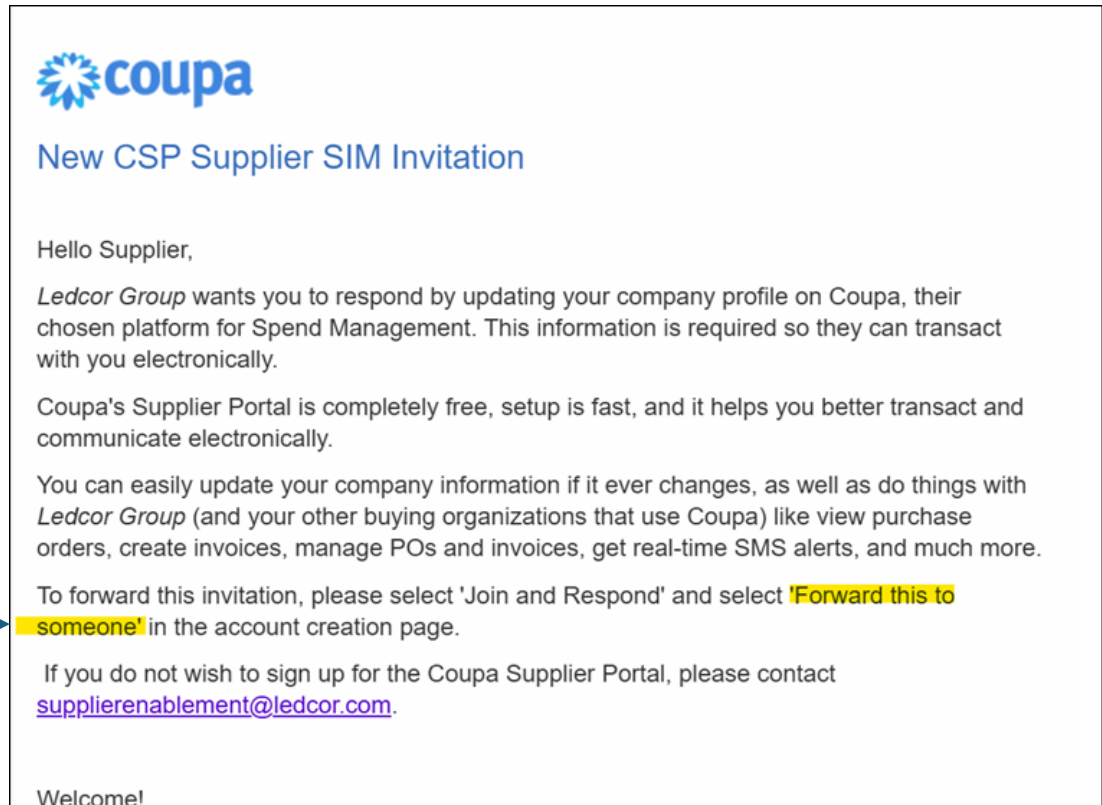
*** Email**

*** 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



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

You can also book a Microsoft Teams meeting with the Supplier Enablement team:

[Supplier Enablement Support](#)



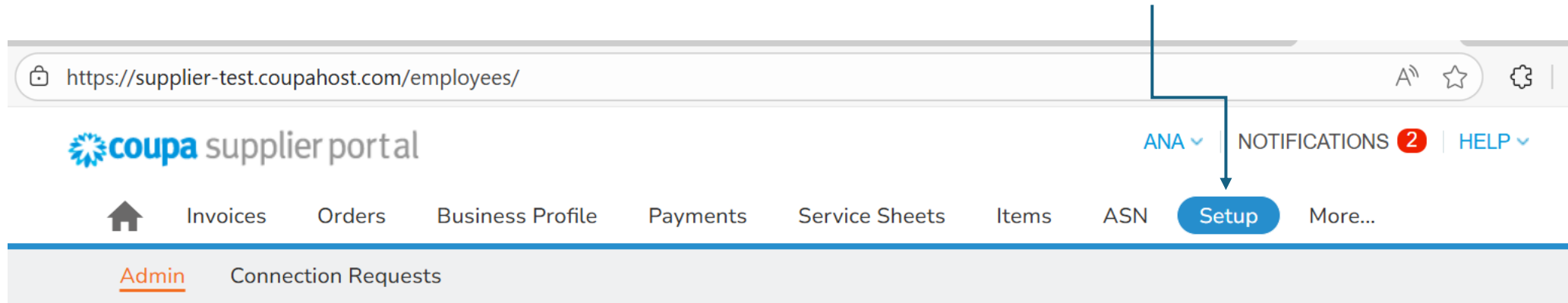
Coupa Supplier Portal (CSP)

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*



Users

Worker Portal

Access

Merge Requests

Merge Suggestions

Requests to Join

Fiscal

Representatives

sFTP Accounts

cXML Errors

sFTP File Errors (to Customers)

Initiate Merge Request

☐ I'm not a robot 

!

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.](#)

Request Merge

Open merge requests

All clear! No open merge requests.

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 form is titled "Merge Supplier CSP account Guide – Account Merge Requester view". It contains several sections:

- Account Information:** A box on the left lists "Their customers", "Their payment information", and "Their public profile". A box on the right lists "Their payment information" and "My public profile". Below these boxes, the text "The merged account will use" is followed by a radio button selection 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."
- Note For Recipient:** A text input field with a label "* Note For Recipient".
- Robot Check:** A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link.
- Warning:** A yellow warning icon followed by text: "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.](#)"
- Buttons:** "Cancel" and "Send Request" buttons at the bottom.

Blue arrows from the text blocks point to the "My Account" radio button, the "Note For Recipient" field, the "I'm not a robot" checkbox, and the "Send Request" button.

Merge Supplier CSP account Guide – Recipients View

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



Action Required – Account Merge Requested from Ledcor Supplier - 1

 Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
To ○

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

  Reply  Reply All  Forward  

Tue 12/2/2025 9:34 AM

CAUTION: This email was sent from outside of Ledcor's network. Please be careful while clicking links, opening attachments, or replying to this email.

 Right

Action Required – Account Merge Requested from Ledcor Supplier - 1

Ana Valles at [Ledcor 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.

If you accept, you'll have the following benefits:

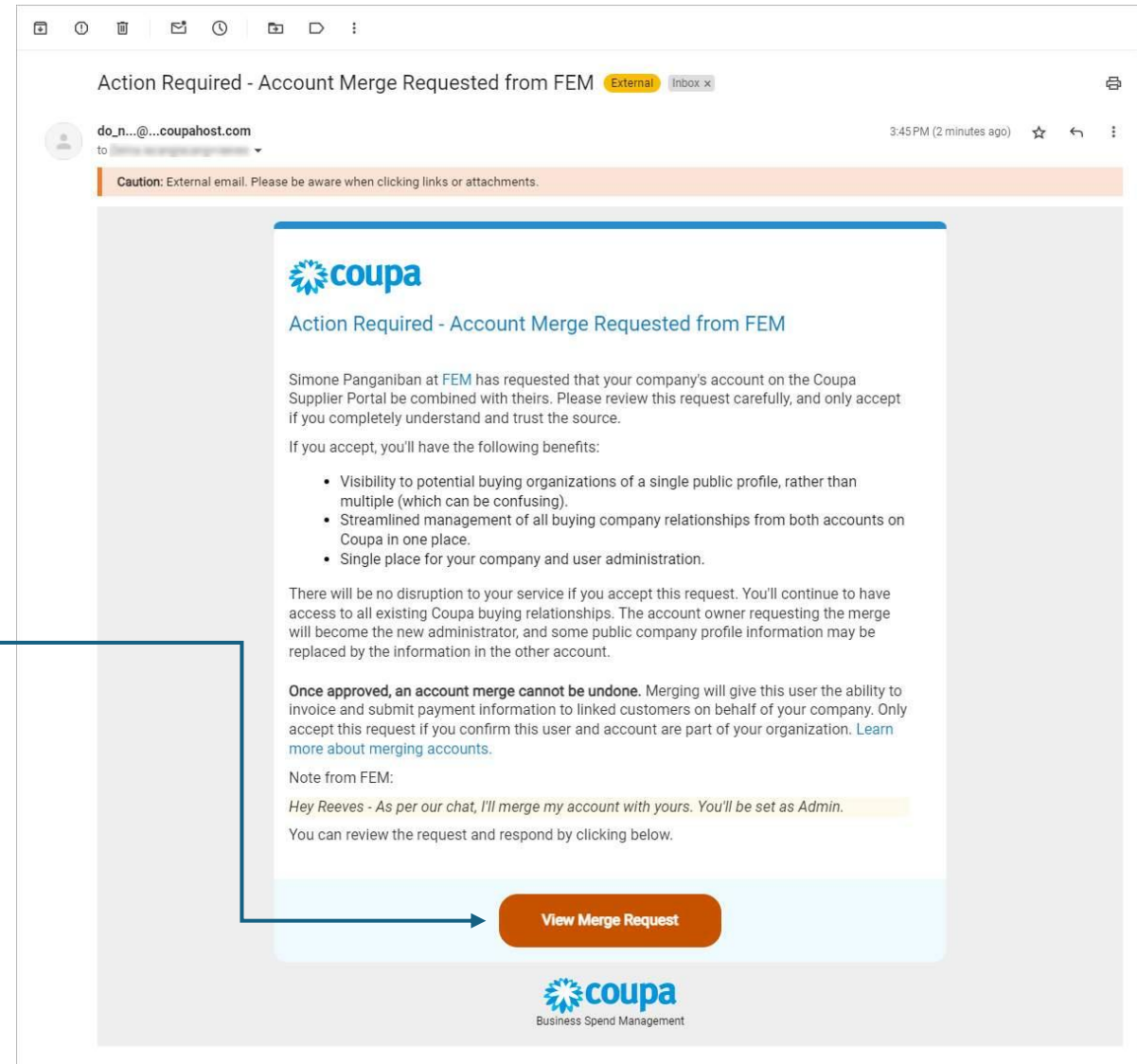
- Visibility to potential buyers of a single public profile rather than multiple (which can be confusing).
- Streamlined management of all buyer relationships from both accounts on Coupa in one place.
- Single place for your company and user administration.

There will be no disruption to your existing account. This request

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.



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*

A screenshot of the "Merge Request" dialog box in the Coupa Supplier Portal. The dialog box is titled "Merge Request" and contains the following information:

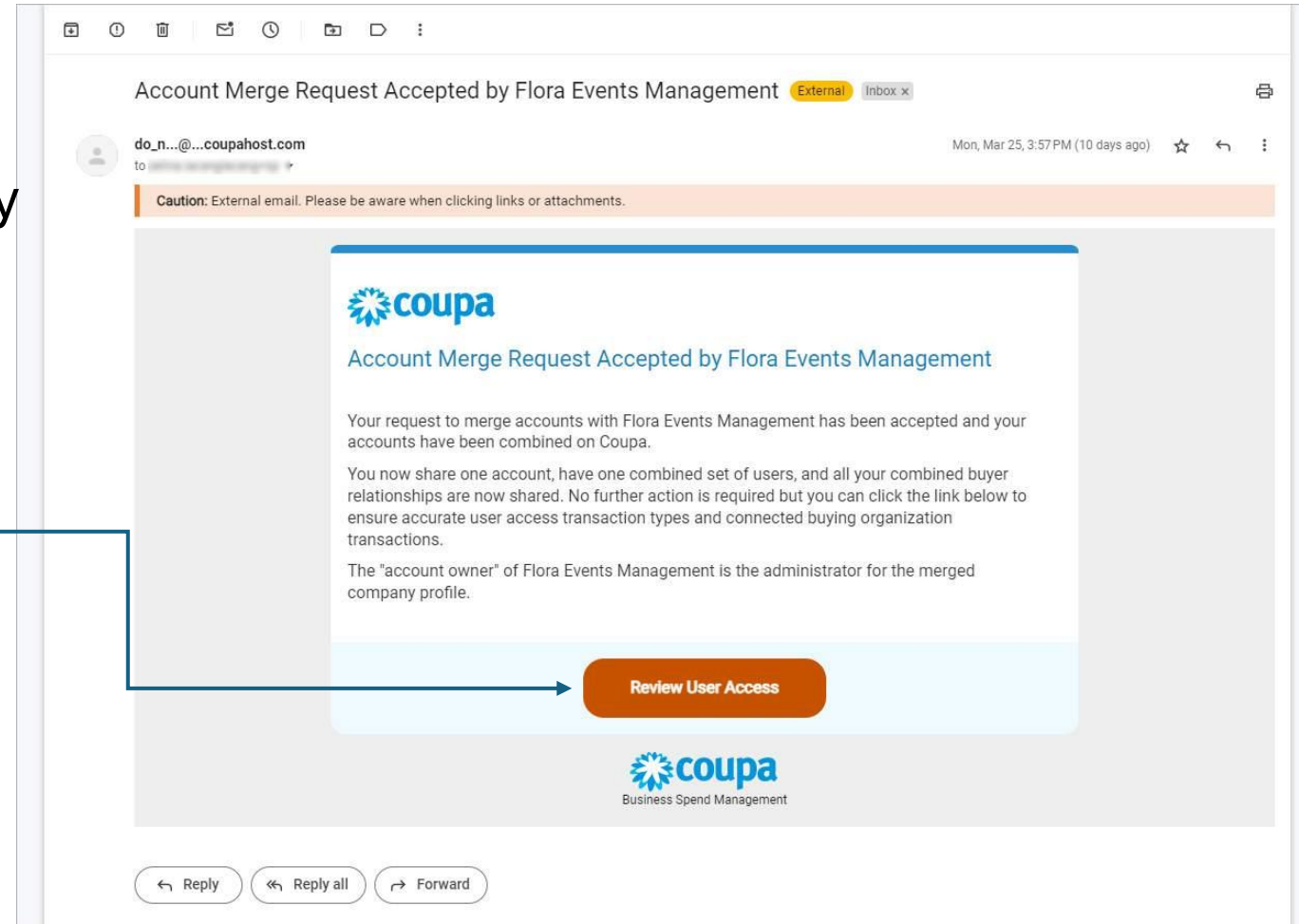
- Request Summary:** Simone Panganiban of FEM has requested to merge with your Coupa Supplier Portal account. By accepting this request, the administrator of Flora Events Management will become the new account owner.
- My Account:** My users, My customers, My payment information, My public profile.
- Merged Account:** As the account owner, I will administer. All combined users, All combined customers, All combined payment information.
- Their Account:** Their users, Their customers, Their payment information, Their public profile.
- 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:** A text input field containing "Yep - thanks Simone!".
- Agreement:** A checkbox labeled "I recognize the email address above as a coworker at my company, and I agree to merge" which is checked.
- Warning:** A yellow warning icon and text: "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, and Accept.

Blue arrows point from the text instructions to specific elements in the dialog box: one to the "Add note for requester" field, one to the agreement checkbox, and one to the "Reject" button.

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 header includes the Coupa logo, 'supplier portal', and user information 'REEVES' with a dropdown arrow, 'NOTIFICATIONS' with a red badge and a dropdown arrow, and 'HELP' with a dropdown arrow. Below the header is a navigation bar with links: Home, Profile, Forecasts, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, and Sourcing. A blue 'Setup' button is highlighted in the navigation bar, with an arrow pointing to it from the text 'Click on Setup'. Below the navigation bar, there are tabs: 'Admin' (highlighted with an arrow from 'Click on Admin'), 'Customer Setup', and 'Connection Requests'. The 'Admin' tab is active, showing a sub-section 'Admin Users'. On the left side of the 'Admin Users' section, there is a list of links: 'Users' (highlighted with an arrow from 'And, in the Users section'), 'Merge Requests', 'Merge Suggestions', 'Requests to Join', 'Legal Entity Setup', 'Coupa Verified', 'Fiscal Representatives', 'Remit-To', 'Early Pay Discounts', 'sFTP Accounts', 'cXML Errors', and 'sFTP File Errors (to Customers)'. The main content area displays a table with two columns: 'Users' and 'Permissions'. The 'Users' column lists two users: 'Reeves Martinez' (reeves@fem.com, Status: Active) and 'Simone Panganiban' (simone@fem.com, Status: Active). Each user has an 'Edit' button next to their name. The 'Permissions' column lists various permissions for each user, including ASNs, Admin, Business Performance, Catalogs, Early Payments, Forecast Planner, Invoices, Order Changes, Order Line Confirmation, Orders, Payments, Profiles, Service/Time Sheets, and Sourcing. The 'Customer Access' column shows the customer access for each user, including 'Monster Foods - Flora Events Management' and 'Monster Foods - FEM'. An arrow points from the text 'You can edit any users' details by clicking Edit.' to the 'Edit' button for Simone Panganiban.

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

You can also book a Microsoft Teams meeting with the Supplier Enablement team:

[Supplier Enablement Support](#)

 **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.



coupa supplier portal

ANA | [Profile Icon] | HELP

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

Admin Connection Requests

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 [Dropdown Arrow] Search [Search Icon]

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



Click *Invite User*

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



coupa supplier portal

ANA

HELP

InvoicesOrdersBusiness ProfilePaymentsService SheetsItemsASN SourcingForecastsSetupMore...

Admin

Connection Requests

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

ViewAll

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

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.

A screenshot of the "Invite User" pop-up window. The window has a title bar with "ANA" and a close button. It is divided into two main sections: "User Information" and "Permissions". The "User Information" section includes fields for "First Name", "Last Name", "* Email", "Phone Number" (with sub-fields for "Country/Region", "Area Code", "Number", and "Extension"), and "Purpose" (with a dropdown menu). The "Permissions" section includes two columns of checkboxes for "All", "Admin", "Orders", "Invoices", "Catalogues", "Profiles", "ASNs", "Service Sheets", "Payments", "Order Changes", "Early Payments", and "Sourcing". There are also radio buttons for "All" and "Restricted Access to Orders" under "Orders", and "All" and "Restricted Access to Service Sheets" under "Service Sheets". At the bottom, there are radio buttons for "Private and Public".

Invite User

User Information

First Name

Last Name

* Email

Phone Number

Country/Region

Area Code

Number

Extension

Purpose

Select Some Options

Permissions

☒ 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

☒ All

☒ ledcor-test

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

Send Invitation

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.

coupa supplier portal

ANA

HELP

InvoicesOrdersBusiness ProfilePaymentsService SheetsItemsASN SourcingForecastsSetupMore...

Admin

Connection Requests

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

ViewAll

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*

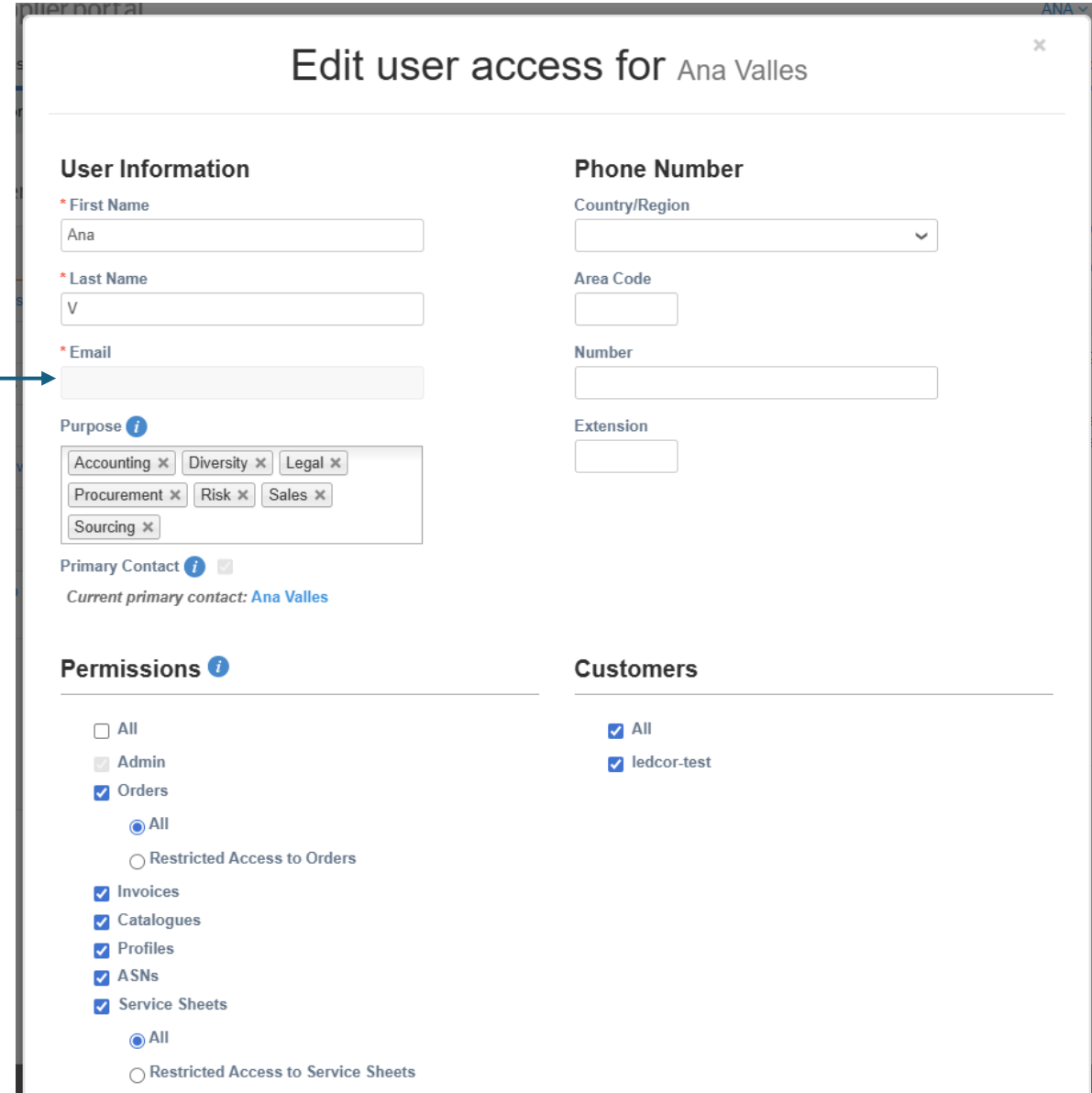
The *Edit user* access pop-up window will open and is like the *Invite User* pop-up window.

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 ✕ Diversity ✕ Legal ✕
Procurement ✕ Risk ✕ Sales ✕
Sourcing ✕

Primary Contact ⓘ ☐
Current primary contact: [Ana Valles](#)

Phone Number

Country/Region
[Dropdown]

Area Code
[Input]

Number
[Input]

Extension
[Input]

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 'Edit user' access pop-up window. On the left, there is a list of permissions with checkboxes and radio buttons. The permissions are: Payments (checked), Order Changes (checked), Early Payments (checked), Sourcing (checked), Community (checked), Order Line Confirmation (checked), Forecast Planner (checked), Workers (unchecked), Worker Assignments (unchecked), Inventory (checked), Supplier Dashboard (checked), Contracts (checked), and Payment Method Admin (checked). Under Sourcing, there are two radio buttons: 'Private and Public' (unchecked) and 'Hidden, Private and Public' (checked). Under Workers, there are two radio buttons: 'View' (unchecked) and 'Manage' (unchecked). Under Worker Assignments, there are two radio buttons: 'View' (unchecked) and 'Manage' (unchecked). Under Contracts, there are two radio buttons: 'View' (unchecked) and 'Manage' (checked). At the bottom right, there are three buttons: 'Cancel' (grayed out), 'Deactivate User' (grayed out), and 'Save' (blue). A blue arrow points from the text 'The Deactivate User option will be grayed out when there is only one user in your account.' to the 'Deactivate User' button. Another blue arrow points from the text 'Once the changes are complete click Save.' to the 'Save' button.

✓ 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 Deactivate User Save

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

You can also book a Microsoft Teams meeting with the Supplier Enablement team:

[Supplier Enablement Support](#)



Coupa Supplier Portal (CSP)

Share a Payment Method on the CSP.



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.

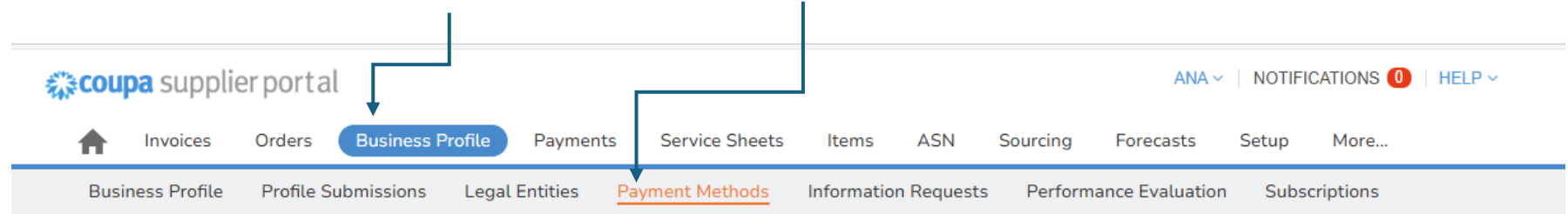
However, please ensure that the payment method you share with Ledcor matches the one provided in the Supplier Questionnaire (Form 1B).



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 ▾								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	Edit Link Settings Delete
Bank Transfer	Company Test RBC Bank - Vancouver		Canada	CAD	STORE OF VERY GOOD SUPPLIES - Vancouver	ledcor-test	Active	Edit Link Settings Delete
Bank Transfer	Company Test Bank Info RBC		Canada	CAD	STORE OF VERY GOOD SUPPLIES (ONTARIO)	ledcor-test	Active	Edit Link Settings Delete

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	   
 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	   

Share Payment Method

4. Click the *Share Payment Method* button

Per page 5 | 10 | 20



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

coupa supplier portal

Home Invoices Orders **Business Profile** Payments Service Sheets Items ASN

Business Profile Profile Submissions Legal Entities Payment Methods Information Request

Payment Methods

[Add Payment Method](#)

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With
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)	

Per page 5 | 10 | 20

Share Payment Method

Search

Customer Company Test US Bank

Select All ☐

ledcor-test ☒

Per page 5 | 10 | 20

Cancel **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. X

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	

Unshare Payment Method

Per page 5 | 10 | 20

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

3. Click *Confirm*

Customer NameCountryCurrencyLinked Legal EntityShared W

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.

 coupa supplier portal ANA ▾ NOTIFICATIONS 0 HELP ▾

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

[Business Profile](#) [Profile Submissions](#) [Legal Entities](#) [Payment Methods](#) [Information Requests](#) [Performance Evaluation](#) [Subscriptions](#)

Payment Methods

1. Click on *Add Payment Method*.

2. Click on *Bank Transfer*.

Add Payment Method ▾

Bank Transfer

Virtual Card

Search

🔍

	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	Edit Link Settings Delete
	Company Test RBC Bank - Vancouver	Canada	CAD	STORE OF VERY GOOD SUPPLIES - Vancouver		Active	Edit Link Settings Delete
	Company Test Bank Info RBC	Canada	CAD	STORE OF VERY GOOD SUPPLIES (ONTARIO)		Active	Edit Link Settings Delete

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

Additional Information

Bank Branch Address

Cancel

Save



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

You can also book a Microsoft Teams meeting with the Supplier Enablement team:

[Supplier Enablement Support](#)

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

*Update your Supplier Payment Account in the
CSP.*



Editing Your Payment Methods

To make changes to your payment methods, please follow these steps:

1. Unshare the payment method.
2. Click **Edit** to update the details.
3. Reshare the payment method with Ledcor.

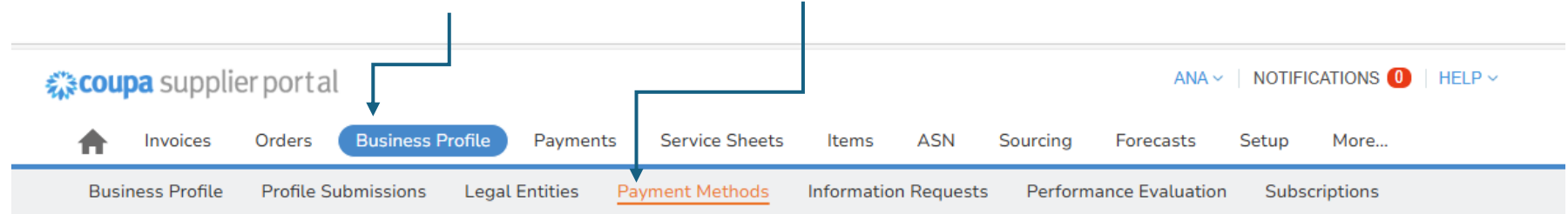
Follow the guided instructions on the next slides to complete the process.



Locate your payment methods in 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 ▾								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	Edit Link Settings Delete
Bank Transfer	Company Test RBC Bank - Vancouver		Canada	CAD	STORE OF VERY GOOD SUPPLIES - Vancouver	ledcor-test	Active	Edit Link Settings Delete
Bank Transfer	Company Test Bank Info RBC		Canada	CAD	STORE OF VERY GOOD SUPPLIES (ONTARIO)	ledcor-test	Active	Edit Link Settings Delete

Per page 5 | 10 | 20



1. Unshare a Payment Method in the CSP.

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

Payment Methods

Add Payment Method ▾							
Filter 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

The next window will open with the list of your Linked Customers:

Linked Customers

Search

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

Per page 5 | 10 | 20

Cancel

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

3. Click *Confirm*

Customer Name

Country

Currency

Linked Legal Entity

Shared W

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.

2. Edit your Payment Method in the CSP.

 coupa supplier portal

[Upgrade](#) [ANA](#) | [NOTIFICATIONS](#) 2 | [HELP](#)

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

[Business Profile](#) [Profile Submissions](#) [Legal Entities](#) [Payment Methods](#) [Information Requests](#) [Performance Evaluation](#) [Subscriptions](#)

Payment Methods

[Add Payment Method](#)

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
 Bank Transfer	RBC for Ledcor payment - v4	United States	USD	STORE OF GOOD SUPPLIES INC		Active	Edit Link Settings Delete
 Bank Transfer	Company Test US Bank	United States	USD	STORE OF GOOD SUPPLIES INC		Active	Edit Link Settings Delete

Click the *Edit Payment Method* button

It will open



2. Edit your Payment Method in the CSP.

It will open a window displaying your payment method details, **allowing you to update the legal name, routing number** or any other information identified by Ledcor.

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

Edit Payment Method ×

⚠ Please note that updating your existing payment method will result in the deactivation of the original one and the creation of a new payment method with the updated information.

Linked Legal Entity *

STORE OF GOOD SUPPLIES INC ▼

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ	Beneficiary Legal Name * ⓘ
Company Test US Bank -v2	STORE OF GOOD SUPPLIES INC
Bank Branch Country / Region *	Bank Account Currency *
Canada ▼	CAD ▼
Bank Branch State / Province *	Bank Name *
Alberta ▼	RBC Bank
Account Number *	Routing Number * ⓘ
123456789123	123456789
SWIFT / BIC Code ⓘ	Branch Code ⓘ
8 or 11 characters	

Cancel Save

Add your company's Legal Name exactly as it is in the void check.

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

After completing your updates, click **Save**.



3. Reshare your Payment Method with Ledcor.

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		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

4. Click the *Share Payment Method* button



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

coupa supplier portal

Home Invoices Orders **Business Profile** Payments Service Sheets Items ASN

Business Profile Profile Submissions Legal Entities **Payment Methods** Information Request

Payment Methods

Add Payment Method ▾

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With
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)	

Per page 5 | 10 | 20

Share Payment Method

Search

Customer  Company Test US Bank

Select All ☐

ledcor-test  ☒

Per page 5 | 10 | 20



Cancel 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. Please, let us know on the comments section of the supplier questionnaire that the changes have been completed.

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



Thank you for updating your payment method in the CSP!

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

supplier.enablement@ledcor.com

You can also book a Microsoft Teams meeting with the Supplier Enablement team:

[Supplier Enablement Support](#)

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Reshare your Supplier Payment Account.



Editing Your Payment Methods

To make changes to your payment methods, please follow these steps:

1. Unshare the payment method.
2. Click **Withdraw** in Ledcor's questionnaire.
3. Remove the current banking information in the questionnaire.
4. Create the payment account in the questionnaire to reshare.

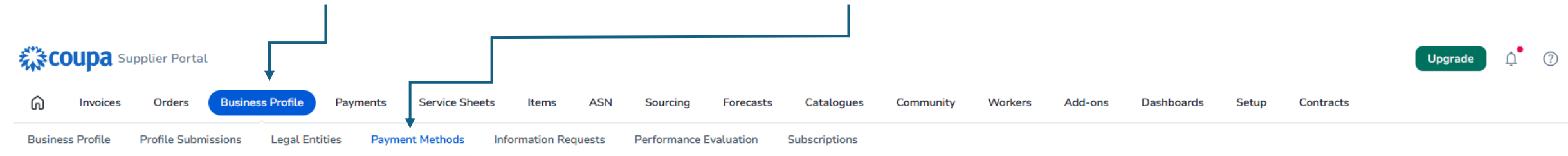
Follow the guided instructions on the next slides to complete the process.



Locate your payment methods in 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 ▾							
Search							
Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
Bank Transfer	RBC for Ledcor payment - v4	United States	USD	STORE OF GOOD SUPPLIES INC		Active	Edit Link Settings Delete
Bank Transfer	Company Test US Bank	United States	USD	STORE OF GOOD SUPPLIES INC	ledcor-test	Active	Edit Link Settings Delete
Bank Transfer	Company Test RBC Bank - Vancouver	Canada	CAD	STORE OF VERY GOOD SUPPLIES - Vancouver	ledcor-test	Active	Edit Link Settings Delete
Bank Transfer	Company Test Bank Info RBC	Canada	CAD	STORE OF VERY GOOD SUPPLIES (ONTARIO)	ledcor-test	Active	Edit Link Settings Delete



1. Unshare a Payment Method in the CSP.

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

Payment Methods

Add Payment Method ▾							
Filter 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

The next window will open with the list of your Linked Customers:

Linked Customers

Search

Customer Name	Address	Date Added	Sharing Status	Actions
ledcor-test	2949 Coventry Crescent, Port Coquitlam, BC, V3B 4V4	2026-04-17	Shared Successfully	

Per page 5 | 10 | 20

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 ?

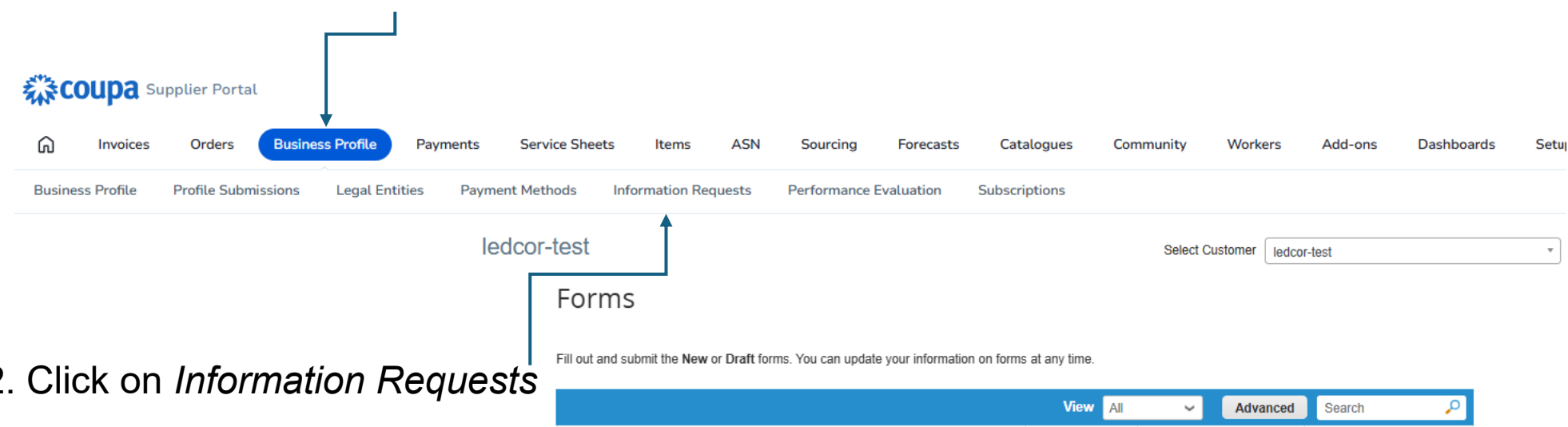
Cancel

Confirm

Your Payment method will be now unshared.

2. Click Withdraw in Ledcor’s questionnaire.

1. Click on *Business Profile*



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Invoices, Orders, Business Profile (highlighted with a blue arrow), Payments, Service Sheets, Items, ASN, Sourcing, Forecasts, Catalogues, Community, Workers, Add-ons, Dashboards, and Setup. Below this, a secondary navigation bar lists Business Profile, Profile Submissions, Legal Entities, Payment Methods, Information Requests, Performance Evaluation, and Subscriptions. The main content area shows 'ledcor-test' as the selected customer, a 'Forms' section with instructions to fill out and submit New or Draft forms, and a table with a blue header bar containing 'View', 'All', 'Advanced', and a search field.

2. Click on *Information Requests*

3. The next screen is
Form Responses:
Click *Form 1B – Supplier
Questionnaire*

Form Responses

View All Advanced Search			
Form	Status	Created Date	Submitted At
Form 1B - Supplier Questionnaire	New	2025-11-27	None
Per page 15 45 90			



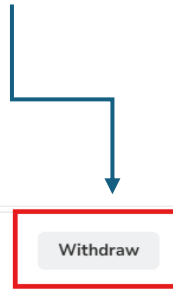
2. Click Withdraw in Ledcor's questionnaire.

4. Click *Withdraw*

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

[1030224.pdf](#)

Example: Void Check/Cheque



0 Comments

[Mute Comments](#) ▼

Enter Comment

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

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

Add Comment

It will open the questionnaire for edits and will not remove your previous responses.



3. Remove the current banking information.

Payment & Banking Information

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

Currency

CAD

Internal Use Only

Supplier View

* Payment Type

EFT / ACH

* 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

* Remit-To Address

Please complete the following information for EFT or ACH payments

Banking Information

Payment Type

Select

Bank Account Number

Scroll down to the
Payment & Banking
section to click the *Red*
X button



3. Remove the current banking information.

Payment & Banking Information

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

Currency

CAD

Internal Use Only

Supplier View

* Payment Type

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Add Remit-To

* Remit-To Address

Please complete the following information for EFT or ACH payments

Banking Information

Payment Type

Select

Bank Account Number

Scroll down to the
Payment & Banking
section to click the *Red*
X button



4. Create the payment account in the questionnaire to reshare.

* 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

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

Choose File No file chosen

Example: Void Check/Cheque

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:

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?". It features four tabs: "All Methods", "Bank Transfers", "Remit-To Addresses", and "Virtual Cards". The "Remit-To Addresses" tab is currently selected. Below the tabs, a message states "supports Virtual Cards, Bank Transfers, Remit-To Addresses Payments." To the right of the tabs is a button labeled "Add Payment Method" with a dropdown arrow. This button is open, showing a list of options: "Virtual Cards", "Bank Transfers", and "Remit-To Addresses". A blue arrow points from the text "Click on Add Payment Method:" to this button. Another blue arrow points from the text "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 are two buttons: "Cancel" and "Add Selected". A blue arrow points from the text "Click Add Selected" to the "Add Selected" button. A grey triangle is positioned on the left side of the window, pointing towards the "Remit-To Addresses" tab.

* 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

Linked Legal Entity *

STORE OF VERY GOOD SUPPLIES (ONTARIO)

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ

Beneficiary Legal Name * ⓘ

Bank Branch Country / Region *

Bank Account Currency *

Bank Branch State / Province *

Bank Name *

Account Number * ⓘ

Routing Number * ⓘ

SWIFT / BIC Code ⓘ

Branch Code ⓘ

Additional Information

Bank Branch Address

Cancel

Save

Add Payment Method

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

0 Comments

Mute Comments ▼

Enter Comment

Add File | URL

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

Add Comment



Thank you!

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

supplier.enablement@ledcor.com

You can also book a Microsoft Teams meeting with the Supplier Enablement team:

[Supplier Enablement Support](#)

 **coupa** supplier portal

