NEMETSCHEK GROUP | GRAPHISOFT A NEMETSCHEK COMPANY

Coupa Implementation

Supplier Handbook

October 27, 2025

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What is the Coupa Supplier Portal (CSP)?

The Coupa Supplier Portal (CSP) is a leading e-Procurement / internet-based platform, connecting buyers with their suppliers. It is complimentary / free for all suppliers so they can easily conduct business with Graphisoft (part of the Nemetschek Group).

It makes managing customers and transactions easy. It enables suppliers to manage content and settings on a customer-by-customer basis.

Exemplary functionalities include:

- Receive and view purchase orders, and acknowledge receipt of orders
- Create, view, and send invoices
- Create and manage customer-specific electronic catalogues
- Manage public and customer-specific company profiles and remit-to information
- Check the status of transactions with customers

For additional help with the Coupa Supplier Portal, please visit https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal

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What are the benefits of joining the Coupa Supplier Portal (CSP)?

Joining the Coupa Supplier Portal offers various advantages:

- Gain greater control over the order processing
- Receive better communication and visibility with Graphisoft
- Use web applications that are free of charge, quick to set up & easy to use
- Reduce manual paper transaction processing
- Reduce lags in payment receipt to get paid more quickly
- Create reports for orders and invoices across clients
- Maintain a better presence with key customers

What are the benefits of joining the Coupa Supplier Portal (CSP)?

With the mail invitation you receive from Coupa, you will have the following **two options:**

1. **Respond Without Joining:** The supplier completes their Information Request form **without joining the CSP** via a single-use link. **This link expires upon use.** In case an Information Request form is rejected, the process needs to be restarted by requesting another link from the customer organization or by signing up for the CSP.

2. **Join and Respond:** The supplier **signs up for the CSP** and is directly led to the Information Request form once logged in.

If a supplier clicks **Join and Respond,** the following advantages materialize:

- **Recurring Access:** The supplier has an individual account and can access all information/data at any time.
- **Supplier self-service:** The supplier can initiate information updates at any time.
- **Collaboration:** The supplier can easily interact with the customer organization.

If you have not received such an invitation or have received one in the past but have not responded to it, you still have the option to register using the link included in our Purchase Orders. For more information, please see the following chapter.

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How to Register & Login to the Coupa Supplier Portal?

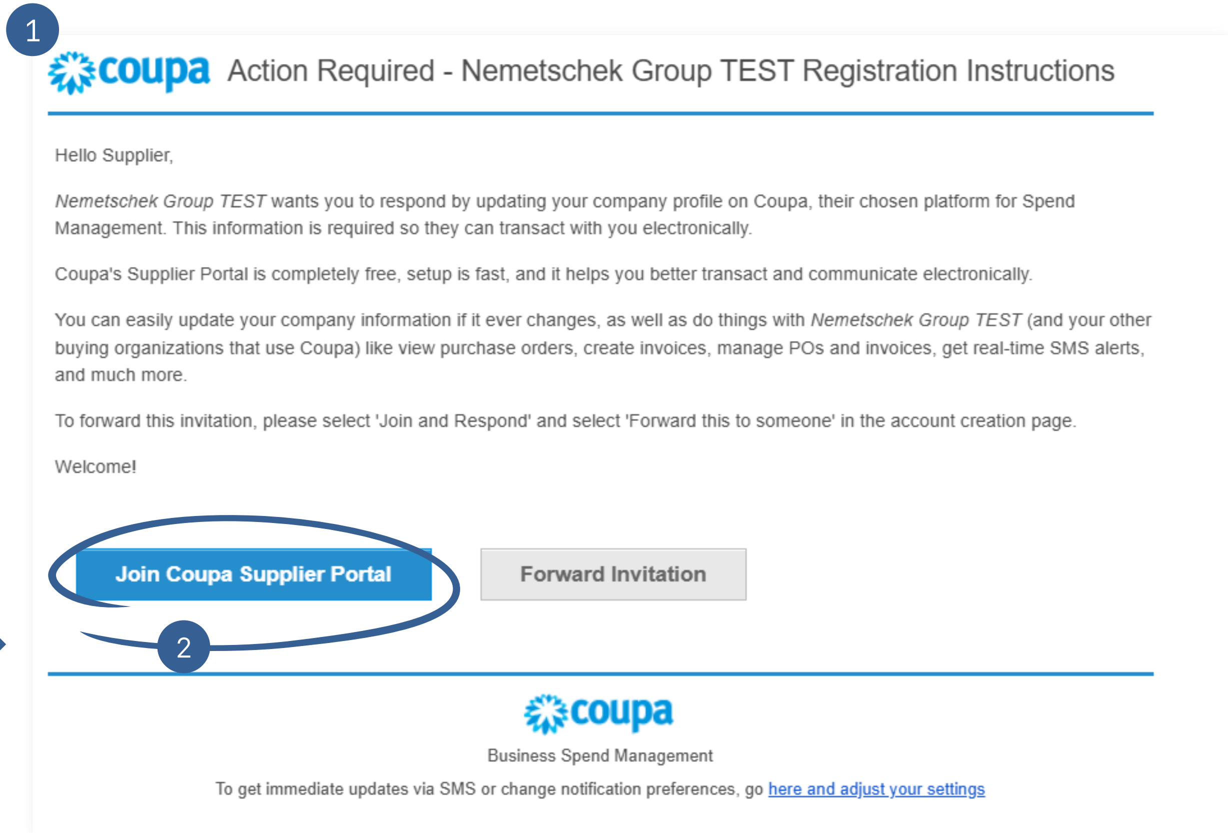
How to action your Coupa Supplier Portal (CSP) Invitation

Step 1: If you received an invitation email to the **Coupa Supplier Portal** (CSP)

Step 2: To accept the invitation, click **'Join and Respond'** in the email and register for the Coupa Supplier Portal (see next pages)

Note: You can forward the invitation to colleagues within your organization by clicking 'Forward Invitation'

CSP


1

coupa Action Required - Nemetschek Group TEST Registration Instructions

Hello Supplier,

Nemetschek Group TEST 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 *Nemetschek Group TEST* (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.

Welcome!

Join Coupa Supplier Portal

Forward Invitation

2

coupa

Business Spend Management

To get immediate updates via SMS or change notification preferences, go here and adjust your settings

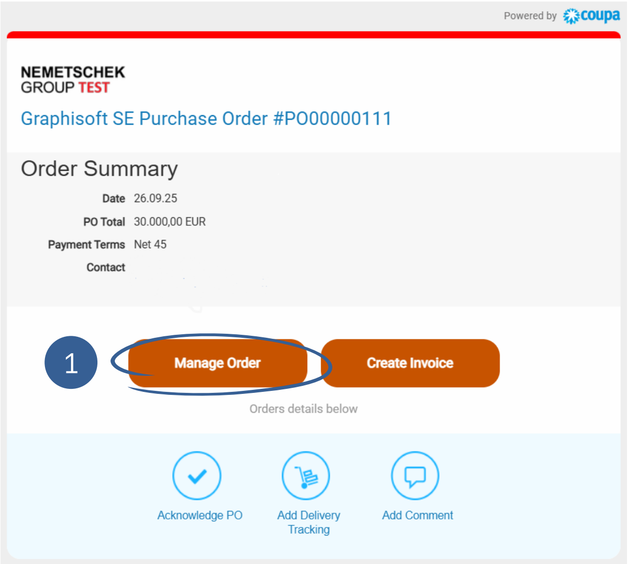
How to Register & Login to the Coupa Supplier Portal?

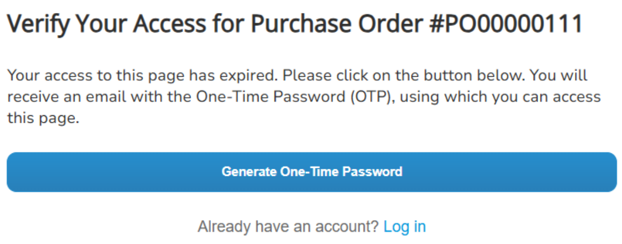
How to action your Purchase Order to create a Coupa Supplier Portal (CSP) account

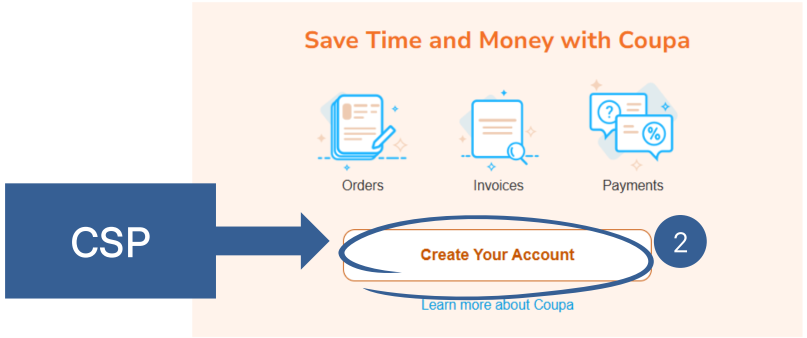
If you received a **Purchase Order** (PO) and do not have a CSP account yet but would like to register

Step 1: To start the registration, click **‘Manage Order’** in the email

Step 2: On the next page, click **'Create Your Account'** and register for the Coupa Supplier Portal (see next pages)







How to Register & Login to the Coupa Supplier Portal?

Registering into the Coupa Supplier Portal

Step 3: If necessary, correct the first and last name.

Step 4: Set a password.

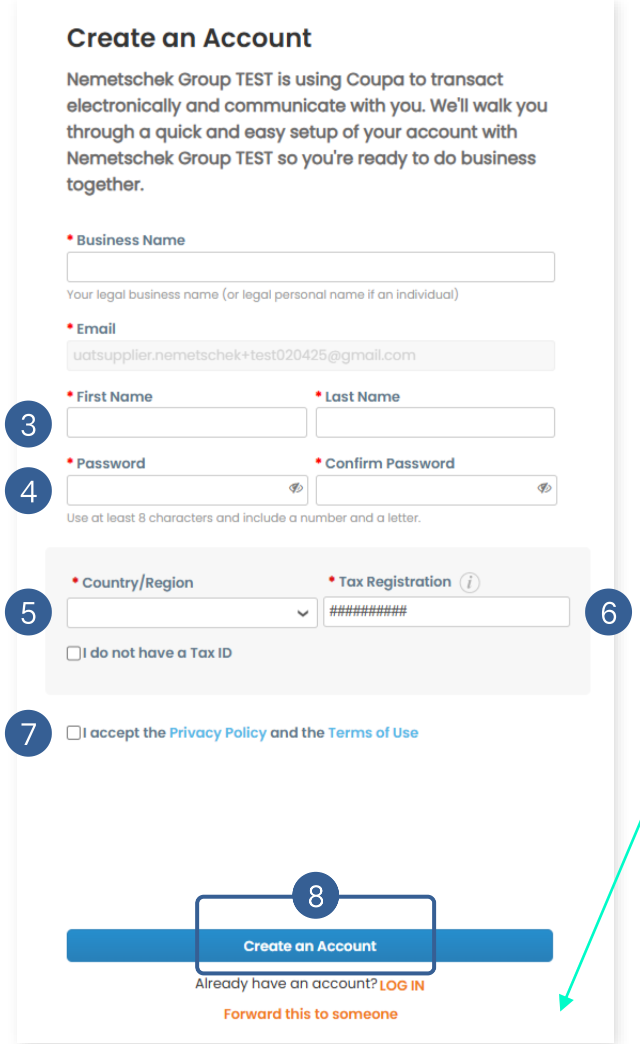
Step 5: Select the country.

Step 6: Enter the VAT ID (or select "I do not have a tax number" and provide a reason).

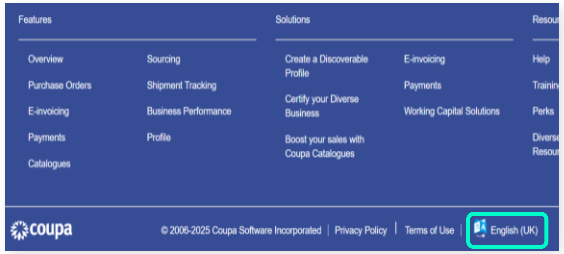
Step 7: Accept the Terms of use.

Step 8: Click **"Create an Account"**

Alternatively, the registration can also be delegated to someone else. To do this, simply click on **"Forward this to someone"**



Scroll down on this page to adjust your language



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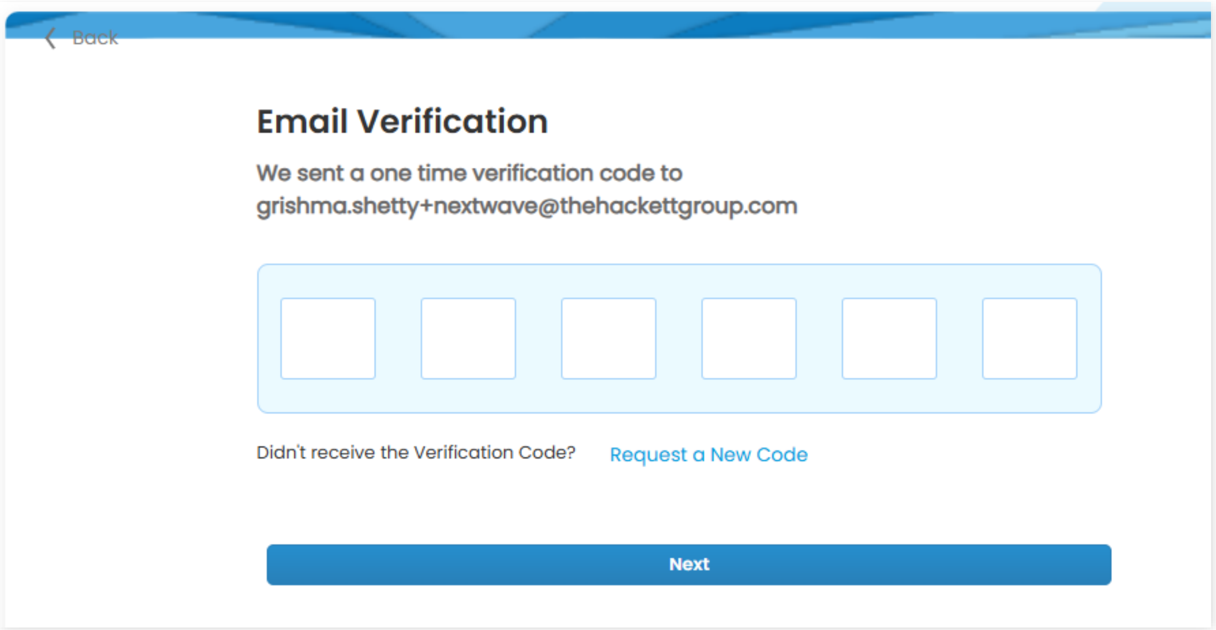
How to Register & Login to the Coupa Supplier Portal?

Registering into the Coupa Supplier Portal

A **one-time password** will be sent to the specified email address.

Enter this password in the field provided and click **"Next"**

If you did not receive a code, please click **"Request a New code"**



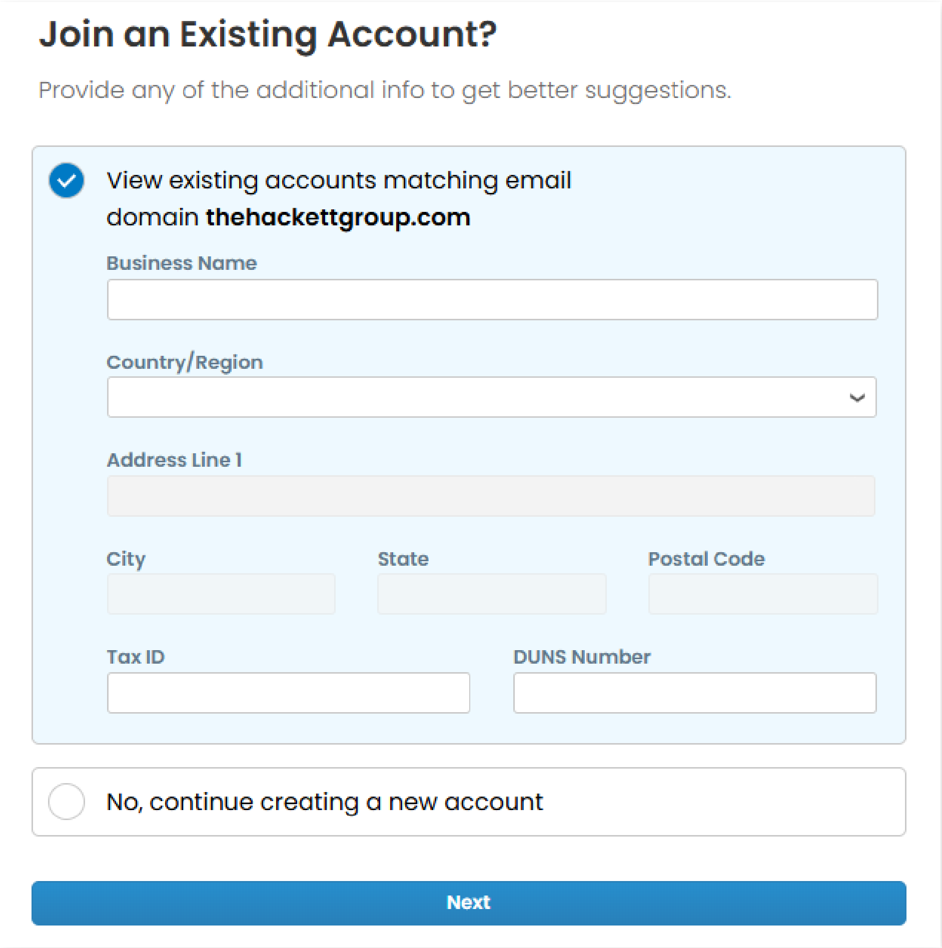
How to Register & Login to the Coupa Supplier Portal?

Registering into the Coupa Supplier Portal

If a CSP account already exists for the email domain, Coupa may display the existing accounts. This is only recommended if your company has a dedicated administrator for the Coupa Supplier Portal and the CSP account is professionally managed.

Otherwise, please select **"No, continue creating a new account"** and click **"Next"**

This step is not required if no account exists for the specified email address.



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How to Register & Login to the Coupa Supplier Portal?

Registering into the Coupa Supplier Portal

Enter the Primary Address:

Step 1: Enter Country/Region

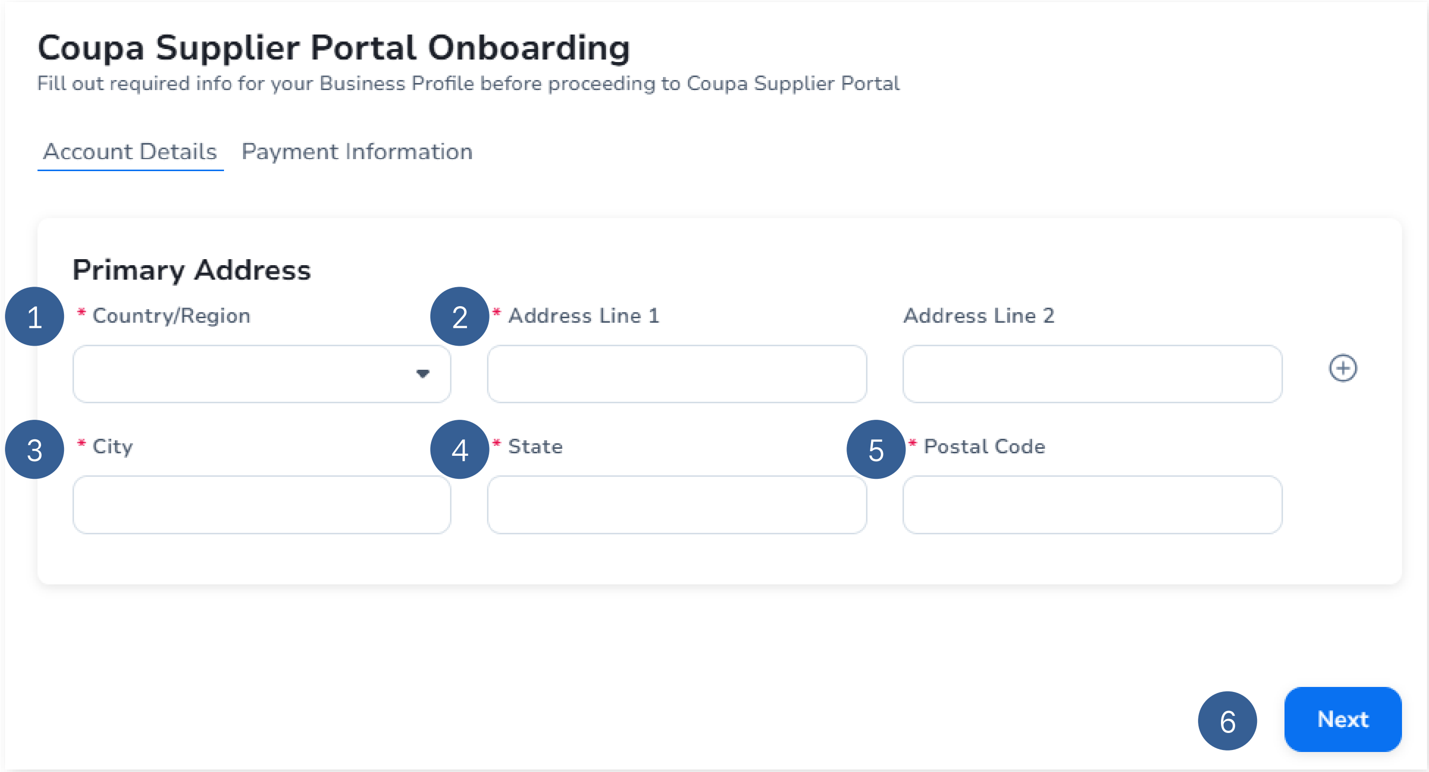
Step 2: Enter Address Line 1

Step 3: Enter City

Step 4: Enter State

Step 5: Enter Postal Code

Step 6: Click **Next**



How to Register & Login to the Coupa Supplier Portal?

Registering into the Coupa Supplier Portal

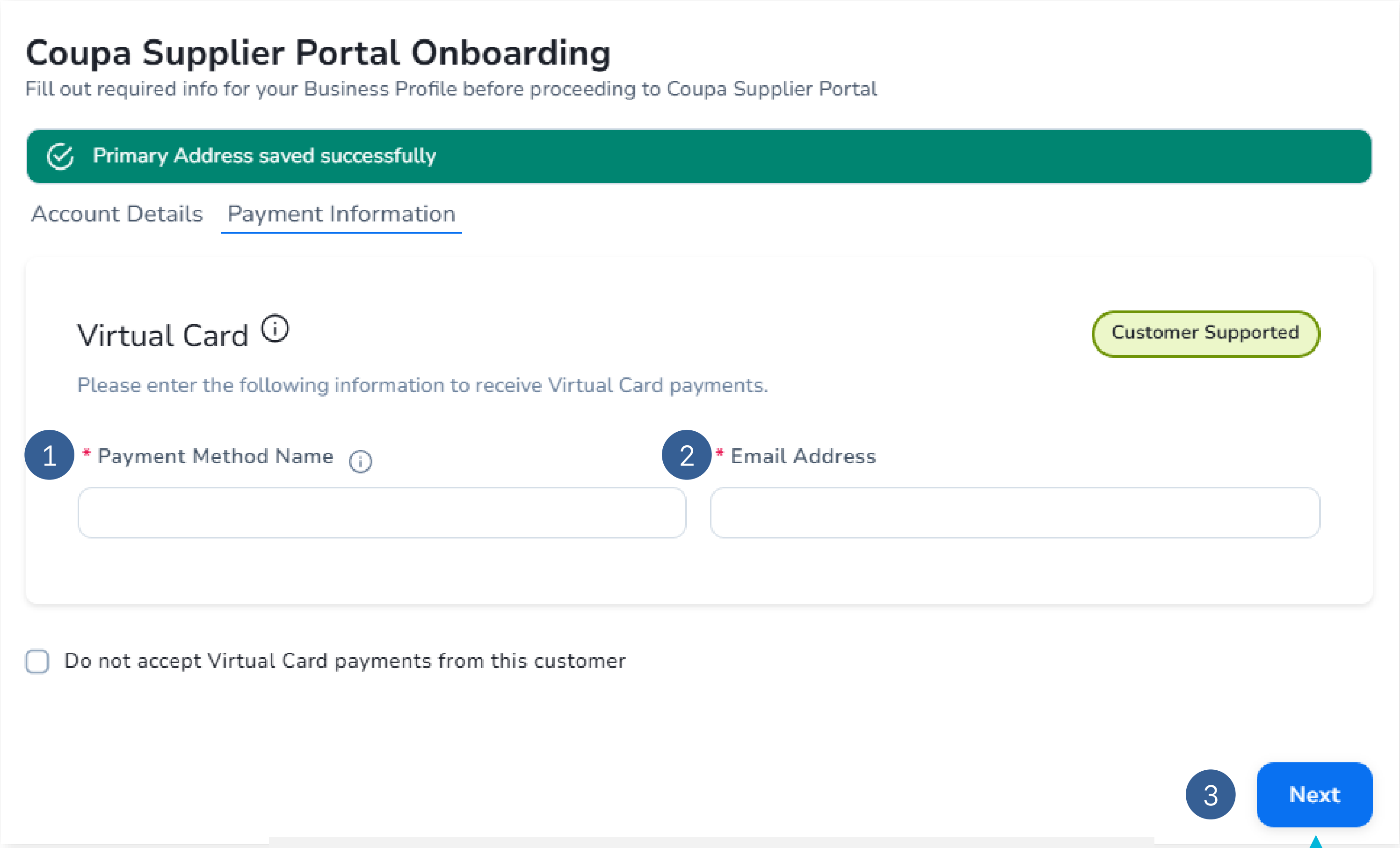
Enter the Payment Information:

Step 1: Payment Method Name

Step 2: Email Address

Step 3: Click Next

Alternatively, you can also choose to not accept Virtual Card payments from this customer



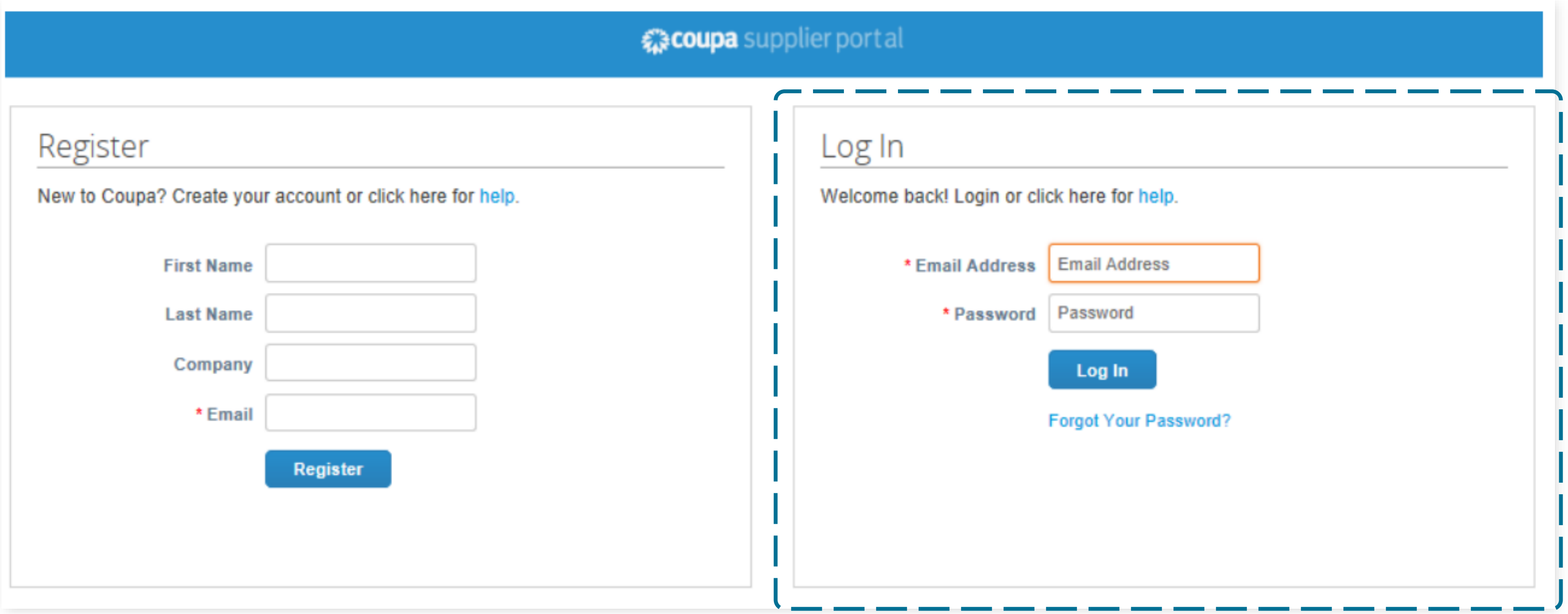
After entering the Payment Information **your Account within Coupa Supplier Portal has been created.** The next step requires detailed supplier information.

How to Register & Login to the Coupa Supplier Portal?

Log-in into the Coupa Supplier Portal after Registration/Onboarding

You are **successfully onboarded** after taking the previous steps.

As soon as you log in again in the **Coupa Supplier Portal** (https://supplier.coupahost.com/), you will see this window.
You can **simply log into the CSP with your e-mail address and password:**



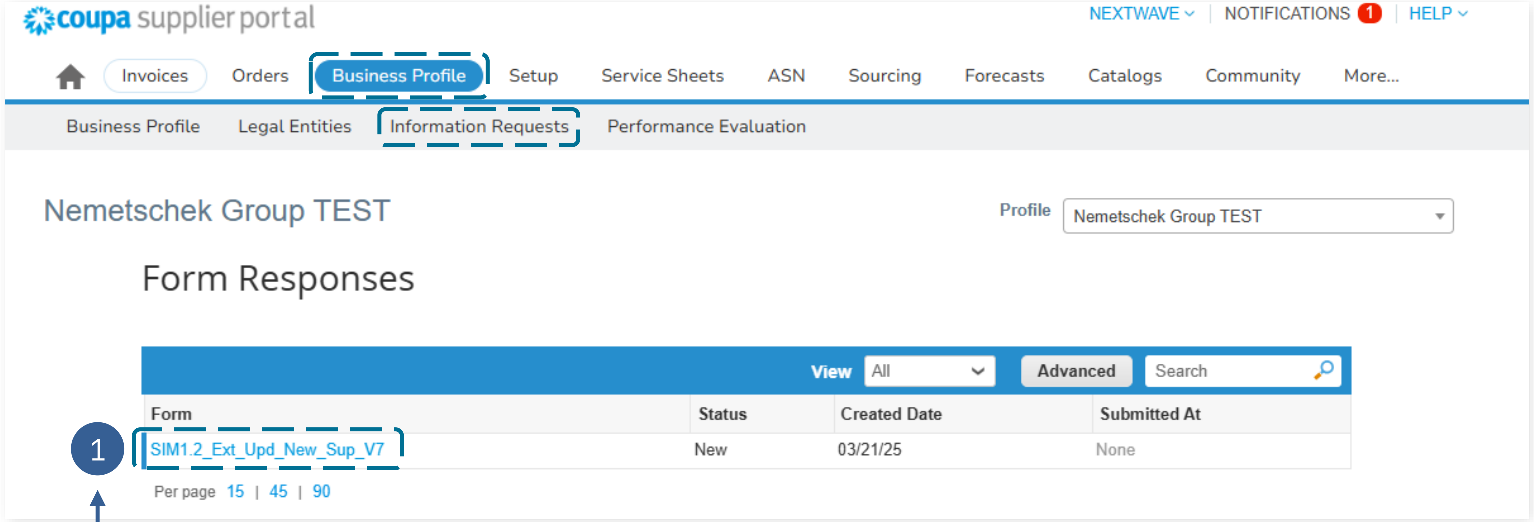
How to Register & Login to the Coupa Supplier Portal?

Registering into the Coupa Supplier Portal

After creating your CSP account and logging in you will be displayed your *onboarding form* that needs to be completed.

Step 1: Click on the hyperlink to access the form and start the filling process

In case you have closed or navigated from this page you can access it again by clicking the Business Profile Tab and 'Information Requests'.



Please note that creating a CSP account does not in itself enable cooperation through Coupa. **Successful onboarding is only complete after the onboarding form has been submitted and approved**

How to Register & Login to the Coupa Supplier Portal?

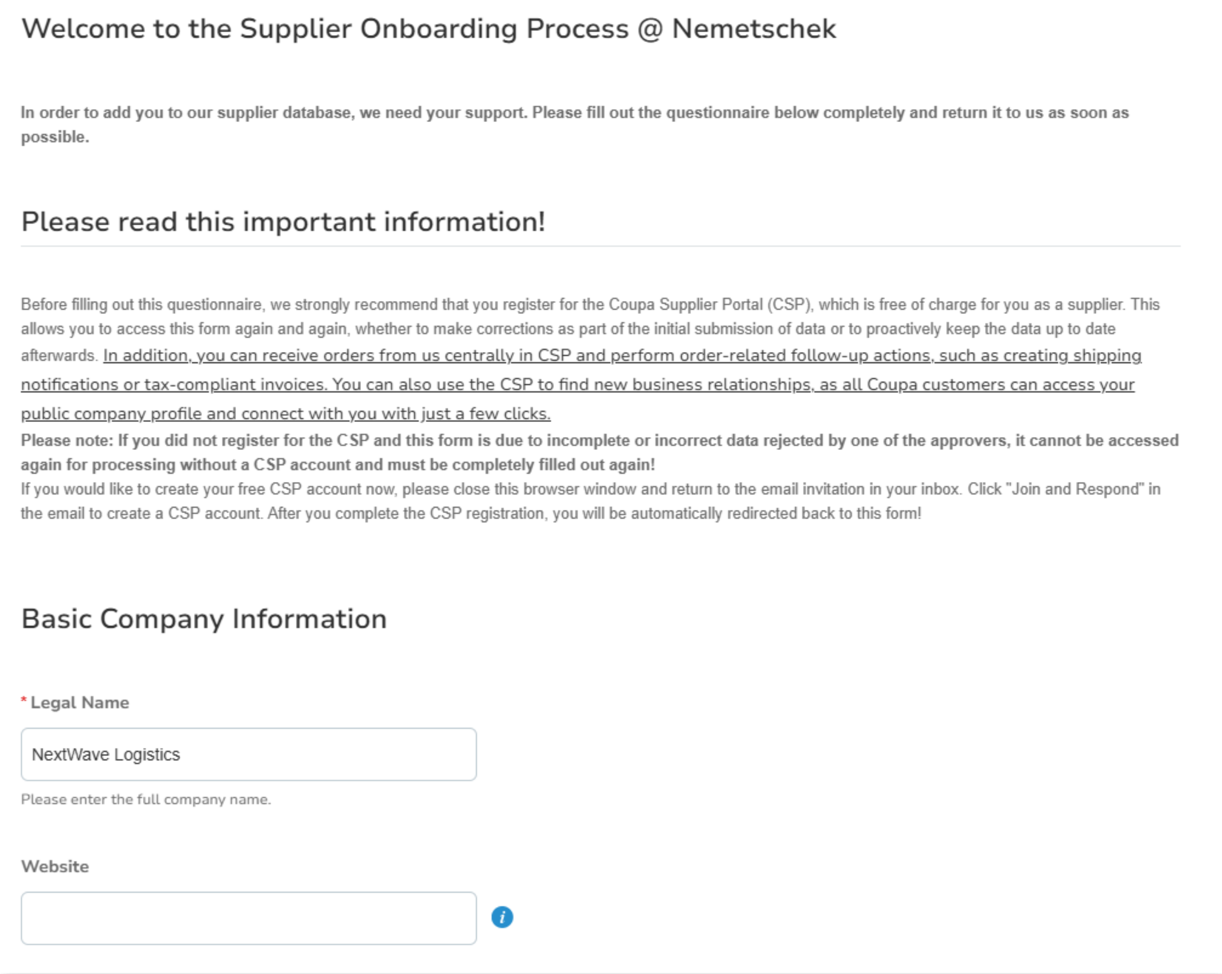
Registering into the Coupa Supplier Portal

Please complete the *onboarding form* in full.

Please have the following information ready:

- Address data
- Bank account data
- VAT ID
- PO e-mail (e-mail address to which orders should be sent)
- Main contact (e.g., key account with first name, last name and e-mail address)

Once all the information is filled in, click **"Submit for Approval"** to finalize the onboarding process.



Welcome to the Supplier Onboarding Process @ Nemetschek

In order to add you to our supplier database, we need your support. Please fill out the questionnaire below completely and return it to us as soon as possible.

Please read this important information!

Before filling out this questionnaire, we strongly recommend that you register for the Coupa Supplier Portal (CSP), which is free of charge for you as a supplier. This allows you to access this form again and again, whether to make corrections as part of the initial submission of data or to proactively keep the data up to date afterwards. In addition, you can receive orders from us centrally in CSP and perform order-related follow-up actions, such as creating shipping notifications or tax-compliant invoices. You can also use the CSP to find new business relationships, as all Coupa customers can access your public company profile and connect with you with just a few clicks.
Please note: If you did not register for the CSP and this form is due to incomplete or incorrect data rejected by one of the approvers, it cannot be accessed again for processing without a CSP account and must be completely filled out again!
If you would like to create your free CSP account now, please close this browser window and return to the email invitation in your inbox. Click "Join and Respond" in the email to create a CSP account. After you complete the CSP registration, you will be automatically redirected back to this form!

Basic Company Information

* Legal Name

NextWave Logistics

Please enter the full company name.

Website

How to Register & Login to the Coupa Supplier Portal?

Registering into the Coupa Supplier Portal

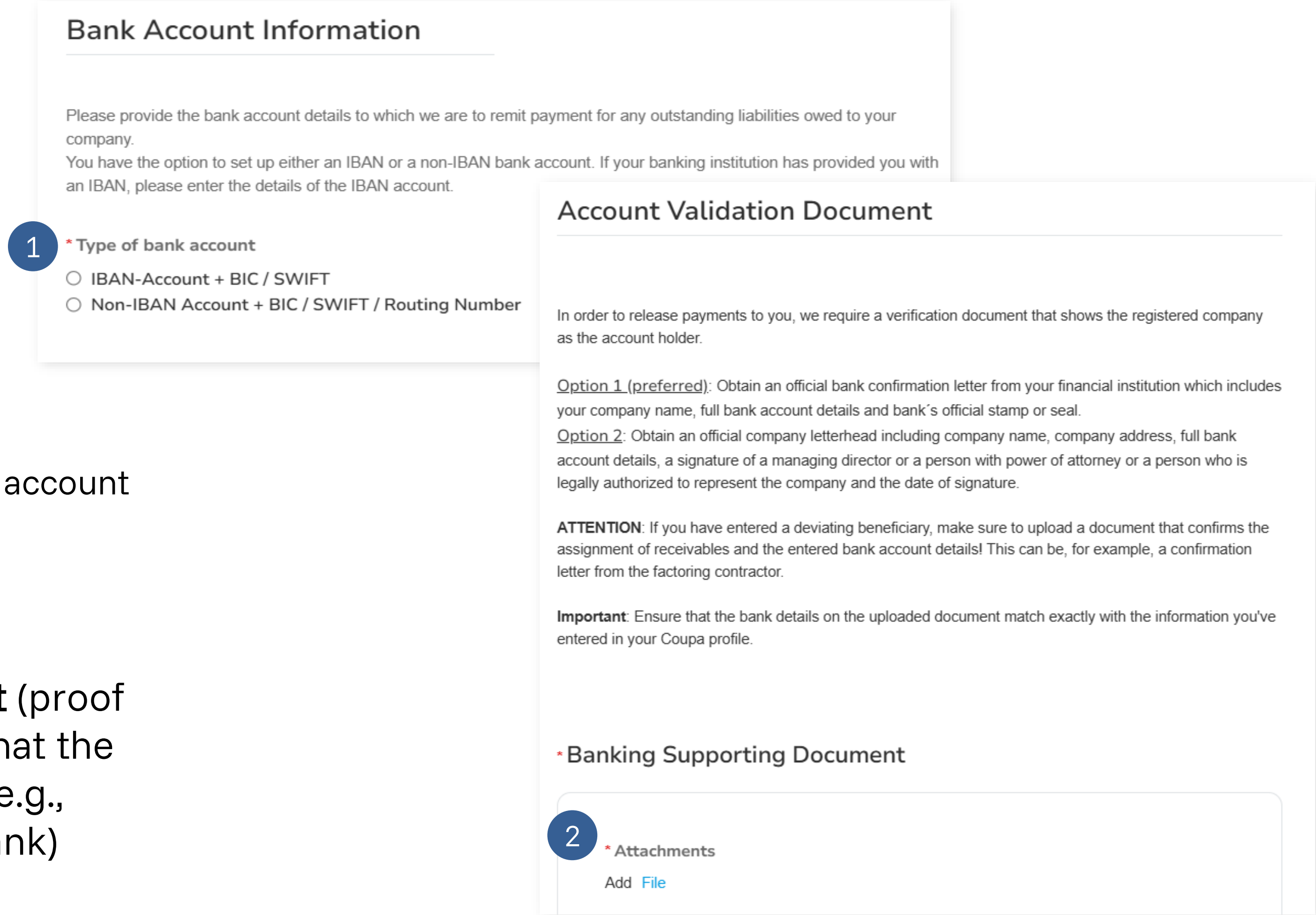
Enter the **Bank Account Information:**

Step 1: Select Type of bank account and enter all bank/payment details on the next page

- Beneficiary Name
- Bank name
- IBAN-Account + BIC / SWIFT code OR
- Non-IBAN Account Number + BIC / SWIFT code or Bank Code
- Bank Wire Routing Number if the bank managing the account is located in the United States of America or Canada

Enter the **Account Validation Document:**

Step 2: Upload the **Banking Supporting Document** (proof of bank account: a digital document that proves that the bank details you enter belong to your company – e.g., letterhead, invoice form, confirmation from the bank)



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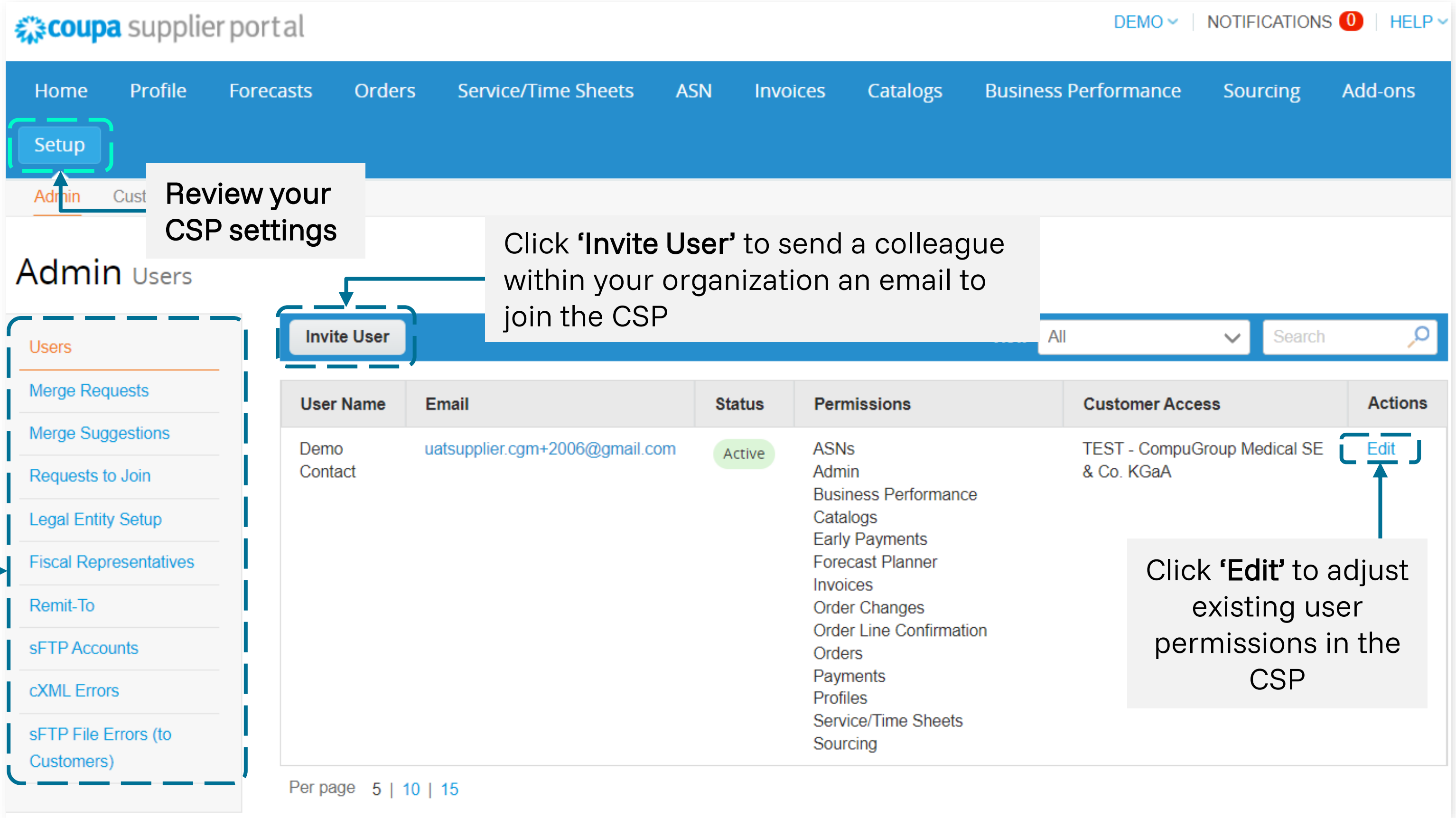
Admin Settings

Inviting Other Users at your Company

If desired/needed, you can **add multiple users to the Coupa Supplier Portal** to perform tasks. To do this, please navigate to the 'Setup' tab and click 'Invite User'.

Users invited will **receive an email invitation to join.** User permissions can be setup on this tab as well.

Additional CSP settings can be found in the 'Setup' tab. Note: these settings can only be changed by users with 'admin' permissions



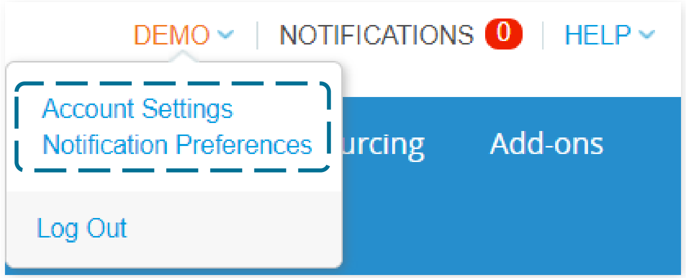
Admin Settings

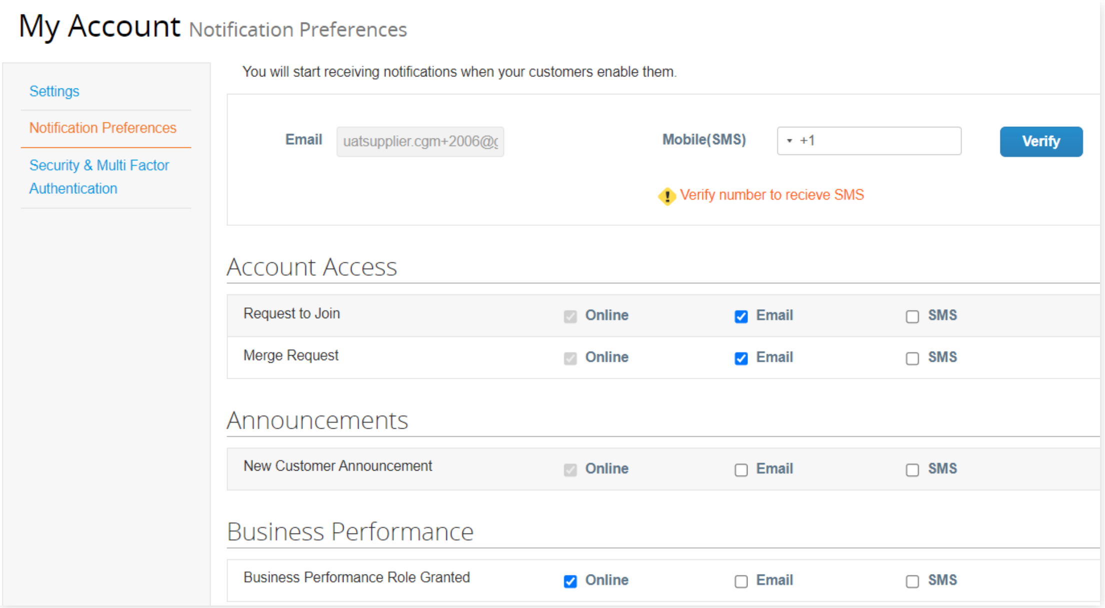
Updating User Notifications

Users can **update their account settings and notification preferences.** Once you click 'Account Settings' after hovering over the username on the top right corner of the CSP home screen your first name, last name, email and password can be edited.

User will **need to update their account settings and notification preferences** upon initially logging into the Coupa Supplier Portal.

Note: The ‘Online’ notification checkbox stands for notifications that occur within the CSP itself.





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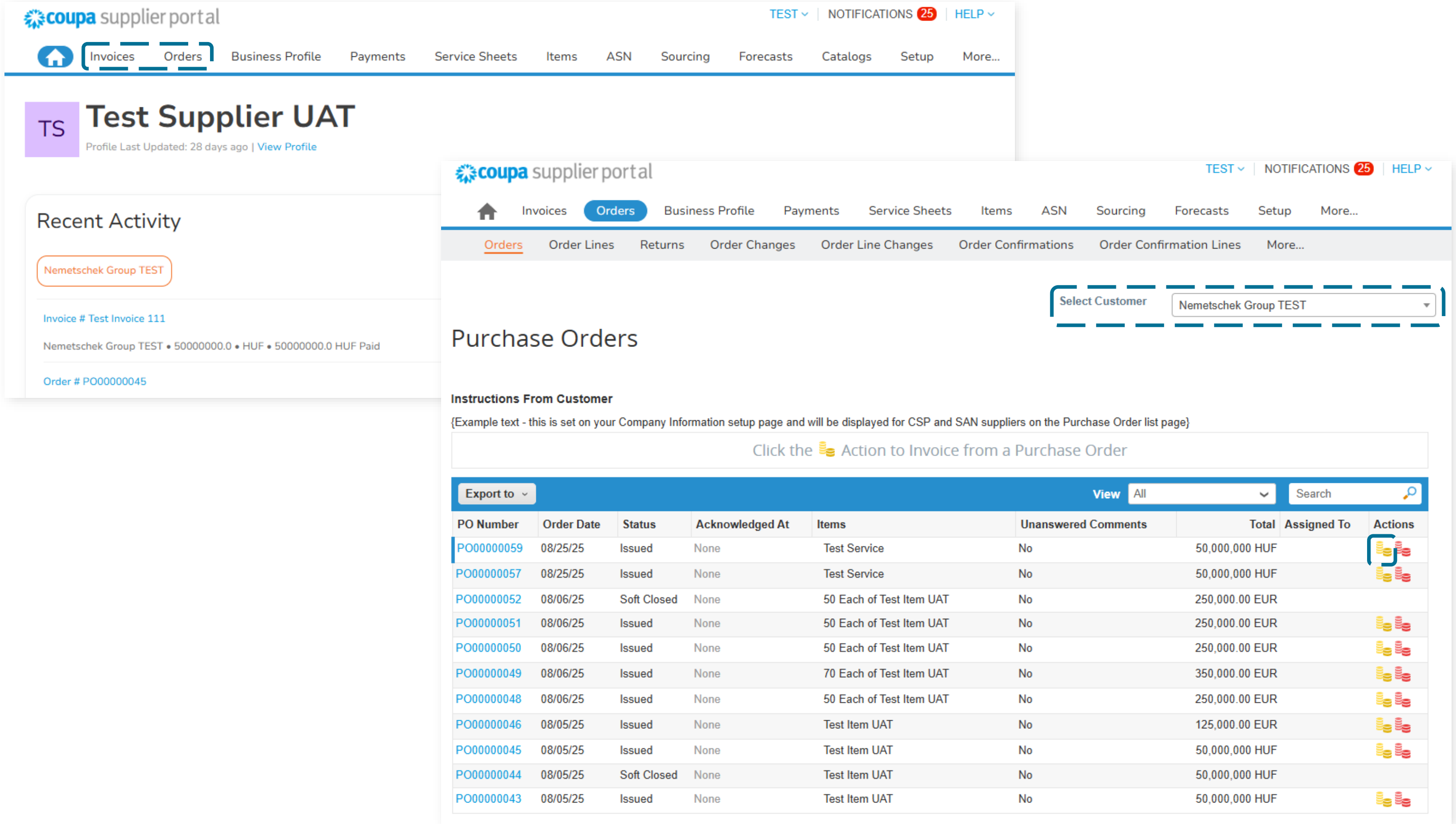
CSP Order Management

CSP user **can view and manage all of their Purchase Orders and Invoices** by navigating to “Orders” or "Invoices" on their CSP home screen and selecting the correct customer (if there is more than one) on the dropdown menu.

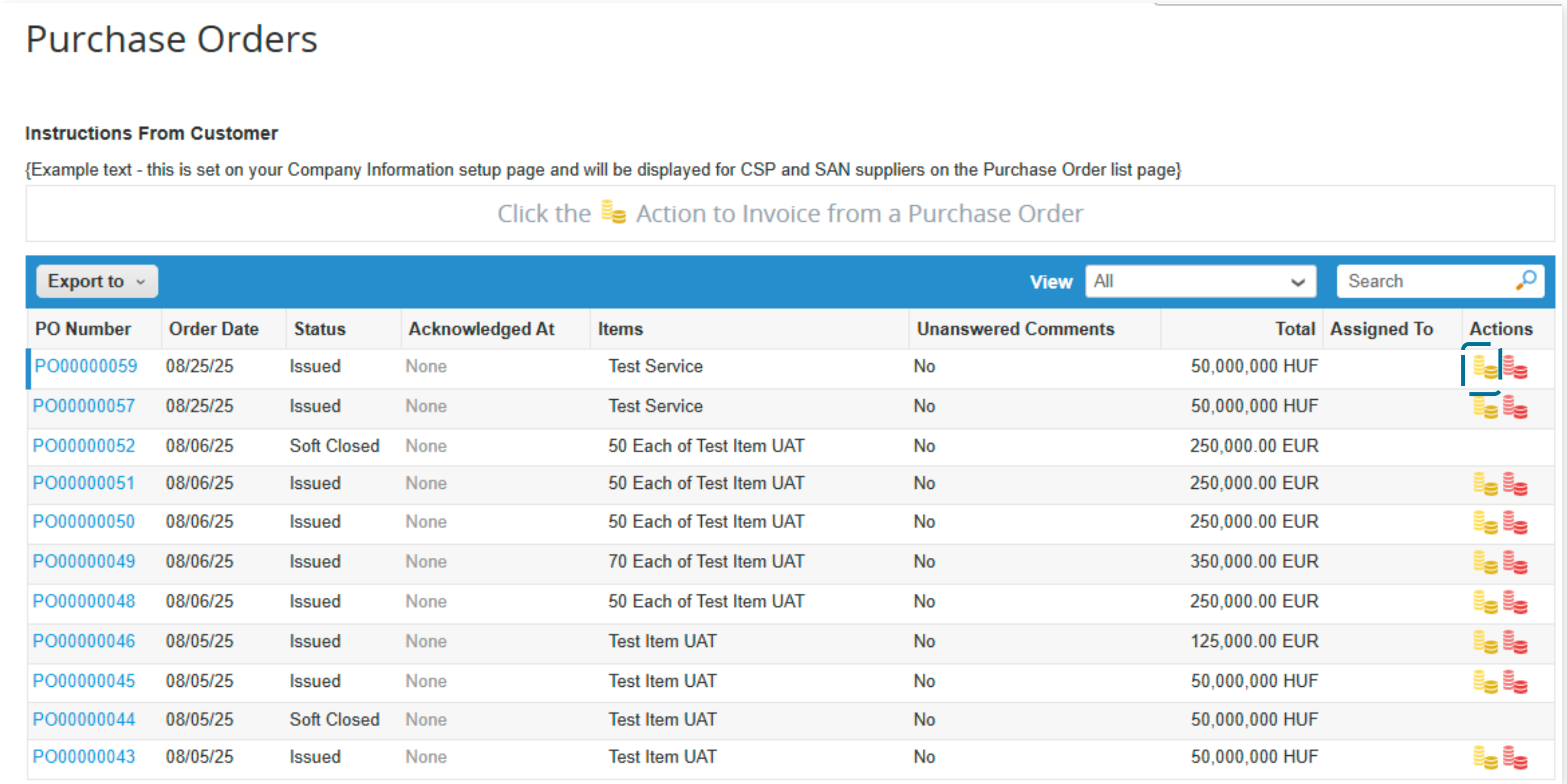
On the "Orders" list, clicking on the ‘yellow coins’ icon will start the process of creating an invoice for that Purchase Order (PO), while clicking on the ‘red coins’ icon will start the process of creating a credit note.



CSP Invoice Creation

Once the supplier is **ready to create an Invoice** against a published PO, CSP user can find the correct PO, click on the yellow coins icon, populate all relevant fields and submit the invoice to the custom for approval.

<u>By default, the supplier can only create invoices against issued Purchase Orders.</u>



Purchase Orders

Instructions From Customer

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

Click the Action to Invoice from a Purchase Order

Export to | View All | Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO00000059	08/25/25	Issued	None	Test Service	No	50,000,000 HUF		
PO00000057	08/25/25	Issued	None	Test Service	No	50,000,000 HUF		
PO00000052	08/06/25	Soft Closed	None	50 Each of Test Item UAT	No	250,000.00 EUR		
PO00000051	08/06/25	Issued	None	50 Each of Test Item UAT	No	250,000.00 EUR		
PO00000050	08/06/25	Issued	None	50 Each of Test Item UAT	No	250,000.00 EUR		
PO00000049	08/06/25	Issued	None	70 Each of Test Item UAT	No	350,000.00 EUR		
PO00000048	08/06/25	Issued	None	50 Each of Test Item UAT	No	250,000.00 EUR		
PO00000046	08/05/25	Issued	None	Test Item UAT	No	125,000.00 EUR		
PO00000045	08/05/25	Issued	None	Test Item UAT	No	50,000,000 HUF		
PO00000044	08/05/25	Soft Closed	None	Test Item UAT	No	50,000,000 HUF		
PO00000043	08/05/25	Issued	None	Test Item UAT	No	50,000,000 HUF		

CSP Invoice Creation

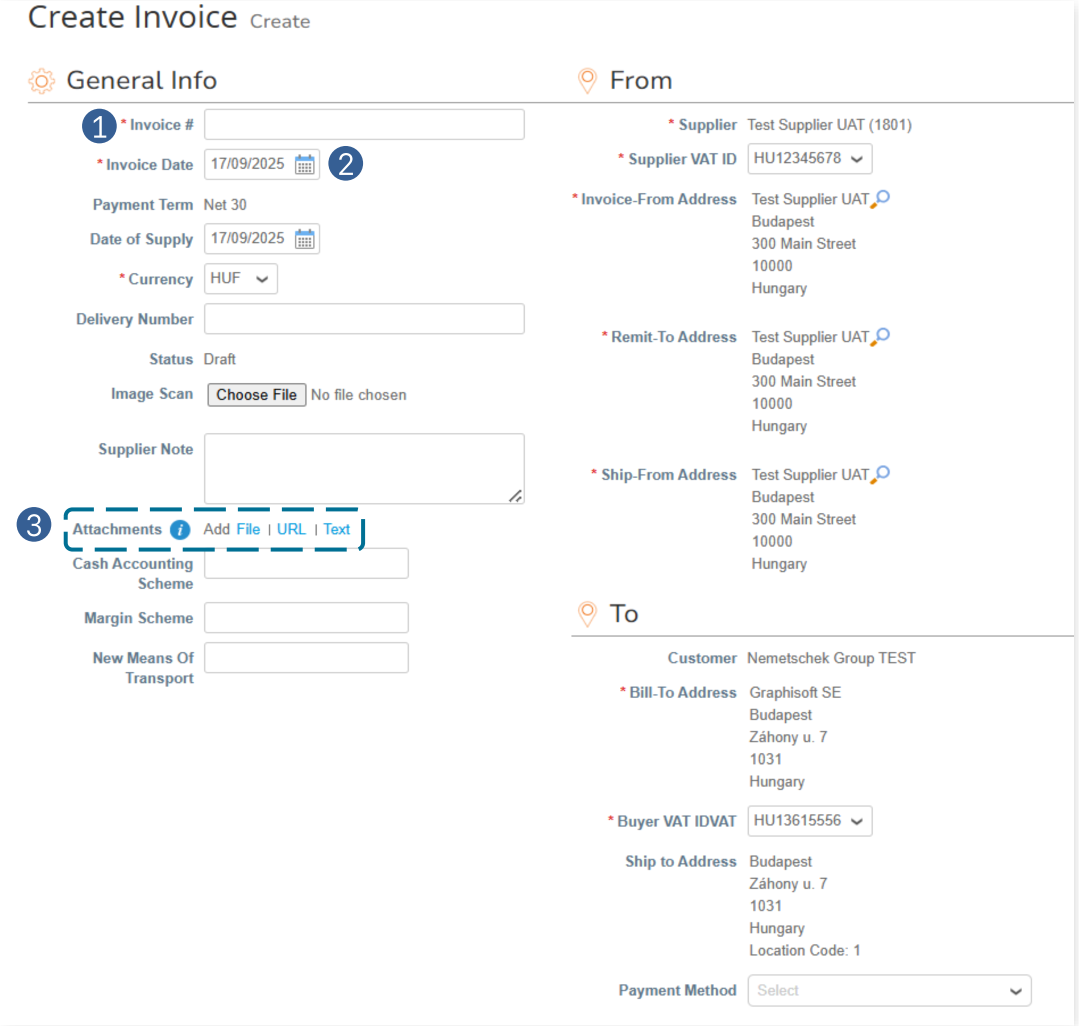
Invoice header data:

Step 1: Enter your invoice number (according to the original invoice)

Step 2: Enter the invoice date

Step 3: Attach the invoice document

Please note that it is a mandatory requirement for Graphisoft SE that the invoice be included as an attachment. In the absence of this file, the invoice cannot be submitted.



CSP Invoice Creation

Invoice line data:

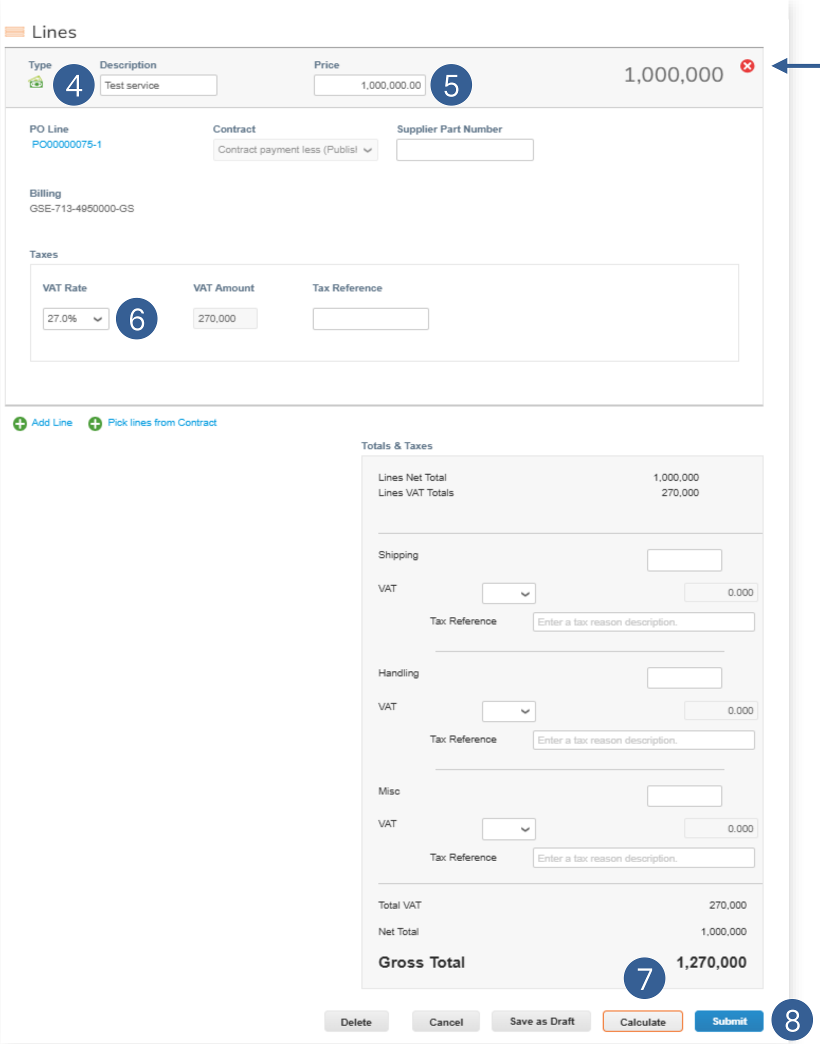
Step 4: Change the description if needed

Step 5: Enter the **Net Price** of your invoice line

Step 6: Select the applicable VAT Rate

Step 7: Click "Calculate" to check if Net and Gross amounts are correct and Total VAT is calculated correctly

Step 8: Click submit



Note:
If there are multiple Purchase Order lines but you only intend to invoice a select few lines, you can cancel the invoice lines which are not relevant with this button.

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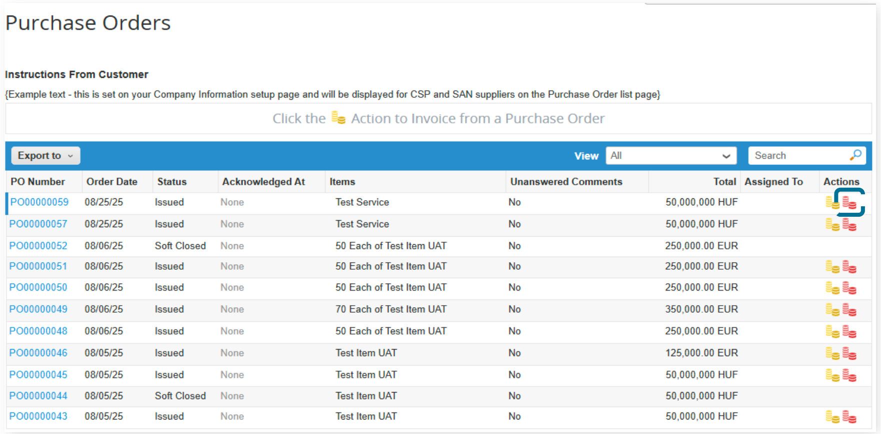
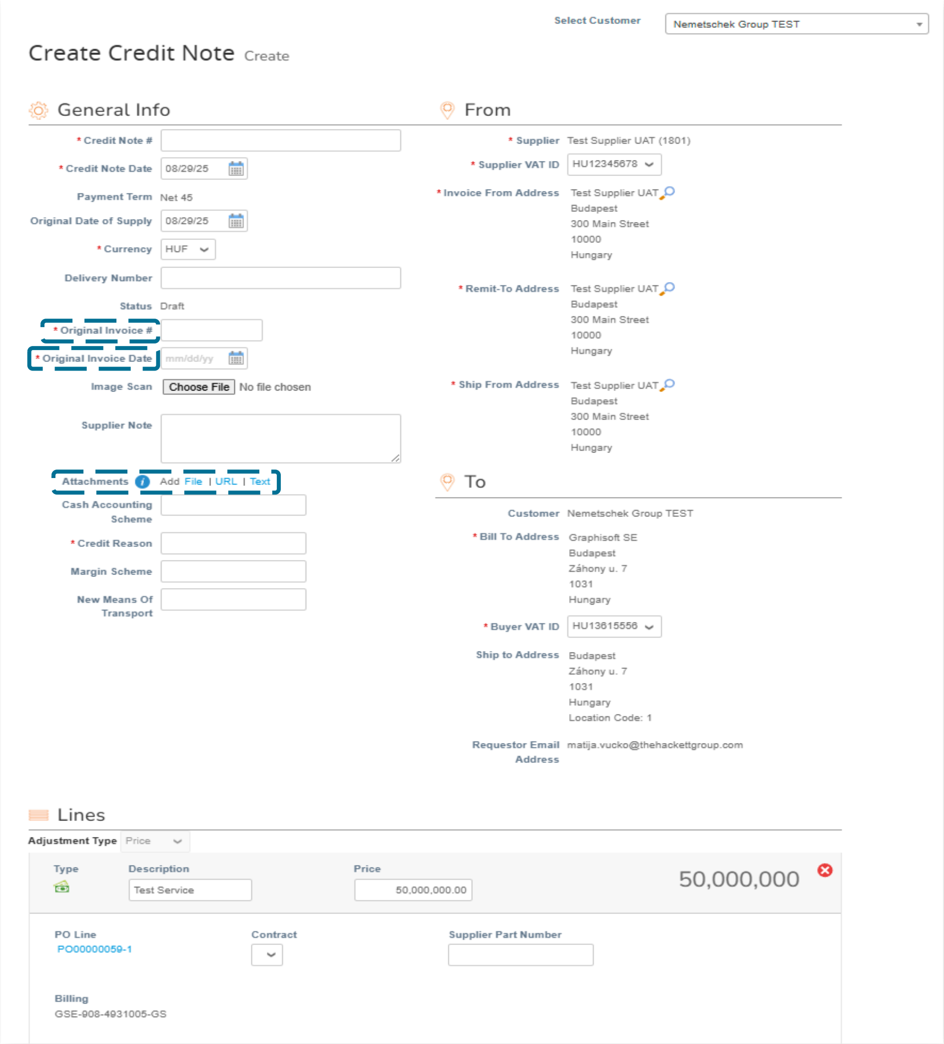
CSP Credit Note Creation

If a PO has been invoiced in error, or if there is any other reason to issue a credit note, CSP user can create a credit not by clicking on the red coins icon and populating relevant fields.

It is important to note that the original invoice number and date is required in the credit note header for successful credit note submission. If the PO has not been invoiced before, credit note cannot be created.



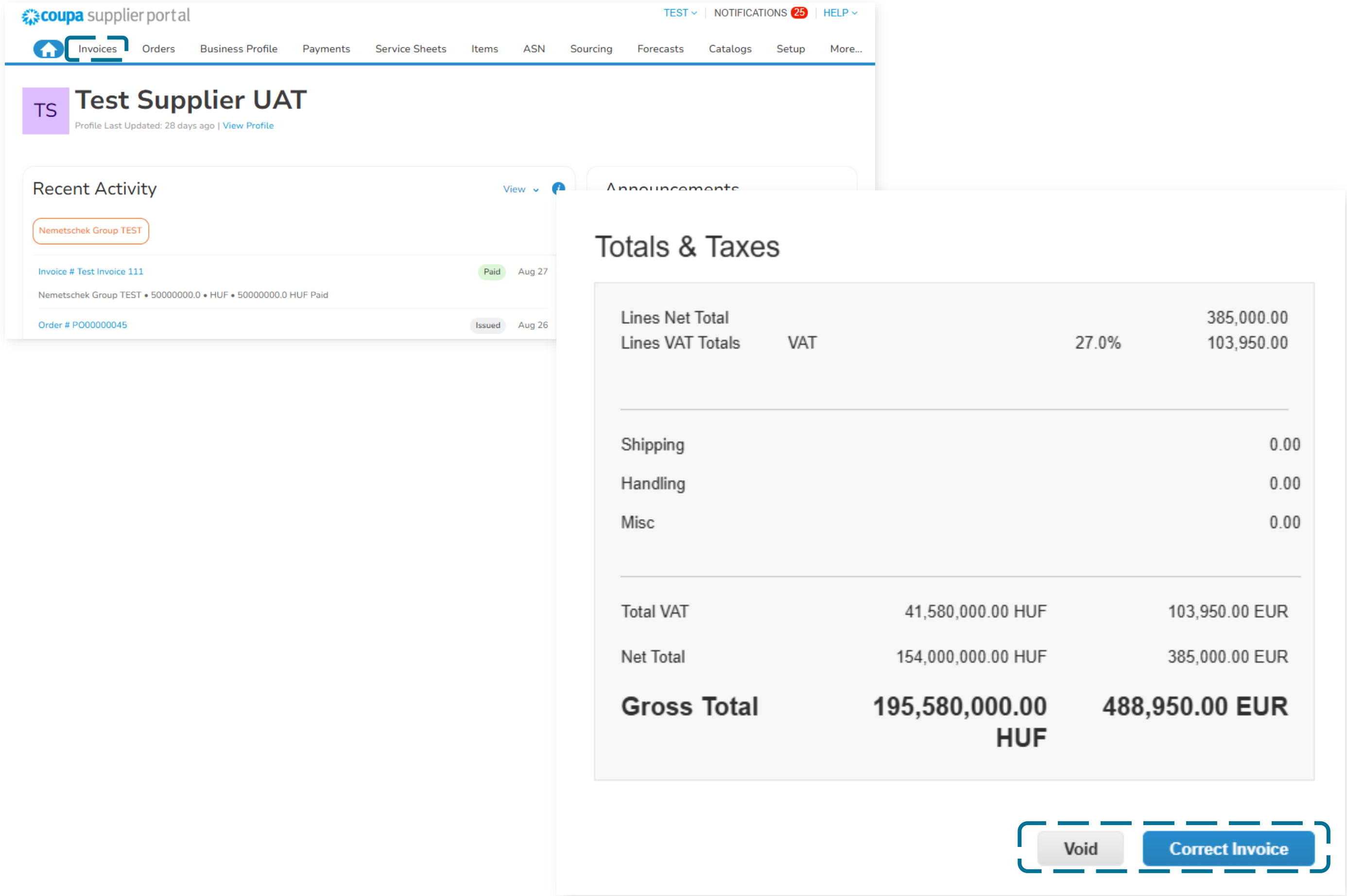


CSP Invoice/Credit Note Management

CSP user can view and manage all their Invoices and Credit Notes by navigating to "Invoices" on their CSP home screen and selecting the correct customer (if there is more than one) on the dropdown menu.

Depending on the settings from the customer, CSP users can:

- Create Invoices from existing POs
- Create Credit Note
- Resolve Invoice Disputes
- Void existing Invoices



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Non-CSP Order and Invoice Management

SAN (Supplier Actionable Notification)

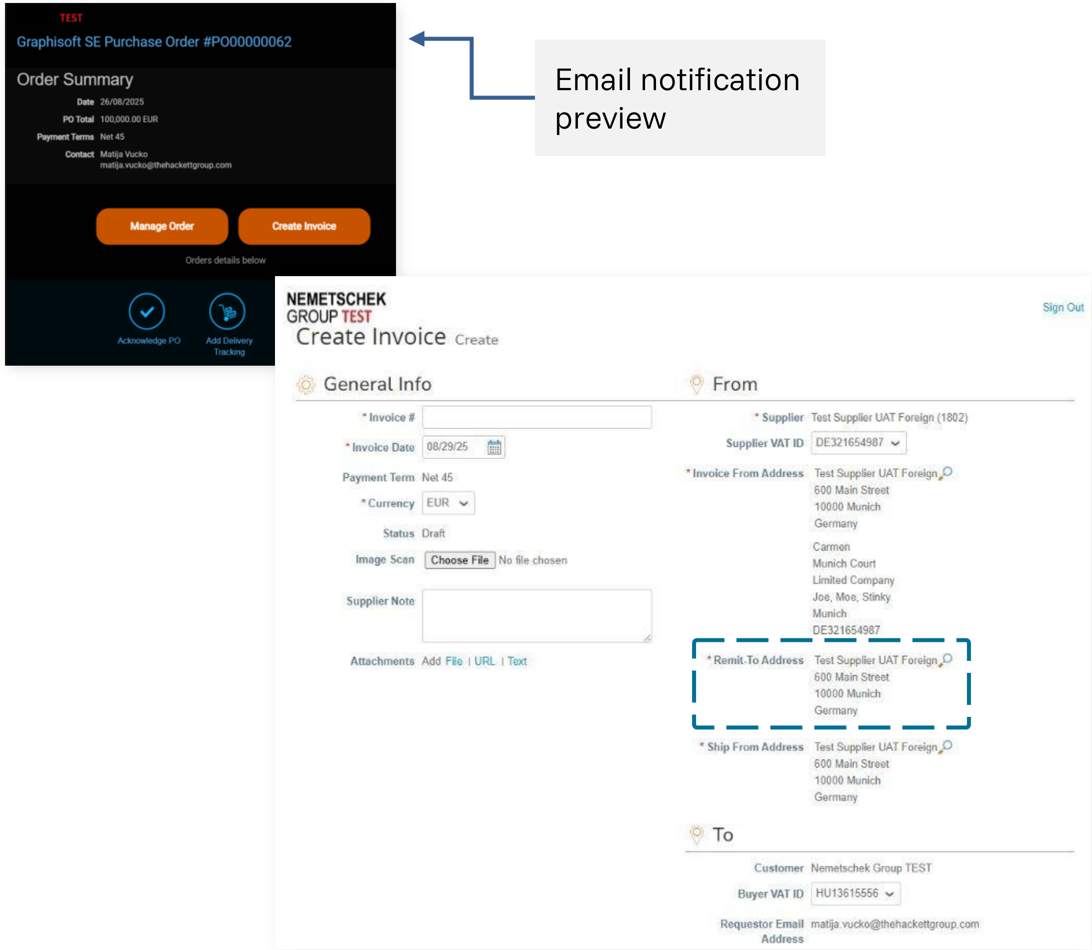
Supplier who decide to not register to Coupa Supplier Portal may submit invoices using Supplier Actionable Notifications.

Supplier Actionable Notifications (SAN) allow suppliers to act on POs directly from email notifications for POs created in Coupa, having the options to acknowledge, create an invoice from, or add a comment to a PO, or create a CSP account if they want to take advantage of the benefits of working with their customers through the CSP.

Suppliers that are already registered for the CSP can also take advantage of SAN.

Suppliers that opt for this method will not have the ability to directly manage their orders and invoices and will not be able to create credit notes directly against issued invoices.

Suppliers who have not used the Coupa platform before might have no Remit-To-Address available, in which case the system will require them to populate these mandatory information fields



Email notification preview

Non-CSP Order and Invoice Management

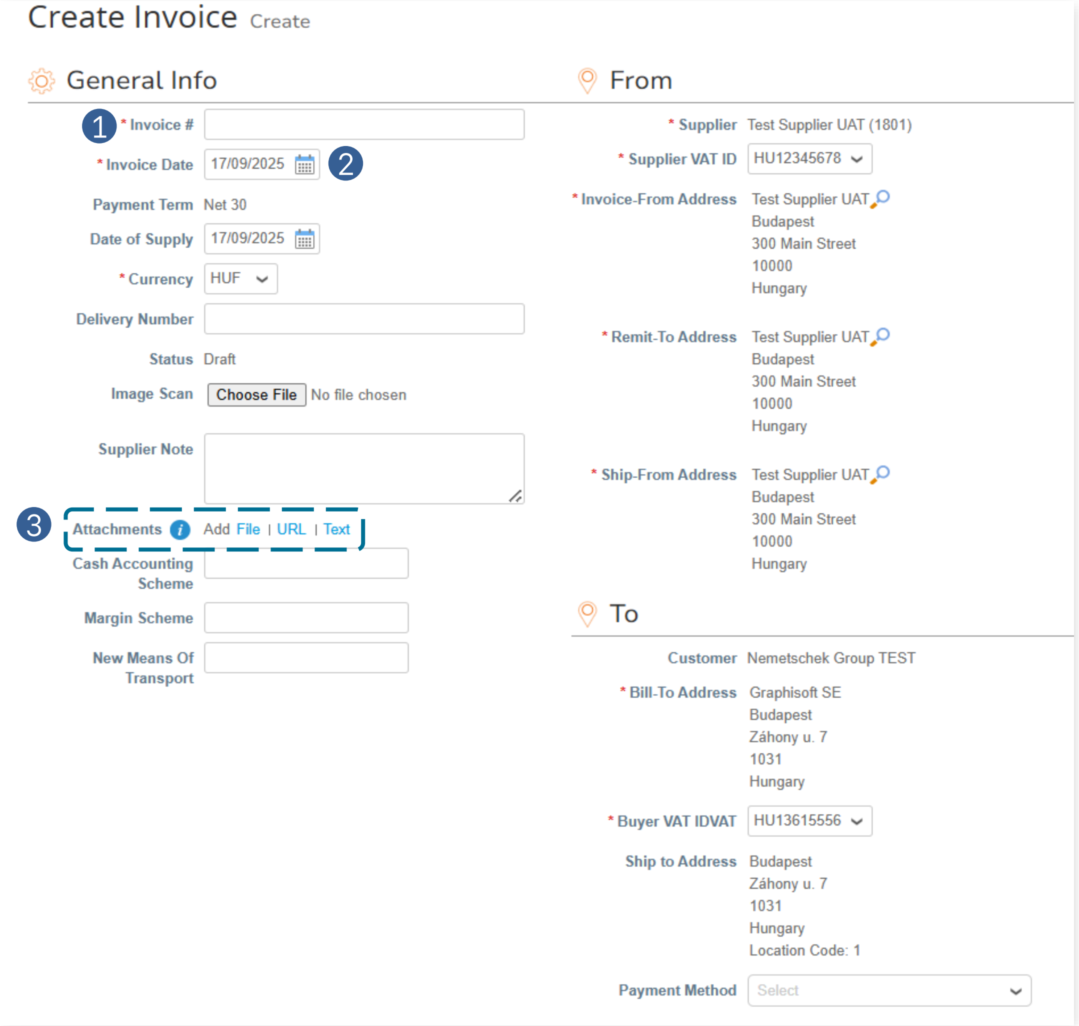
Invoice header data:

Step 1: Enter your invoice number (according to the original invoice)

Step 2: Enter the invoice date

Step 3: Attach the invoice document

Please note that it is a mandatory requirement for Graphisoft SE that the invoice be included as an attachment. In the absence of this file, the invoice cannot be submitted.



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Non-CSP Order and Invoice Management

Invoice line data:

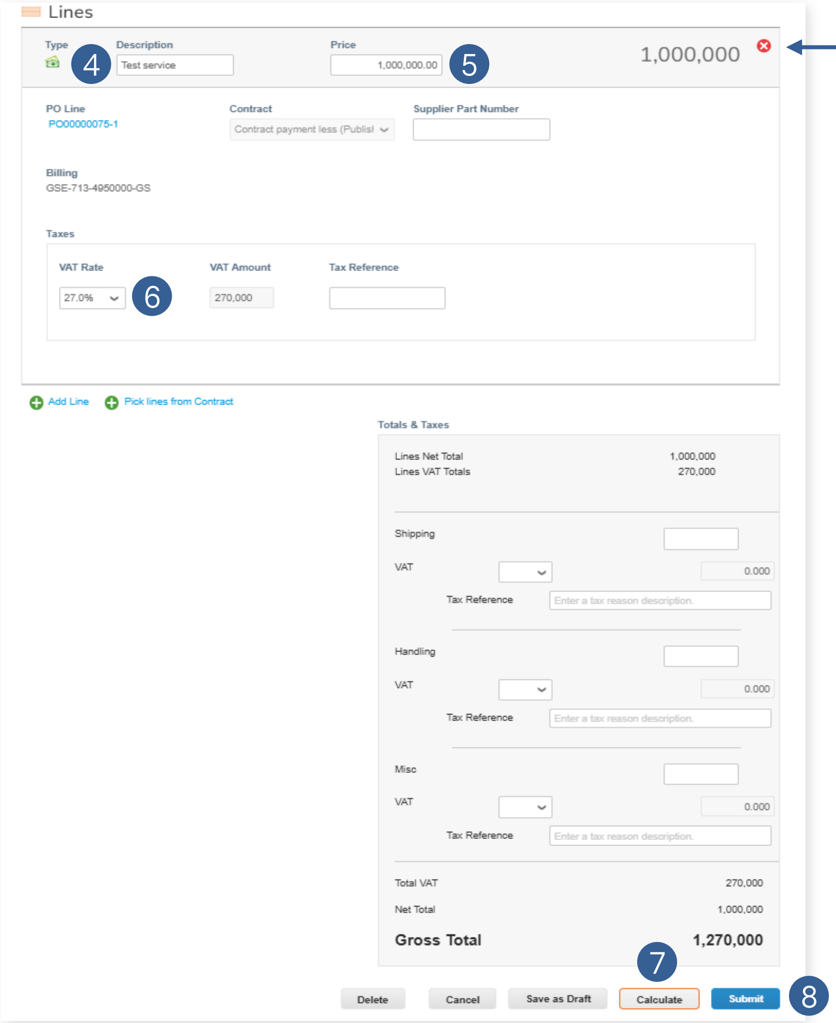
Step 4: Change the description if needed

Step 5: Enter the <u>**Net Price**</u> of your invoice line

Step 6: Select the applicable VAT Rate

Step 7: Click "Calculate" to check if Net and Gross amounts are correct and Total VAT is calculated correctly

Step 8: Click submit



Note:
If there are multiple Purchase Order lines but you only intend to invoice all the lines, you can cancel the invoice lines which are not relevant with this button.

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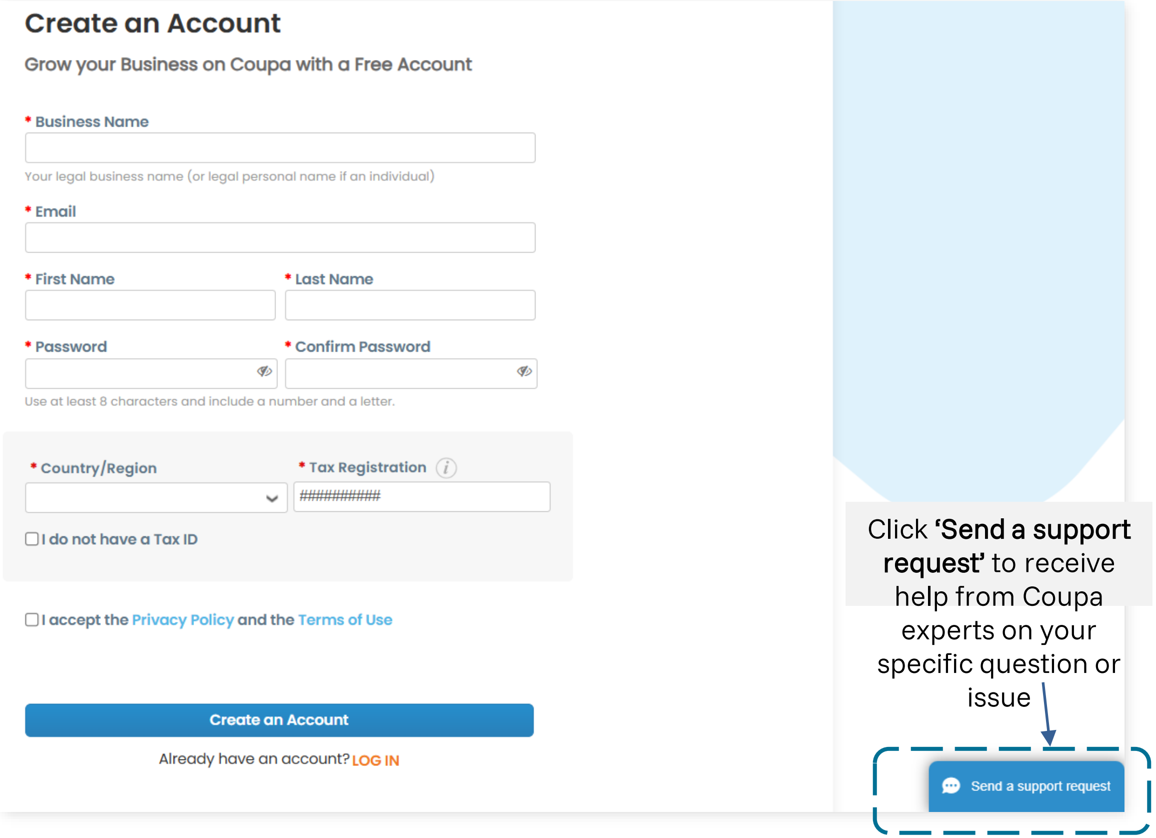
Where can I find help and support?

Using Coupa Support function

Users can easily **seek help via the Coupa chatbot** if they encounter any questions or issues.

How: After entering your contact details and your issue type, a Coupa expert will reach out to you and assist with the resolution.



Click **'Send a support request'** to receive help from Coupa experts on your specific question or issue

This informational material has been developed based on Coupa version available on October 1, 2025 (stable_043.2.3). Graphisoft and the Nemetschek Group do not commit to regularly update this document for possible new Coupa versions or releases.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