

NEMETSCHEK
GROUP

GRAPHISOFT[®]
A NEMETSCHEK COMPANY

Coupa Implementation

Supplier Handbook

October 27, 2025



Table of contents

01.

What is the Coupa Supplier Portal (CSP)?

02.

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

03.

How to Register & Login to the Coupa Supplier Portal?

04.

Admin Settings

05.

CSP Order and Invoice/
Credit Note Management

06.

Non-CSP Order and Invoice
Management

07.

Where to get help in case of
any questions or upcoming
issues?

Table of contents

01.

What is the Coupa Supplier Portal (CSP)?

02.

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

03.

How to Register & Login to the Coupa Supplier Portal?

04.

Admin Settings

05.

CSP Order and Invoice/
Credit Note Management

06.

Non-CSP Order and Invoice
Management

07.

Where to get help in case of
any questions or upcoming
issues?

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

Table of contents

01.

What is the Coupa Supplier Portal (CSP)?

02.

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

03.

How to Register & Login to the Coupa Supplier Portal?

04.

Admin Settings

05.

CSP Order and Invoice/
Credit Note Management

06.

Non-CSP Order and Invoice
Management

07.

Where to get help in case of
any questions or upcoming
issues?

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.

Table of contents

01.

What is the Coupa Supplier Portal (CSP)?

02.

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

03.

How to Register & Login to the Coupa Supplier Portal?

04.

Admin Settings

05.

CSP Order and Invoice/
Credit Note Management

06.

Non-CSP Order and Invoice
Management

07.

Where to get help in case of
any questions or upcoming
issues?

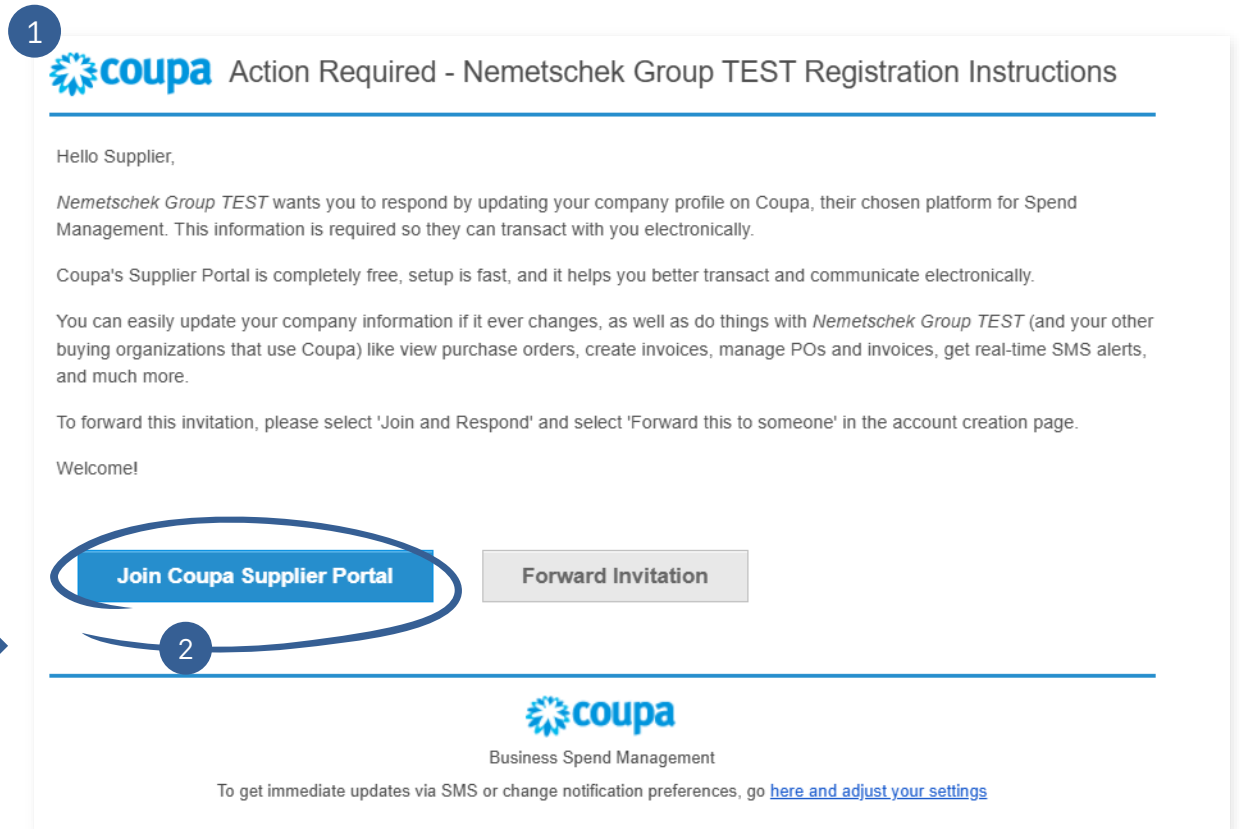
How to Register & Login to the Coupa Supplier Portal?

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'



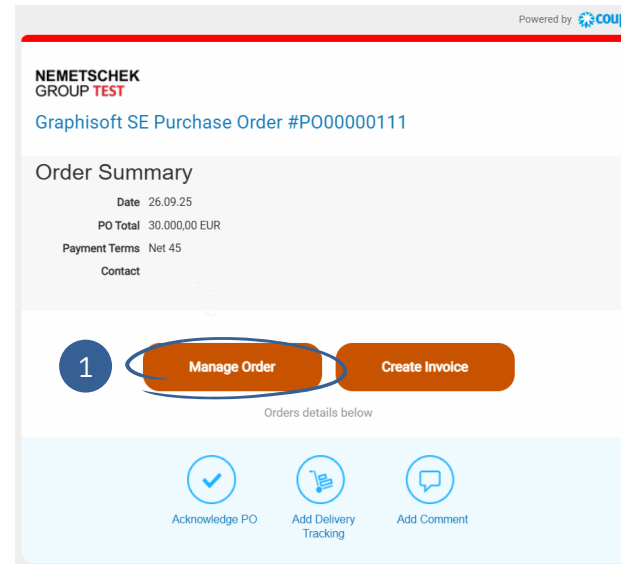
How to Register & Login to the Coupa Supplier Portal?

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)

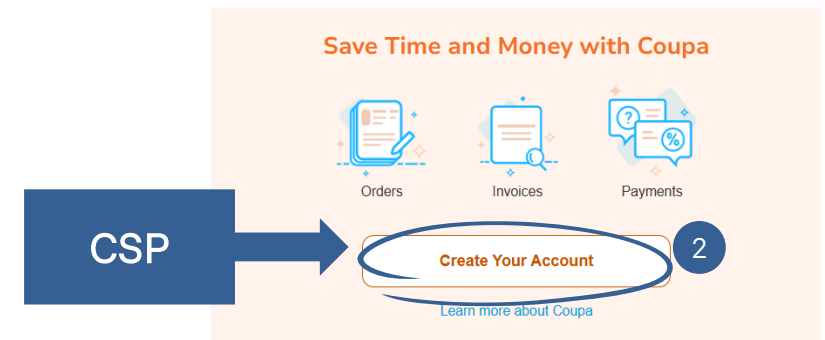


Verify Your Access for Purchase Order #PO00000111

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

Generate One-Time Password

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



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**"

Create an Account

Nemetschek Group TEST is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Nemetschek Group TEST so you're ready to do business together.

• **Business Name**

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

• **Email**

• **First Name** • **Last Name**

• **Password** • **Confirm Password**

Use at least 8 characters and include a number and a letter.

• **Country/Region** • **Tax Registration** ⓘ

☐ I do not have a Tax ID

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

8 **Create an Account**

Already have an account? [LOG IN](#)

[Forward this to someone](#)

Scroll down on this page to adjust your language



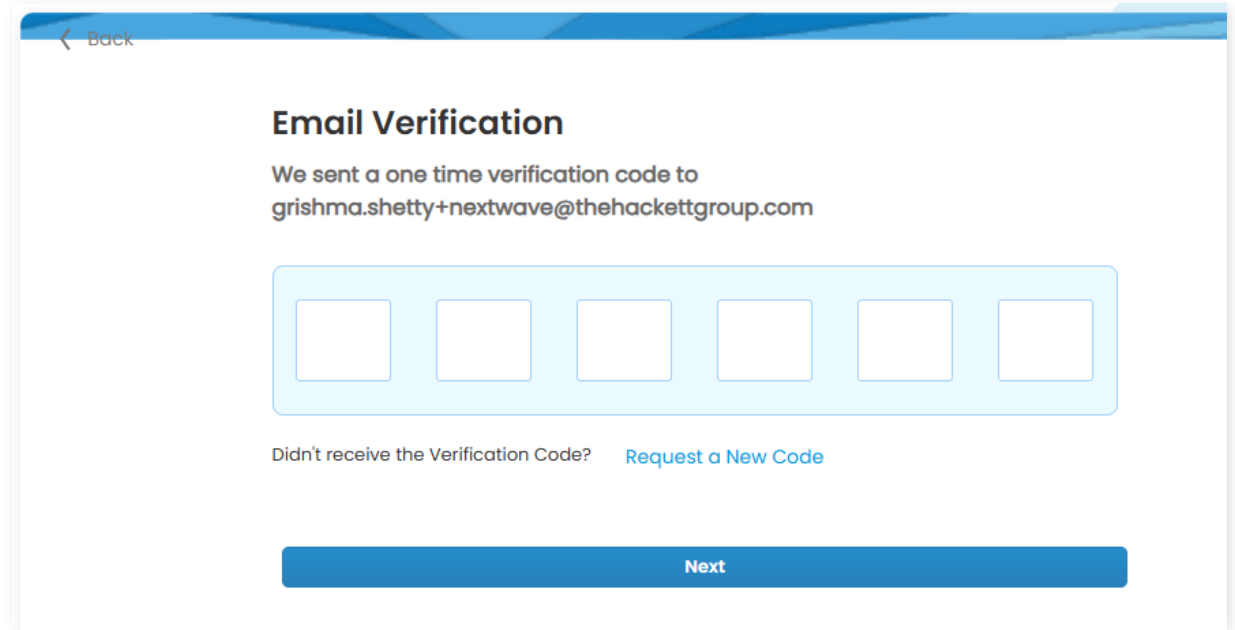
How to Register & Login to the Coupa Supplier Portal?

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**"



The image shows a screenshot of the 'Email Verification' step in the Coupa Supplier Portal registration process. At the top left, there is a '< Back' link. The main heading is 'Email Verification'. Below it, a message states: 'We sent a one time verification code to grishma.shetty+nextwave@thehackettgroup.com'. Underneath this message is a light blue rounded rectangle containing six empty square input boxes for the verification code. Below the input boxes, there is a link that says 'Didn't receive the Verification Code? Request a New Code'. At the bottom of the form is a large blue button labeled 'Next'.

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.

Join an Existing Account?

Provide any of the additional info to get better suggestions.

- ☒ View existing accounts matching email domain **thehackettgroup.com**

Business Name

Country/Region

Address Line 1

City

State

Postal Code

Tax ID

DUNS Number

- ☐ No, continue creating a new account

Next

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

Coupa Supplier Portal Onboarding

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

[Account Details](#) [Payment Information](#)

Primary Address

1 * Country/Region

2 * Address Line 1

Address Line 2

3 * City

4 * State

5 * Postal Code

6 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

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

✓ Primary Address saved successfully

Account Details Payment Information

Virtual Card ⓘ Customer Supported

Please enter the following information to receive Virtual Card payments.

1 * Payment Method Name ⓘ 2 * Email Address

☐ Do not accept Virtual Card payments from this customer

3 **Next**

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

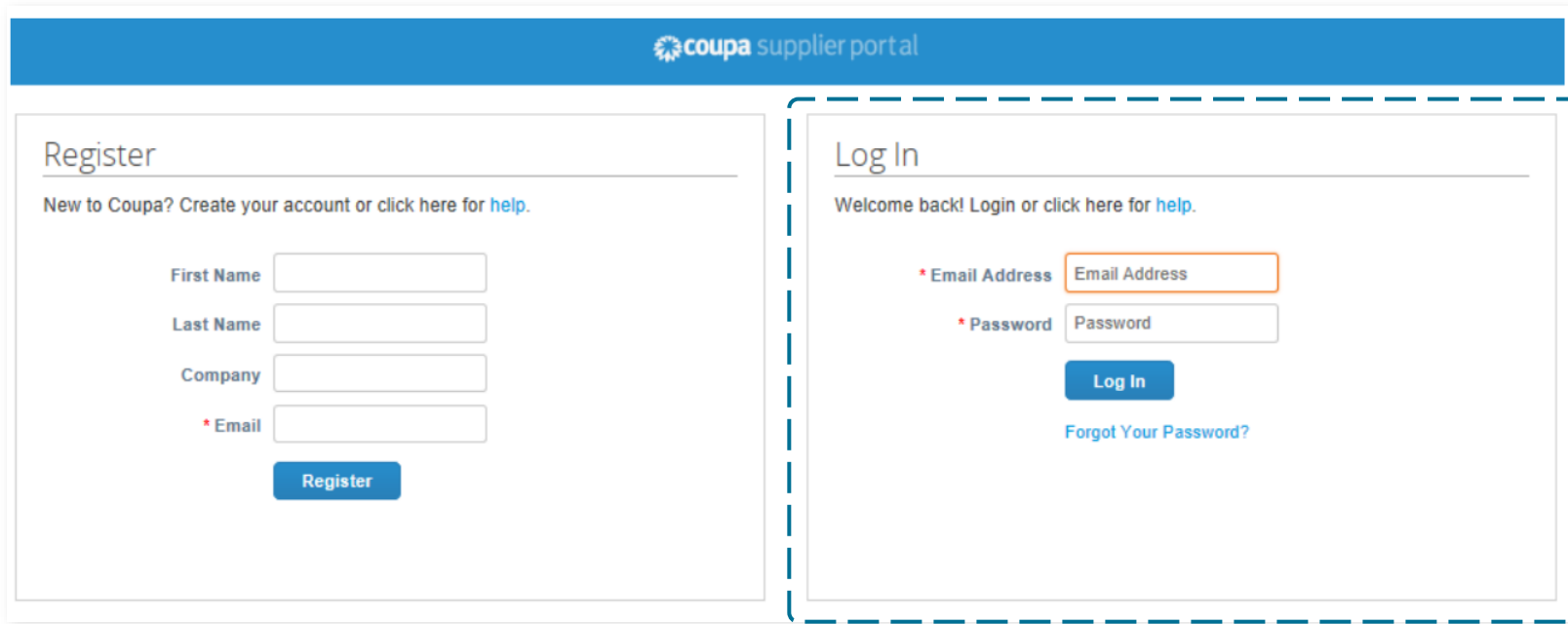


How to Register & Login to the Coupa Supplier Portal?

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**:



The screenshot displays the Coupa Supplier Portal interface. At the top, a blue header bar contains the Coupa logo and the text "coupa supplier portal". Below the header, the page is divided into two main sections: "Register" on the left and "Log In" on the right. The "Log In" section is highlighted with a dashed blue border.

Register Section:

- Text: "New to Coupa? Create your account or click here for [help](#)."
- Form fields: "First Name", "Last Name", "Company", and "* Email".
- Button: "Register".

Log In Section:

- Text: "Welcome back! Login or click here for [help](#)."
- Form fields: "* Email Address" and "* Password".
- Button: "Log In".
- Link: "Forgot Your Password?".

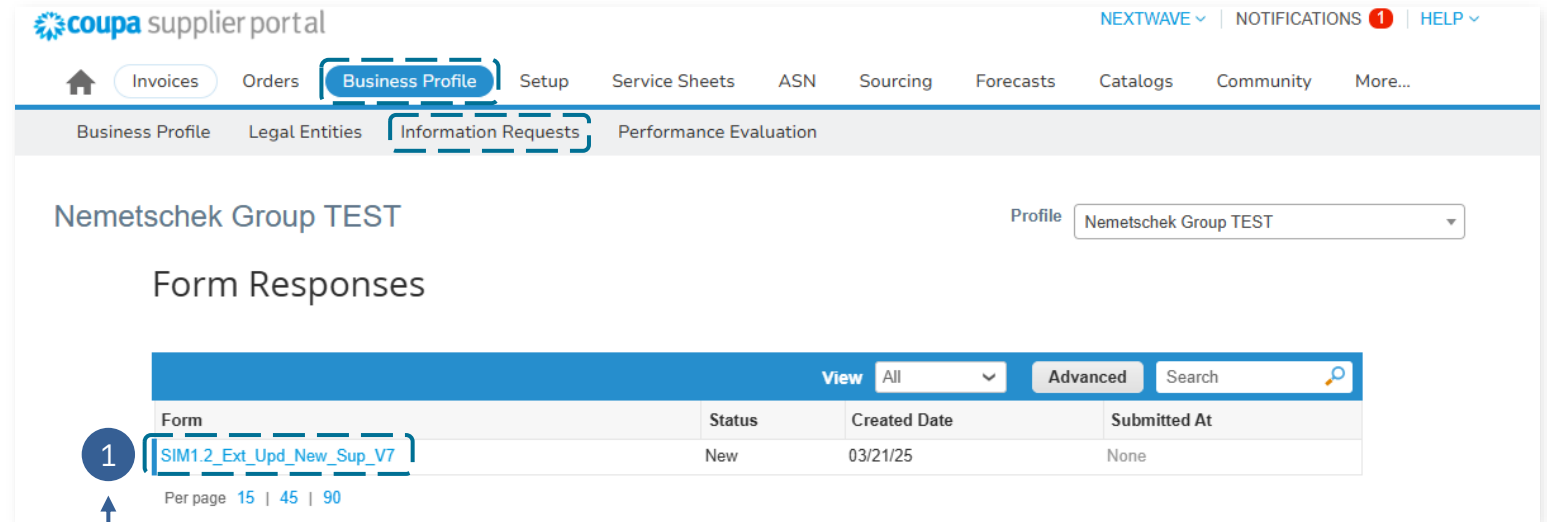
How to Register & Login to the Coupa Supplier Portal?

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'.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'coupa supplier portal', 'NEXTWAVE', 'NOTIFICATIONS 1', and 'HELP'. Below this is a secondary navigation bar with tabs: 'Invoices', 'Orders', 'Business Profile' (highlighted), 'Setup', 'Service Sheets', 'ASN', 'Sourcing', 'Forecasts', 'Catalogs', 'Community', and 'More...'. A third navigation bar shows 'Business Profile', 'Legal Entities', 'Information Requests' (highlighted), and 'Performance Evaluation'. The main content area is titled 'Nemetschek Group TEST' and 'Form Responses'. It features a table with columns: 'Form', 'Status', 'Created Date', and 'Submitted At'. The table contains one row with the form 'SIM1.2_Ext_Upd_New_Sup_V7', status 'New', created date '03/21/25', and submitted at 'None'. A red circle with the number '1' and an arrow points to the 'SIM1.2_Ext_Upd_New_Sup_V7' link in the table. Below the table, it says 'Per page 15 | 45 | 90'.

Form	Status	Created Date	Submitted At
SIM1.2_Ext_Upd_New_Sup_V7	New	03/21/25	None

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

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)

Bank Account Information

Please provide the bank account details to which we are to remit payment for any outstanding liabilities owed to your company.
You have the option to set up either an IBAN or a non-IBAN bank account. If your banking institution has provided you with an IBAN, please enter the details of the IBAN account.

1

* Type of bank account

- ☐ IBAN-Account + BIC / SWIFT
- ☐ Non-IBAN Account + BIC / SWIFT / Routing Number

Account Validation Document

In order to release payments to you, we require a verification document that shows the registered company as the account holder.

Option 1 (preferred): Obtain an official bank confirmation letter from your financial institution which includes your company name, full bank account details and bank's official stamp or seal.

Option 2: Obtain an official company letterhead including company name, company address, full bank account details, a signature of a managing director or a person with power of attorney or a person who is legally authorized to represent the company and the date of signature.

ATTENTION: If you have entered a deviating beneficiary, make sure to upload a document that confirms the assignment of receivables and the entered bank account details! This can be, for example, a confirmation letter from the factoring contractor.

Important: Ensure that the bank details on the uploaded document match exactly with the information you've entered in your Coupa profile.

* Banking Supporting Document

2

* Attachments

Add [File](#)

Table of contents

01.

What is the Coupa Supplier Portal (CSP)?

02.

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

03.

How to Register & Login to the Coupa Supplier Portal?

04.

Admin Settings

05.

CSP Order and Invoice/
Credit Note Management

06.

Non-CSP Order and Invoice
Management

07.

Where to get help in case of
any questions or upcoming
issues?

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

The screenshot shows the 'Admin Users' page in the Coupa Supplier Portal. The 'Setup' tab is highlighted in the top navigation bar. A callout box points to the 'Setup' tab with the text 'Review your CSP settings'. Another callout box points to the 'Invite User' button with the text 'Click 'Invite User' to send a colleague within your organization an email to join the CSP'. A third callout box points to the 'Edit' button in the 'Actions' column of the user table with the text 'Click 'Edit' to adjust existing user permissions in the CSP'. The user table has columns: User Name, Email, Status, Permissions, Customer Access, and Actions. The first user listed is 'Demo Contact' with email 'uatsupplier.cgm+2006@gmail.com' and status 'Active'. The 'Permissions' column lists various system functions. The 'Customer Access' column shows 'TEST - CompuGroup Medical SE & Co. KGaA'. The 'Actions' column has an 'Edit' button. The page footer shows 'Per page 5 | 10 | 15'.

User Name	Email	Status	Permissions	Customer Access	Actions
Demo Contact	uatsupplier.cgm+2006@gmail.com	Active	ASNs Admin Business Performance Catalogs Early Payments Forecast Planner Invoices Order Changes Order Line Confirmation Orders Payments Profiles Service/Time Sheets Sourcing	TEST - CompuGroup Medical SE & Co. KGaA	Edit

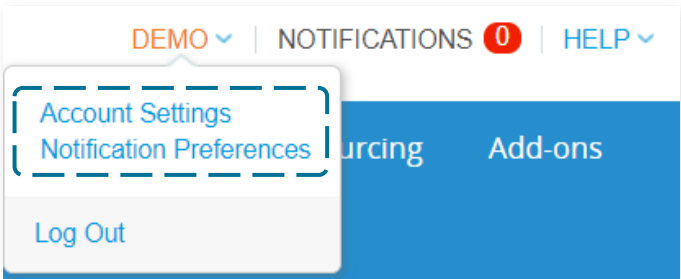
Admin Settings

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.



My Account Notification Preferences

You will start receiving notifications when your customers enable them.

Email: Mobile(SMS):

 Verify number to receive SMS

Account Access

Request to Join	☒ Online	☒ Email	☐ SMS
Merge Request	☒ Online	☒ Email	☐ SMS

Announcements

New Customer Announcement	☒ Online	☐ Email	☐ SMS
---------------------------	--	--------------------------------	------------------------------

Business Performance

Business Performance Role Granted	☒ Online	☐ Email	☐ SMS
-----------------------------------	--	--------------------------------	------------------------------

Table of contents

01.

What is the Coupa Supplier Portal (CSP)?

02.

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

03.

How to Register & Login to the Coupa Supplier Portal?

04.

Admin Settings

05.

**CSP Order and Invoice/
Credit Note Management**

06.

Non-CSP Order and Invoice
Management

07.

Where to get help in case of
any questions or upcoming
issues?

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.

The left screenshot shows the 'Test Supplier UAT' profile in the Coupa Supplier Portal. The 'Recent Activity' section lists the following:

- Invoice # Test Invoice 111
- Nemetschek Group TEST • 50000000.0 • HUF • 50000000.0 HUF Paid
- Order # PO00000045

The right screenshot shows the 'Purchase Orders' list for 'Nemetschek Group TEST'. The table below contains the data:

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		[Yellow Coins] [Red Coins]
PO00000057	08/25/25	Issued	None	Test Service	No	50,000,000 HUF		[Yellow Coins] [Red Coins]
PO00000052	08/06/25	Soft Closed	None	50 Each of Test Item UAT	No	250,000.00 EUR		[Yellow Coins] [Red Coins]
PO00000051	08/06/25	Issued	None	50 Each of Test Item UAT	No	250,000.00 EUR		[Yellow Coins] [Red Coins]
PO00000050	08/06/25	Issued	None	50 Each of Test Item UAT	No	250,000.00 EUR		[Yellow Coins] [Red Coins]
PO00000049	08/06/25	Issued	None	70 Each of Test Item UAT	No	350,000.00 EUR		[Yellow Coins] [Red Coins]
PO00000048	08/06/25	Issued	None	50 Each of Test Item UAT	No	250,000.00 EUR		[Yellow Coins] [Red Coins]
PO00000046	08/05/25	Issued	None	Test Item UAT	No	125,000.00 EUR		[Yellow Coins] [Red Coins]
PO00000045	08/05/25	Issued	None	Test Item UAT	No	50,000,000 HUF		[Yellow Coins] [Red Coins]
PO00000044	08/05/25	Soft Closed	None	Test Item UAT	No	50,000,000 HUF		[Yellow Coins] [Red Coins]
PO00000043	08/05/25	Issued	None	Test Item UAT	No	50,000,000 HUF		[Yellow Coins] [Red Coins]

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.

By default, the supplier can only create invoices against issued Purchase Orders.

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.

Create Invoice Create

General Info

1 * Invoice #

* Invoice Date 17/09/2025 2

Payment Term Net 30

Date of Supply 17/09/2025

* Currency HUF

Delivery Number

Status Draft

Image Scan Choose File No file chosen

Supplier Note

3 Attachments Add File | URL | Text

Cash Accounting Scheme

Margin Scheme

New Means Of Transport

From

* Supplier Test Supplier UAT (1801)

* Supplier VAT ID HU12345678

* Invoice-From Address Test Supplier UAT
Budapest
300 Main Street
10000
Hungary

* Remit-To Address Test Supplier UAT
Budapest
300 Main Street
10000
Hungary

* Ship-From Address Test Supplier UAT
Budapest
300 Main Street
10000
Hungary

To

Customer Nemetschek Group TEST

* Bill-To Address Graphisoft SE
Budapest
Záhony u. 7
1031
Hungary

* Buyer VAT IDVAT HU13615556

Ship to Address Budapest
Záhony u. 7
1031
Hungary
Location Code: 1

Payment Method Select

NEMETSCHEK
GROUP

GRAPHISOFT
A NEMETSCHEK COMPANY

26

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

The screenshot displays the 'Lines' section of the CSP Invoice Creation interface. It includes fields for Type, Description, Price, PO Line, Contract, Supplier Part Number, Billing, and Taxes. The 'Totals & Taxes' section shows a summary of the invoice totals, including Lines Net Total, Lines VAT Totals, Shipping, VAT, Handling, Misc, Total VAT, Net Total, and Gross Total. The interface is annotated with numbered steps 4 through 8.

Lines Section:

- Type: 4
- Description: Test service
- Price: 1,000,000.00 5
- PO Line: PO00000075-1
- Contract: Contract payment less (Publi)
- Supplier Part Number:
- Billing: GSE-713-4950000-GS
- Taxes: VAT Rate: 27.0% 6, VAT Amount: 270,000, Tax Reference:

Totals & Taxes Section:

- Lines Net Total: 1,000,000
- Lines VAT Totals: 270,000
- Shipping: 0.000
- VAT: 0.000
- Handling: 0.000
- Misc: 0.000
- Total VAT: 270,000
- Net Total: 1,000,000
- Gross Total: 1,270,000 7

Buttons: Delete, Cancel, Save as Draft, Calculate, Submit 8

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.

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.

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		

Create Credit Note

Create

Select Customer

Nemetschek Group TEST

General Info

From

Credit Note #

Credit Note Date

Payment Term

Original Date of Supply

Currency

Delivery Number

Status

Original Invoice #

Original Invoice Date

Image Scan

Supplier Note

Attachments

Cash Accounting Scheme

Credit Reason

Margin Scheme

New Means Of Transport

Net 45

08/29/25

HUF

Draft

mm/dd/yy

Choose File

No file chosen

Add File | URL | Text

Supplier

Supplier VAT ID

Invoice From Address

Remit-To Address

Ship From Address

Test Supplier UAT (1801)

HU12345678

Test Supplier UAT

Test Supplier UAT

Test Supplier UAT

Budapest

300 Main Street

10000

Hungary

Budapest

300 Main Street

10000

Hungary

Budapest

300 Main Street

10000

Hungary

To

Customer

Bill To Address

Buyer VAT ID

Ship to Address

Requestor Email Address

Nemetschek Group TEST

Graphisoft SE

Budapest

Záhony u. 7

1031

Hungary

HU13615556

Budapest

Záhony u. 7

1031

Hungary

Location Code: 1

matija.vucko@thehackettgroup.com

Lines

Adjustment Type

Price

Type

Description

Price

50,000,000

Test Service

50,000,000.00

PO Line

Contract

Supplier Part Number

PO00000059-1

Billing

GSE-008-4931005-GS

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

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes links for Invoices, Orders, Business Profile, Payments, Service Sheets, Items, ASN, Sourcing, Forecasts, Catalogs, Setup, and More... The main header identifies the user as 'TS Test Supplier UAT' with a profile update notice. Below this, the 'Recent Activity' section shows a list of transactions, including a paid invoice and an issued order. A modal window titled 'Totals & Taxes' is overlaid on the right, providing a detailed breakdown of the invoice totals and taxes.

Totals & Taxes		
Lines Net Total		385,000.00
Lines VAT Totals	VAT 27.0%	103,950.00
Shipping		0.00
Handling		0.00
Misc		0.00
Total VAT	41,580,000.00 HUF	103,950.00 EUR
Net Total	154,000,000.00 HUF	385,000.00 EUR
Gross Total	195,580,000.00 HUF	488,950.00 EUR

At the bottom of the modal, there are two buttons: 'Void' and 'Correct Invoice'.

Table of contents

01.

What is the Coupa Supplier Portal (CSP)?

02.

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

03.

How to Register & Login to the Coupa Supplier Portal?

04.

Admin Settings

05.

CSP Order and Invoice/
Credit Note Management

06.

**Non-CSP Order and Invoice
Management**

07.

Where to get help in case of
any questions or upcoming
issues?

Non-CSP Order and Invoice Management

SAN (Supplier Actionable Notification)

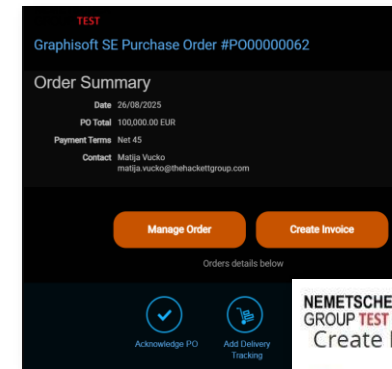
Supplier who decide to not register to Coupa Supplier Portal may submit invoices using Supplier Actionable Notifications.

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

A screenshot of the 'NEMETSCHEK GROUP TEST Create Invoice' web form. The form is divided into two main columns. The left column, titled 'General Info', contains fields for: * Invoice #, * Invoice Date (08/29/25), Payment Term (Net 45), * Currency (EUR), Status (Draft), Image Scan (Choose File), Supplier Note, and Attachments (Add File | URL | Text). The right column, titled 'From', contains fields for: * Supplier (Test Supplier UAT Foreign (1802)), Supplier VAT ID (DE321654987), * Invoice From Address (Test Supplier UAT Foreign, 600 Main Street, 10000 Munich, Germany), * Remit To Address (Test Supplier UAT Foreign, 600 Main Street, 10000 Munich, Germany), and * Ship From Address (Test Supplier UAT Foreign, 600 Main Street, 10000 Munich, Germany). At the bottom, the 'To' section contains: Customer (Nemetschek Group TEST), Buyer VAT ID (HU13615556), and Requestor Email (matija.vucko@thehackettgroup.com). A 'Sign Out' link is in the top right corner.

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.

Create Invoice

Create

General Info

1

* Invoice #

* Invoice Date

17/09/2025

2

Payment Term

Net 30

Date of Supply

17/09/2025

* Currency

HUF

Delivery Number

Status

Draft

Image Scan

Choose File

No file chosen

Supplier Note

3

Attachments

Add File | URL | Text

Cash Accounting Scheme

Margin Scheme

New Means Of Transport

From

* Supplier

Test Supplier UAT (1801)

* Supplier VAT ID

HU12345678

* Invoice-From Address

Test Supplier UAT
Budapest
300 Main Street
10000
Hungary

* Remit-To Address

Test Supplier UAT
Budapest
300 Main Street
10000
Hungary

* Ship-From Address

Test Supplier UAT
Budapest
300 Main Street
10000
Hungary

To

Customer

Nemetschek Group TEST

* Bill-To Address

Graphisoft SE
Budapest
Záhony u. 7
1031
Hungary

* Buyer VAT IDVAT

HU13615556

Ship to Address

Budapest
Záhony u. 7
1031
Hungary
Location Code: 1

Payment Method

Select

NEMETSCHEK
GROUP

GRAPHISOFT
A NEMETSCHEK COMPANY

32

Non-CSP Order and Invoice Management

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

The screenshot shows the 'Lines' form with the following fields and values:

Type	Description	Price
4	Test service	1,000,000.00 5

PO Line: PO0000075-1
Contract: Contract payment less (Publis)
Supplier Part Number:

Billing: GSE-713-4650000-GS

Taxes:

VAT Rate	VAT Amount	Tax Reference
27.0% 6	270,000	

+ Add Line + Pick lines from Contract

Totals & Taxes:

Lines Net Total	1,000,000
Lines VAT Totals	270,000
Shipping	
VAT	0.000
Tax Reference	
Handling	
VAT	0.000
Tax Reference	
Misc	
VAT	0.000
Tax Reference	
Total VAT	270,000
Net Total	1,000,000
Gross Total	1,270,000 7

Delete Cancel Save as Draft Calculate Submit 8

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.

Table of contents

01.

What is the Coupa Supplier Portal (CSP)?

02.

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

03.

How to Register & Login to the Coupa Supplier Portal?

04.

Admin Settings

05.

CSP Order and Invoice/
Credit Note Management

06.

Non-CSP Order and Invoice
Management

07.

**Where to get help in case of
any questions or upcoming
issues?**

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.

The image shows a 'Create an Account' form for Coupa. The form includes fields for Business Name, Email, First Name, Last Name, Password, and Confirm Password. It also has a Country/Region dropdown and a Tax Registration field. A checkbox indicates if the user has a Tax ID. At the bottom, there is a checkbox for accepting the Privacy Policy and Terms of Use, and a 'Create an Account' button. Below the button is a link for 'Already have an account? LOG IN'. To the right of the form, a blue arrow points from a text box to a 'Send a support request' button. The text box says: 'Click 'Send a support request' to receive help from Coupa experts on your specific question or issue'.

Create an Account
Grow your Business on Coupa with a Free Account

* Business Name
Your legal business name (or legal personal name if an individual)

* Email

* First Name * Last Name

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

* Country/Region * Tax Registration ⓘ

☐ I do not have a Tax ID

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

Create an Account

Already have an account? [LOG IN](#)

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

Send a support request

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.

NEMETSCHEK
GROUP

GRAPHISOFT
A NEMETSCHEK COMPANY

