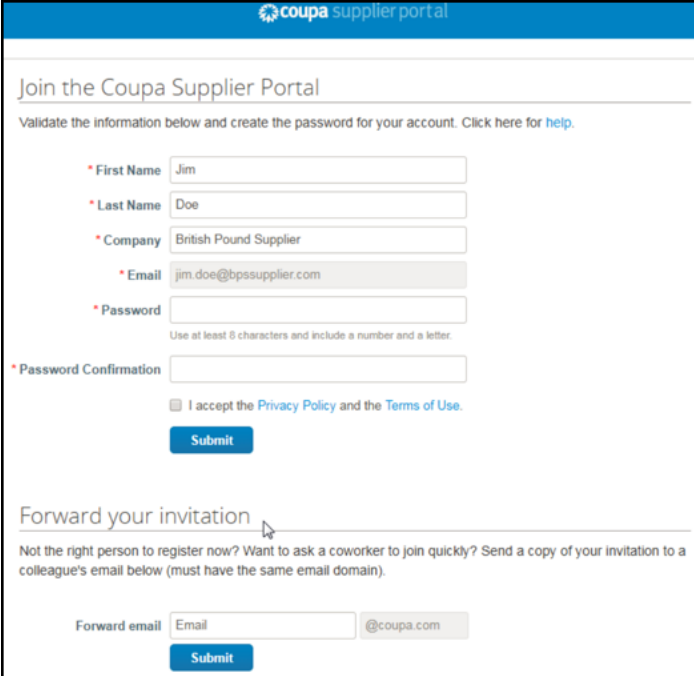**Coupa Supplier Portal (CSP)** is a free tool that allows Atlassian to easily do business with its suppliers. The CSP makes managing business transactions with Atlassian easy.

Here's a guide for you to get started.

Register to Coupa Supplier Portal (CSP) via the link sent by Atlassian

After following the link from the invitation email, fill in the mandatory fields to provide basic information for your account and your company's public profile.

- **First Name:** First name of the primary contact person at your company for Atlassian
- **Last Name:** Last name of the primary contact person at your company for Atlassian
- **Company:** The name of your company as seen on your company's public profile
- **Email:** This email ID can't be changed. If you don't think this is the correct email ID then please reach out to ap@atlassian.com to update the email ID and get the new invitation.
- **Password:** Use this field to create your password. It must be at least 8 characters long, and it has to include a number and a letter.
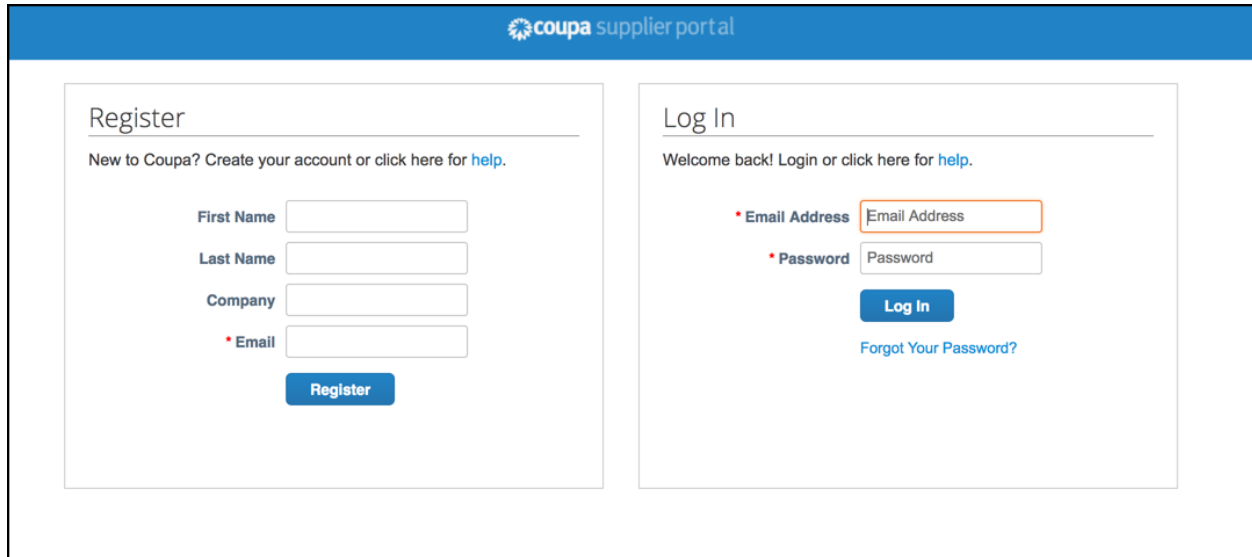- **Password Confirmation:** This field needs to match the password you typed in the password field

By default, this account is the admin account for your company. Once set up, you can add users an assign them roles, including account administration.

To create a CSP account, you must also accept the Privacy Policy and the Terms of Use.

Registration completed.

Login to your Account

To log in, go to supplier.coupahost.com and in the Log In Pane on the right-hand side, enter your email address and password and click Log In.

When you first log in, Coupa takes you on a tour of the portal. You can skip the tour and directly go to your profile to check for the Atlassian sent supplier form.

To quickly access the portal, you may bookmark the page or add it on your Favorites using your preferred browser.

If you forgot your password, just click the "Forgot Your Password?" link to reset.

How to Update the Supplier Form from Atlassian

Upon login, you can start accessing the supplier form from Atlassian, you will notice that partial information is already updated based on the information gathered from your invoice, if there's any or from your Atlassian contact.

You need to verify the information and modify if not matching with any of the information seen in the supplier form.

Update all mandatory fields to successfully submit the supplier form.

Legal Entity Name: Company name of the supplier

Company Address: Supplier country of operation

Primary Contact Details: The supplier contact person and details to whom Atlassian may correspond

Atlassian Contact Person Name: The contact person from Atlassian with whom you are working with
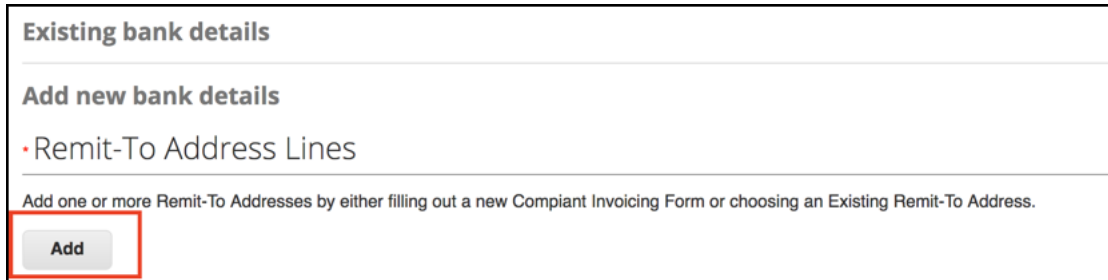
Related Party: Please select any of the applicable response. A related party is defined as a director or significant shareholder of you/your company, or a family member employed by you/your company.

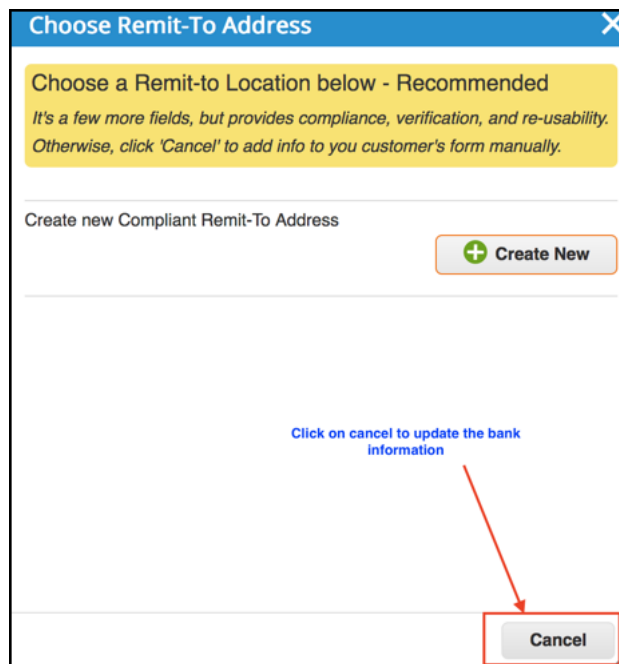**Remittance Email:** Email address that should receive the payment advice

PO Email: Email address to which PO copy/details should be sent

Supplier Inclusion Data: Applicable to USA-based vendors only. These fields are multi-select, if more than one option is applicable please select.

Bank Details: To update the bank details for the payment to be processed, click on "Add".

When you see a window asking to Create New Compliant Remit-To Address, skip this step by selecting "Cancel".
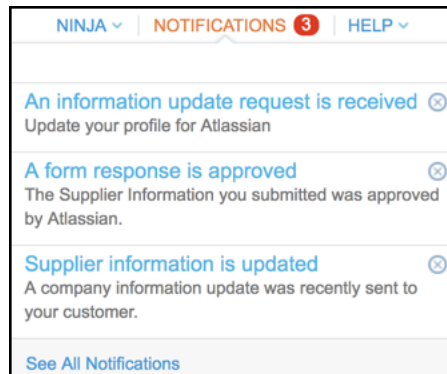

You will then be requested to complete the banking details which is necessary for Atlassian to process payment successfully. Once completed, submit the form for approval by clicking the "Submit for Approval" option.
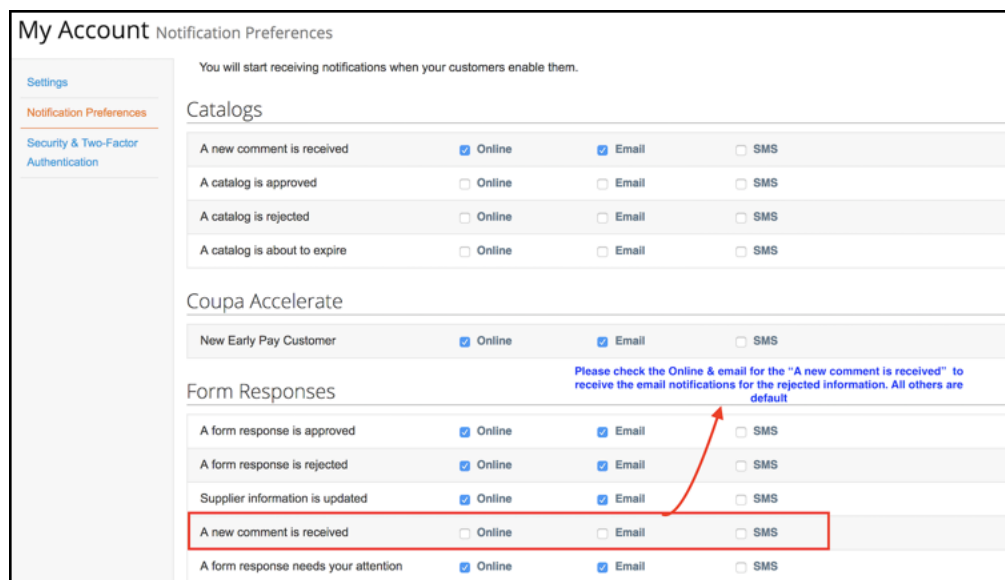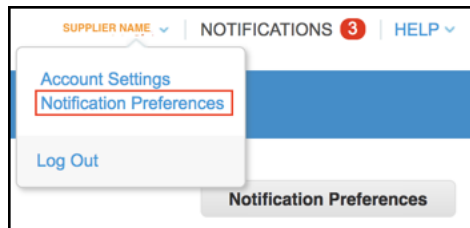
What Happens After Submission?

The supplier form that you submitted will be routed to Atlassian Accounts Payable Team for review and approval. To know the status, hover your cursor over the "Notifications" link or you can click on the Notifications link to view the full details.

It is important that you keep an eye on these notifications as Atlassian may reach out back to you for update or clarifications on the submitted form.

To manage your account notification preferences, you can visit this link: View and Manage Notifications for more tips. Please make sure you have turned on all the notifications under "Form Responses" as it would help you to get the Atlassian rejection notifications.

Questions?

If you have questions, you can check the frequently asked section by going to [CSP FAQ](#). If you need further assistance, please reach out to our Accounts Payable department by raising a request to [AP service desk](#) or by sending an email to ap@atlassian.com.