Coupa Supplier Portal (CSP)

Preferred Invoicing Method - Coupa Supplier Portal (CSP) The CSP is a free tool for suppliers to easily do business with UTHealth. The CSP makes managing invoices and transactions easy. Depending on our specific Coupa configuration, you can manage content and settings on a customer-by-customer basis, including viewing purchase orders, setting up delivery methods, creating catalogs, sending invoices, checking the status of transactions, and more. Communication between supplier and the University is done through the front-end system with a history of all communication.

Get Started with the CSP

Register
Get an invitation email from UT Coupa Support Team, then self-register.

Create Your Account
Create an account from invite email.

Log in to CSP
Log into the CSP using single or two-factor authentication.

Create Custom Views or Update Your Profiles
Change the view settings depending on how you want to see information on orders, invoices, catalogs, service, or payments for each customer. Updates your public and customer-specific company profiles.

Enable or Disable Two-Factor Authentication
Enable two-factor authentication for additional security.

Manage Your Account
Change your personal information, set your notification preferences, or enable/disable two-factor authentication.

Navigate and Get Help
Learn where to find what in the CSP, including help.

View and Manage Notifications
View your notifications and set your notification preferences.
Please note continued submission of invoices via traditional methods of mail or non-Coupa email will result in a delayed payment due to additional processing time.
We enjoy the visibility the system provides. When you have a moment, please see the Coupa videos below and if you are interested in joining our CSP, I can have the Coupa Support Team contact you. I’m here to help! You may also reach out to AccountsPayable@uth.tmc.edu for assistance.

Coupa Video Links:
https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Additional_Resources/CSP_Videos

Link to enroll in CSP:
https://supplier.coupahost.com/sessions/new