

Coupa Supplier Portal (CSP) Frequently Asked Questions

1. What are the terms and conditions for agreeing to your site?

The terms and conditions apply from the Solar Turbines purchase order or applicable contract(s) that have been put in place by Indirect Purchasing.

2. What are the fees associated with initial log in and site transactional use?

There are no fees associated with the use of the Coupa Supplier Network (CSP).

3. Will electronic invoicing be required?

Solar Turbines does require use of Coupa supported electronic Invoicing.

4. Is use of this site mandatory?

Using the CSP site is required to configure electronic invoicing. Electronic invoicing can be submitted manually via the CSP or through cXML.

5. Will this relationship require us to install digital certificates?

The answer depends on the choice made to support electronic invoicing. Submitting cXML invoices may require certificate installation. Creation of invoices within the CSP will not require certificates installed.

6. Will we be required to host a catalogue with punch out capability?

The answer varies based on the supplier and Solar Turbines Indirect Purchasing working together to create a best in class process. Not all suppliers will be required to support catalogs.

7. Will we be required to retrieve and submit requests for quotes through this site?

The answer varies based on coordination between the supplier and buyer. Not all suppliers will be required to retrieve quotes from Coupa. The process for quotes or RFx documents will be handled on a case by case basis.

8. Will we be required to provide Advanced Shipping Notices (ASN)?

Advanced shipping notices are not required unless requested by the Indirect Purchasing department.

9. Will we be required to use your freight carrier or freight collect terms?

Please contact your Indirect Purchasing representative to discuss shipping requirements.

10. Will we be required to apply special shipping labels?

Please contact your Indirect Purchasing representative to discuss shipping requirements. You are required to reference the Solar Turbines purchase order number on all invoices and packing slips. Failure to reference the purchase order on either document will result in invoice processing delays. Processing delays can result in late payment(s).

Coupa Supplier Portal (CSP) Online Resources

- Coupa Supplier Resources: <https://success.coupa.com/Suppliers>