Coupa Supplier Portal:

Quick Reference Guide -
For Suppliers

MOTOROLA SOLUTIONS

Overview

Get Started with the CSP

Coupa Supplier Portal (CSP) introduction

Overview

Motorola Solutions, Inc. has transitioned to **Coupa**, a modern cloud-based platform that simplifies **purchasing, invoicing, and supplier information management**.

Supplier Connect (Coupa Supplier Portal – CSP) is a **free, secure online tool** that enables suppliers to easily conduct business with Motorola Solutions and other Coupa customers.

Key Features

Using the Coupa Supplier Portal (CSP), you can:

- **View and acknowledge Purchase Orders (POs)** directly from Motorola Solutions
- **Create and submit invoices** against POs electronically
- **Track PO and invoice status** in real time
- **Manage and update your supplier profile**, including contact and remit-to details
- **Create and maintain catalogs** for Motorola Solutions (as applicable)

Benefits

- Streamlined communication and reduced manual effort
- Faster invoice processing and payment visibility
- One central location to manage all your Coupa customers

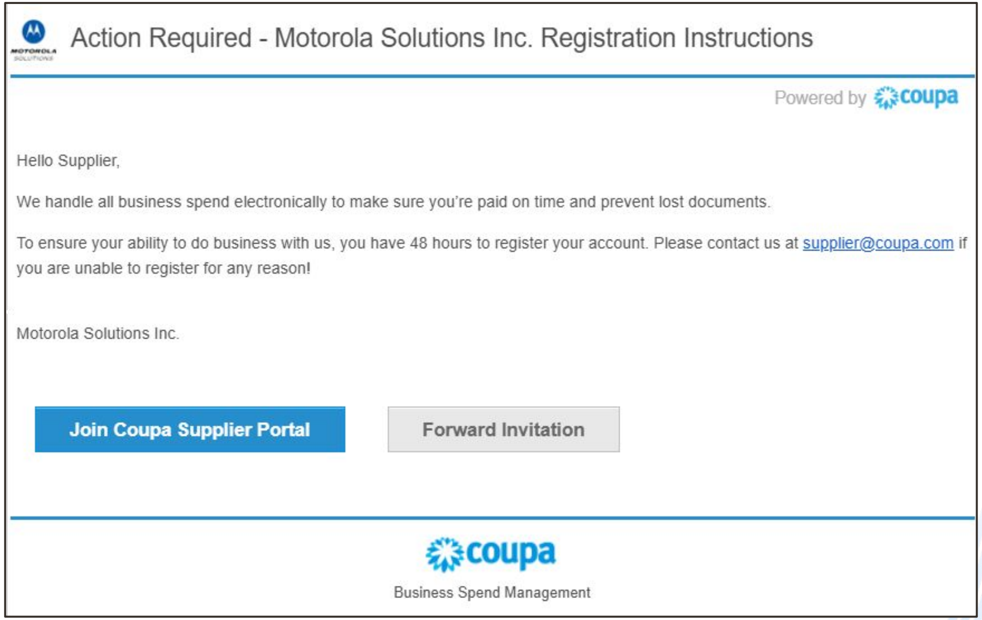
Getting started with CSP

1. **Watch for Your Invitation**
   You will receive an email from Motorola Solutions via the Coupa system containing a **unique link** to join the **Coupa Supplier Portal (CSP)** and connect with MSI.

2. **Register Your Account**
   Click the **"Join Coupa Supplier Portal"** button in your invitation email. You'll be directed to the CSP registration page, where you can set up your account and password.

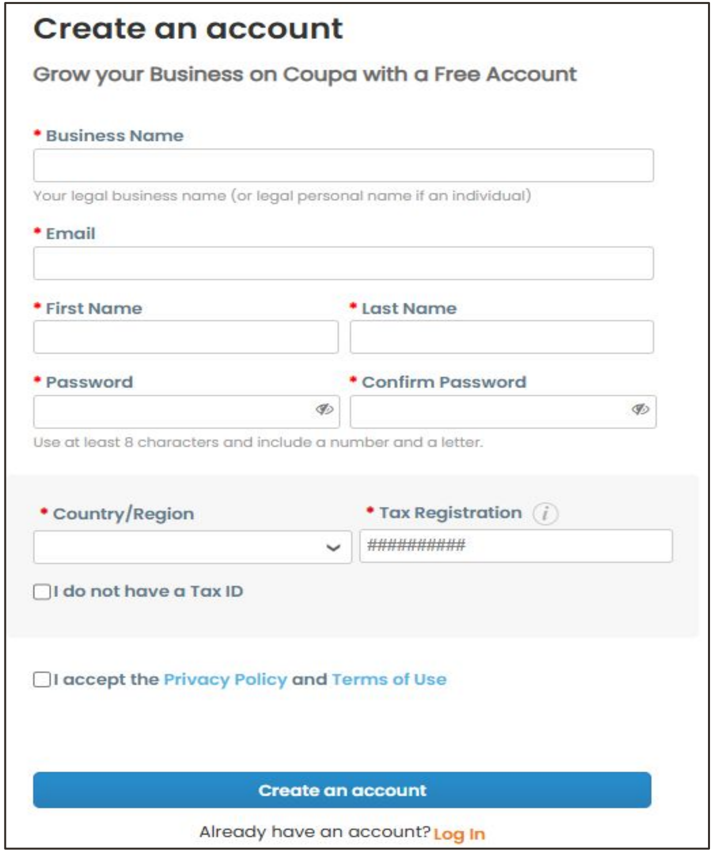
3. **Invite Additional Users (Optional)**
   If others within your organization require access, click **"Forward Invitation"** in your registration email. Enter their email addresses and click **"Submit"** to send them an invitation.

4. **Bookmark the Portal**
   Save https://supplier.coupahost.com/ to your browser **Favorites** for quick and easy access to your CSP account.



Completing registration

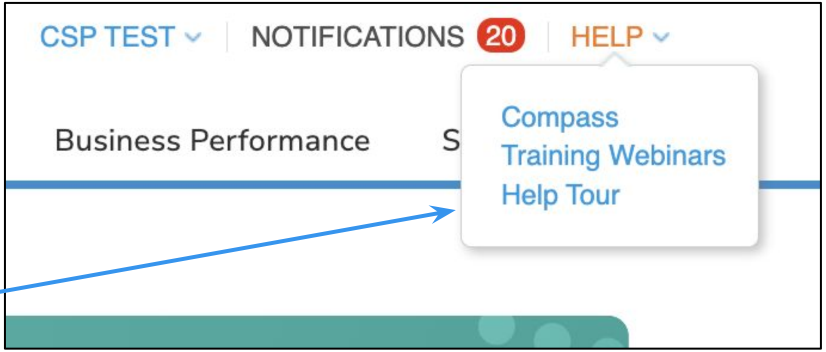
- After clicking the link in your invitation email, complete all **required fields** to provide your **account details** and your company's **public profile information**.
- To finalize your Coupa Supplier Portal (CSP) account setup, you must **review and accept** the **Privacy Policy** and **Terms of Use**.
- The first account created will automatically serve as your company's **Administrator account**. Once registration is complete, the Administrator can **add additional users** and **assign roles**, including account administration and functional access.



Using help tour

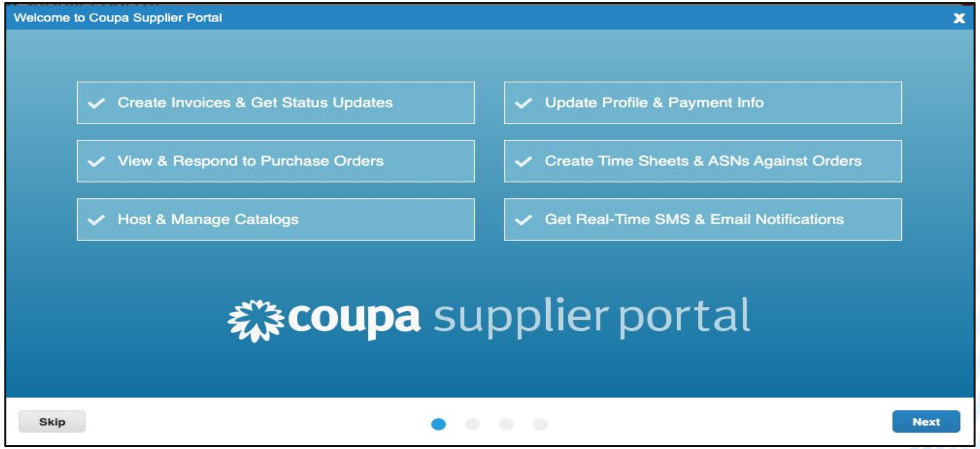
Once signed in, navigate to the **“Help”** tab located in the **top right corner** of the CSP homepage and select **“Help Tour.”**

> **Note:** If this is your first time accessing the Coupa Supplier Portal, the Help Tour may launch automatically.



You will be taken to an interactive screen where you can:

- Click on specific **features** to learn more about their functions
- Use the **Next** button to move through the guided tour step-by-step



To exit the tour at any time, click **“Skip”** or close the window using the **X** in the top-right corner.

Managing company information

Motorola Solutions' new **Supplier Onboarding Tool** (within Coupa) allows you to directly manage and maintain your company's key information — including **contacts, banking details, and tax data** — ensuring a **single, accurate source of truth** between your organization and MSI.

Follow these steps to access and update your information:

1. **Navigate to Your Business Profile**
   From the CSP homepage, select **Business Profile** in the top navigation bar.

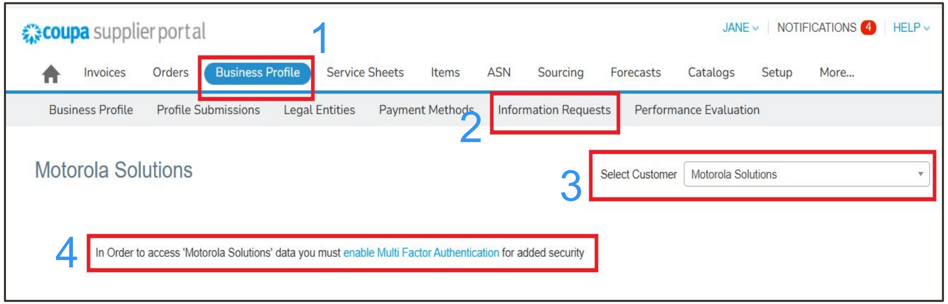
2. **Access Information Requests**
   Click **Information Requests** to view any pending requests from Motorola Solutions.

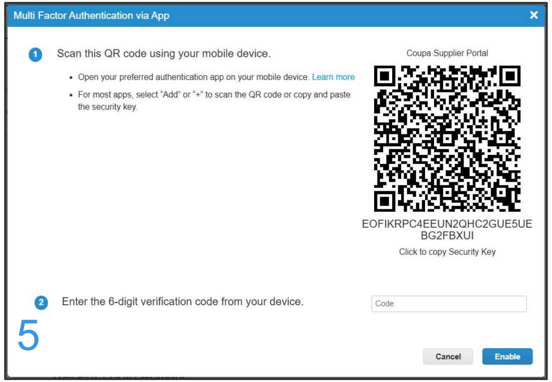
3. **Select the Correct Customer**
   Use the **Select Customer** dropdown to choose **Motorola Solutions, Inc.**

4. **Enable Multi-Factor Authentication (MFA)**
   Click the link provided to begin MFA setup, then follow the on-screen steps to complete the process.

5. **Follow the onscreen instructions** per your MFA method

6. **Save Recovery Codes**
   Be sure to **save your emergency recovery codes** in a secure location — these will be needed if you lose access to your MFA device.

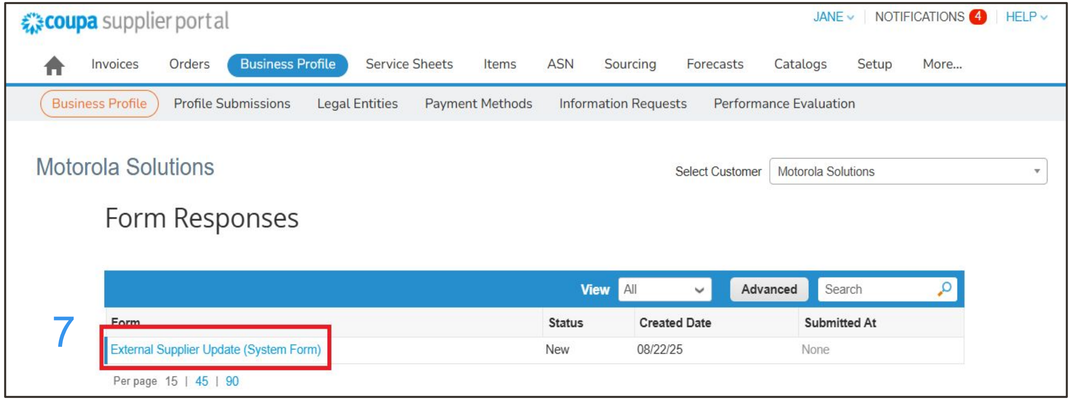


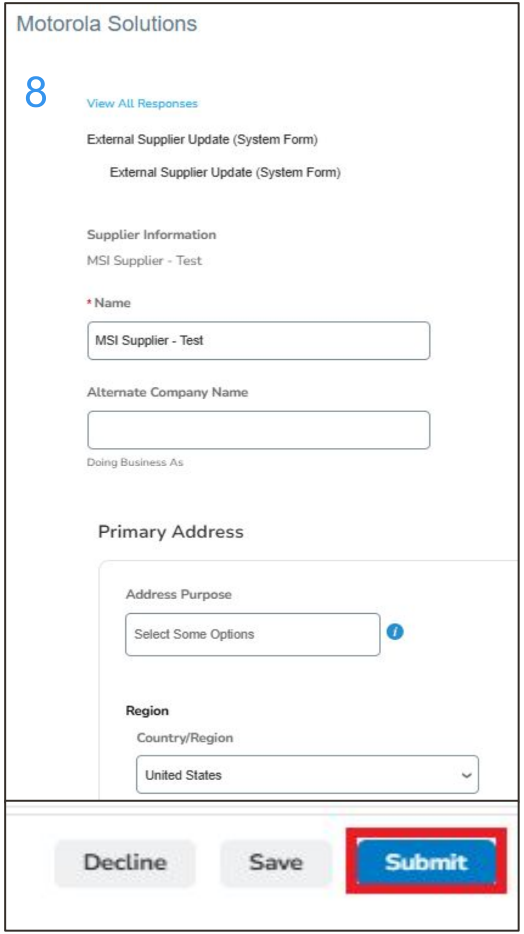


Managing company info. (con't)

7. Complete Form Responses

Under **Information Requests**, click the **blue link** under *Form Responses*.
Fill in all required fields on the form, ensuring accuracy and completeness.
When finished, scroll to the bottom and click **Submit** to send your responses to Motorola Solutions.

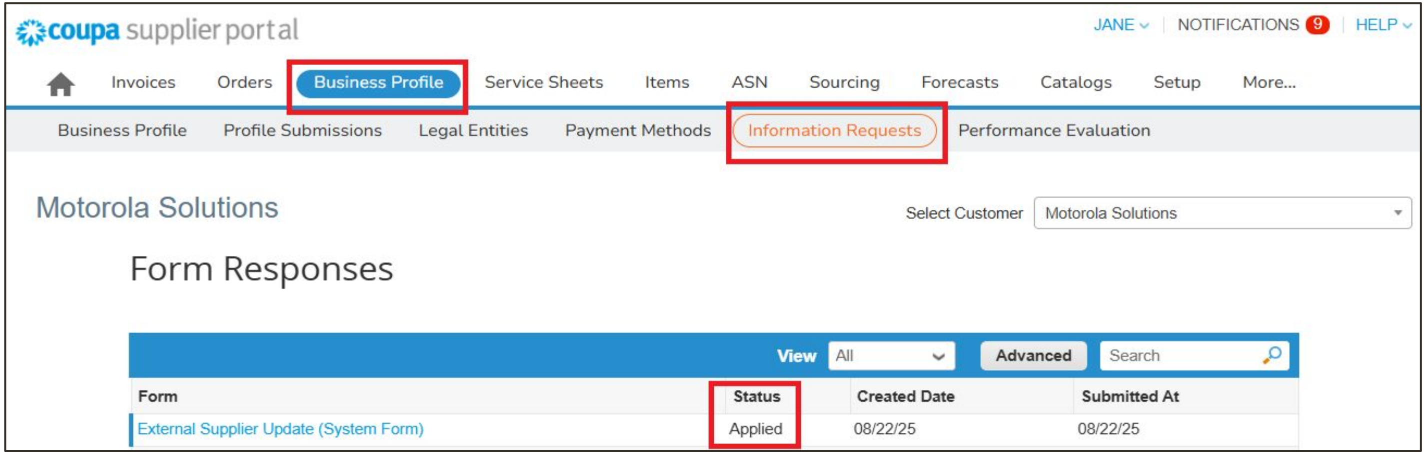




Managing company info. (Cont.)

8. Track Form Status
Once submitted, your form will undergo **processing and review by MSI**.
You can monitor the status on the **Form Response Page** by navigating to:
Business Profile > Information Requests

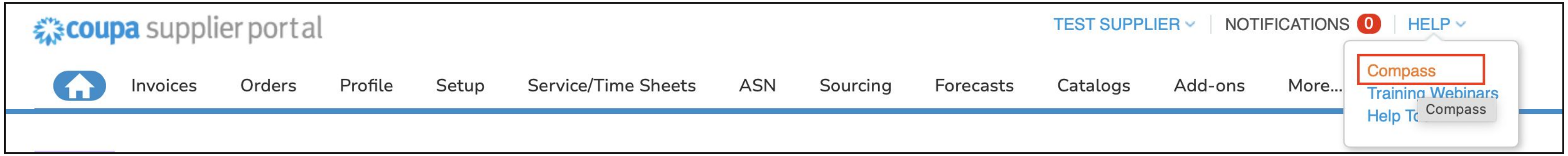
- **Pending Approval** – Your form is currently under review and processing.
- **Applied** – Your form has been approved, and your company is now authorized to transact with MSI.



Getting Help

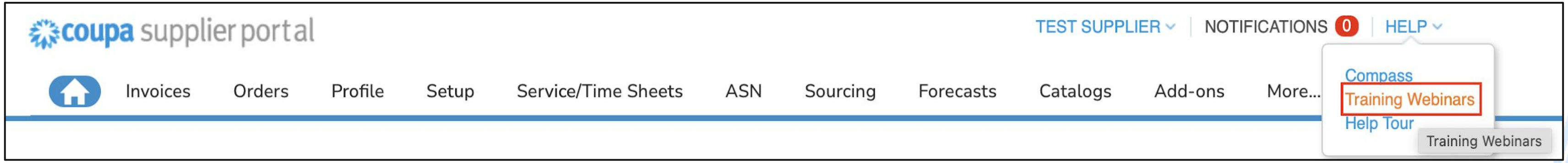
1. Access the Coupa Compass

For additional support, click the **"Compass"** link under the **Help** menu on the top right of the Coupa Supplier Portal homepage.
This will direct you to the **Coupa Compass** website, where you can access detailed **documentation, FAQs, and step-by-step user guides**.



2. Access Training Resources

If you require further assistance, click the **"Training Webinars"** link from the same **Help** menu.
You will be directed to a registration page where you can sign up for **live or recorded training sessions** provided by Coupa.

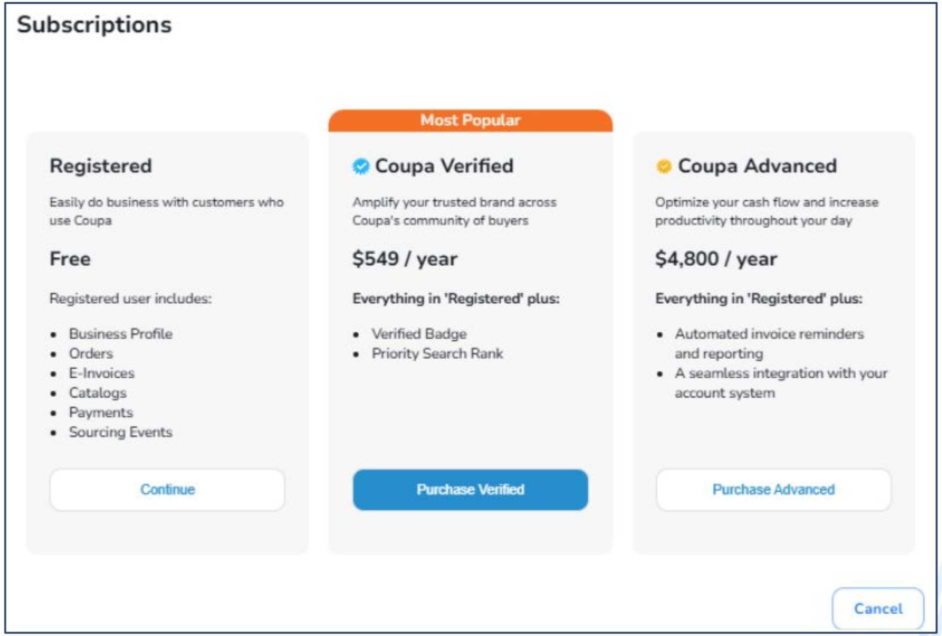


Account verification notice

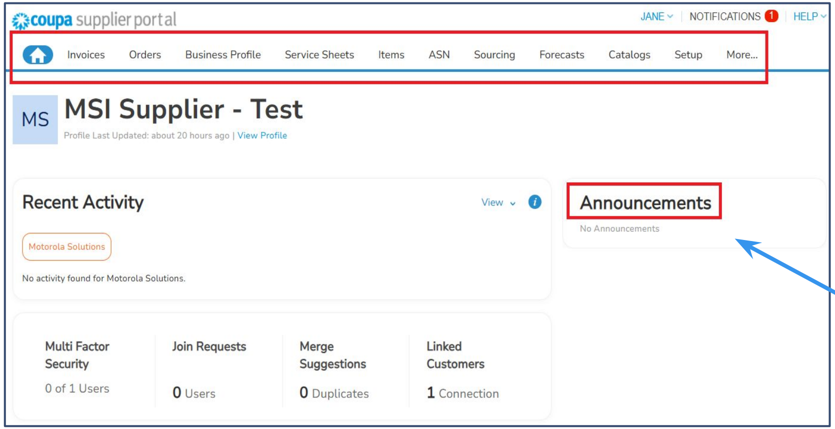
- You may be prompted by Coupa to **verify your account** within the Coupa Supplier Portal (CSP).

- Please note that this is an **optional, paid feature offered by Coupa Software** and is **not required** to conduct business or transact with **Motorola Solutions, Inc.**

Note - The **Coupa Supplier Portal remains free to use** for all Motorola Solutions suppliers.



Home page

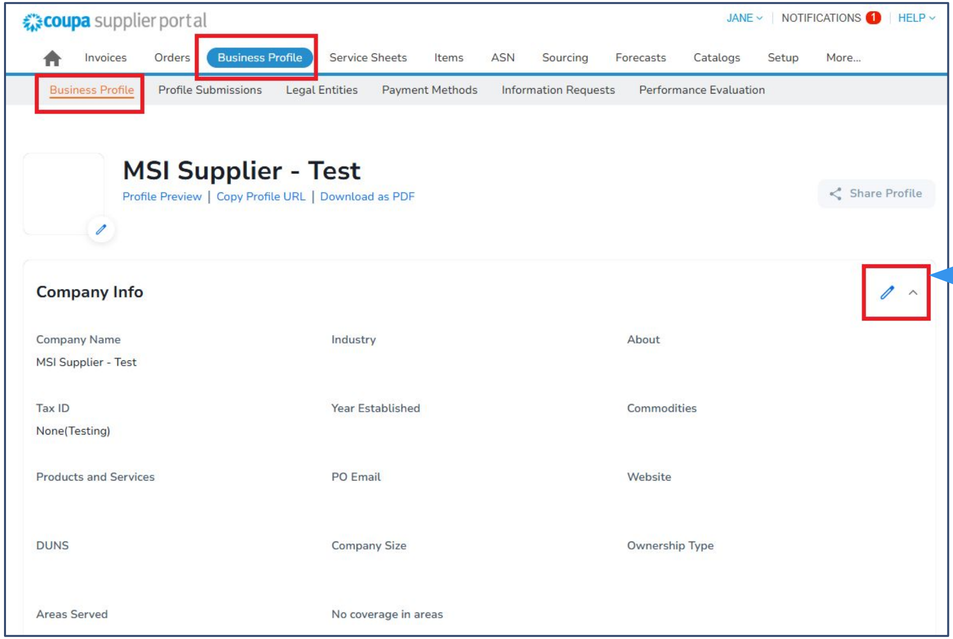


Navigation Bar

- The **navigation bar** in the Coupa Supplier Portal (CSP) provides easy access to all key functions — allowing you to **review and acknowledge orders**, **submit invoices**, and **manage your company profile and connections** with Motorola Solutions.
- Each tab offers **real-time visibility** into your purchase orders, invoices, and transaction status.
- You can also **communicate directly with Motorola Solutions** by adding comments within individual **purchase orders or invoices**.
- If Motorola Solutions has any important updates, they will appear on the **CSP homepage** under the **"Announcements"** section.

Note: The Coupa Supplier Portal is free to use. Coupa also offers an optional **"Get Verified"** service for an additional cost — this feature is **not required** to transact with Motorola Solutions.

Updating your business profile

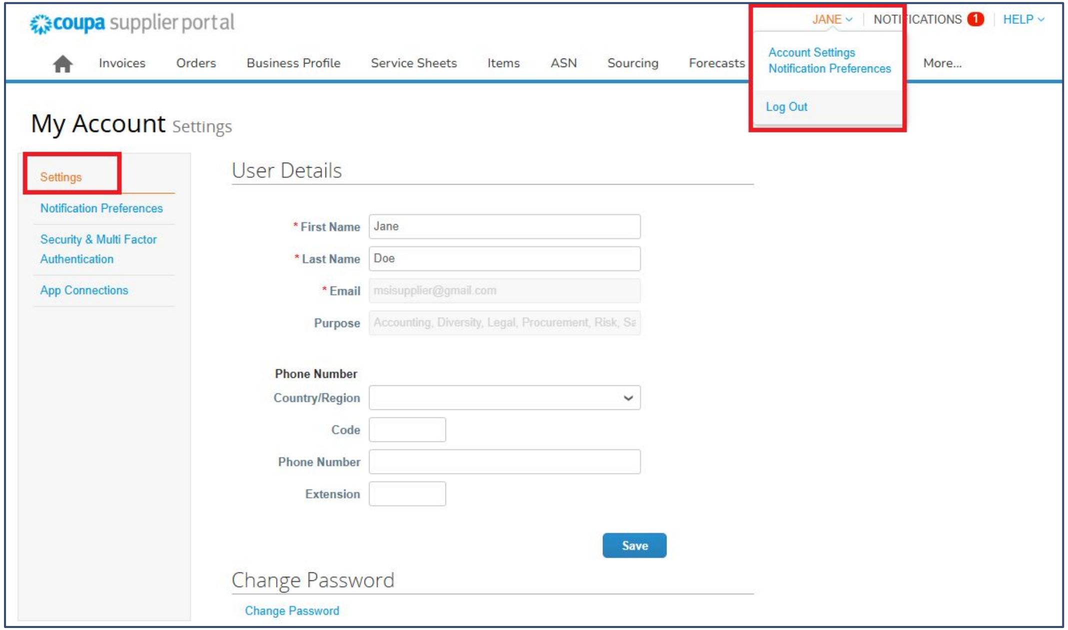


Suppliers can click the **"Business Profile"** button on the navigation bar to access their organization's profile page. This serves as your **public company profile** within the **Coupa Supplier Portal Directory**, allowing potential customers to view and connect with your business.

Once on the **Profile** tab, you can **edit your information** by clicking the **pencil icon** ✏️ next to the section you wish to update.

Tip: Keep your company details — such as address, contact information, and capabilities — up to date to ensure customers have the most accurate view of your organization.

Manage your account settings



To manage your personal account preferences in the Coupa Supplier Portal (CSP):

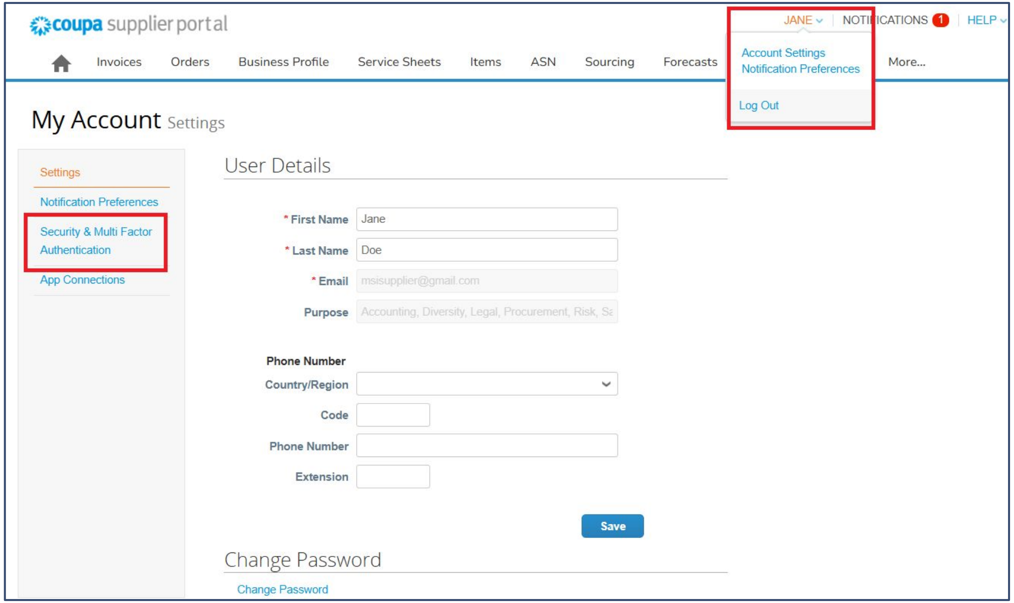
1. Click on your **name** in the top-right corner of the screen.
2. From the dropdown menu, select **"Account Settings."**

Within this section, you can:

- **Set or modify your notification preferences** to control how you receive updates.
- **Enable Multi-Factor Authentication (MFA)** for added security.

Recommendation: We strongly recommend enabling **email notifications** to ensure you receive timely alerts for **new purchase orders (POs)** and other important updates from Motorola Solutions.

Setting up multi-factor authentication (MFA)



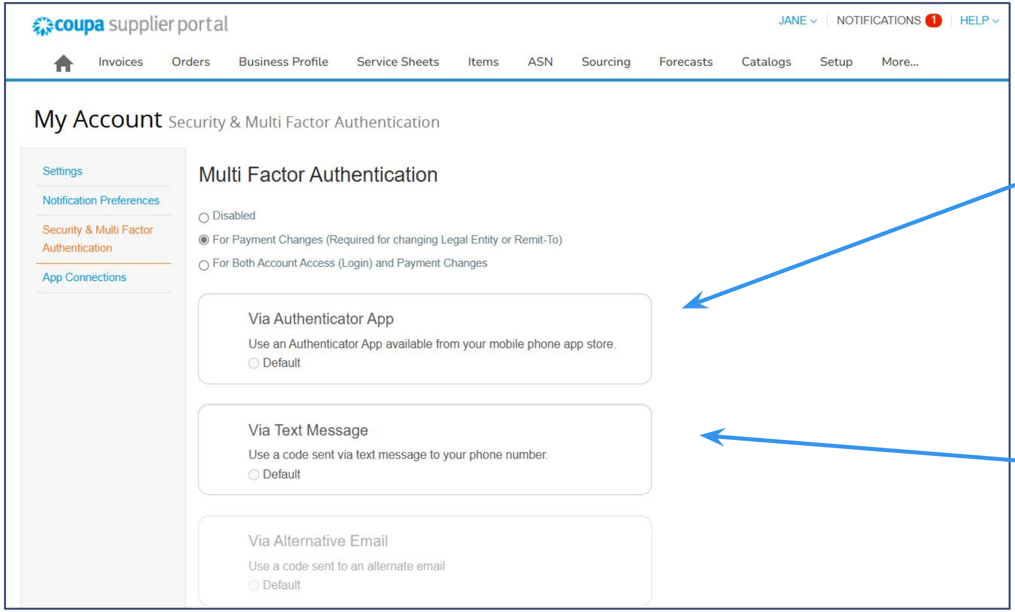
Multi-Factor Authentication (MFA) is **required by Motorola Solutions** to transact within the Coupa Supplier Portal (CSP).

To enable MFA:

1. Click your **name** in the top-right corner of the CSP homepage.
2. From the dropdown menu, select **"Account Settings."**
3. Navigate to the **Security and Multi-Factor Authentication** section.
4. Click the **blue link** to begin the MFA setup process and follow the on-screen instructions.

Tip: Be sure to **save your recovery codes** in a secure location. These will allow you to regain access if your MFA device is lost or unavailable.

Completing MFA setup



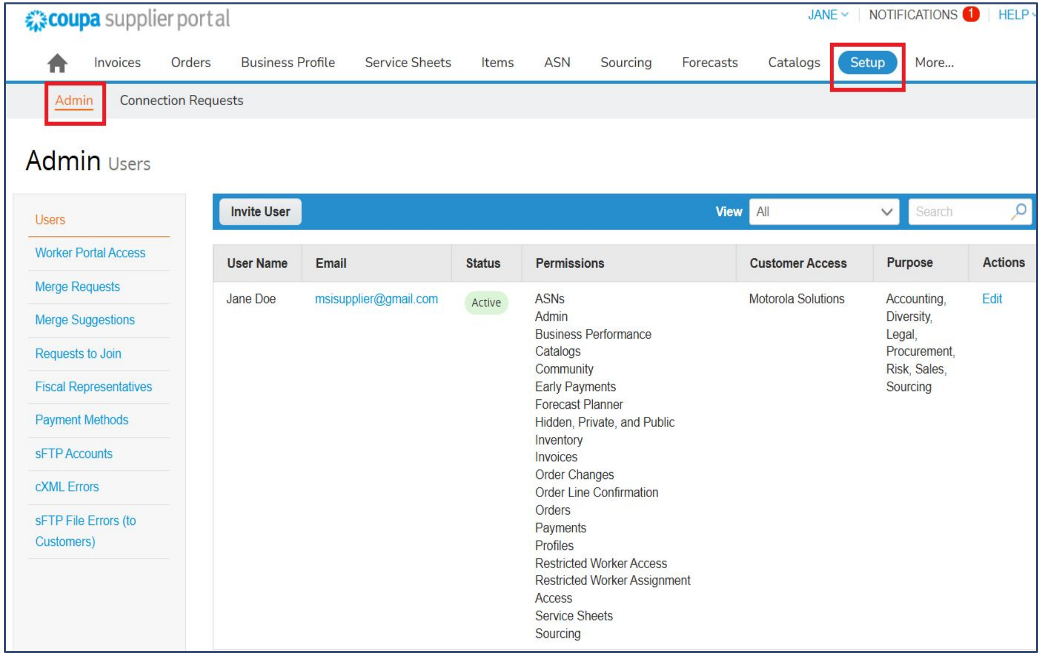
After clicking the **blue link**, a new window will open where you can choose how to set up your **Authenticator**. You will have two options:

1. **Authenticator App (Recommended)**
   - Download an authenticator app from your mobile device's app store (e.g., Google Authenticator, Microsoft Authenticator, or Authy).
   - Follow the on-screen instructions to scan the QR code or enter the setup key provided.

2. **Text Message (SMS)**
   - Select the **Text Message** option and enter your **mobile phone number**.
   - You will receive a verification code via SMS to complete the setup process.

Important: You must complete your authenticator setup to access **Motorola Solutions, Inc.** orders and invoices within the Coupa Supplier Portal.

Key account management functions

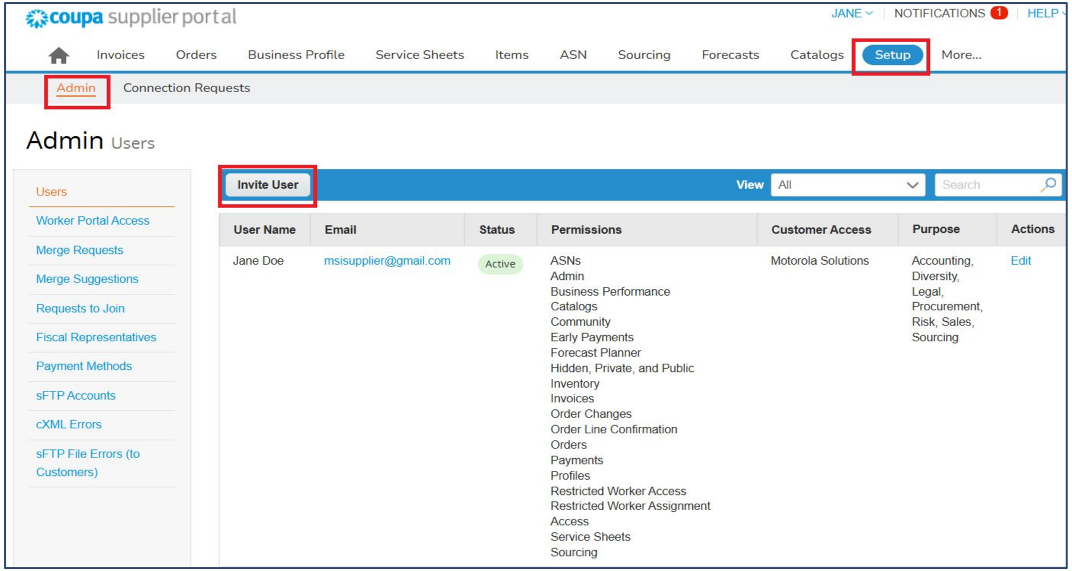


- **Users** – Manage and add users, assign permissions, and control customer access within your organization.
- **Merge Requests** – Review and manage account merge requests to consolidate duplicate supplier profiles.
- **Payment Methods** – Enter or update remit-to address and related tax information to ensure compliance with invoicing and payment regulations.
- **Terms of Use** – View and electronically sign the **Coupa Terms of Use** required to conduct business through the Coupa Supplier Portal (CSP).

Inviting additional users

To invite additional users to your organization's Coupa Supplier Portal (CSP) account:

1. Navigate to the **Setup** tab on the navigation bar.
2. Select the **Admin** sub-tab.
3. Click **"Invite User."**



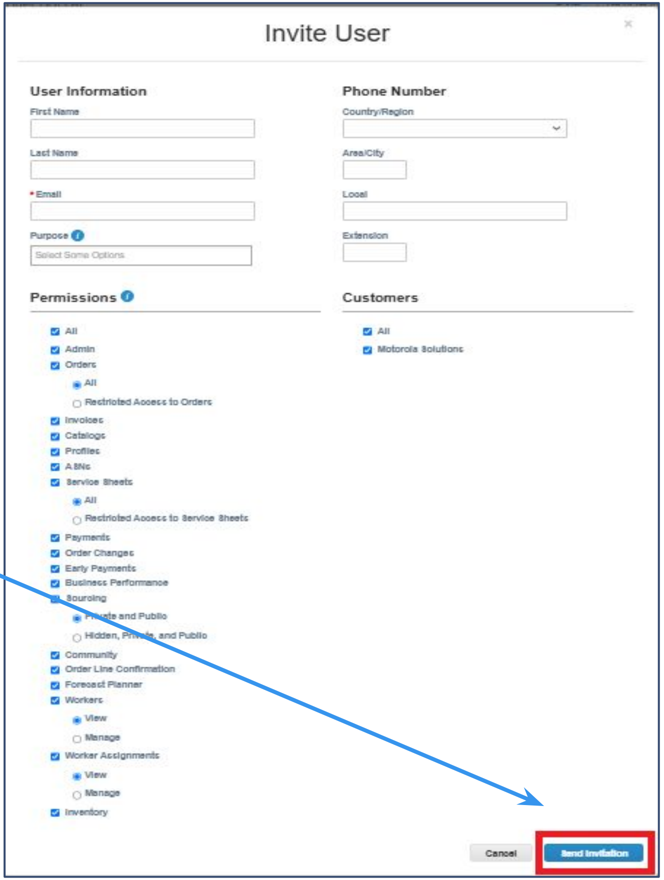
Inviting additional users (con't)

4. Fill out the user's **First Name**, **Last Name**, and **Email Address.**

5. Under **Customers** and **Permissions**, select the access level and customers the user should be able to view or transact with.

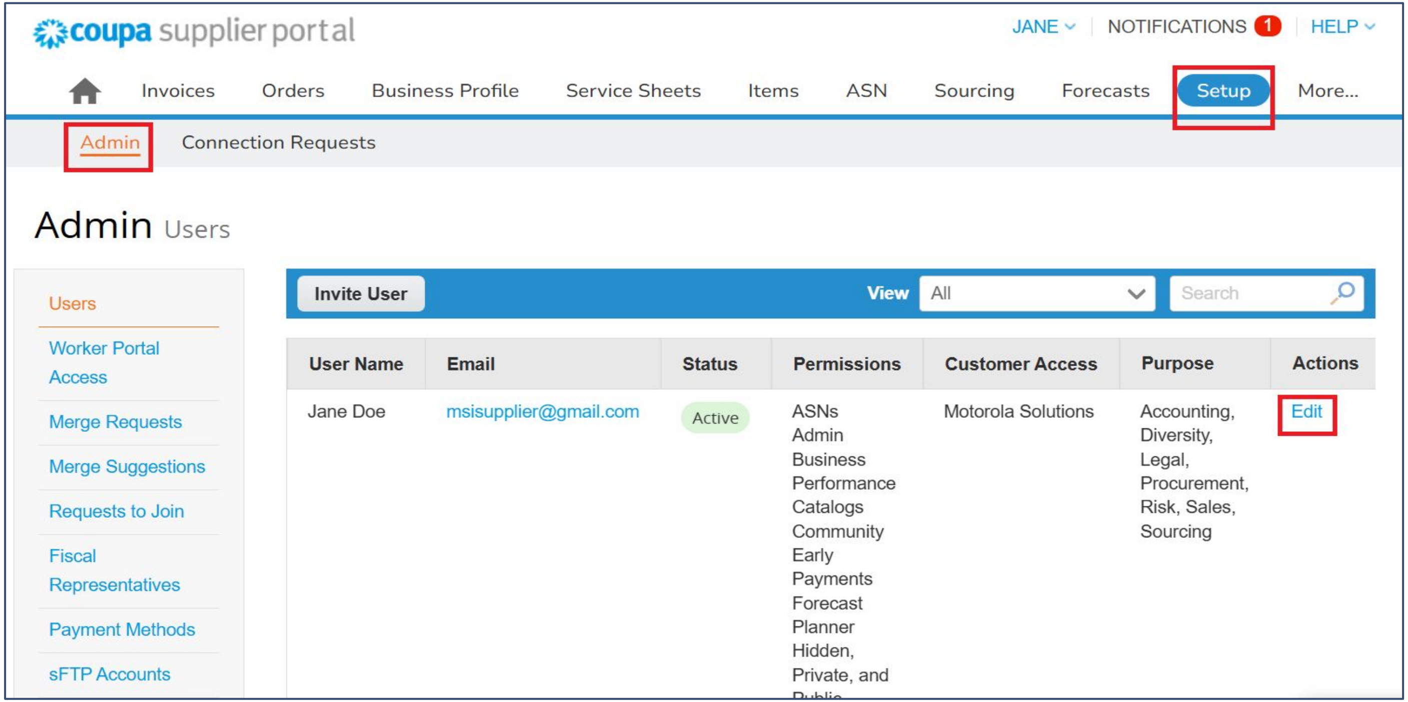
6. Once complete, click **"Send Invitation."**

Tip: Only users with **Admin privileges** can invite or manage other users within the CSP. Be sure to assign permissions carefully to align with each user's responsibilities.



Managing user permissions

Under the **Setup** tab, you can manage existing user access by selecting **“Edit”** next to the user’s name.



Managing user permissions (con't)

1. After clicking **Edit**, you will see the user's **First Name**, **Last Name**, and **Email Address.**

2. Select the appropriate **permissions** you want this user to have access to.

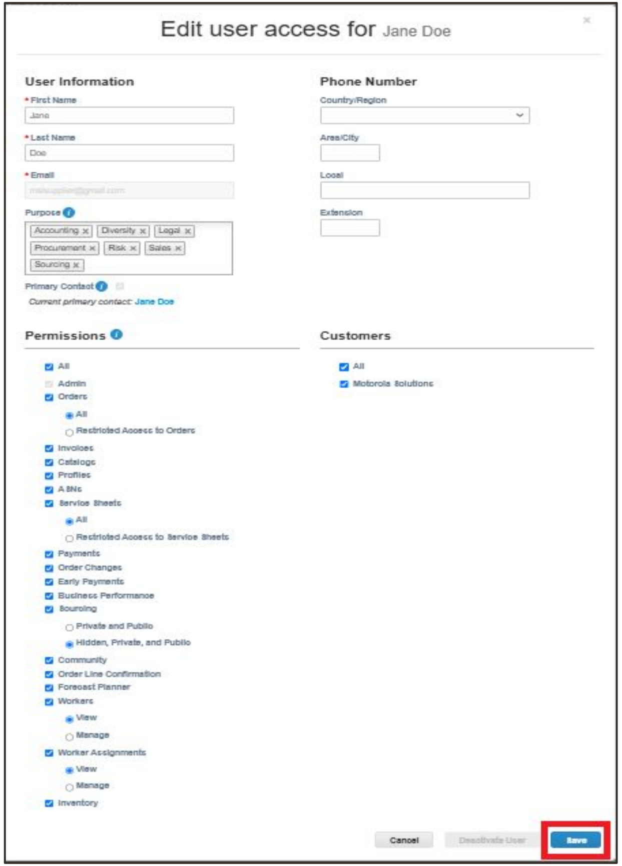
   Example:
   If a user is only granted permission to **view invoices and orders**, they will only see those specific tabs on their CSP homepage.

3. The selected permissions will automatically adjust the user's **navigation bar** to match their assigned access.

4. You can also define which **customers** the user can access by checking the corresponding boxes.

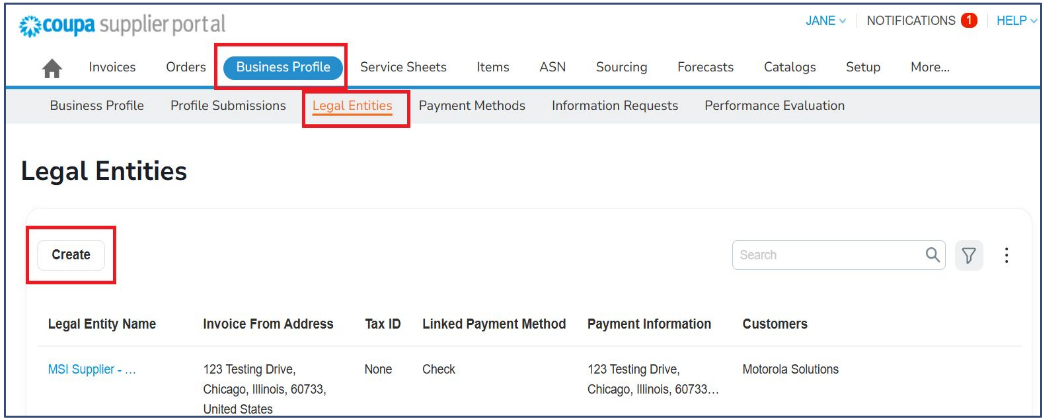
5. Once all selections are complete, click **"Save."**

Tip: Regularly review user permissions to ensure each team member has the correct level of access for their role.



Creating a legal entity

To **create and send invoices** to Motorola Solutions, Inc. (MSI), you must first set up a **Legal Entity** within the Coupa Supplier Portal (CSP).



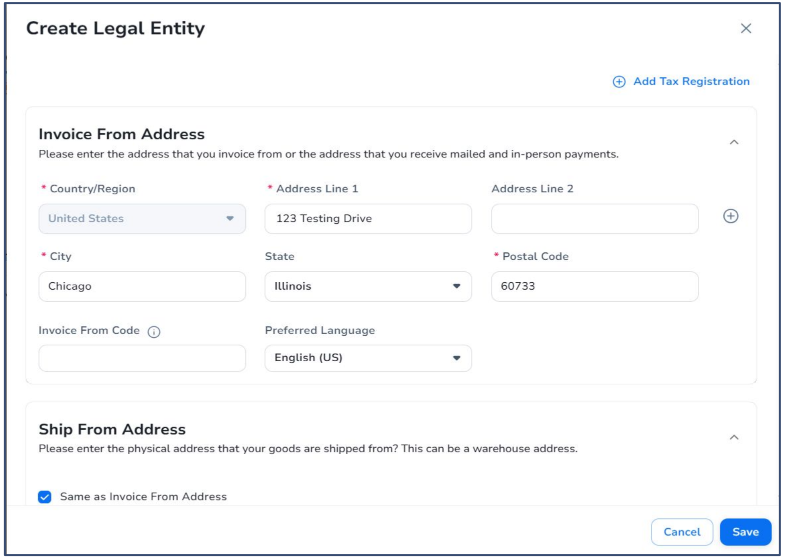
Follow these steps:

1. From the **Navigation Bar**, click **“Business Profile.”**
2. In the **sub-navigation bar**, select **“Legal Entities.”**
3. Click **“Create.”**

Creating a legal entity (con't)

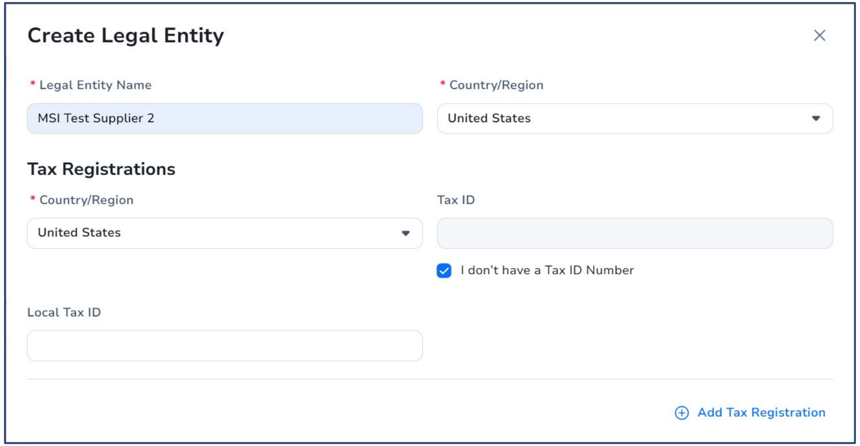
4. Add Basic Information

- Enter the **name** of your Legal Entity.
- Select the **Country/Region** where your business operates.

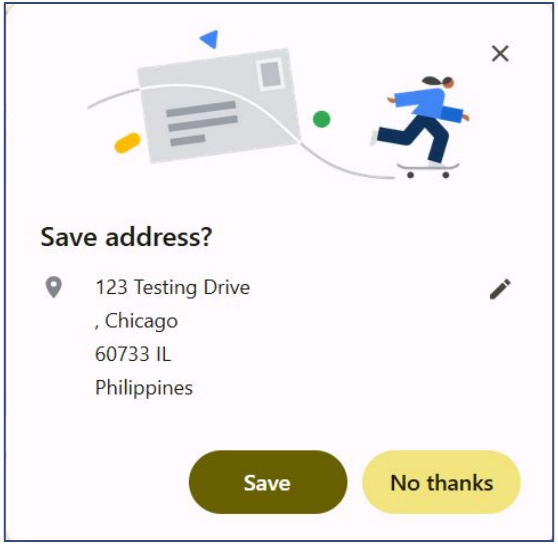


5. Enter Tax and Address Details

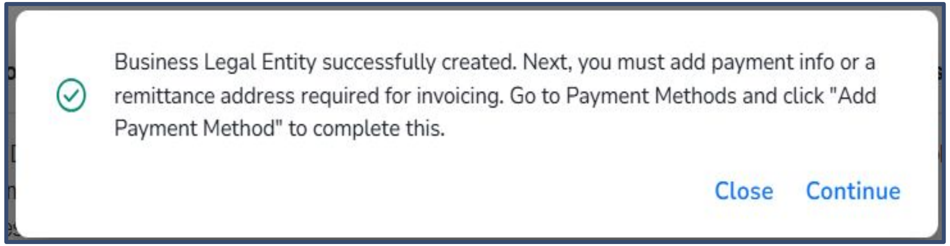
- Input your **tax registration information.**
- Add your **Invoice From** address.
- Update your **Ship From** address.
- Click **"Save."** When the address confirmation pop-up appears, click **"Save"** again to confirm.



Creating a legal entity (con't)



- When the address confirmation pops up, click "Save".
- Then Click "Continue" to update Payment Methods

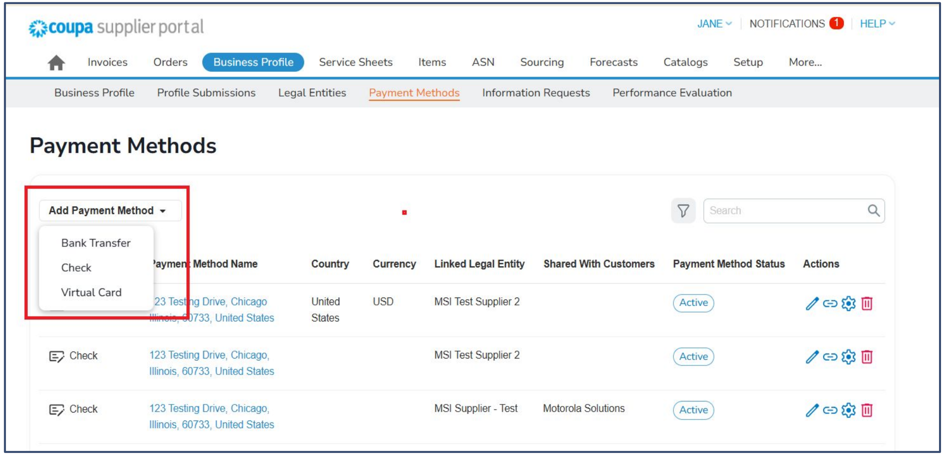


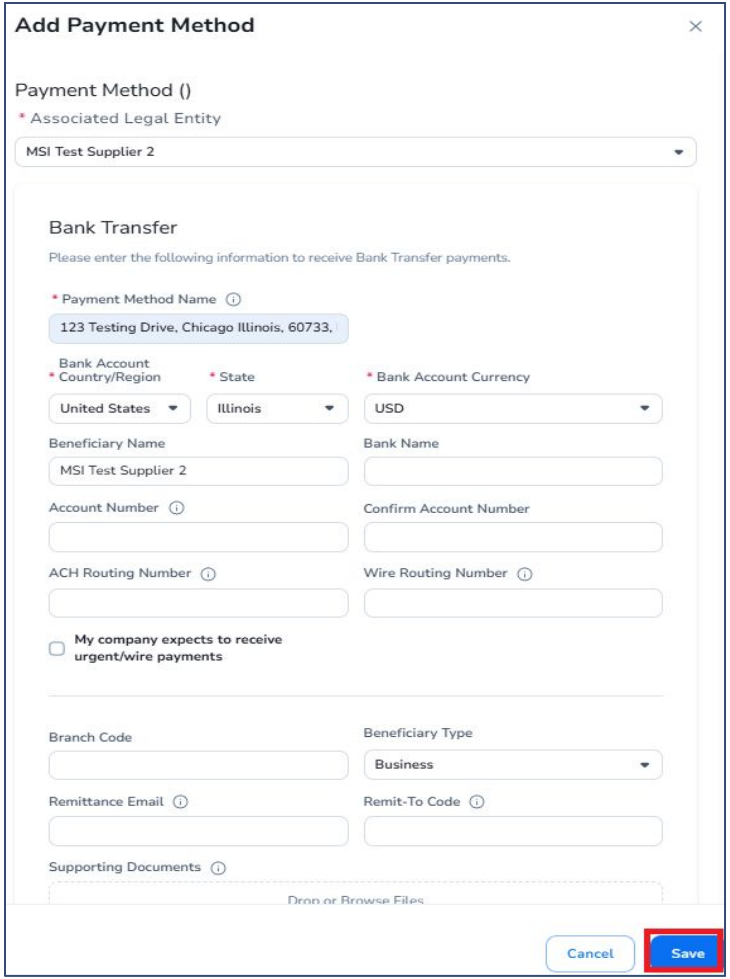
Creating a legal entity (Cont.)

6. Add Payment Methods

- Click **"Continue"** to proceed to **Payment Methods.**
- From the **Add Payment Methods** dropdown, select and enter your preferred payment details.
- Click **"Save."**

Note: Ensure that all Legal Entity, tax, and banking information is accurate and up to date. This is required for successful invoicing and payment processing with Motorola Solutions.



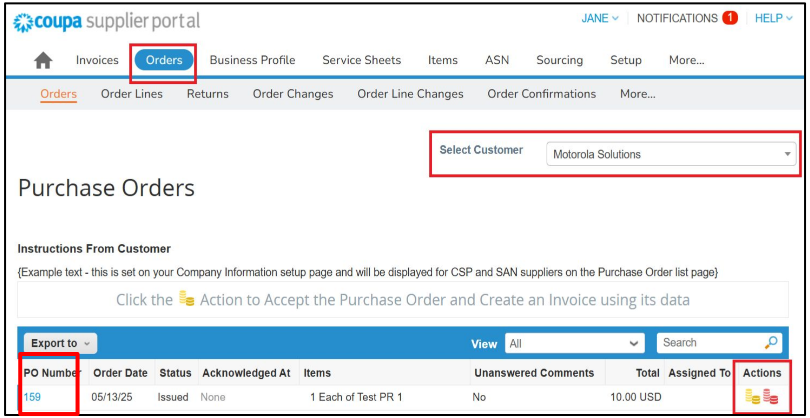


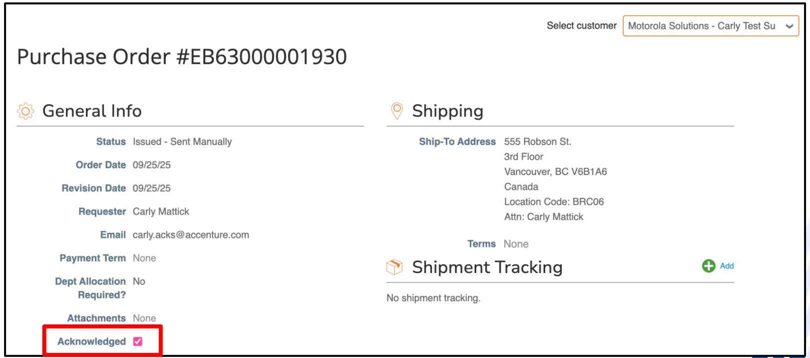
Viewing and managing purchase orders

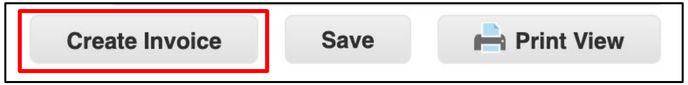
1. From the **main navigation bar**, select the **“Orders”** tab to open the **Purchase Orders** page and view the data table.
2. In the **Select Customer** dropdown (located on the right side of the page), choose the customer whose purchase orders you wish to view — for example, **Motorola Solutions, Inc.**
3. Under the **PO Number** column, click the **blue hyperlink** to open and view the purchase order details.
   Please ensure you click **“Acknowledge”** on the PO before creating your invoice.
4. In the **Actions** column on the PO table, you can perform the following actions:
   a. 🪙 **Gold Coins** – *Flip the PO into an invoice* to create your invoice directly from the order.
   b. 🔴 **Red Coins** – *Create a credit note* if adjustments or reversals are required.

5. Alternatively, invoices can also be created directly from an open purchase order by clicking the **“Create Invoice”** button located at the bottom of the PO page.

Tip: Always verify PO details — including quantities, pricing, and delivery information — before creating or acknowledging an invoice to ensure timely processing and payment.





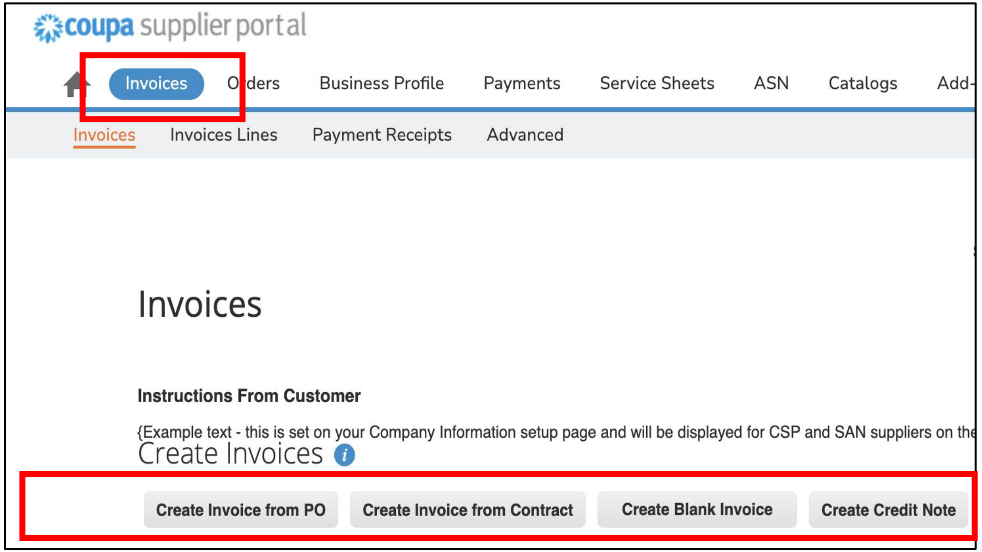


Creating and managing invoices

1. Select the **"Invoices"** tab from the main navigation bar to open the **Invoices** page and view the data table.

2. From here, you can create invoices using one of the following options:

- **Create Invoice from PO** – Generate an invoice directly from an existing purchase order.
- **Create Blank Invoice** – Create a new invoice manually (only if applicable).
- **Create Credit Note** – Issue a credit note for a previously submitted invoice.



Creating an invoice from a purchase order

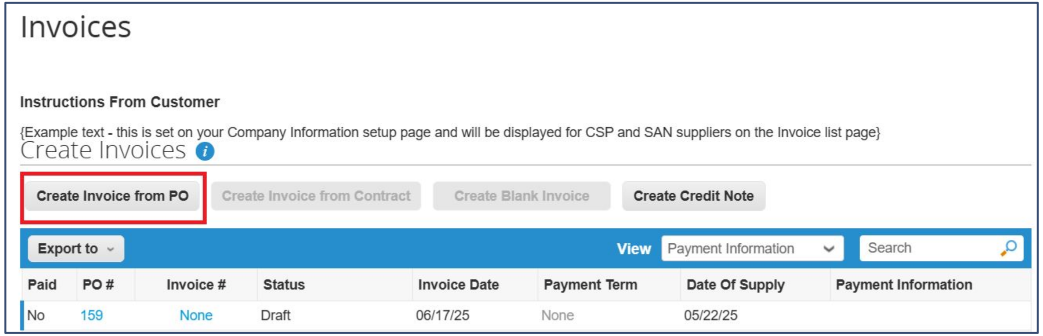
1. From the **Invoices** tab, select **“Create Invoice from PO.”**

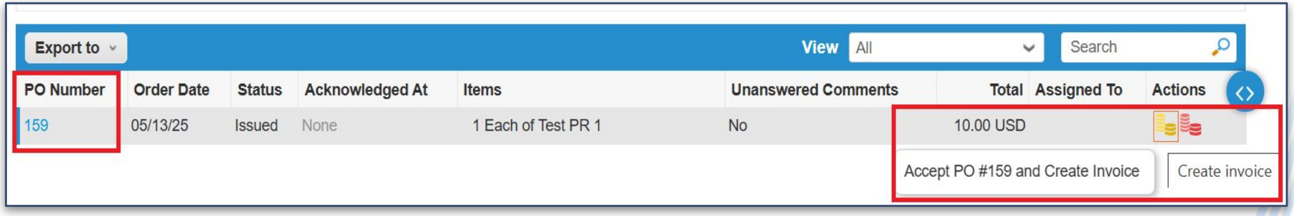
2. You will be redirected to the **Purchase Orders** page.

3. Locate the PO you wish to invoice against.

4. Under the **Actions** column, click the **gold coin icon** to *flip the PO into an invoice*.

Tip: Always review and acknowledge the PO before creating an invoice to ensure all quantities, pricing, and item details are accurate.





Creating an invoice from a purchase order (con't)

1. Fill in Required Fields
Complete all **mandatory fields** (marked with a **red asterisk** *), along with any additional information relevant to your invoice (e.g., invoice date, payment terms, or reference numbers).

2. Attach a Copy of Your Invoice
In the **Image Scan** field, upload a copy of your original invoice document (PDF format recommended).

Tip: Ensure the invoice image matches the details entered in Coupa to avoid delays in processing or payment.

3. Select Address Information
In the **From** section, click the **magnifying glass icon** 🔍 next to each field to create or choose the appropriate addresses:

- **Invoice From** address — your company's legal business address
- **Remit-To** address — where payments should be sent
- **Ship From** address — the location from which goods were shipped or services provided

4. Add Additional Details (if applicable)

If you need to apply shipping, handling, or other charges, enter these in the appropriate fields at the bottom of the invoice.

If applicable, select any relevant **tax rates** or **tax types** (these may vary by country or region).

5. Review Before Submitting
Double-check that all PO lines, quantities, and pricing match the Purchase Order.
Once verified, click **"Submit"** to send the invoice to **Motorola Solutions, Inc.** for processing.

Note: Changes to quantities or pricing may trigger additional approval workflows within MSI and could delay payment.

Creating a blank invoice

1. From the **Invoices** tab, select **"Create Blank Invoice."**

2. Complete all **mandatory fields** (marked with a **red asterisk** *), along with any additional invoice details as needed.

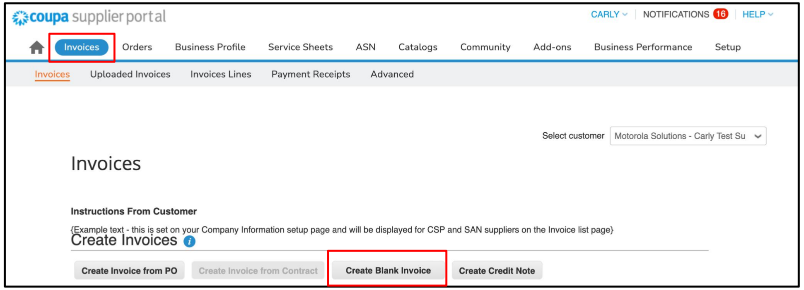
3. In the **To** section, ensure all customer information — including **Motorola Solutions, Inc.** and relevant contact details — is completed accurately.

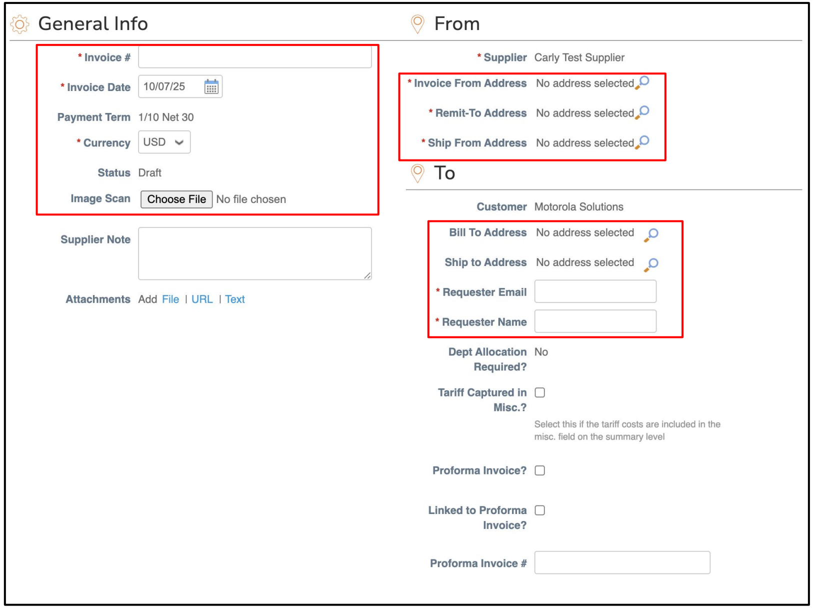
4. Attach a copy of your original invoice in the **Image Scan** field (PDF format recommended).

5. In the **From** section, click the **magnifying glass icon** 🔍 next to each field to create or select your:

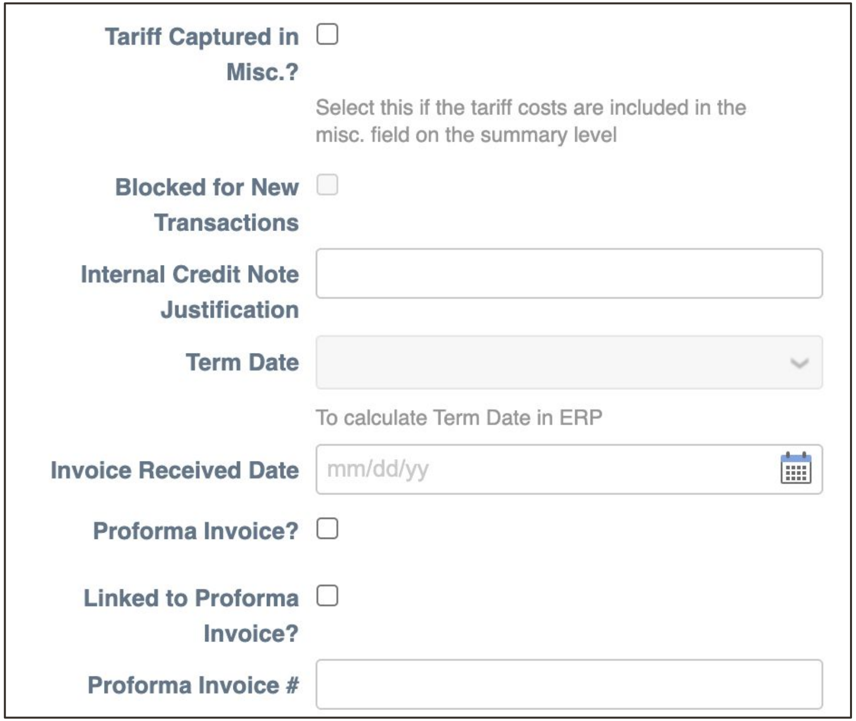
   a. **Invoice From** address
   b. **Remit-To** address
   c. **Ship From** address

Tip: Review all information for accuracy before submitting. Blank invoices are typically used only when a PO is not required (e.g., for approved exceptions under MSI's "No PO, No Pay" policy).





Additional invoice details and submission



1. Tariffs and Miscellaneous Charges

- If you need to charge a **tariff**, select the checkbox to indicate it and enter the fee in the **Miscellaneous** field within the invoice summary section.

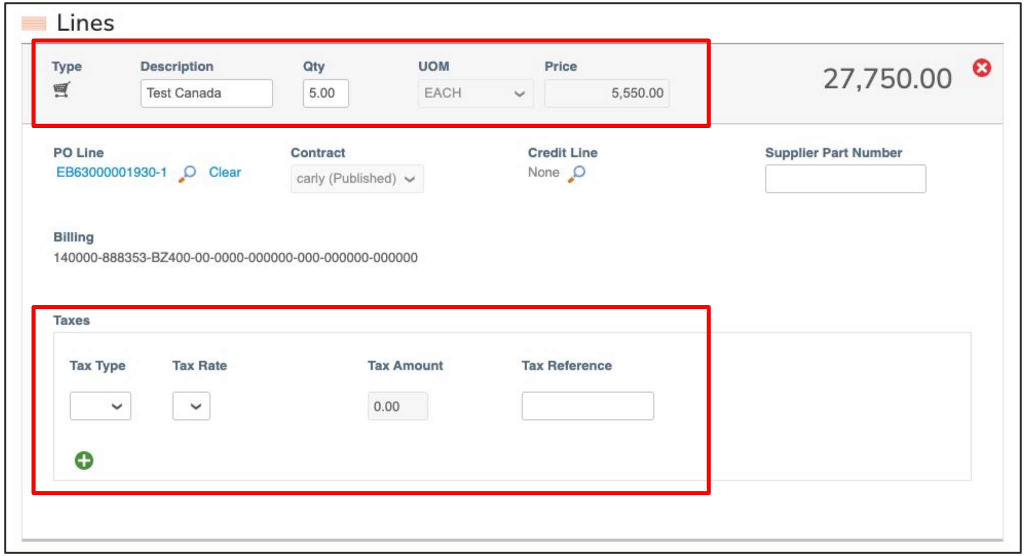
2. Submitting Proforma Invoices (if applicable)

- To submit a **Proforma Invoice**, create it as a **non-PO-backed invoice** and select the **"Proforma Invoice"** checkbox.

- When you are ready to issue the **final legal invoice**:

  - Create a new invoice **against the appropriate Purchase Order (PO)**.
  - Select **"Linked to Proforma Invoice?"** and reference the **Proforma Invoice number**.
  - Review and update **line-level information** (quantities, pricing, or descriptions) as needed before submitting.

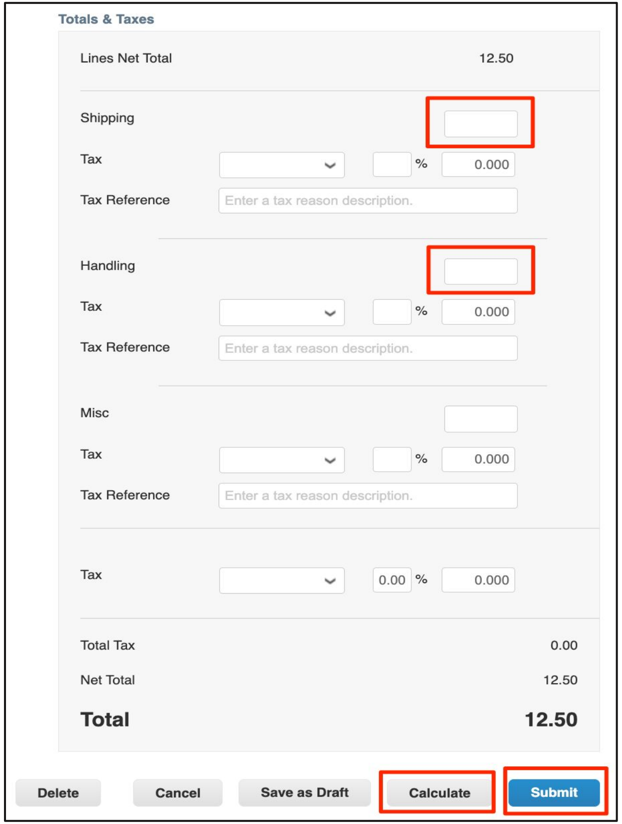
Additional invoice details and submission (con't)



3. Tax Application

- **Canada:** Taxes are applied at the **line level**, including both **tax rate** and **tax type**.
- **United States:** Taxes are applied at the **summary level** of the invoice.

Additional invoice details and submission (con't)

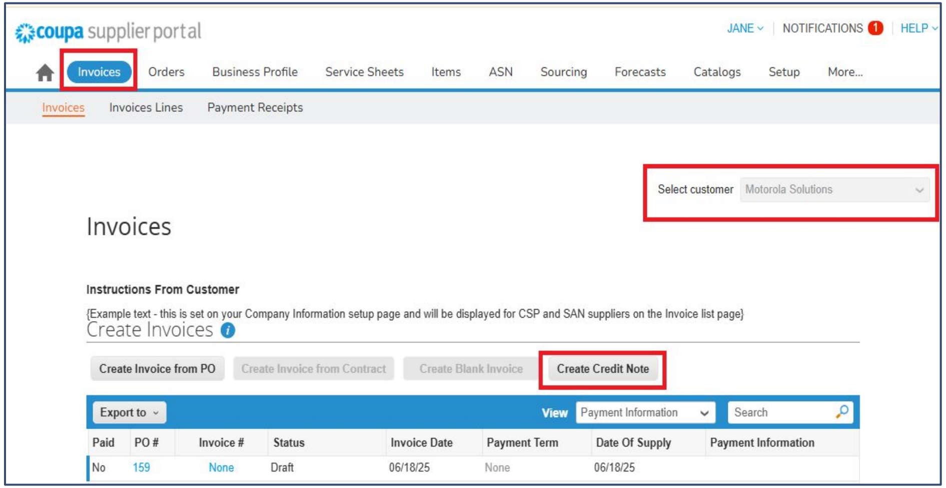


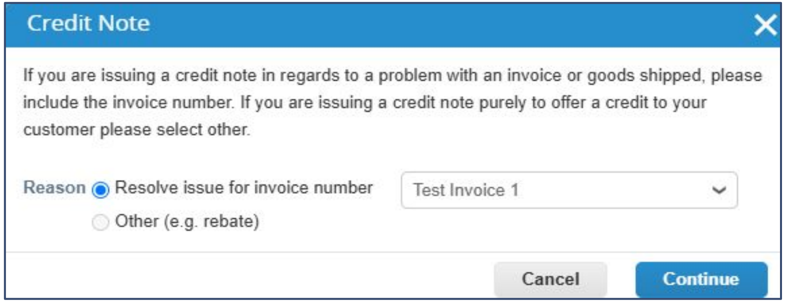
4. Finalizing the Invoice

- At the bottom of the invoice, enter any applicable **Shipping**, **Handling**, and **Tax** amounts.
- Click **"Calculate"** to update your total.
- Once all information is reviewed and accurate, click **"Submit"** to send the invoice to **Motorola Solutions, Inc.**

Note: Adjusting **quantities** or **pricing** may trigger additional approval workflows within Motorola Solutions and could delay payment processing.

Creating a credit memo





1. From the **main navigation bar**, select the **"Invoices"** tab to view your existing invoices and credit memos.

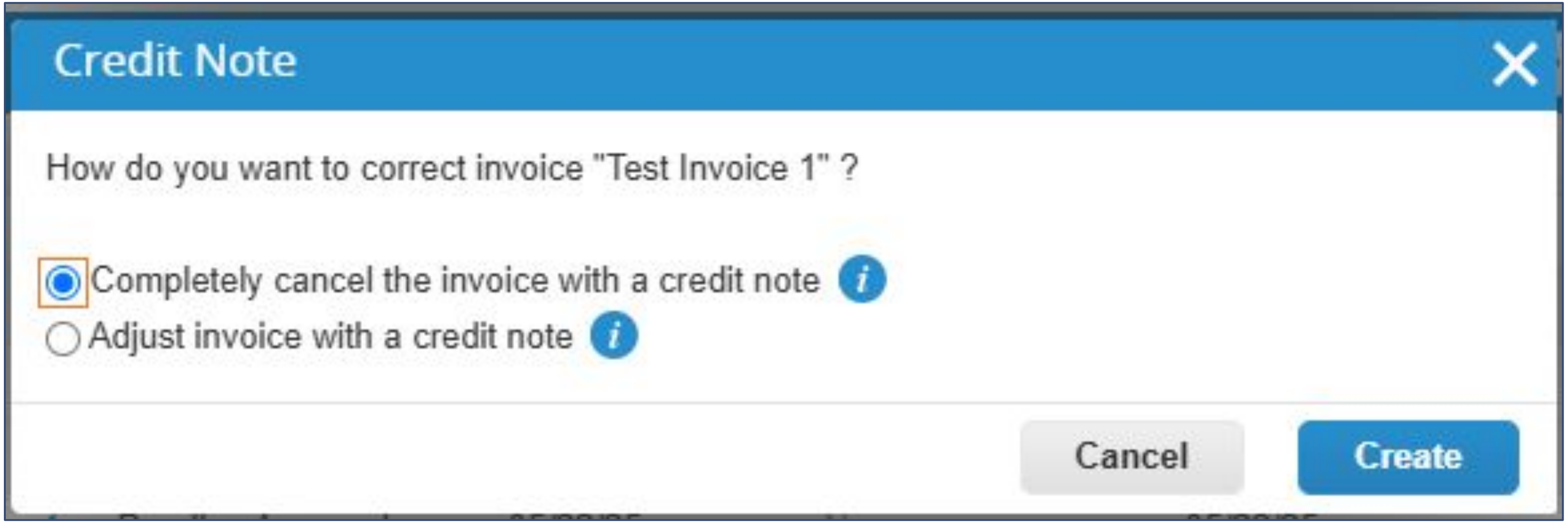
2. To create a new credit memo, click **"Create Credit Note"**, located directly above the invoice table.

3. A pop-up window will appear. Use the **dropdown menu** to select the **invoice number** previously submitted to **Motorola Solutions, Inc.** that you wish to credit.

Creating a credit memo (con’t)

4. After selecting the invoice, a second pop-up will appear asking you to confirm whether you are:

- **Completely cancelling** the invoice, or
- **Adjusting** the invoice amount.

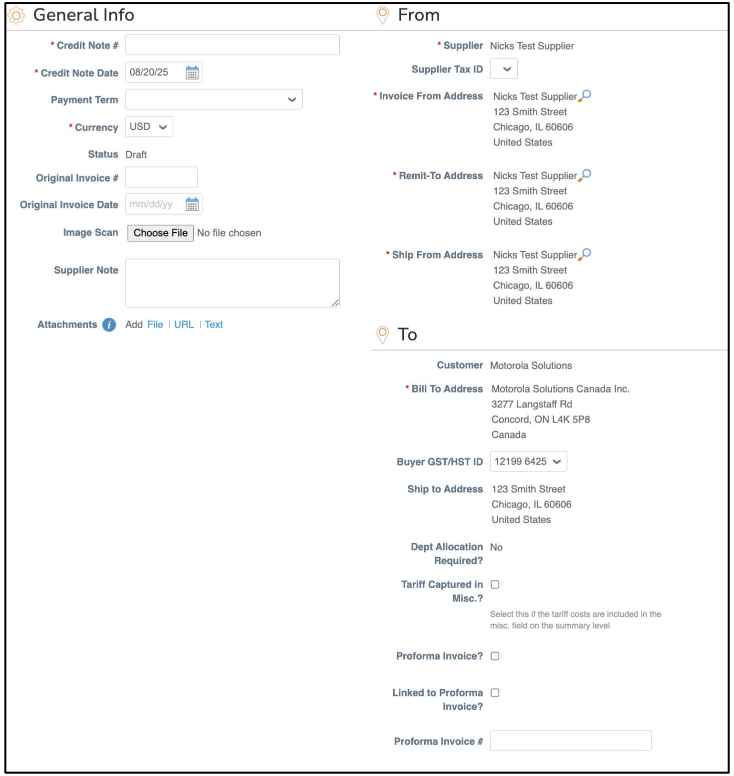


Creating a credit memo (con’t)

5. Click **“Create”** to proceed. You will then be redirected to the **Create Credit Note** screen.

6. Populate all **required header fields** (marked with a red asterisk *) and review all details for accuracy before submitting.

Tip: Ensure that credit memos clearly reference the original invoice number and reason for adjustment to avoid delays in processing.



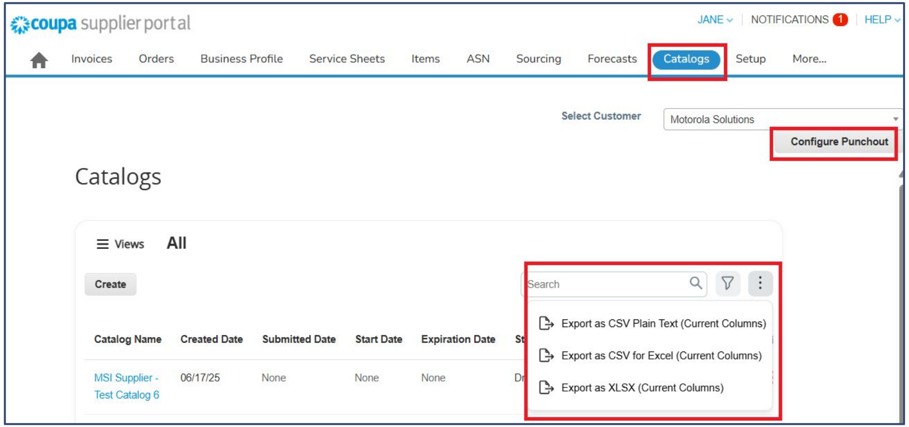
Managing catalogs

If your organization provides a **hosted catalog** to **Motorola Solutions, Inc. (MSI)**, you can manage your catalog content directly through the **Coupa Supplier Portal (CSP).**

Punchout Catalogs
If you wish to offer a **punchout catalog** (a link from Coupa to your external website), please contact **Motorola Solutions** directly to discuss setup requirements and integration details.

Hosted Catalogs
A **hosted catalog** is maintained **within Coupa** and allows MSI users to search for and purchase your products directly.
Hosted catalogs are **managed via a bulk loader** and can be updated as needed to ensure pricing and item details remain current.

Tip: Keep catalog content accurate and up to date — including item descriptions, pricing, and availability — to help MSI buyers easily find and purchase your products.

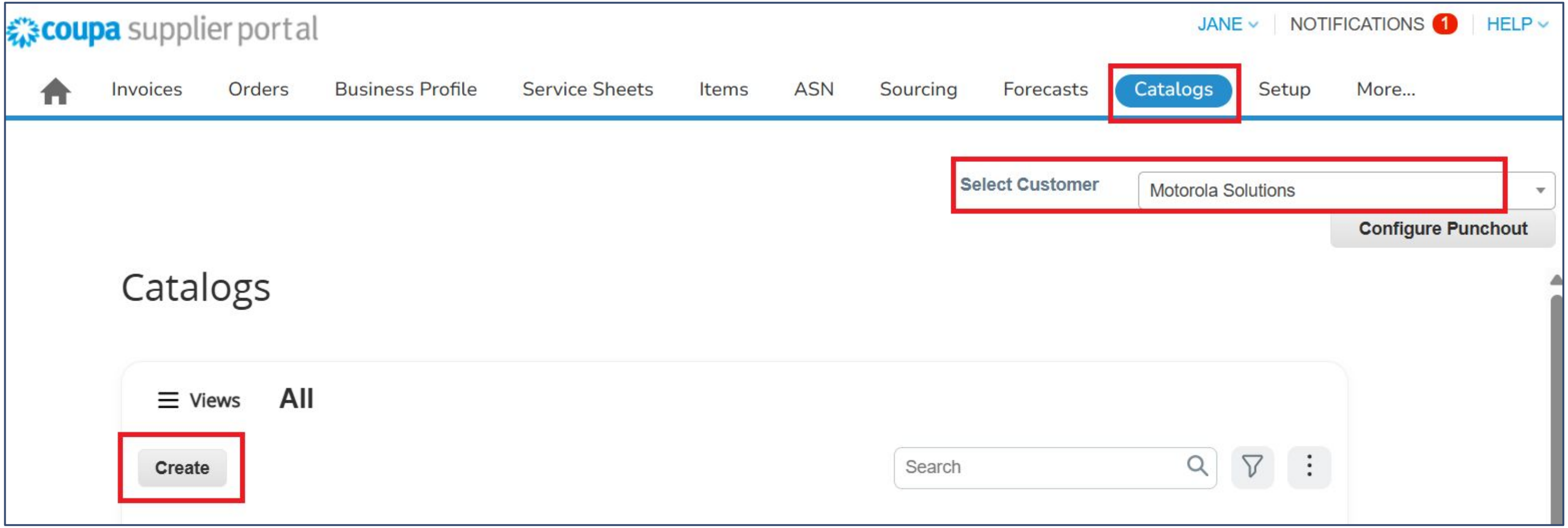


Be sure to contact your MSI Category Manager if you wish to set up a hosted catalog to discuss requirements and content

Creating and managing a hosted catalog

To create or update a **Hosted Catalog** for **Motorola Solutions, Inc. (MSI)** in the **Coupa Supplier Portal (CSP):**

1. Navigate to the **Catalogs** section and click **"Create."**



Creating and managing a hosted catalog (con't)

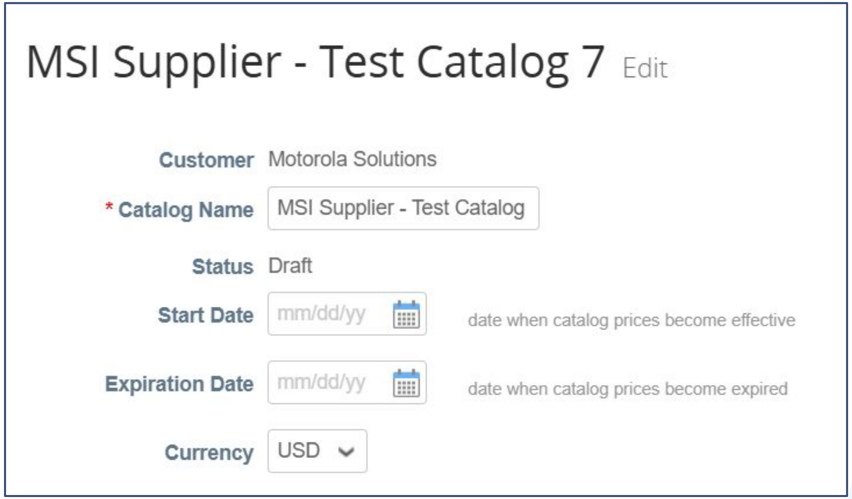
2. Enter a **Catalog Name** (required field, marked with a red asterisk *).

3. If catalog pricing is valid for a specific time period, add a **Start Date** and **Expiration Date.**

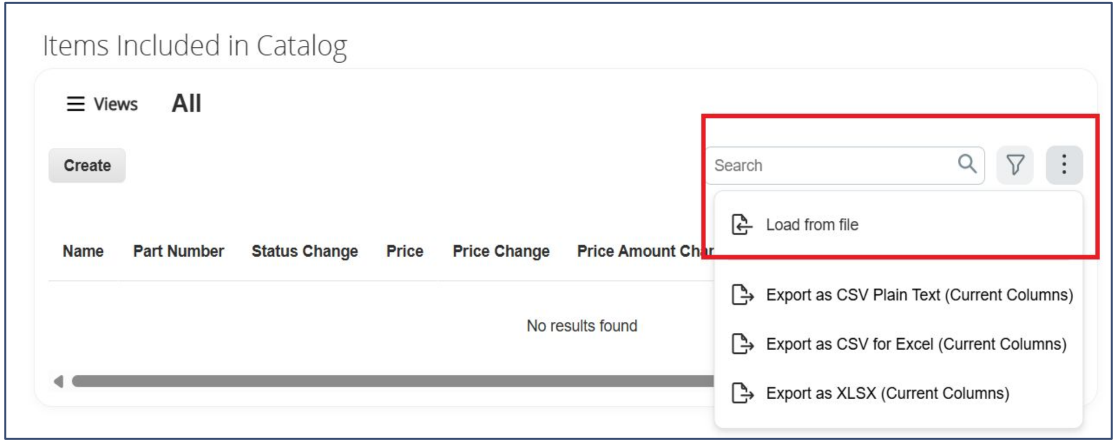
Note: All Hosted Catalogs must be tied to a **Coupa Contract.**

- If you do not have a **Contract Number**, please contact **MSI**.
- The Contract Number can be added directly to the **Contract Number field** in the CSV template before bulk loading.

4. Scroll down to the **"Items Included in Catalog"** section and click **"Load from File."**

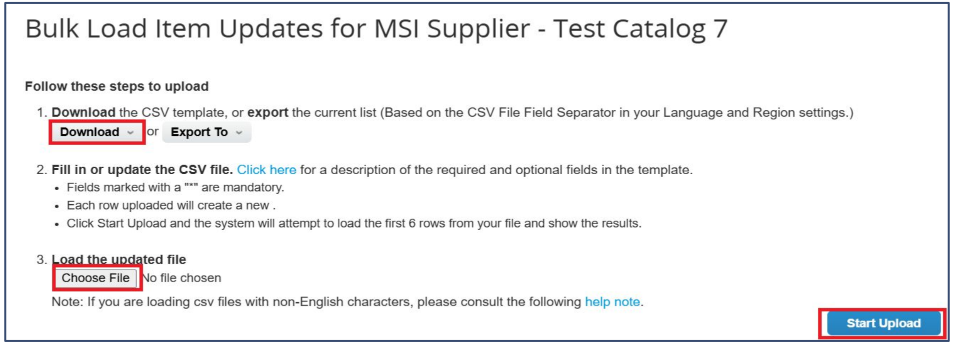


Creating and managing a hosted catalog (con’t)



5. Click **“Download”** to obtain the **.CSV template**, then enter your catalog details (e.g., item names, descriptions, pricing, UOMs, etc.) in the file.

6. Once completed, return to the catalog screen, click **“Choose File”** to select your updated .CSV file, and then click **“Start Upload.”**



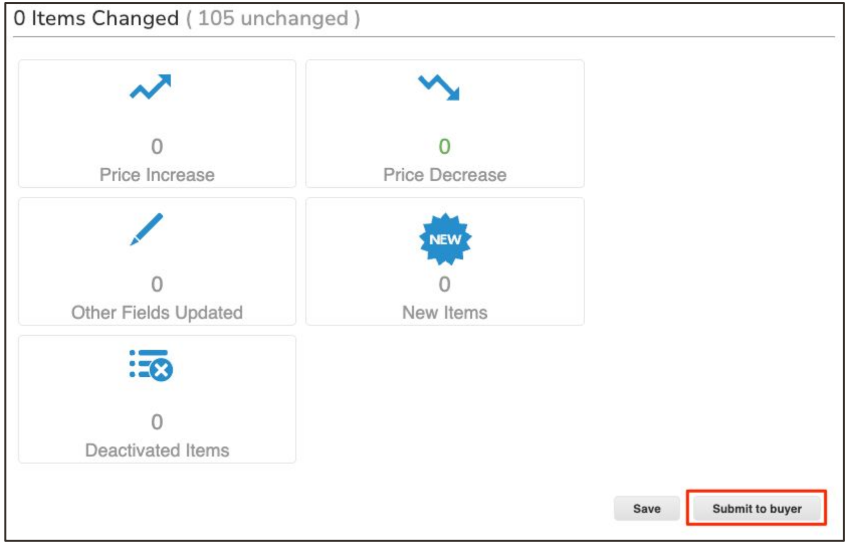
Creating and managing a hosted catalog (con't)

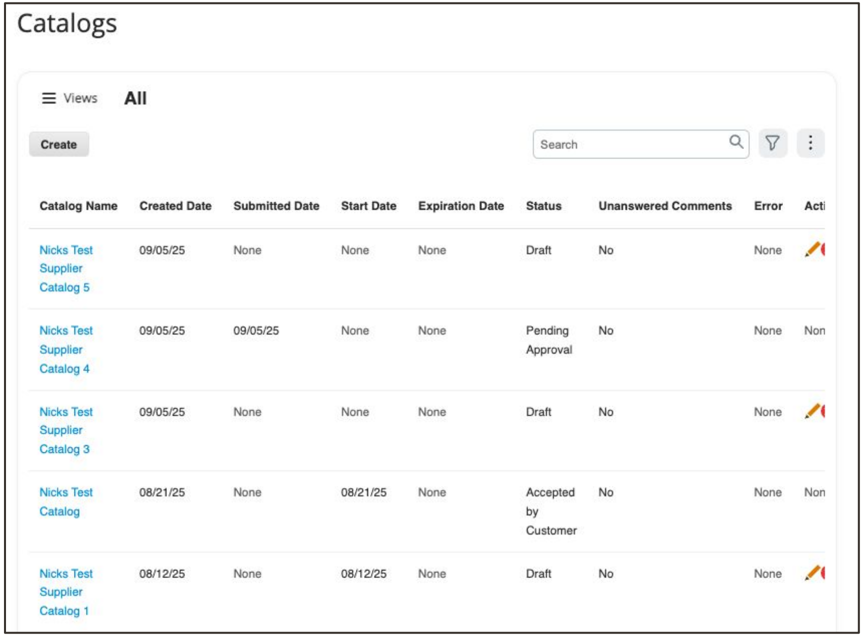
7. After uploading, click **"Submit to Buyer."**

The catalog will then move to **"Pending Approval"** status until it is **accepted by the customer**.

Other possible catalog statuses include:

- **Draft** – Catalog is in progress and not yet submitted.
- **Rejected** – Catalog was not approved and may require updates.





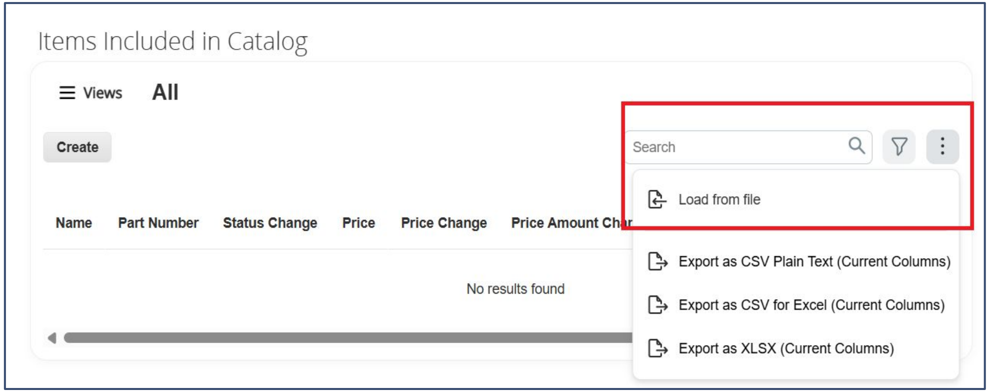
Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Acti
Nicks Test Supplier Catalog 5	09/05/25	None	None	None	Draft	No	None	
Nicks Test Supplier Catalog 4	09/05/25	09/05/25	None	None	Pending Approval	No	None	Non
Nicks Test Supplier Catalog 3	09/05/25	None	None	None	Draft	No	None	
Nicks Test Catalog	08/21/25	None	08/21/25	None	Accepted by Customer	No	None	Non
Nicks Test Supplier Catalog 1	08/12/25	None	08/12/25	None	Draft	No	None	

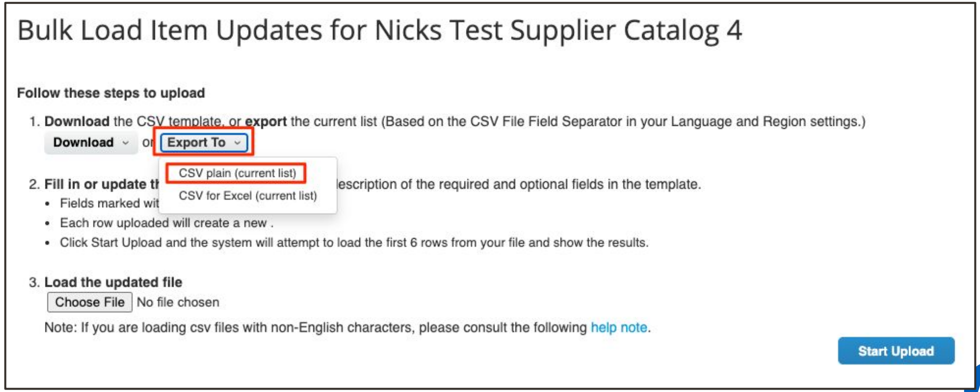
Updating an existing hosted catalog

To add new items or update existing ones in a current catalog:

1. Navigate to the **“Items Included in Catalog”** section of the existing catalog.
2. Click the **ellipsis** (···) and select **“Load from File.”**
3. Choose your updated **.CSV file** from your desktop.
4. Click **“Start Upload.”**
5. Once uploaded, click **“Submit to Buyer”** to send the updated catalog for review.

Tip: Always confirm your catalog data (item details, pricing, and contract linkage) before submission to prevent delays in approval.



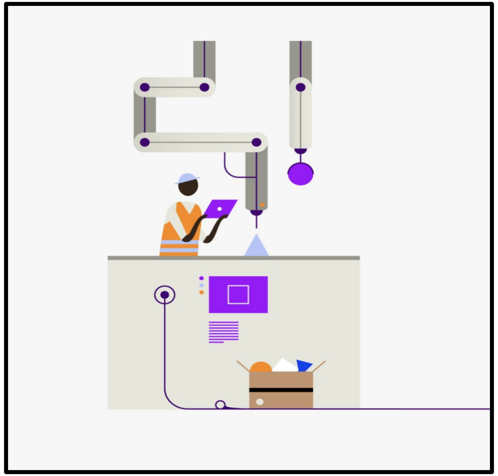


CSP FAQ

General frequently asked questions

Why should I do business in the Coupa Supplier Portal (CSP)?

The **Coupa Supplier Portal (CSP)** enables you to easily **acknowledge and manage electronic Purchase Orders (POs)** while benefiting from **faster invoice processing** and **real-time visibility** into payment status.



What Motorola Solutions, Inc. locations does this affect?

Coupa is being implemented across **all Motorola Solutions, Inc. locations and subsidiaries in North America.**

Additional regions will be **phased in during 2026.**

Is there a cost to using the CSP?

No. The **Coupa Supplier Portal is free to use** — there are **no fees** for suppliers to transact with **Motorola Solutions, Inc.**

CSP access and log in frequently asked questions

When will I receive the Coupa Supplier Portal (CSP) email invitation?
You will receive your **CSP invitation email beginning October 15, 2025.**
The email will include a **unique link** to register and connect with **Motorola Solutions, Inc.**
Your **username will be your email address**, and you will create your own **password** during registration.

If I am already using the CSP with other customers, do I need to register again?
No, you do **not** need to register again.
However, you must **wait until you receive the official invitation** from Motorola Solutions on **October 15, 2025** to log in and view MSI as a connected customer.

I sent a "Request to Link" to Motorola Solutions, Inc. from my existing CSP account. How do I know if it worked?
Motorola Solutions, Inc. does not accept direct link requests from suppliers. You will need to **wait for your official CSP invitation** on **October 15, 2025** to establish the connection.

I already have a CSP account. How do I connect Motorola Solutions, Inc. as a customer?
Once you receive your **CSP invitation on October 15, 2025**, log into your **existing CSP account** using your credentials.
Motorola Solutions, Inc. will then appear as a **connected customer** within your account.

PO’s & invoices frequently asked questions

Will the Ship-To location appear on the Purchase Order (PO) in Coupa? Will there ever be multiple Ship-To addresses on one PO?

Yes, the **Ship-To location** will appear on each Purchase Order (PO) in Coupa.
No, each PO will include **only one Ship-To address** — multiple Ship-To locations will not be listed on a single PO.

Will I need to enter each invoice line manually into the Coupa Supplier Portal (CSP)?

No. When you create an invoice from a PO, the **invoice header details and line items automatically populate** from the PO.
You will only need to enter the **remaining required fields**, such as **Invoice Number** and **Invoice Amount** (for partial invoices), before submitting.

Can I submit non-PO-backed invoices?

All invoices must be **PO-backed** unless **explicitly authorized** or **communicated by Motorola Solutions, Inc.**
Invoices submitted without a valid PO will be rejected in accordance with MSI’s **“No PO, No Pay” policy.**

Can I submit multiple invoices for the same PO?

Yes. If Motorola Solutions, Inc. issues you a **Blanket PO**, you may submit **multiple invoices** against that PO until the total **PO amount is fully utilized.**
Each invoice, however, must have a **unique invoice number.**

Additional resources

Get Help from Coupa on the CSP

- Access step-by-step guidance and troubleshooting resources directly from **Coupa Support** to help you navigate and use the **Coupa Supplier Portal (CSP)** effectively.

Getting Started with the CSP

- Explore **navigation guides**, **training materials**, and **introductory videos** provided by Coupa to help you get familiar with the CSP features.

Coupa CSP & Invoicing FAQs

- Review commonly asked questions related to **invoicing, purchase orders, and portal usage** to quickly find answers to your most frequent inquiries.

Merge or Combine CSP Accounts

- If your organization maintains multiple CSP accounts, learn how to **merge or consolidate** them into a single account for streamlined management.

Join a CSP Webinar provided by Coupa

Register for **live or recorded webinars** facilitated by Coupa to gain deeper insights into portal functionality and best practices.

Still need help?

If you have additional questions, please contact supplier.connect@motorolasolutions.com