

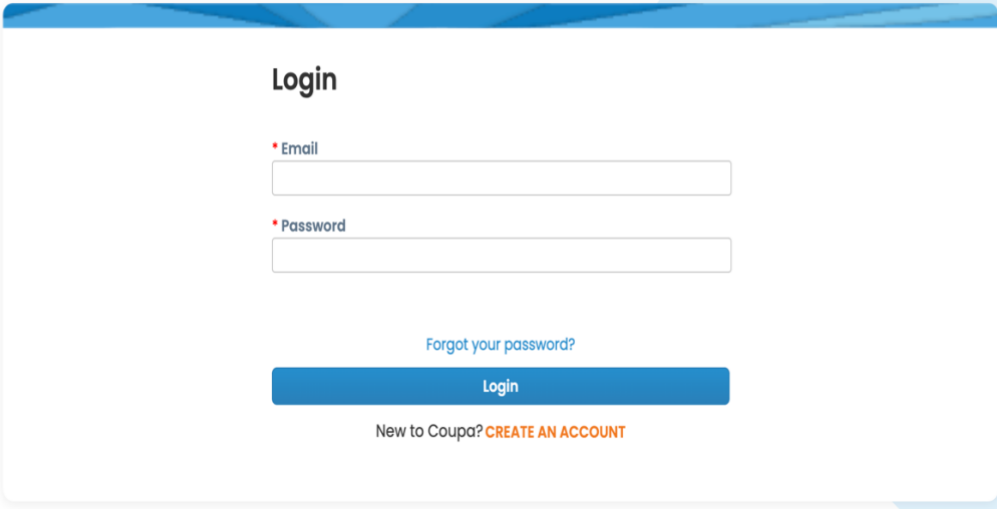


*How to complete the required supplier form in the Coupa Supplier portal to become a supplier with Pagerduty*

1. Via the notification email from Coupa you will access the Coupa Supplier portal.

<https://supplier.coupahost.com/sessions/new>

 coupa supplier portal

A screenshot of the Coupa Supplier portal login page. The page has a blue header with the "coupa supplier portal" logo. The main content area is white and contains a "Login" section. It features two input fields: "Email" and "Password", both with red asterisks indicating required fields. Below the fields is a link for "Forgot your password?". A blue "Login" button is positioned below the link. At the bottom of the form, there is a link for "New to Coupa? CREATE AN ACCOUNT".

**Login**

• Email

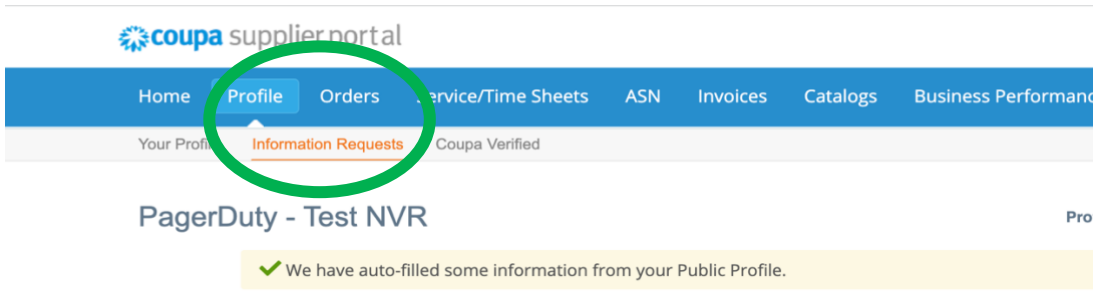
• Password

[Forgot your password?](#)

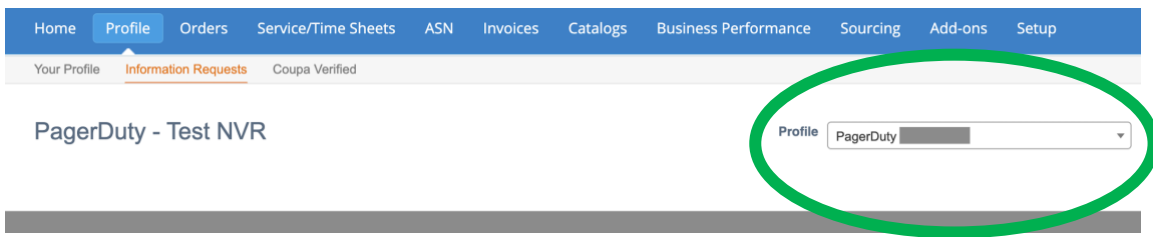
**Login**

New to Coupa? [CREATE AN ACCOUNT](#)

2. If you have a Coupa Supplier portal log in already sign in with that or click sign up to create an account. *Note: You must use the email address to log in that the Coupa notification was sent to.*
3. Once you log into the portal you should be directed to the form that needs to be completed to become a supplier with PagerDuty. If not, you can go to Profile > Information Requests



Note: If you are connected to multiple suppliers already you must choose PagerDuty from the drop down.



4. Complete all required information on the form then click on "Submit for Approval" at the bottom of the screen

The screenshot displays the 'Tax Information' form. It includes several fields: 'Tax Region' (a dropdown menu with 'Select' as the current value), 'Tax Classification' (a dropdown menu), 'Eligible for 1099' (a checkbox), and 'Review Internally' (a dropdown menu with 'Select' as the current value). At the bottom of the form, there are three buttons: 'Decline', 'Save', and 'Submit for Approval'. The 'Submit for Approval' button is circled in green.

For any questions or issues completing the form please email: [coupa-admins@pagerduty.com](mailto:coupa-admins@pagerduty.com).