

# Suppliers Handbook





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## Table of Contents

---

1. [Introduction to Coupa](#)
2. How to interact with Natura without the CSP
  - 2.1 [RFP Response via Email](#)
  - 2.2 [Contract collaboration via email](#)
3. [How to interact with Natura with the CSP](#)
4. [How to register with the CSP independently](#)



## 1. Introduction to Coupa

Coupa is a cloud-based tool used for purchasing processes at Natura, such as: **request for proposal – RFP, request for information – RFI and request for quotation – RFQ processes, in addition to orders and delivery confirmations.**

The tool manages the relationship and interaction with the supplier. With this, all new quotations with Natura's supply team will occur within Coupa.

Additionally, Coupa offers a supplier portal (CSP) which you may use to manage this process.

**Important: The CSP use is free and optional.**

It is a **user-friendly, easy-to-use tool** and with features that offer greater **convenience and agility.**

See some examples below:



The supplier can accept and decline events they have been invited to participate in via Coupa, eliminating the need for email exchanges.



Coupa provides access to all documentation and information sharing history for Supply events.



The supplier can communicate directly with the buyer through the Coupa chat.



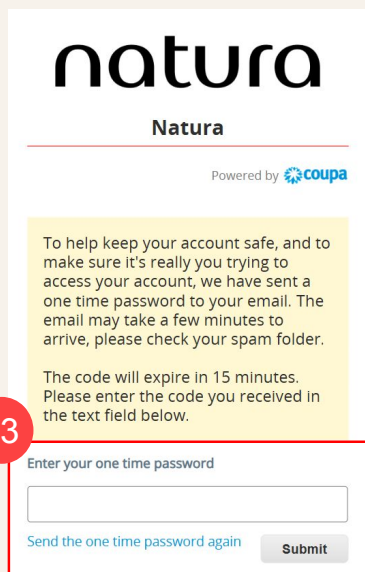
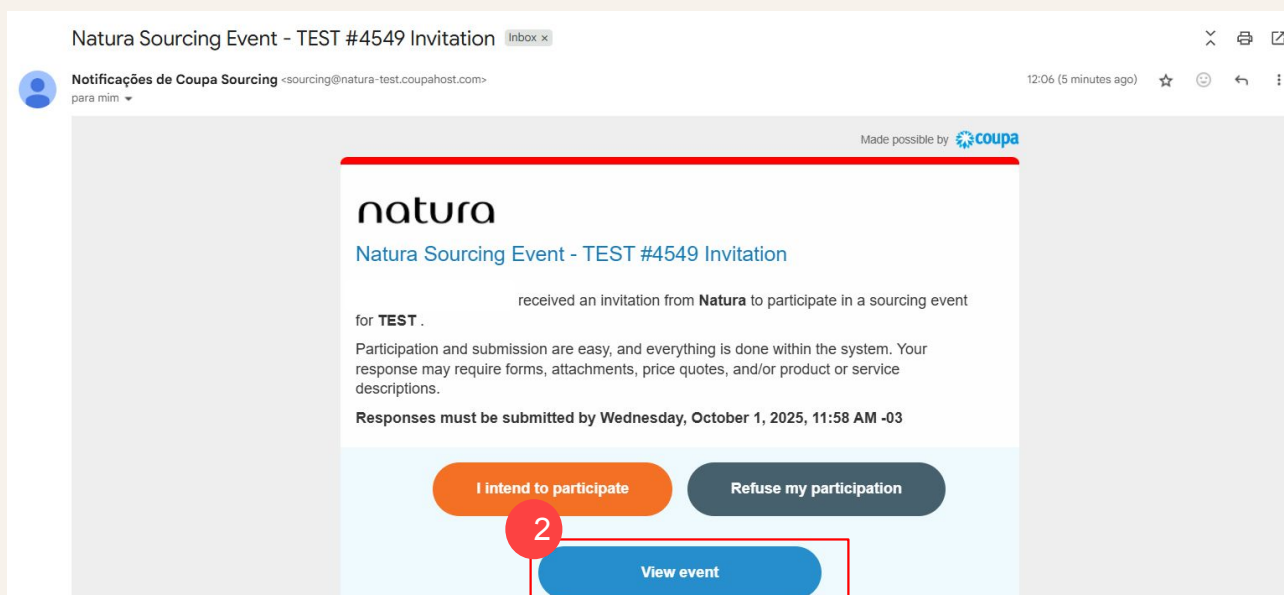
At this time, no username and password in Coupa shall be required from the supplier. Access occurs directly through the link sent to the email.

## 2. How to interact with Natura without the CSP

### 2.1 RFP Response via email

1. You will receive notification regarding the RFP event via email.
2. To access the event, click on **View the event**
3. Enter the access key that will be sent to your email

1 **Natura Sourcing Event - TEST #4549 Invitation - Made possible by Natura Sourcing Eve...**

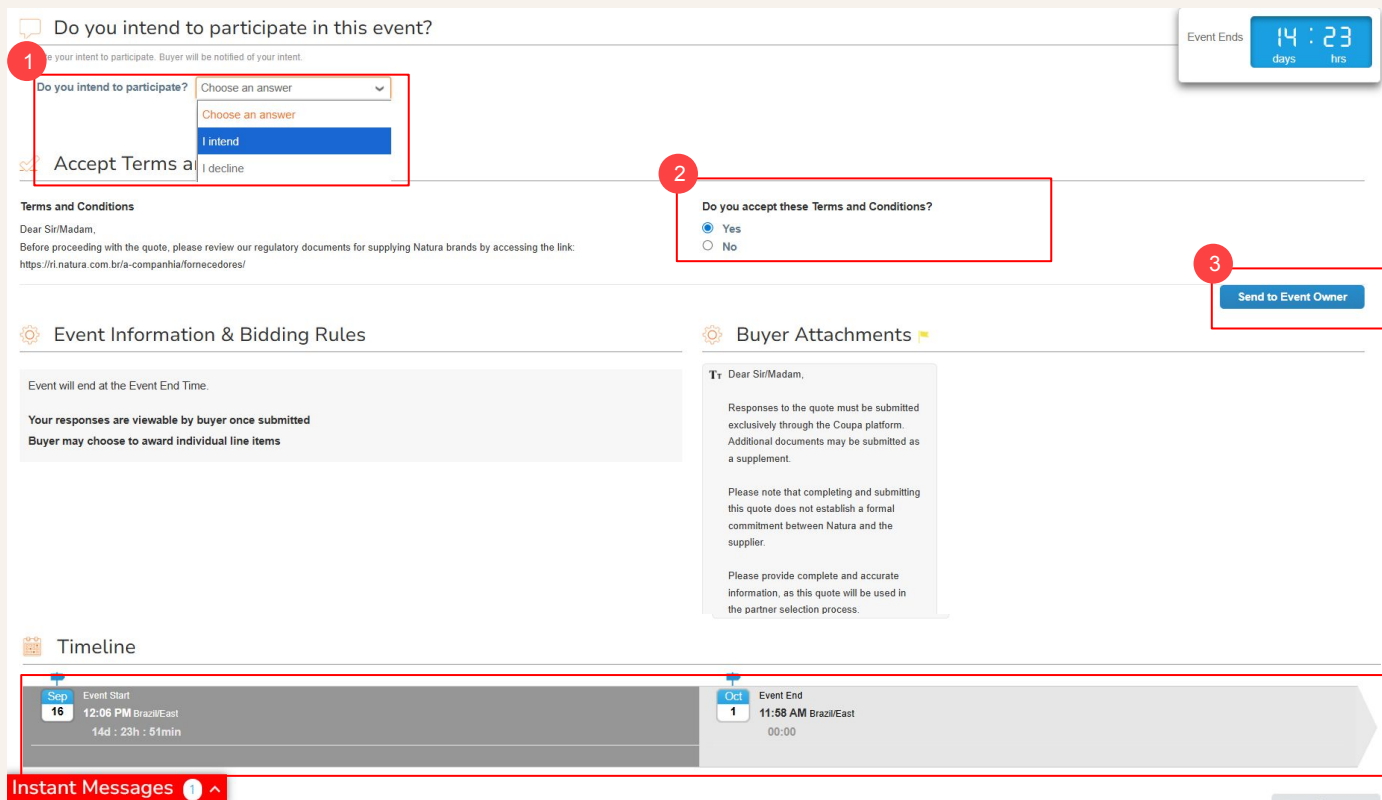


## 2. How to interact with Natura without the CSP

### 2.1 RFP Response via email

When accessing the event link, to proceed with the quotation/pricing, it is necessary:

1. Indicate whether you intend to participate in the event
2. Accept the terms and conditions after opening the Natura document reference link
3. After acceptances, navigate to the bottom of the page and click on insert answers



The screenshot shows the Coupa RFP response interface. It includes a header with a timer showing 14 days and 23 hours remaining. The main content area is divided into several sections:

- Do you intend to participate in this event?**: A section with a dropdown menu for "Choose an answer" and a "Send to Event Owner" button. A red box labeled "1" highlights the dropdown menu.
- Accept Terms and Conditions**: A section with a "Do you accept these Terms and Conditions?" question and radio buttons for "Yes" and "No". A red box labeled "2" highlights the "Yes" radio button.
- Event Information & Bidding Rules**: A section with event details and rules.
- Buyer Attachments**: A section with a "Dear Sir/Madam," greeting and instructions for submitting responses.
- Timeline**: A section showing the event start and end times.
- Instant Messages**: A section at the bottom with a red box labeled "3" highlighting the "Send to Event Owner" button.

## 2. How to interact with Natura without the CSP

### 2.1 RFP Response via email

#### Attachments

On the left side of this section, the documents provided by the buyer for the requested quotation are displayed. These documents may be supplementary information to the quotation items that are not in the item line details, technical specifications, drawings, among others. (1)

For Innovation quotations, a compressed file shall be attached to the data provided. Download this file and unzip it to view the data. (2)

On the right side, you can upload files as a response to the attachments provided. If the answer is mandatory, the field will be marked with (\*) in red. (3)

Attachments

1

Provided by Jennifer Pacheco Rodrigues De Oliveira

Technical Specification

Instructions

Attach all quantitative details of the supply of material and/or provision of service (without commercial value)

Attachment

Especificacao\_Tecnica\_-\_Dados.zip

2

Commercial Proposal

Instructions

Attach offer considering all costs involved.

Attachment

None

3

Your response

Response to Technical Specification

Attachment \*

Add File

Response to Commercial Proposal

Attachment \*

Add File

**IMPORTANT:** The number of sections and content available may vary depending on the quotation.

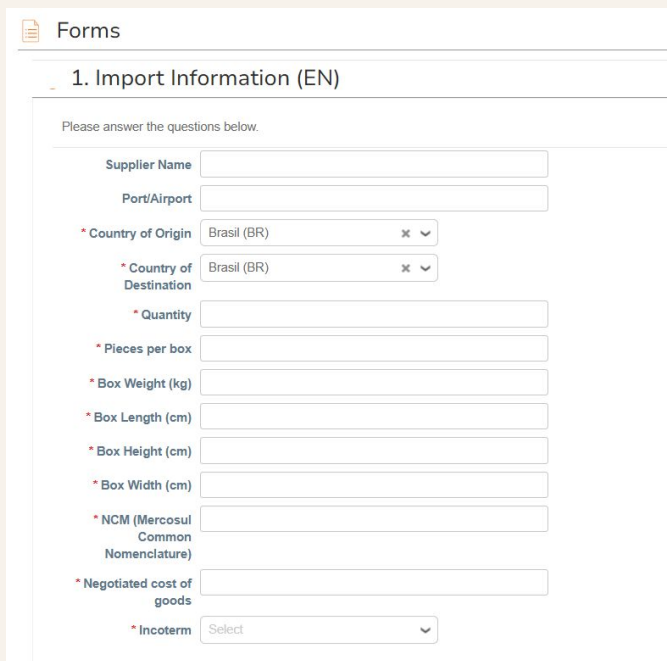
## 2. How to interact with Natura without the CSP

### 2.1 RFP Response via email

#### Forms

In the “Tax Regime and Shipping Modal” form, select the transportation modal for the quotation items and your company’s tax regime.

Then click “Save”



Forms

1. Import Information (EN)

Please answer the questions below.

Supplier Name

Port/Airport

\* Country of Origin

\* Country of Destination

\* Quantity

\* Pieces per box

\* Box Weight (kg)

\* Box Length (cm)

\* Box Height (cm)

\* Box Width (cm)

\* NCM (Mercosul Common Nomenclature)

\* Negotiated cost of goods

\* Incoterm

Other forms may be made available by the buyer to request further information.

Respond according to the request.

If the answer is mandatory, the field will be marked with (\*) in red.

## 2. How to interact with Natura without the CSP

### 2.1 RFP Response via email

#### Items and services

All materials in the quotation will be listed here.

The gray line displays the material code and its description. (1)

To view all fields for each item, click > (2)

Items and Services

Items Not In Lots (2 items)

1

50570016-BP EKOS HID CACAU INTL 30ML

0.00 USD

Expected Quantity x Total Cost per Unit

Expected Quantity

20,000 Peças

Capacity

20,000

Currency

USD

Preço Bruto

ICMS\_% (%)

IPi (%)

PIS\_% (%)

COFINS\_% (%)

Encargo Financeiro (%)

Por (1 ou 1000)

2

>

Total Cost per Unit = ( Preço Bruto / Por (1 ou 1000) ) + Encargo Financeiro (%) - Encargo Financeiro (%) + ICMS\_% (%) - ICMS\_% (%) + PIS\_% (%) - PIS\_% (%) + COFINS\_% (%) - COFINS\_% (%) + IPi (%) - IPi (%)

2. How to interact with Natura without the CSP

2.1 RFP Response via email

Items and services

In the expanded view, all fields related to the material will be displayed.

Below is a description of the most common fields in events.

The view of these fields and the order in which they are displayed may vary depending on the category or process being executed.

**Ship-To Address** (1): displays the Natura delivery location for which the quotation is being requested.

**Details** (2): Displays additional item data. If the quotation delivery location is a Natura partner supplier, its name will be displayed in this field. (3)

**Capacity / Expected Quantity** (4): Displays the quantity requested for the item. In Innovation quotations, the volume scenario will be displayed in this field.

**Currency** (5): select the currency of the price entered.

Items and Services

Items Not In Lots (2 items)

50570016-BP EKOS HID CACAU INTL 30ML

1

Ship To Address

Fábrica Cajamar  
Rodovia Anhanguera km 30,5  
00.190.373/0001-72  
0800 11 55 66  
Empresa 3000  
07750-000 Cajamar SP  
Brazil  
Location Code: 3000

2

Details

3

Details

SUPPLIER XXX

4

Capacity

20,000

Expected Quantity

20,000 Peças

5

Currency

USD

\* Preço Bruto

\* IPI (%)

\* PIS\_ % (%)

\* COFINS\_ % (%)

\* ICMS\_ % (%)

\* Encargo Financeiro (%)

\* Por (1 ou 1000)

Total Cost per Unit = ( Preço Bruto / Por (1 ou 1000) ) + Encargo Financeiro (%) - Encargo Financeiro (%) + ICMS\_ % (%) - ICMS\_ % (%) + PIS\_ % (%) - PIS\_ % (%) + COFINS\_ % (%) - COFINS\_ % (%) + IPI (%) - IPI (%)

natura

natura

AVON

Pulsar

10

coupa

PG

Procurement Garage

Excellence Matters

## 2. How to interact with Natura without the CSP

### 2.1 RFP Response via email

#### Items and services

**Gross Price (Preço Bruto) (1):** enter the gross price (invoice price) of the item **IPI**

(2): Not applicable for international suppliers. Please enter “0”

**PIS** (3): Not applicable for international suppliers. Please enter “0”

**COFINS** (4): Not applicable for international suppliers. Please enter “0”

**ICMS** (5): Not applicable for international suppliers. Please enter “0”

**Financial Charge (Encargo Financeiro) (6):** inform the percentage of financial charge applied to the Gross Price informed, if applicable.

**Per (1 or 1000) (7):** enter 1 if the price entered is for one unit or 1000 if the price entered is for one thousand units.

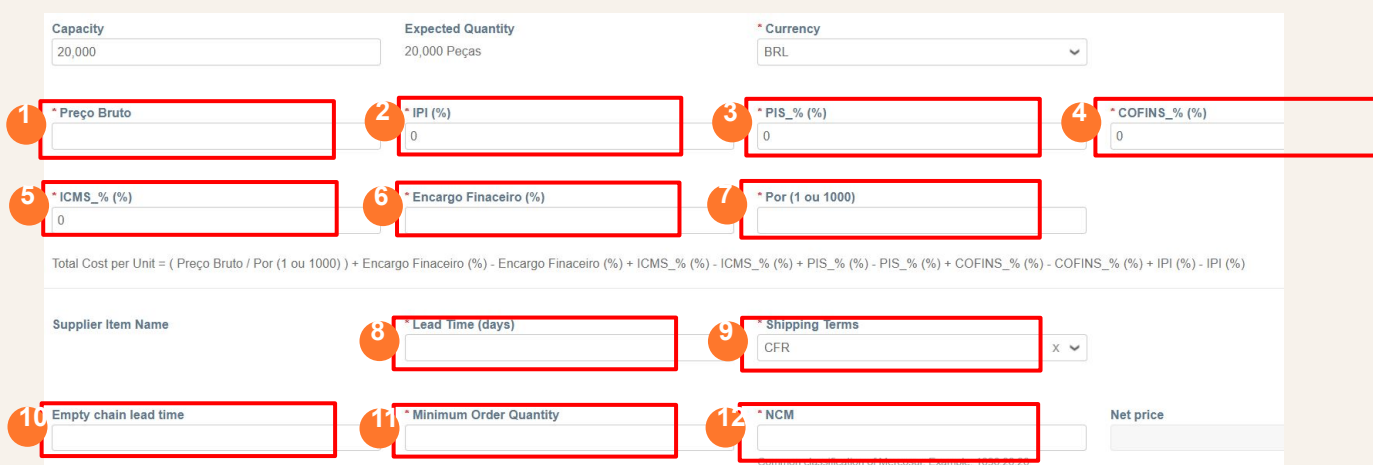
**Lead time (days) (8):** inform the full chain lead time of the material.

**Shipping Terms** (9): inform the Incoterm of the material.

**Empty/full chain lead time** (10): report the empty chain lead time (Required to fulfill demand starting from zero stock)

**Minimum order quantity** (11): Enter the Minimum order quantity of the material.

**NCM** (12): inform the NCM (common classification of Mercosur) of the material.



The screenshot shows a form for RFP response via email. The form includes fields for Capacity, Expected Quantity, Currency, and various tax and financial fields. The fields are numbered 1 through 12, corresponding to the instructions provided in the text above. The form is divided into sections for item details, financial data, and shipping/lead time information.

Fields highlighted with red boxes and numbered callouts:

- 1: \* Preço Bruto
- 2: IPI (%)
- 3: \* PIS\_% (%)
- 4: \* COFINS\_% (%)
- 5: \* ICMS\_% (%)
- 6: \* Encargo Financeiro (%)
- 7: \* Por (1 ou 1000)
- 8: \* Lead Time (days)
- 9: \* Shipping Terms
- 10: Empty chain lead time
- 11: \* Minimum Order Quantity
- 12: \* NCM

Other visible fields include: Capacity (20,000), Expected Quantity (20,000 Peças), Currency (BRL), Supplier Item Name, and Net price.

## 2. How to interact with Natura without the CSP

### 2.1 RFP Response via email

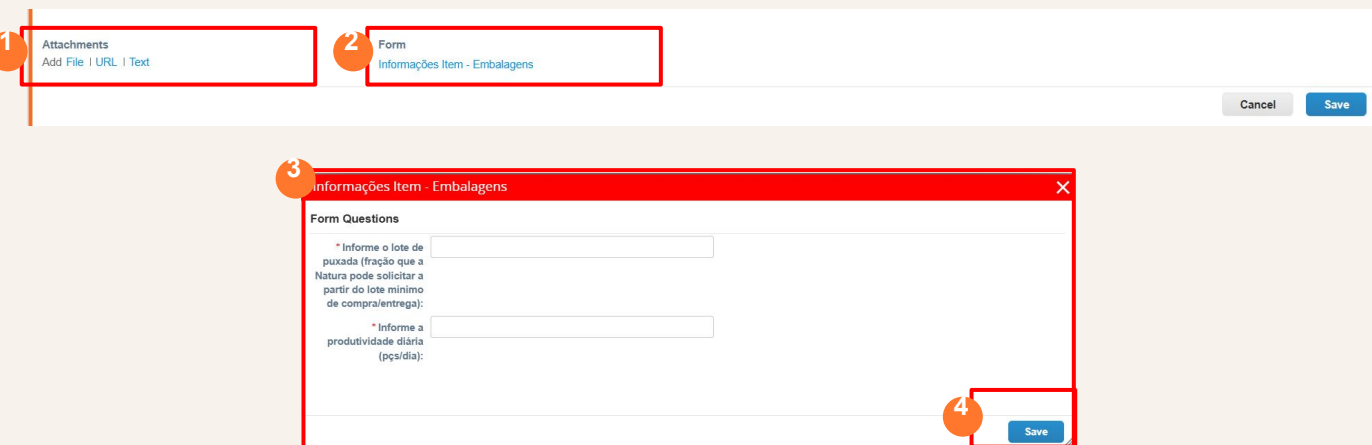
#### Items and services

**Attachments** (1): in this field you can upload files, add text or specific links to the material being quoted, if necessary.

**Form** (2): click on the form name to fill in the additional data requested for the material.

A pop-up window will open. (3)

Fill in the fields and then click “Save” (4) to return to the item response.



The screenshot illustrates the process of interacting with Natura without the CSP. It shows a horizontal bar with two main sections: 'Attachments' (labeled 1) and 'Form' (labeled 2). The 'Attachments' section includes links for 'Add File', 'URL', and 'Text'. The 'Form' section is titled 'Form' and 'Informações Item - Embalagens'. To the right of these sections are 'Cancel' and 'Save' buttons. Below this bar, a pop-up window (labeled 3) titled 'Informações Item - Embalagens' is shown. This window contains a 'Form Questions' section with two text input fields. The first field is labeled '\* Informe o lote de puxada (fração que a Natura pode solicitar a partir do lote mínimo de compra/entrega):' and the second is labeled '\* Informe a produtividade diária (pçs/dia):'. A 'Save' button (labeled 4) is located at the bottom right of the pop-up window.



## 2. How to interact with Natura without the CSP

### 2.1 RFP Response via email

#### Items and services

The fields below are specific to quotations involving outsourcing and/or purchase of finished product:

**NCM (1):** displays the NCM (common classification of mercosur) code of Natura's finished product (only for Contract Manufacturing category products)

**Benefited Material Cost Benefited with Leftovers / Custo Material beneficiado com sobras (2):** inform the cost of the processed material with leftovers (only for Contract Manufacturing category products)

**Raw Materials with Leftovers / Matérias primas com sobras (3):** Inform the cost of raw materials with leftovers

**Packaging Materials with Leftovers / Materiais de Embalagem com sobras (4):** inform the cost of packaging with leftovers

**Manufacturing Cost (fixed) / Custo de Manufatura (fixo) (5):** inform the fixed manufacturing cost

**Manufacturing Cost (variable) / Custo de Manufatura (variável) (6):** inform the variable manufacturing cost

**Investment value / Valor do investimento (7):** inform the estimated investment value, when applicable.

61007811-TEC-PROD-PROD

NCM  
1234 56 78

Hub To Address  
HUB - SP

Produtor: Daniel Paulino Bueno  
00.190.373/0009-20  
EMPRESA 3000  
13296-628 Itupeva SP  
Brasil  
Código de localização: 3300

Capacity  
1

Expected Quantity  
1 Peças

\* Currency  
BRL

\* Encargo Financeiro (%)

\* Preço Bruto

\* Por (1 ou 1000)

\* Custo Material Beneficiado com Sobras

\* IPI (%)

\* Matérias Primas com Sobras

\* Materiais de Embalagem com Sobras

\* PIS\_% (%)

\* COFINS\_% (%)

\* Custo de Manufatura (fixo)

\* ICMS\_% (%)

\* Custo de Manufatura (variável)

Valor do investimento



## 2. How to interact with Natura without the CSP

### 2.1 RFP Response via email

#### Items and services

Click “Save” to save the information you entered.

Repeat the process for the remaining lines of material.

|                                                                                             |                                                              |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Attachments</b><br>Add <a href="#">File</a>   <a href="#">URL</a>   <a href="#">Text</a> | <b>Form</b><br><a href="#">Informações Item - Embalagens</a> |
| <div><div>Cancel</div><div>Save</div></div>                                                 |                                                              |

## 2. How to interact with Natura without the CSP

### 2.1 RFP Response via email

It is possible to fill in the data using a spreadsheet.

To do this, click on the “Import from Excel” button (1)

Follow the instructions on the panel to download and upload the file. (2)

\* Required field

Total0.00 USD

History

I have reviewed the changes to this event

1

Import from Excel

Save

Submit Response

Steps for uploading your response in Excel

2

1. Download the [Response Template](#) (Note: This template will only work for this event)

2. Fill in or update the Excel file.

Fields marked with a "\*" are mandatory. Do not unlock/unprotect the Excel file if you plan to upload it.

Values in the uploaded file will replace anything currently saved to your response.

Once you click "Start Upload" values in the excel file will be saved, but not submitted.

Once upload is complete, review your response and click "Submit." Your response will not be sent until you do so.

3. Load the updated file

Escolher arquivo

Nenhum arquivo escolhido

Uploading will only save your response. You must click "Submit" to send it to the buyer.

Start Upload

**IMPORTANT:** Fill in the fields highlighted in yellow on each tab of the exported spreadsheet. If any mandatory field is left empty, there will be an error message when importing the file.

| Item / Service                                 | Item / Service Fields      |                            | Supplier Response Fields |                         |                           |
|------------------------------------------------|----------------------------|----------------------------|--------------------------|-------------------------|---------------------------|
|                                                | Expected Quantity (Number) | Unit of Measurement (Text) | Capacity (Number)        | Unit Bid Price (Number) | Bid Price Currency (Text) |
| 50570016-BP EKOS HID CACAU INTL 30ML           | 20000                      | Peças                      | 20000                    | #DIV/0!                 | USD                       |
| 50571452-TP AVON CT MATTE LIPSTICK POCHET Q325 | 20000                      | Peças                      | 20000                    | #DIV/0!                 | USD                       |

2. How to interact with Natura without the CSP

2.1 RFP Response via email

After filling out the RFP, either directly at the event OR via Excel, simply click on **Submit responses**

Items and Services

Event Ends14:22  
dayshrs

Items Not In Lots (2 items)

50570016-BP EKOS HID CACAU INTL 30ML

20,000.00 USD

Expected Quantity x Total Cost per Unit

Expected Quantity

Capacity

Currency

20,000 Peças

20,000

USD

\* Preço Bruto

\* IPI (%)

\* PIS\_% (%)

\* COFINS\_% (%)

1

1

1

1

\* ICMS\_% (%)

\* Encargo Financeiro (%)

\* Por (1 ou 1000)

1

1

1

Total Cost per Unit = ( Preço Bruto / Por (1 ou 1000) ) + Encargo Financeiro (%) - Encargo Financeiro (%) + ICMS\_% (%) - ICMS\_% (%) + PIS\_% (%) - PIS\_% (%) + COFINS\_% (%) - COFINS\_% (%) + IPI (%) - IPI (%)

50571452-TP AVON CT MATTE LIPSTICK POCHET Q325

20,000.00 USD

Expected Quantity x Total Cost per Unit

Expected Quantity

Capacity

Currency

20,000 Peças

20,000

USD

\* Preço Bruto

\* IPI (%)

\* PIS\_% (%)

\* COFINS\_% (%)

1

1

1

0

Instant Messages1

☒ I have reviewed the changes to this event

Import from Excel

Save

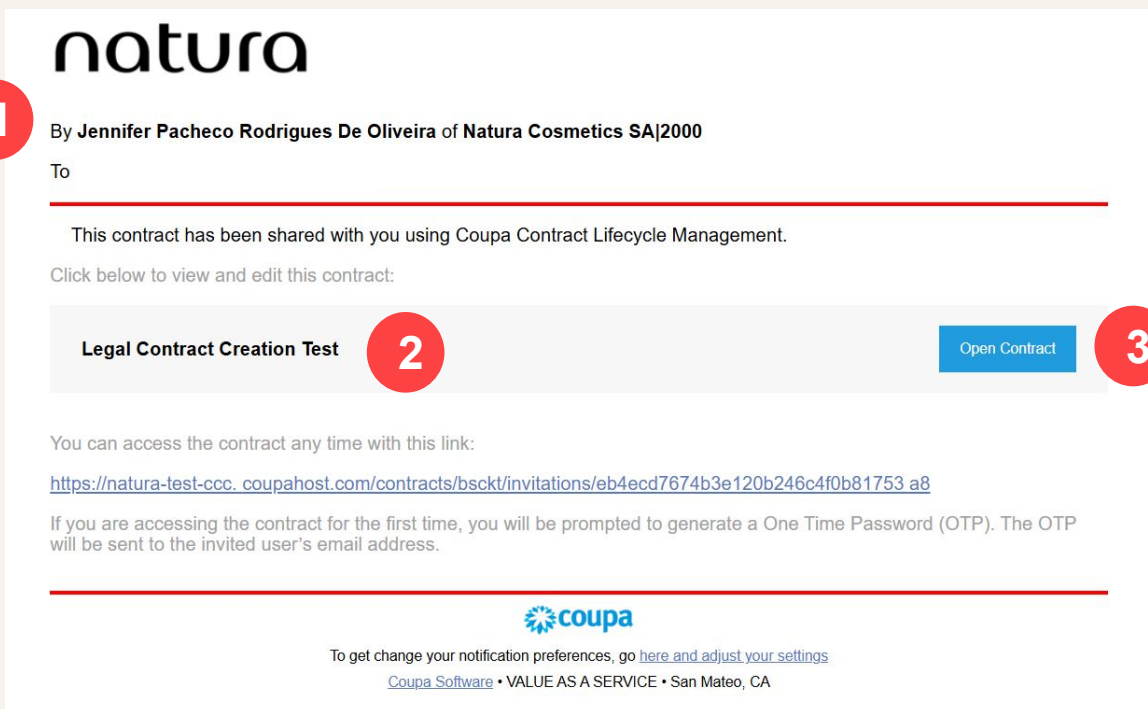
Submit Response



## 2. How to interact with Natura without the CSP

### 2.2 Contract collaboration via email

- You will receive an email with a link to access the document without logging into the system. You must click on "Open Contract" to open the contract document.
- You can also forward this email internally so a colleague can review the document.



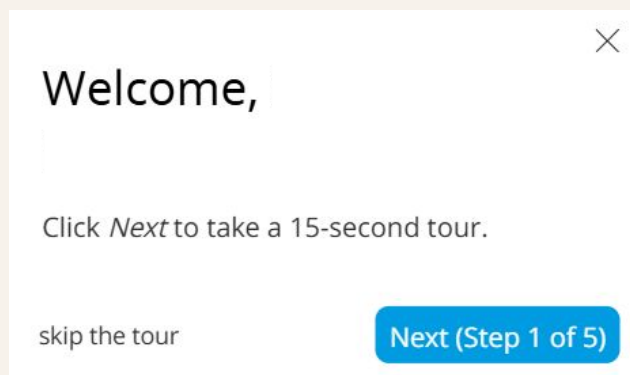
- The email includes the contact details of the contract sender and possible messages in the body of the email.
1. Contract sender
  2. Message from Natura about the contract
  3. Open the contract



## 2. How to interact with Natura without the CSP

### 2.2 Contract collaboration via email

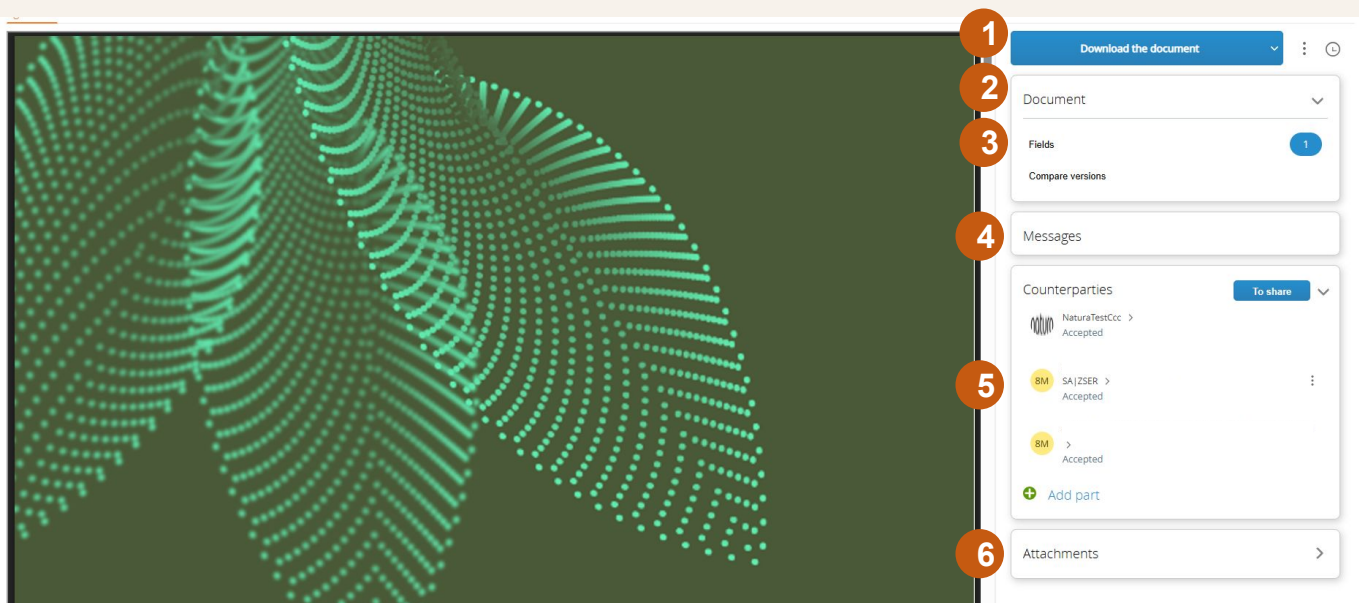
- After clicking the "Open Contract" button, you will have the option to take a quick tour of the system, guiding you on how to interact with the contract. If you are already familiar with the system, you can skip the tour by clicking the "Skip Tour" button in the lower left corner of the pop-up window.



## 2. How to interact with Natura without the CSP

### 2.2 Contract collaboration via email

Overview of system fields:



The main actions in the right menu are:

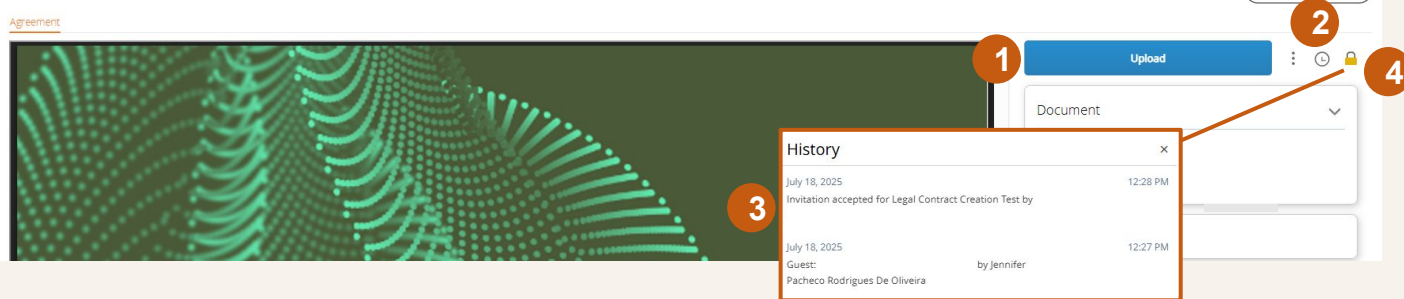
1. **"Download"**: In the "Download" option, you can download the document for reading only or for editing. In the "Download to edit" option, you must make the updates in the Word version, save the file on your computer and upload the revised file to Coupa by clicking "Upload" so that the document can be returned to Natura with your changes;
2. **"Documents"**: If the contract author allows, the supplier can make edits to the contract information directly in the assigned fields in the document;
3. **"Compare versions"**: Document version comparator. You will be able to see what has been edited between any versions of the document;
4. **Messages**: In case of doubts or any other communication, it is possible to send messages to the counterpart through this session;
5. **"Counterparts"**: Section for viewing the counterparties involved in the contract and also for sending the revised document to the counterparty (Client);
6. **"Exhibits"**: To attach documents to the contract or view client attachments, use this section.

## 2. How to interact with Natura without the CSP

### 2.2 Contract collaboration via email

#### Document

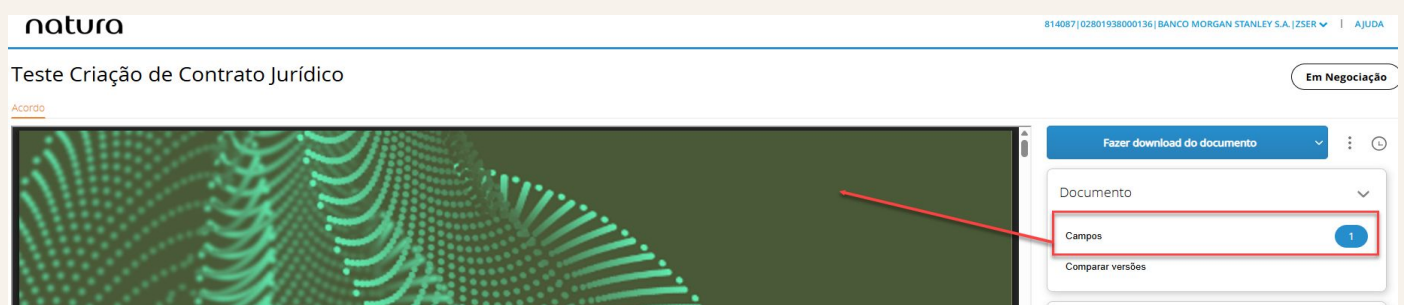
Legal Contract Creation Test



1. **"Upload"**: To upload the edited document, click "Upload";
2. **"PDF Preview"**: Click for a PDF preview of the document.
3. **History**: Contract registration history made by users who collaborated on the contract.
4. **"Cancel Block"**: Click to unlock the document and make it available to the counterparty for editing;

**NOTE:** If you agree to the contract, you don't need to download it, just accept it in the "Fields" section and then click "Share".

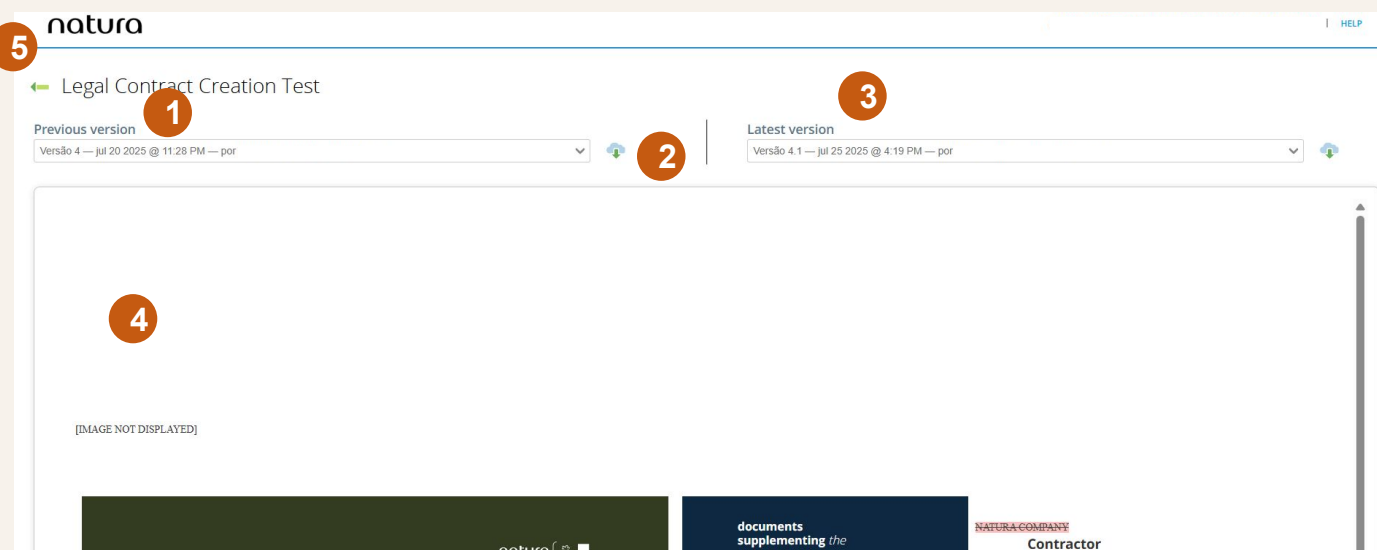
#### File



## 2. How to interact with Natura without the CSP

### 2.2 Contract collaboration via email

#### Compare versions

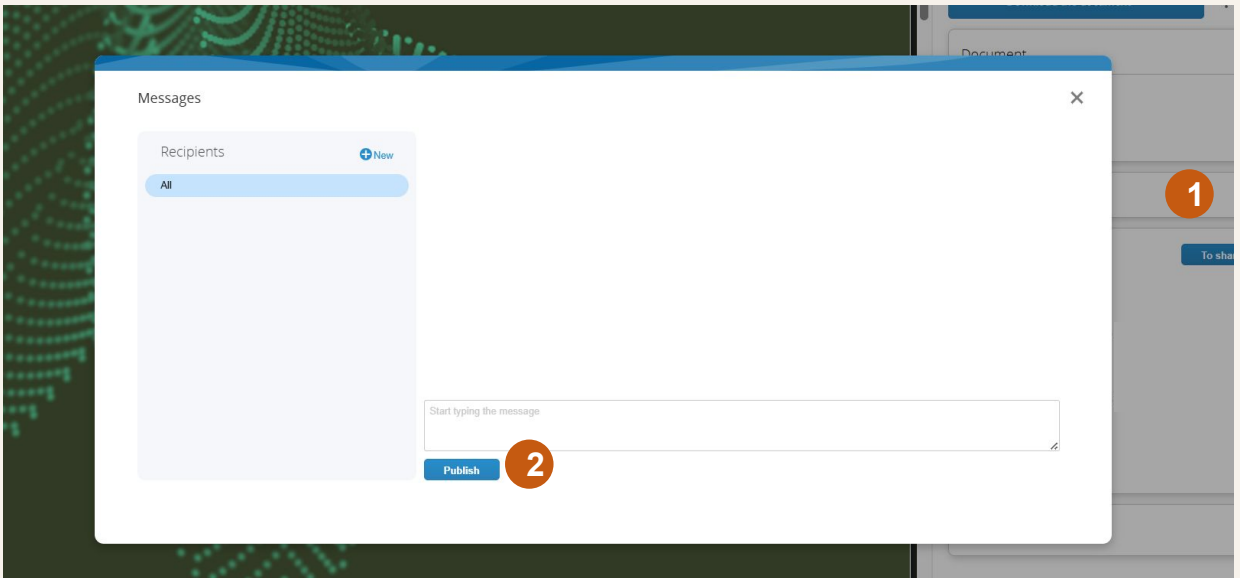


1. **"Previous version":** Select which previous version you want to consult;
2. **"Download":** Click to download the version;
3. **"Latest version":** Select which current version you want to check;
4. Comparison page between versions, with marks where texts were modified. (Green colored marks: information included, red marks: information removed).
5. Return to document page



## 2. How to interact with Natura without the CSP

### 2.2 Contract collaboration via email

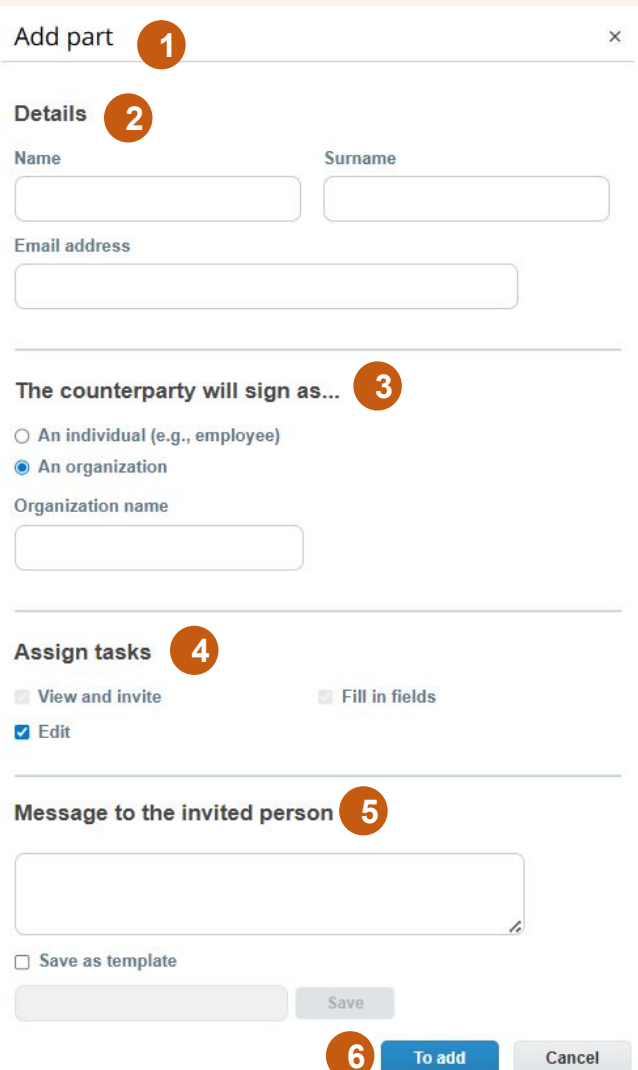


1. **Messages:** Click this section to review sent messages;
2. **“Posting”:** Type a message in the text field and click "Post" to send it.

## 2. How to interact with Natura without the CSP

### 2.2 Contract collaboration via email

#### Counterparty



**Add part** 1

**Details** 2

Name Surname

Email address

**The counterparty will sign as...** 3

☐ An individual (e.g., employee)

☒ An organization

Organization name

**Assign tasks** 4

☐ View and invite ☐ Fill in fields

☒ Edit

**Message to the invited person** 5

☐ Save as template

Save

6 **To add** Cancel

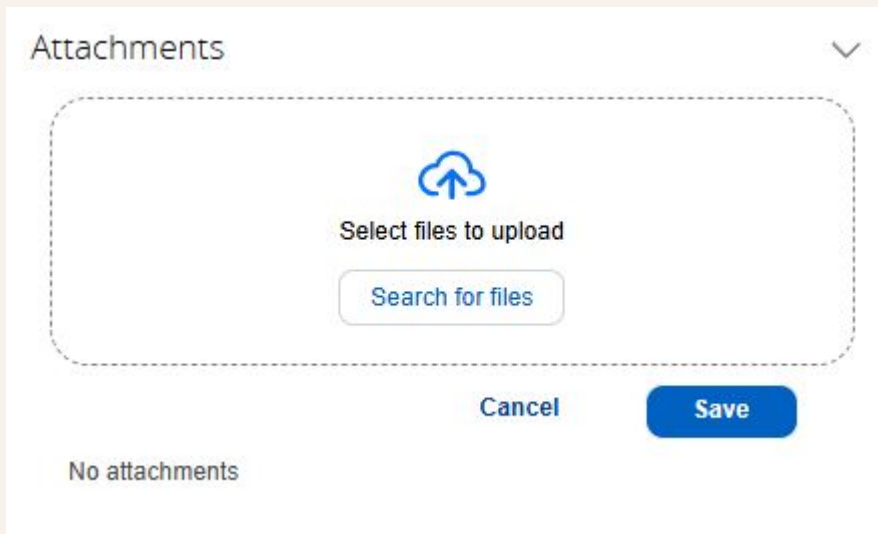
If you need to add a counterparty, you can follow the steps below:

1. Add party: Section used to add a counterparty
2. "Details": Fill in the details of the person who will be invited;
3. "You will sign as...": Select the type of signatory, as a legal entity or as an individual;
4. "Assign tasks": Select the type of access the person will have;
5. "Message to the guest": Write an invitation message;
6. "Add": To send the document to the client, click "Add".

## 2. How to interact with Natura without the CSP

### 2.2 Contract collaboration via email

#### Exhibits



The screenshot shows a modal window titled "Attachments" with a close button in the top right corner. Inside the modal, there is a dashed rectangular box containing a blue cloud upload icon, the text "Select files to upload", and a button labeled "Search for files". Below this box, there are two buttons: "Cancel" and "Save". At the bottom left of the modal, the text "No attachments" is displayed.

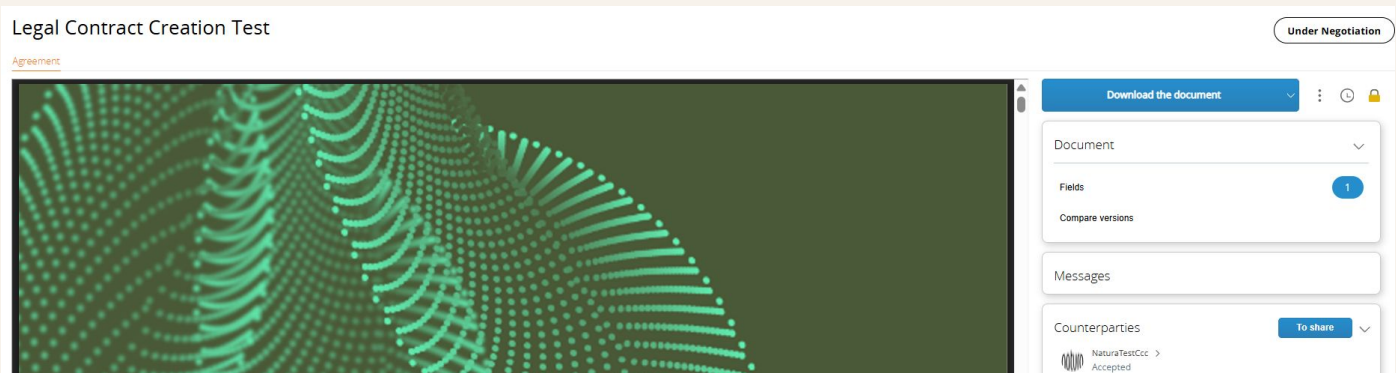
1. If you need to add exhibits, click this section to attach files from your computer;
2. After adding exhibits, click Save.



## 2. How to interact with Natura without the CSP

### 2.2 Contract collaboration via email

After reviewing the document according to the previous sessions, to send the document back to the buyer, simply select the "Share" button;



This process can occur in several rounds until the parties reach a final version of the document.

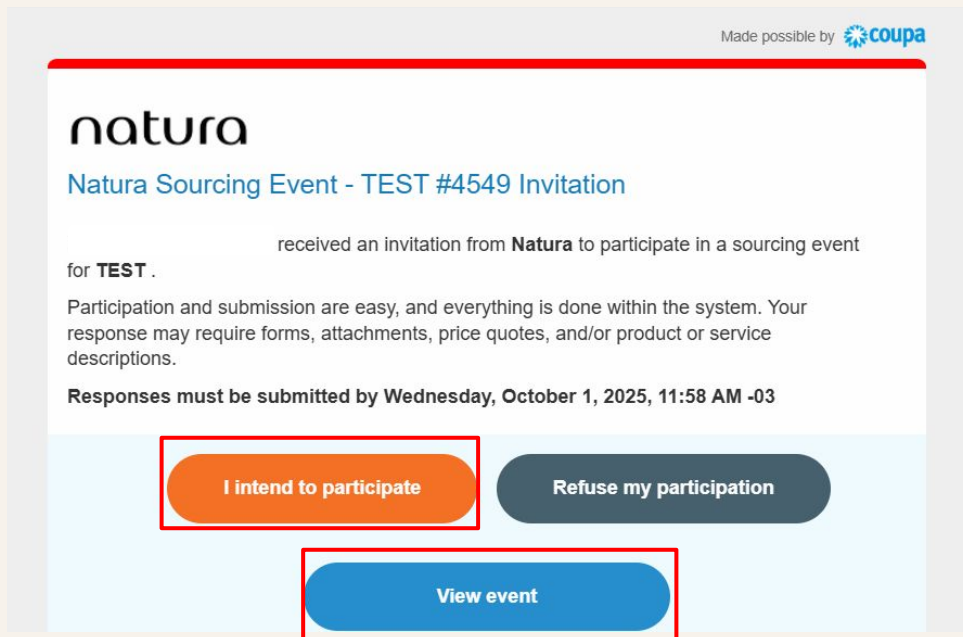
Whenever the document is shared again, you will receive a notification email and follow the same step-by-step instructions in this guide.

### 3. How to interact with Natura with the CSP

After opening the email, click “I Intend to Participate” to notify the buyer that you intend to respond to the event.

If you want to view more details about the event before responding to your acceptance or decline, click on “View Event”.

In both cases, you will be directed to the Coupa Supplier portal.





### 3. How to interact with Natura with the CSP

#### Coupa Supplier Portal

1. Enter your login, or;
2. Create an account

**coupa** supplier portal Secure

### Login

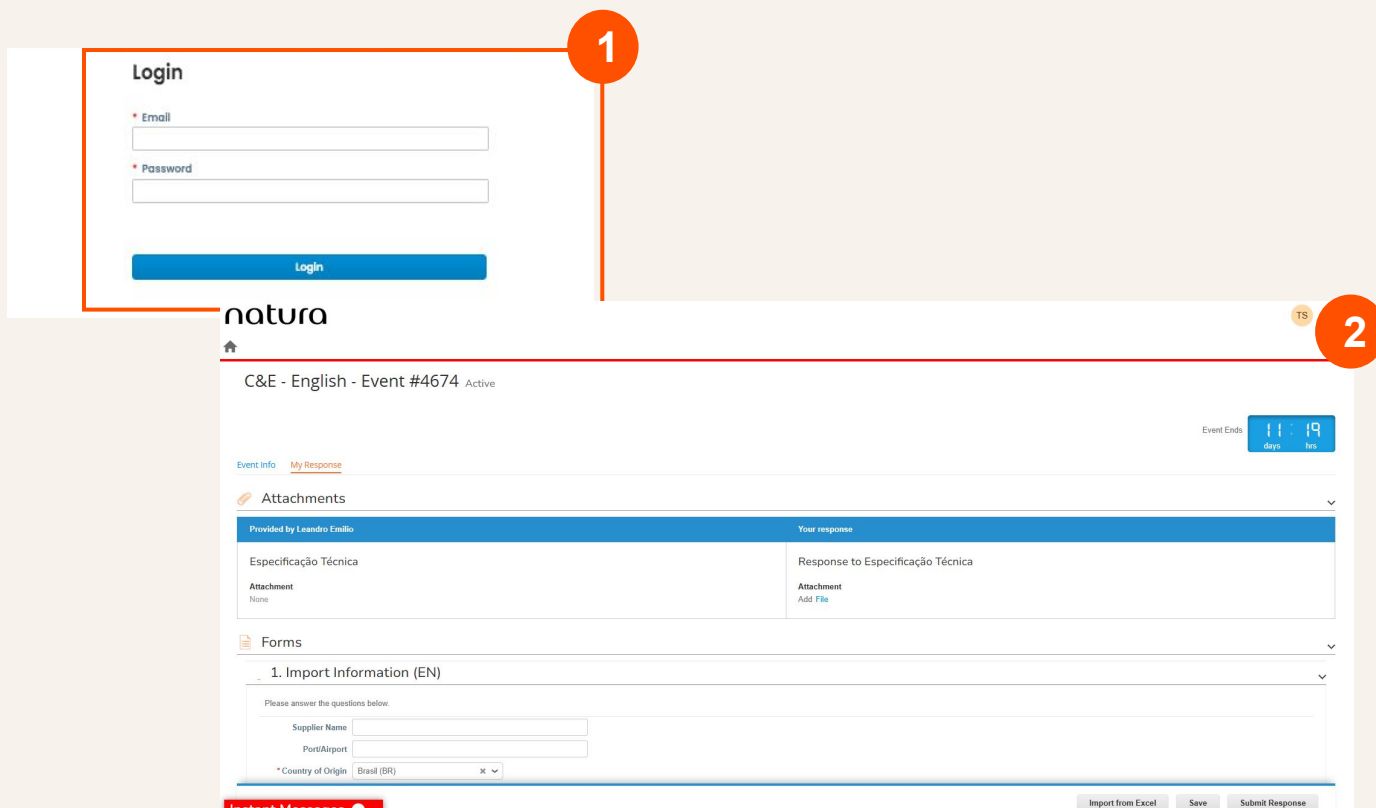
\* Email

Continue

New to Coupa? **CREATE AN ACCOUNT**  
[Forgot your password?](#)

### 3. How to interact with Natura with the CSP

- 1.If you log in with your username, enter your email and password.
- 2.You will be automatically redirected to the event home page.



**1**

**Login**

\* Email

\* Password

Login

**2**

natura

C&E - English - Event #4674 Active

Event Ends 11:19 days hrs

Event Info My Response

Attachments

| Provided by Leandro Emilio | Your response                     |
|----------------------------|-----------------------------------|
| Especificação Técnica      | Response to Especificação Técnica |
| Attachment<br>None         | Attachment<br>Add File            |

Forms

1. Import Information (EN)

Please answer the questions below:

Supplier Name

Port/Airport

\* Country of Origin Brazil (BR) X

Instant Message

Import from Excel Save Submit Response

### 3. How to interact with Natura with the CSP

1. If you click on "Create an account", fill in the data required by the portal.
2. Verify your registered email address

1

### Create an account

Grow your Business on Coupa with a Free Account

\* Business Name

Your legal business name (or legal personal name if an individual)

\* Email

\* First Name      \* Last Name

\* Password      \* Confirm Password

Use at least 8 characters and include a number and a letter.

\* Country/Region      \* Tax Registration ⓘ

☐ I do not have a Tax Registration

2

### Email Verification

We sent a one time verification code to 23.00061-9@maua.br

Didn't receive the Verification Code? [Request a New Code](#)

Next

### 3. How to interact with Natura with the CSP

3. Fill in the data required by the portal after verifying the registered email.  
 Note: payment and delivery data are not necessary for Natura, but are requested on the CSP portal if you have other clients who made payments through this tool (Natura payment data are provided at the time of Natura registration only).

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal.

Great News! The payment information has been successfully saved.

Account DetailsPayment Information

Bank Transfer

Please enter the following information to receive Bank Transfer payments.

\* Payment Method Name

\* Bank Account Country/Region

Brazil

\* Bank Account Currency

BRL

Beneficiary Name

Bank Name

IBAN

Confirm IBAN

My company expects to receive urgent/wire payments.

☐

Branch Code

Bank Account Type

Business

Email Address

Remit-To Code

Supporting Documents

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal.

Account DetailsPayment Information

Primary Address

\* Country/Region

\* Address Line 1

Address Line 2

\* City

\* State

\* Postal Code

Next

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal.

Primary Address saved successfully

Account DetailsPayment Information

Virtual Card

Please enter the following information to receive Virtual Card payments.

\* Payment Method Name

\* Email Address

My company does not accept Virtual Card payments.

☐

natura

natura

AVON

Pulsar

30

coupa

PG

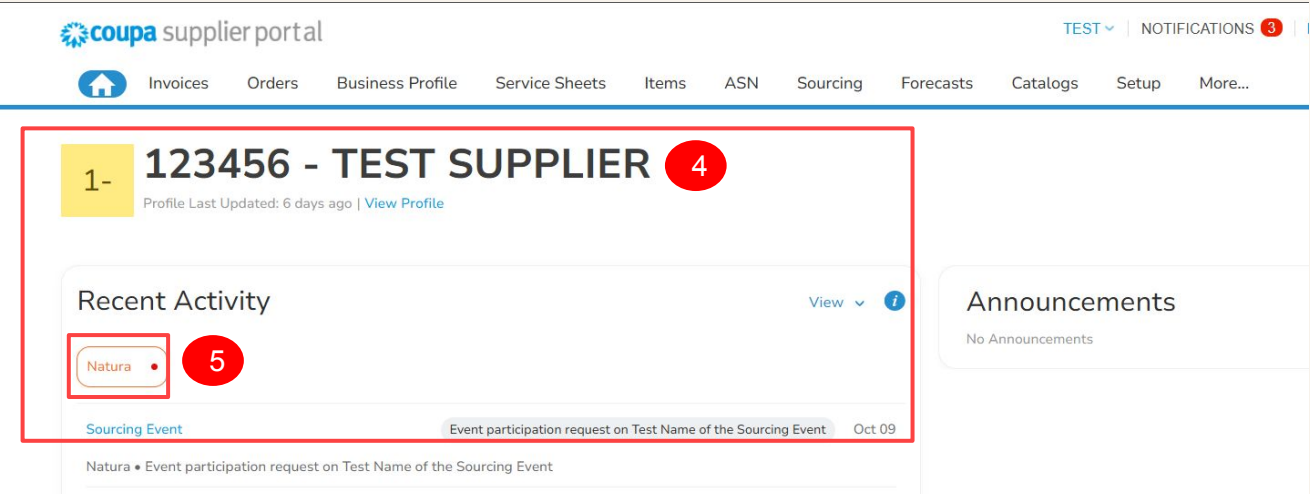
Procurement Garage

Excellence Matters



### 3. How to interact with Natura with the CSP

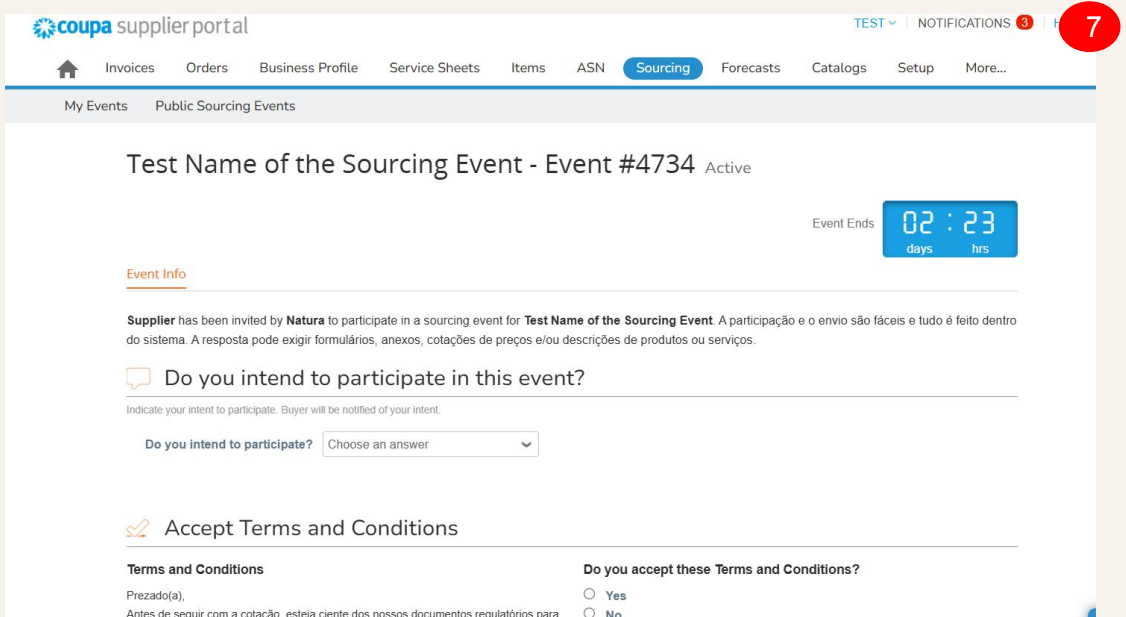
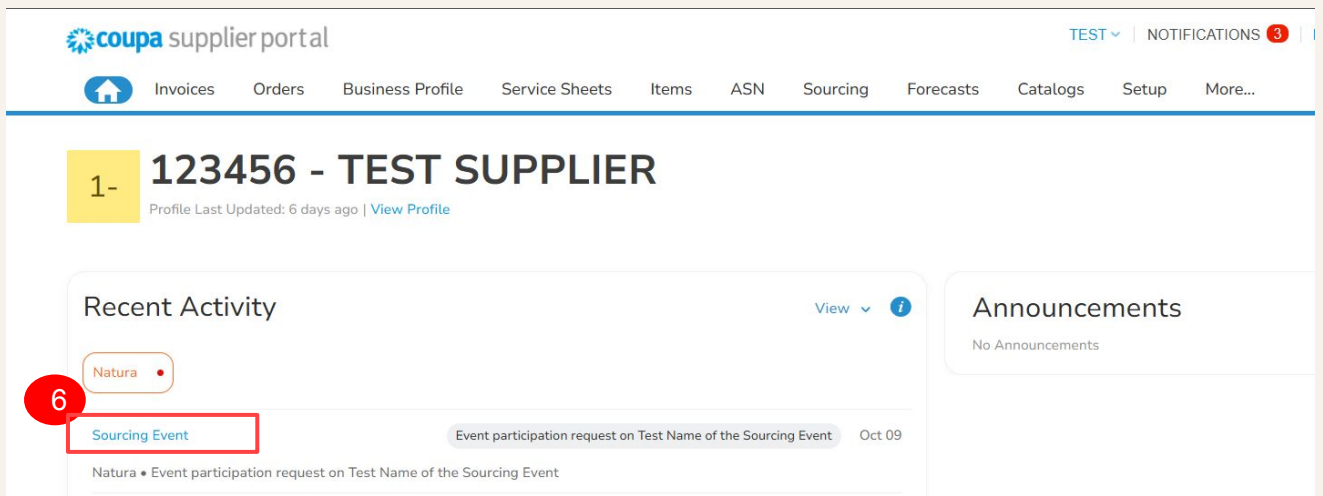
- 4. After completing the data, your account will be created successfully.
- 5. To view the Sourcing events you have been invited to participate in, select Natura as your registered supplier.



### 3. How to interact with Natura with the CSP

6. Choose the Sourcing event you want to participate in.

7. You will be redirected to the event home page and simply follow the same [steps for filling included in this handbook](#) to fill out and submit the event.





## 4. How to register with the CSP independently

1. Access via link: <https://supplier.coupa.com/sessions/new>
2. Create an account

**1**

→  <https://supplier.coupa.com/sessions/new>    

 **coupa** supplier portal Secure

### Login

\* Email

**Continue**

New to Coupa? **CREATE AN ACCOUNT**

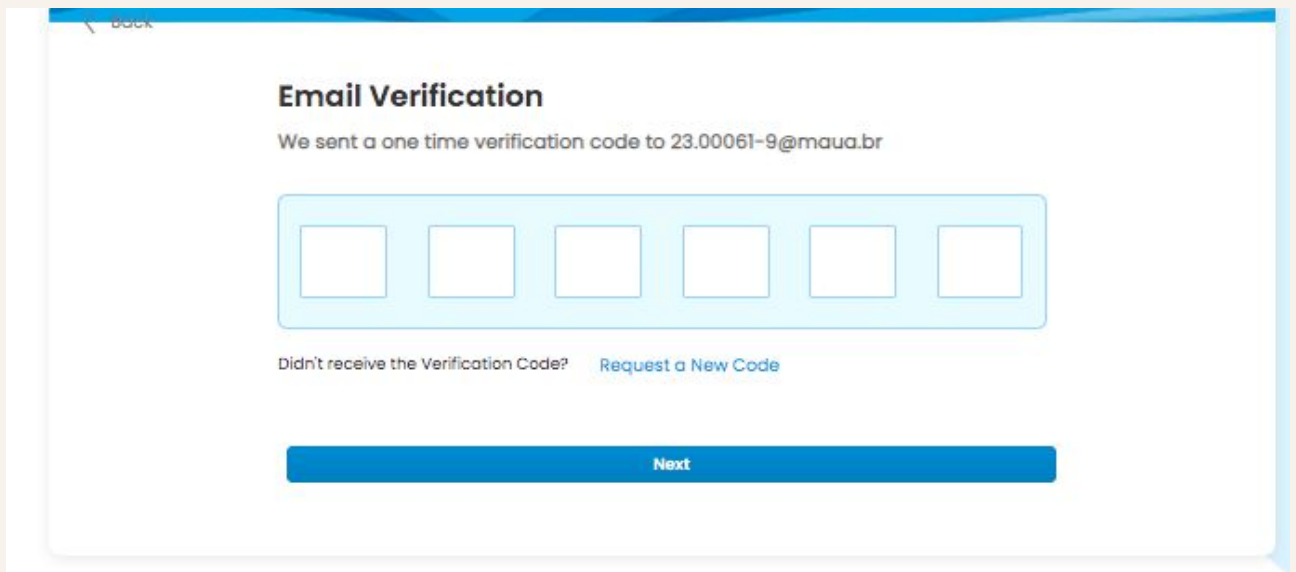
[Forgot your password?](#)

**2**



## 4. How to register with the CSP independently

Confirm the code sent by email



The image shows a screenshot of a web application's "Email Verification" screen. At the top left, there is a "Back" link with a left-pointing arrow. The main heading is "Email Verification". Below it, a message states: "We sent a one time verification code to 23.00061-9@maua.br". In the center, there is a light blue rounded rectangle containing six empty square input boxes for a 6-digit code. Below the input boxes, there is a link "Request a New Code" in blue text, preceded by the text "Didn't receive the Verification Code?". At the bottom, there is a large blue button with the word "Next" in white text.



## 4. How to register with the CSP independently

Registration completed successfully!  
Proceed with filling in basic data for the CSP

### Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

[Account Details](#) [Payment Information](#)

#### Primary Address

\* Country/Region

\* Address Line 1

Address Line 2

+

\* City

\* State

\* Postal Code

Next

