

Vendor FAQ for Coupa

In our continuous effort to serve you better, we are available to address any inquiries you may have. Our most common questions about the vendor onboarding procedure have been compiled for your convenience. Should you have any additional concerns or queries, please feel free to reach out to us.



What is Coupa?

Coupa is a platform for managing procurement and payments, which enables organizations to monitor and control their spending.

Why is Cellarity Transitioning to Coupa?

Coupa enables Cellarity to digitally transform its procurement processes through the utilization of electronic catalogs, purchase orders, and invoices.

What is the Coupa Supplier Portal (CSP)?

The Coupa Supplier Portal is a free tool for vendors to easily conduct business with customers. Through the portal, vendors can access purchase orders, generate invoices, and check the status of payments.

Is it required for me to join the Coupa Supplier Portal?

Joining the Coupa Supplier Portal is not mandatory, but we highly recommend it as it significantly streamlines the invoicing process.

Is it a requirement for me to complete the Supplier Onboarding Form?

For Cellarity to add you as a supplier in Coupa, you must complete the Supplier Onboarding Form, which includes legal, tax, and bank information. Even if you are an existing supplier, we ask that you fill out the form as we cannot transfer information from your account to our new system for compliance reasons.

Is Cellarity Changing their current payment system and processes?

Cellarity is updating its invoicing, payment, and related systems. We strongly recommend that you join the Coupa Supplier Portal to make the invoicing process more efficient. However, we still accept PDF invoices. For more information, please contact us directly.