

Purpose

Conduct business with Worley (beyond sourcing events)

Functionality

Manage Supplier Information
Update profile and Payment information

Focus

Interface to interact various processes and transactions (2024 - Supplier Information & Payment Info)

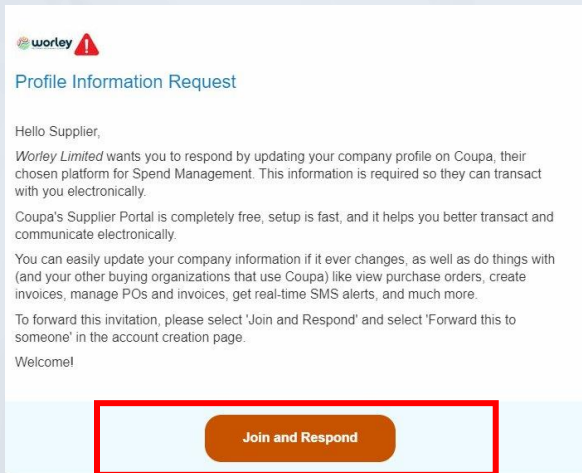
Users

Supplier Portal with many supplier users (interact with Worley)

Account Management

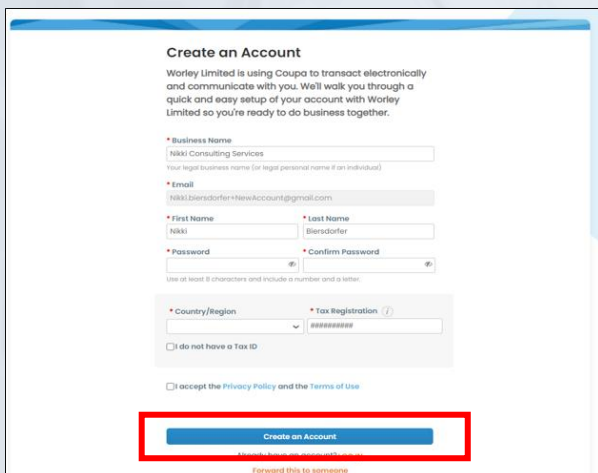
Multiple Users per account (each user has own password login and permissions)

How to Setup a Profile in Coupa Supplier Portal



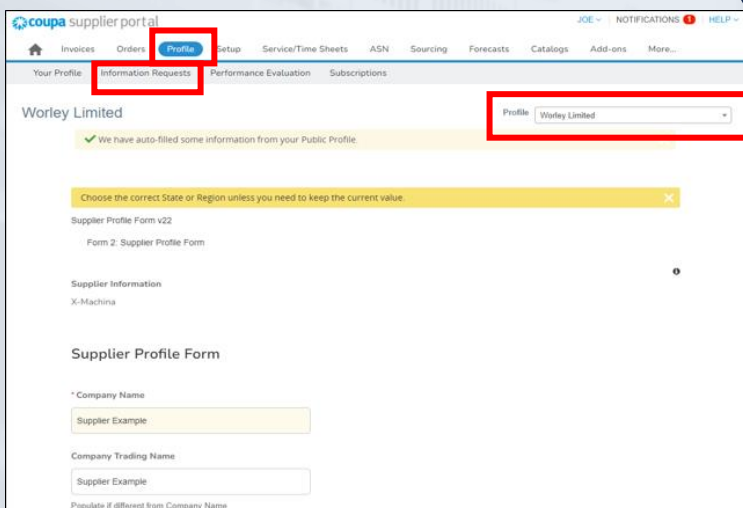
1

Get Invited to Worley Supplier Information Portal. Worley will send you an email to kick off this process. When you receive this email, select **Join and Respond**



2

Suppliers will then be redirected to Coupa Supplier Portal to create an account and complete their profile set up.



3

Once the profile questions are complete, select **Profile**, and **Information Requests** and ensure **Worley Limited** is selected. Complete the information required and submit. Creating a profile in Coupa Supplier Portal will enable you to efficiently conduct business with Worley (i.e., provides ability to manage supplier information and update profile payment information)

4

If your company is already using Coupa and you need to be added to their portal, please contact your company Coupa admin and have them add you to the account following these steps

Need to Add More Employees?

1. From the menu, select **Admin**
2. Choose the **User** tab and click **Invite User**.
3. Provide the required information, then click **Save**.