



HOW TO COMPLETE IRT'S ON-BOARDING PROCESS FOR NEW SUPPLIERS

(Increase the zoom to view the screenshots clearly.)

This guide will step you through how to set up your company in the Coupa Supplier Portal (CSP) to ensure you can transact with IRT.

Before You Start

- Use a **laptop or desktop computer** (mobile may not work properly)
- Have ready:
 - Your **ABN**
 - **Bank details**
 - Any **compliance documents** such as insurances etc

What's in this guide

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2. [Basic setup \(2 mins\)](#)
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Create your account (1 minute)

TEST
irt

New IRT Supplier On-boarding Request

Hello Supplier,

IRT uses Coupa to on-board suppliers we want to buy from, transmit our purchase orders and process invoices. IRT would like to on-board your business as a supplier and completing this process ensures IRT can pay you more securely and efficiently.

Please complete the following steps to finalise the on-boarding process.

1. Click the button below to register your account.
2. Follow the pop up prompts that appear when you log in.
3. Once the pop up sections are completed, please go to the Business Profile - Information Requests tab on the Coupa home page where you will see IRT's on-boarding form for IRT specific requirements. Complete all sections of the on-boarding form. The form provides instructions on what is required.
4. Select the Submit for Approval button at the bottom of the form.

Further information for new suppliers and FAQ's can be found here - <https://www.irt.org.au/supplier-information/>

E-mail suppliermamt@irt.org.au if you are unable to complete the above.

Supplier Management Team

Join and Respond

Step 1

Open the email from IRT and click **Join and Respond**

Create an account

irt.test.coupahost.com uses Coupa to transact and communicate with you.
If you can't provide this info, please send it to the right person who manages accounts.

[Forward this to someone](#)

* Business Name
CSP May Upgrade Supplier Pty Ltd
Your legal business name (or legal personal name if an individual)

* Email
coupasupplier83+CSPMay@gmail.com

* First Name
Missy

* Last Name
Higgins
Cannot contain special characters or symbols (like !, ?, *, &, <, >).

* 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 ID

Step 2

Enter:

- Password.
- Country: **Australia.**
- Your **ABN.**

Accept terms and click **Create Account.**

Not the right person? Use **Forward this to someone.**



Secure Your Account

Select a method to protect your account from unauthorized access.
[\(Learn More\)](#)

Passkey (Recommended)
Use your device's **fingerprint, Face ID, or PIN** to sign in securely — no passwords or codes needed. >

You can set up your passkey later on the Account Setup page.

Use Other Methods ▾

Secure Your Account

Select a method to protect your account from unauthorized access.
[\(Learn More\)](#)

Passkey (Recommended)
Use your device's **fingerprint, Face ID, or PIN** to sign in securely — no passwords or codes needed. >

You can set up your passkey later on the Account Setup page.

Use Other Methods ▲

Authenticator App
Use an app (like **Google Authenticator** or **Microsoft Authenticator**) to generate a 6-digit code for verification. >

Text Message (SMS)
Receive a **one-time code** sent to your phone each time you sign in. >

Step 3
Set up multi-factor authentication
(Use text message if easiest)

Proceed to the next page



Basic setup (2 minutes)

Onboarding for irt test.couphost.com (Coupa Supplier Portal)
Fill out the required fields so your customer can pay you.

Primary Address

* Country/Region: Australia
* Address Line 1: PO Box 77
Address Line 2: Address Line 2
* City: Wollongong
* State: New South Wales
* Postal Code: 2500

Australia
Invoice From Code:
Preferred Language: English (Australia)

Save and Next

Step 4

Follow the pop-up prompts:

- Enter your company details.
- Click **Save and Next**.

Primary Address saved successfully

Subscriptions

| Registered | Coupa Verified | Coupa Advanced |
|--|--|--|
| Easily do business with customers who use Coupa | Amplify your trusted brand across Coupa's community of buyers | Optimize your cash flow and increase productivity throughout your day |
| Free | \$549 / year | \$4,800 / year |
| Registered user includes: <ul style="list-style-type: none">• Business Profile• Orders• E-Invoices• Catalogs• Payments• Sourcing Events | Everything in 'Registered' plus: <ul style="list-style-type: none">• Verified Badge• Priority Search Rank | Everything in 'Registered' plus: <ul style="list-style-type: none">• Automated invoice reminders and reporting• A seamless integration with your account system |
| Continue | Purchase Verified | Purchase Advanced |
| | Cancel | Save and Next |

Step 5

On the **Subscriptions** screen:

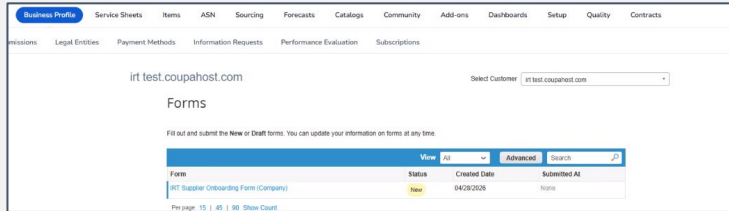
- Click **Continue**.

You do **NOT** need to pay anything to transact with IRT.

You will then land on the **Forms** page.

Proceed to the next page

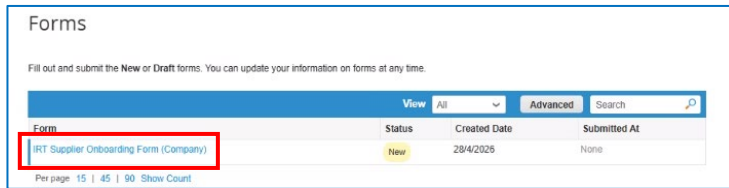
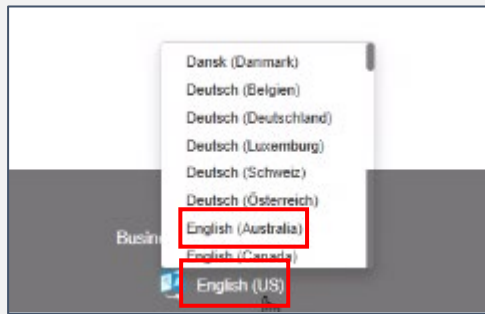
Complete the IRT form (10 minutes)



Step 6

Check your language setting:

- Scroll to bottom → set to **English (Australia)**

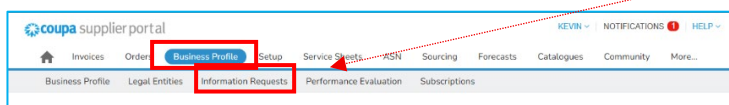
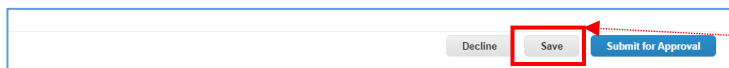
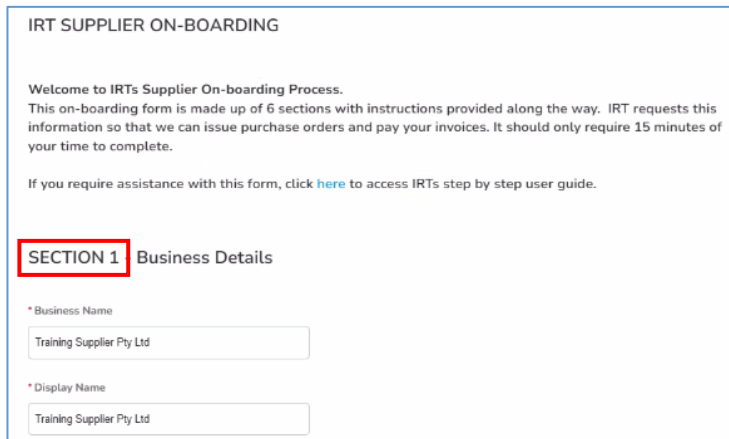


Step 7

Scroll to the top of the Forms page:

- Open the **IRT Supplier Onboarding Form**

Complete all sections of the form.



Helpful tips:

- You can **Save** and come back later.
- To return: **Business Profile** → **Information Requests**.

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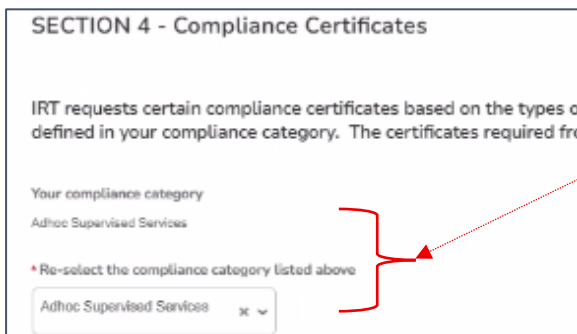
Helpful tips

Use this section if you get stuck on specific parts of the form.



Contact and Address Information

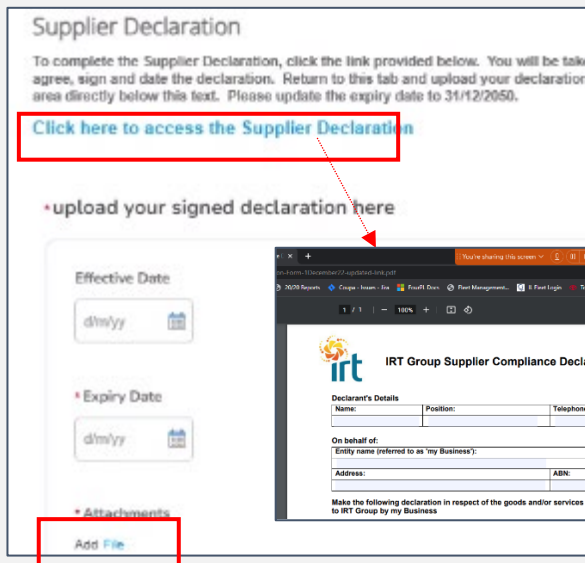
- Enter phone numbers in the correct format as shown.



Compliance Certificates

- Select the compliance category that matches the one shown above.

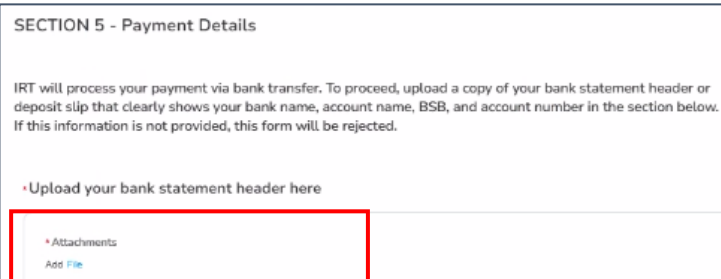
This triggers the compliance documents required by IRT such as insurances, police checks, trade licences etc.



Supplier Declaration

1. Open the link
2. Fill in, sign, and save
3. Upload it back into the form

Use expiry date 31/12/2050 for the supplier declaration.



Bank Details

Upload one of the following to verify your bank details:

- Bank statement header
- Deposit slip
- Screenshot of online banking

Must show:

- Bank name/logo
- Account name
- BSB
- Account number



COUPA SUPPLIERS

QUICK REFERENCE GUIDE

Submitting the Form
Click **Submit for Approval** located at the bottom of the form.

Error on submission?
If it won't submit

- Scroll up
- Fix any fields highlighted in red

Need to make changes after submission?
You can **Withdraw** the form (if not yet approved)

If Your Form Is Rejected
You'll get an email or notification.

- Common reasons:
- Invalid or closed ABN
 - Missing information
 - Expired or missing documents

Check comments at the bottom of the form and fix the issue.

Comment

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What happens next

For IRT Staff

This supplier is now active in Coupa. You can place purchase orders and code and approve invoices when required.

For the Supplier

You may now receive purchase orders for any goods or services required from you.

You can start invoicing for any goods or services already provided. On your invoice, please quote the full PO number if you have received one, including the "IRT" at the beginning e.g. IRT011111.

Please submit your invoices via the Coupa Supplier Portal. This ensures you are paid on time and can see the status of each invoice submitted in the Portal.

Here is a link to some videos to help with this process if required.

<https://www.irt.org.au/supplier-information/coupa-support-and-user-guides/>

Please note when submitting an invoice without a PO (blank invoice), the requestor name and email address should be an IRT employee's name and email address. If the service relates to IRT Home Care, the requestor name is Home Care Finance Team and the email is homecareadmin@irt.org.au. If the service is not home care related, the requestor name and email address is the IRT one included in the TO section of this email. This is the person who is engaging you and will be the primary contact unless you are informed otherwise by them.

IRT's standard payment terms are 30 days from date of invoice.

Regards,
IRT Supplier Management

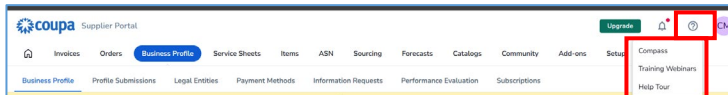
IRT reviews your form.

Once approved:

- You'll receive a confirmation email.
- IRT can start sending purchase orders.
- You can begin invoicing.

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Need help?



There are several avenues for help if you experience any issues:

- In Coupa: click the "?" icon
- Email Coupa: supplier@coupa.com
- Email IRT: suppliermgmt@irt.org.au

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