

Coupa Supplier Portal (CSP) Set Up & Navigation

Bill & Melinda Gates Medical Research Institute (Gates MRI) Key Takeaways



Gates MRI Requirements

NOTE: Gates MRI's customer name in Coupa is **Bill & Melinda Gates Foundation and its Subsidiaries**.

- **Legal Entity/Remit-To Payment Type:** Bank Account is the required payment method for Gates MRI. Gates MRI does not pay via check or virtual card.

CSP Account Reminders

- **Coupa Registration & Profile Set Up:** First time and returning CSP users will receive an email invitation to link with Gates MRI in the portal. You will be walked through the steps to create your CSP Profile, if applicable.
- **Merging Accounts:** If your organization already has a CSP account you are not aware of, you will have the ability to merge the two for a more seamless customer experience.
- **Legal Entities:** You are required to set up at least one legal entity in the CSP in order to electronically submit invoices.
- **CSP Link:** <https://supplier.coupahost.com/>
- **Supported Browsers:** Google Chrome, Mozilla Firefox, Microsoft Edge
- **User Management:** After joining the CSP, you will be able to invite additional to your organization's account. Permissions and customer visibility are customizable by user.
- **Security & Two-Factor Authentication:** Each user will be able to configure their own account security and two-factor authentication preferences.

For additional support setting up your CSP account, click [here](#) to view resources and videos from Coupa. Please contact supplierhelp@gatesmri.org with questions specific to Gates MRI and Coupa.