



# CSP Language




## How to manage your preferred language in your CSP

This guide will help you manage your preferred language in your Coupa supplier portal (CSP).

### Log Into Coupa

A screenshot of the Coupa supplier portal login page. The page has a header with the Coupa logo and 'supplier portal' on the left, and a 'Secure' indicator with a lock icon on the right. The main content area is a white box with a blue header and footer. The header says 'Login'. Below it are two input fields: '\* Email' and '\* Password'. Below the fields is a blue 'Login' button. At the bottom of the box, there are links for 'New to Coupa? CREATE AN ACCOUNT' and 'Forgot your password?'.

 **coupa** supplier portal Secure


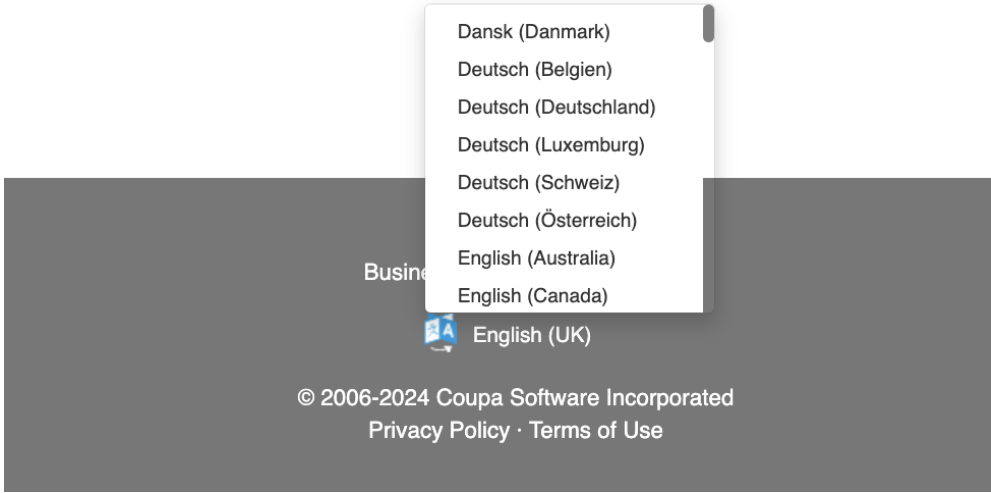
### Login

\* Email

\* Password

[Login](#)

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

<p><b>1. CSP Home Page</b></p> <p>If you scroll to the bottom of your screen, you will see a big Grey Bar</p> <p>Click on the current set Language (example shows English (UK))</p>	 <p>The screenshot shows a dark grey footer bar with the Coupa logo and 'Business Spend Management' text. Below this, there is a language selection icon (a blue square with a white 'A') and the text 'English (UK)'. At the bottom, it displays the copyright notice '© 2006-2024 Coupa Software Incorporated' and links for 'Privacy Policy' and 'Terms of Use'.</p>
<p><b>2. 'Choosing my Preferred Language'</b></p> <p>A Popup will open where you can select your preferred Language for your CSP account.</p> <p>Once selected you will see your screen update, this includes date formats.</p> <p>Note this does not change the language for all your users.</p>	 <p>The screenshot shows the same footer as in the first image, but with a white popup menu open over the language selection icon. The popup menu lists the following language options: Dansk (Danmark), Deutsch (Belgien), Deutsch (Deutschland), Deutsch (Luxemburg), Deutsch (Schweiz), Deutsch (Österreich), English (Australia), and English (Canada). The current selection, 'English (UK)', is highlighted in blue. The background footer text remains visible behind the popup.</p>

For all Coupa supplier help and guides Click [here](#) for Mitie Suppliers website.