



How to Register & Setup your CSP Account

January 2026

How to register and set-up your Coupa supplier portal (CSP)

This guide will help you to register and set-up Coupa supplier portal (CSP)

What is the CSP?

The CSP is a platform that is easy to setup, It's a free tool to allow suppliers to manage their business with all customers who use Coupa.

The Coupa platform will provide you with full visibility including statuses of purchase orders & invoices.

This will enable a quicker process. No installation of hardware or software is required.

You will need the following information for this set-up.

- Your company details, bank details & address.
- VAT/ Tax registration number (UTR number for UK sole traders).

Note: Your company information you enter in your CSP account / Profile does not automatically update Mitie's suppliers master records, to update any changes i.e. addresses, email addresses, Bank details, VAT number or tell us your CIS registered please email. vendormasterdata@mitie.com

Our Dedicated Supplier Website

Mitie has a dedicated supplier website [Mitie Suppliers](#)

You will find lots of How to Guides.

Each section in this document will have reference to How to Guides

Click  to expand

Introduction to the Coupa Supplier Portal (CSP)

What is the CSP?

The CSP is an easy to setup, free tool for suppliers to manage business with all customers who use Coupa, under one roof. The Coupa platform will provide you with full visibility of the status of your invoice and will enable a quicker process. No installation of hardware or software is required, and the service incurs no fee for you to pay.

How do I login to the portal?

Click on the image below to login to the CSP.

- Bookmark the link/add it to your favourites tab
- The email address used to login should be the same as the primary contact held on Mitie's Vendor Master
- If you already use Coupa with other customers, please provide an email address for your current CSP administrator.



Who can I contact for support?

Please email askmitieprocurement@mitie.com for any support using the CSP, our friendly team are happy to help guide you through the process.

You can also find help and information on the Coupa website, please [click here to visit](#).



How to manage / setup your CSP



How to Guides

- How to assign the CSP
- How to register and setup your CSP
- How to setup your legal entity
- How to set-up Two-factor Authentication
- How to update your details on the CSP
- How to manage your on merge requests in your CSP
- How to update Notification settings
- How to manage your preferred language in your CSP

How to Invoice Mitie

Depending on the volume and frequency of transactions there are multiple ways you can invoice via Coupa, you can either choose:

1. The Coupa Supplier Portal
2. Supplier Actionable Notifications (please refer to the how-to-guide below)

Before you invoice Mitie, please ensure that you have read the Tax guides that are listed in the menu below for your country.

Please note that the above guides are changed frequently, so please make sure that you download the most up-to-date version

You must have a Legal entity set up in your CSP to invoice Mitie Group PLC

If you need further support regarding your invoices e.g. payment status or pending approval. Please email accountspayable@mitie.com



How to Guides

- UK CIS and VAT Guide
- Cyprus Tax Guide
- Germany VAT Guide
- Gibraltar VAT Guide
- Belgium VAT Guide
- France VAT Guide
- Netherlands VAT Guide
- How to setup your legal entity
- How to setup your invoices view in the CSP
- How to submit an invoice by the CSP
- How to submit a credit note by the CSP
- How to Create and Submit an invoice via SAN
- How to manage Disputed Invoices

Supplier Maintenance (SMT)

Mitie uses Coupa to manage and onboard new suppliers and undertakes validation checks to ensure our suppliers meet our minimum standards. Existing suppliers can also use Coupa to update, amend and maintain details such as their banking information and remit to address.



- New Suppliers
- Existing Suppliers
- Managing your company information with Mitie

Contract Lifecycle Management (CLM)

Review Contracts

Coupa Contract Lifecycle Management (CLM) module enables suppliers to review and manage contracts online.



How to Guides

Source to Contract (S2C)

Participate in eAuctions

Coupa eSourcing and eAuctions tools enable Suppliers to interact online with Mitie during the Sourcing and eAuction process.



How to Guides

Before you Invoice Mitie, you must have a Legal entity setup and read our Taxes and CIS Guidance

If you cannot find the help you need, please email askmitieprocurement@mitie.com

Website address: <https://mitiesuppliers.com/mitie-supplier-faq/using-coupa-2/>

Action Required – Mitie Group Plc Registration Instructions



You will have received an email which is sent to the primary email address which Mitie hold on your supplier account.

Click Join Coupa Supplier Portal.

If you have not received this email, please email Askmitieprocurement@mitie.com confirming who the primary contact email address should be and they will investigate.

Action Required - Mitie Group Plc Registration Instructions 🔗 Inbox x

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to me ▾

 Action Required - Mitie Group Plc Registration Instructions

Powered by 

Hello TEST SUPPLIER SH

This is an invite to join the Coupa Supplier Portal which is Mitie's chosen method to onboard suppliers. Please click the "Join Coupa button" below to connect with us on the Coupa Network. From time to time, you will be asked to complete/update your supplier profile to ensure you comply with the minimum standards required to do business with Mitie. If you are not the right person at your company, you can send this request to the appropriate person by using the forward link. Mitie is implementing Coupa as their new Purchase to Pay system and in time, you will receive purchase orders and will need to send your invoices electronically through the Coupa Supplier Portal as well. Please note Mitie operates a No PO No Pay policy so goods and services should not be provided without a Purchase Order number.

The Coupa Supplier Portal does not require any installation of hardware or software, and the service incurs no fee for you to pay. More information on the Coupa supplier portal can be found on the Mitie Coupa Supplier internet page available here: <https://mitiesuppliers.com>, including FAQs and videos on how to submit your invoices when the Mitie's business units you interact with migrate to the new Purchase to Pay system. You will be informed of this in due course. If you have any queries on the use of Coupa, you can contact us at procurement@mitie.com

Simon Hunt
Mitie Group Plc

[Join Coupa Supplier Portal](#)

[Forward Invitation](#)



Business Spend Management

Create an Account

Once you click on Join Coupa the below screen will open.

Business name must be exactly as your legally registered company name.

You will see the email address populated (greyed out).

Create your memorable password (Use at least 8 characters and include a number and a letter).

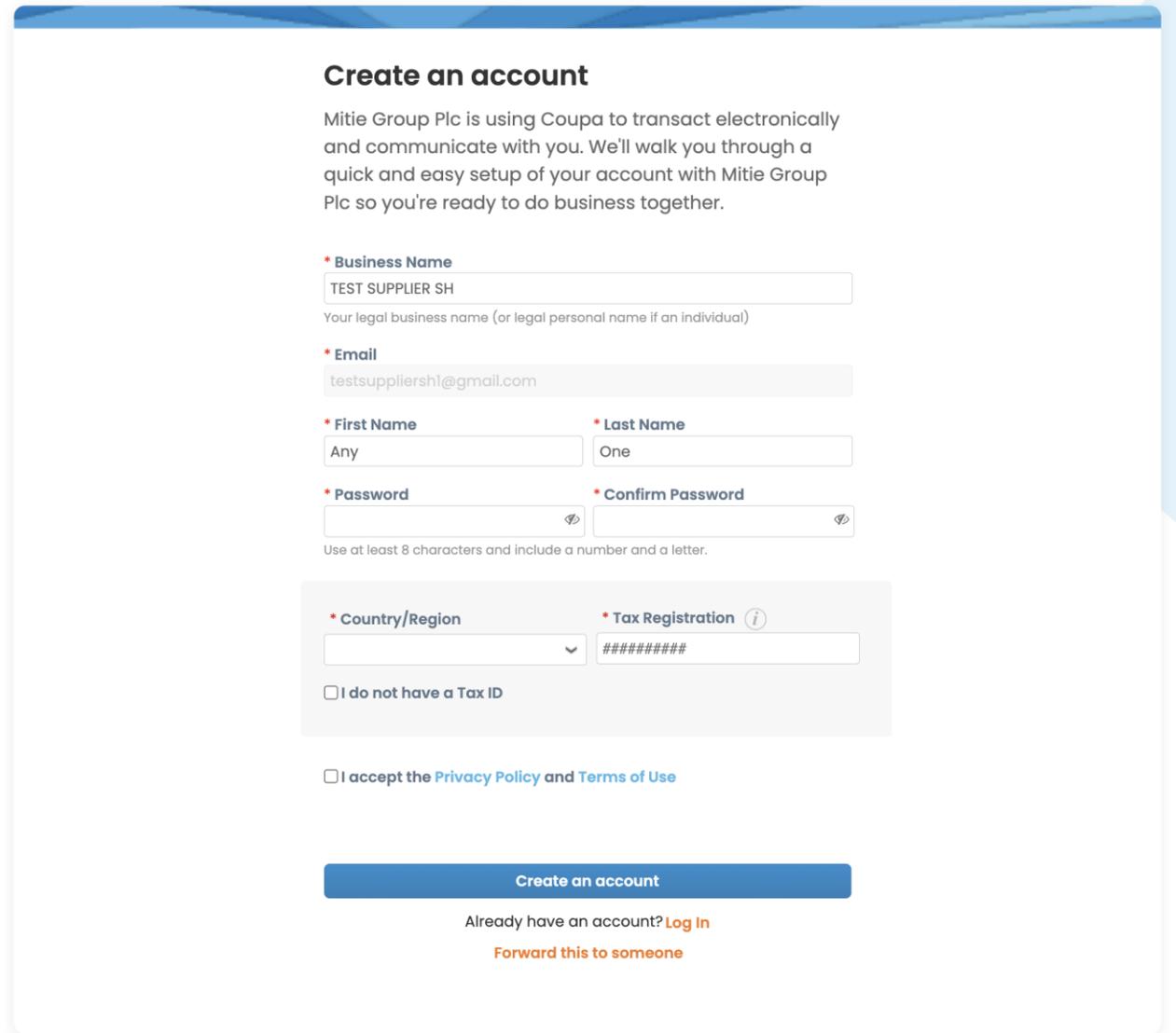
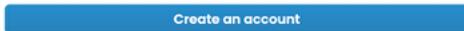
Country/region select where your business is located.

Tax Registration enter your Tax/VAT code associated with the selected country, start with the country prefix and no spaces e.g
GBI23456789 • FRI234567890I • DEI23456789.

If your organisation is exempt from tax registration in some countries/ regions, please select box 'I do not have a TaxID. Another field will open where you must capture a Unique Tax Reference (UTR) registered with your local government.

Accept the Privacy Policy and Terms of use.

Click



Create an account

Mitie Group Plc is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Mitie Group Plc so you're ready to do business together.

* **Business Name**
TEST SUPPLIER SH
Your legal business name (or legal personal name if an individual)

* **Email**
testsuppliersh1@gmail.com

* **First Name** Any * **Last Name** One

* **Password** * **Confirm Password**
Use at least 8 characters and include a number and a letter.

* **Country/Region** * **Tax Registration** i

 I do not have a Tax ID

I accept the [Privacy Policy](#) and [Terms of Use](#)

Create an account

Already have an account? [Log In](#)
[Forward this to someone](#)

Join an Existing Account

If you don't get this screen, go to section next page.

You may get a screen that says your company already has a CSP Account.

This may have been set up by a previous employee etc.

We recommend you click

No, continue creating a new account

You can always do a Merge Request later.

Click

Join an Existing Account?

Provide any of the additional info to get better suggestions.

View existing accounts matching the email domain [REDACTED]

Business Name

Country/Region

Address Line 1

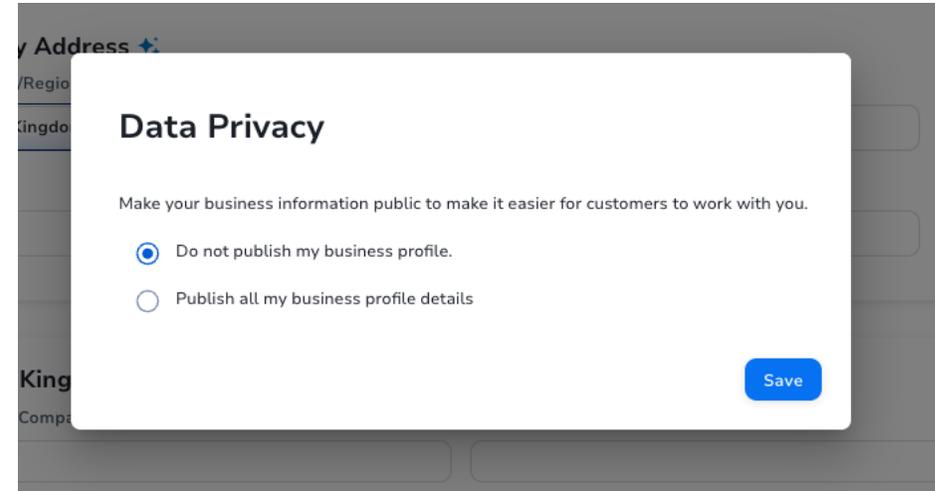
City State Postcode

Tax ID DUNS Number

No, continue creating a new account

Please select one of the 2 choices.

Click



Onboarding for.... (Coupa Supplier Portal)

Update the mandatory fields *

Country/Region should default.

Update the following,

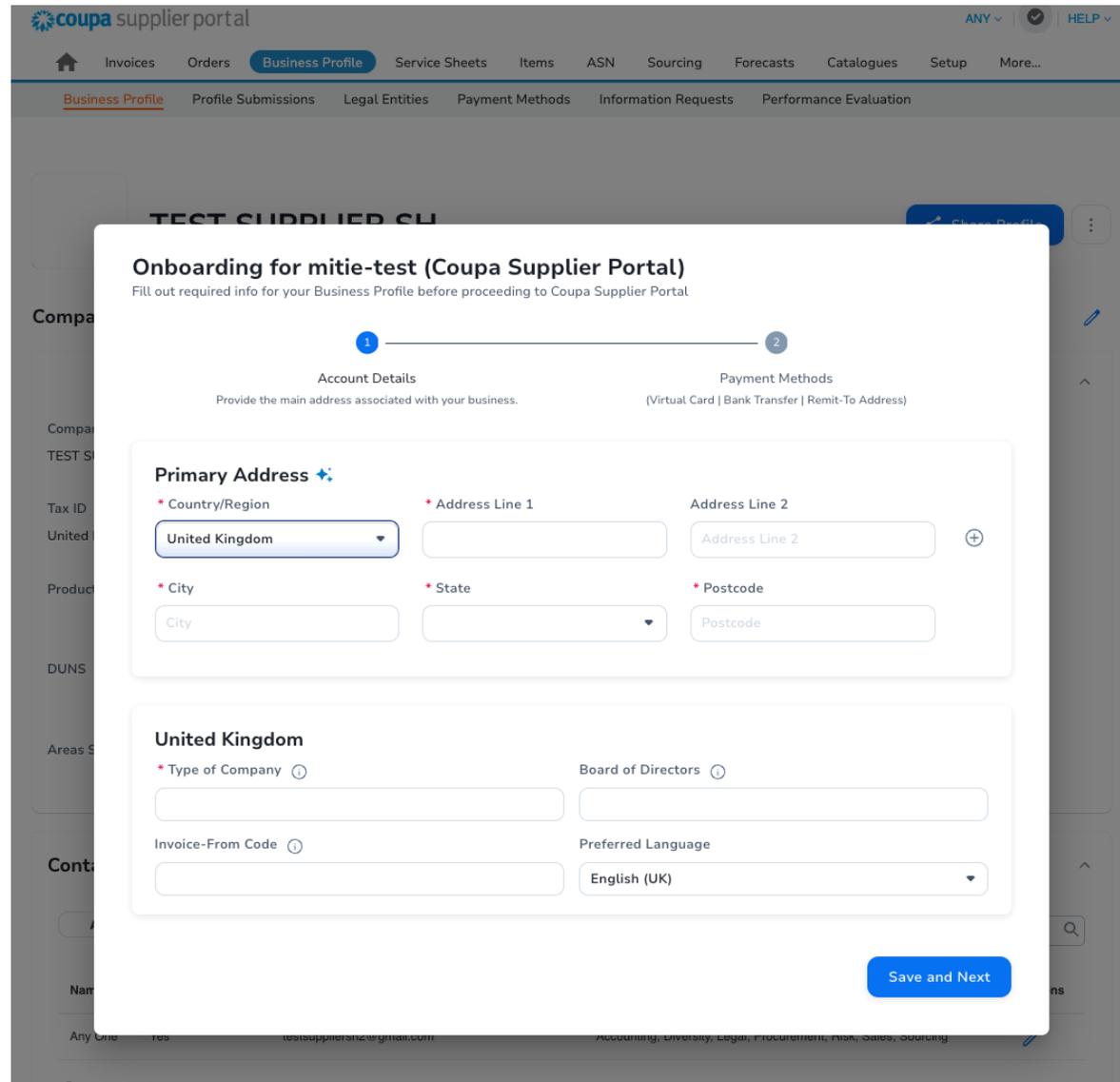
- Address line 1
- Address line 2
- City
- Select a state from the dropdown
- Postcode

Type of company – add if your LTD, PLC, charity etc.

Click

Save and Next

Note: Depending on the country/region selected the required information may differ and won't be the same as the screen shots in this guide.



The screenshot shows the 'Onboarding for mitie-test (Coupa Supplier Portal)' form. The form is titled 'Onboarding for mitie-test (Coupa Supplier Portal)' and includes the instruction 'Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal'. The form is divided into two main sections: 'Account Details' (Step 1) and 'Payment Methods' (Step 2). The 'Account Details' section includes a 'Primary Address' form with fields for Country/Region (set to 'United Kingdom'), Address Line 1, Address Line 2, City, State, and Postcode. The 'Payment Methods' section includes fields for Type of Company, Board of Directors, Invoice-From Code, and Preferred Language (set to 'English (UK)'). A 'Save and Next' button is located at the bottom right of the form.

Onboarding for.... (Coupa Supplier Portal)- Virtual Card



Mitie do not accept Virtual card payments

Select the tick box at the bottom Do not accept Virtual card payments from Mitie group Plc

Do not accept Virtual Card payments from Mitie Group Plc

Click

Save and Next

Note: Depending on the country/region selected the required information may differ and won't be the same as the screen shots in this guide.

The screenshot shows the 'Onboarding for mitie-test (Coupa Supplier Portal)' form. At the top, there is a navigation bar with 'coupa supplier portal' and 'ANY' dropdown. Below it, a menu includes 'Invoices', 'Orders', 'Business Profile' (selected), 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogues', 'Setup', and 'More...'. A secondary menu includes 'Business Profile', 'Profile Submissions', 'Legal Entities', 'Payment Methods', 'Information Requests', and 'Performance Evaluation'. The main heading is 'TEST SUPPLIER SH' with a 'Share Profile' button. A green notification bar states 'Primary Address saved successfully'. A progress bar shows 'Account Details' as step 1 (completed) and 'Payment Methods' as step 2 (current). Under 'Payment Methods', there is a 'Virtual Card' section with the instruction 'Please enter the following information to receive Virtual Card payments.' It contains two input fields: 'Account Nickname' and 'Email Address'. Below these is a checkbox for 'Process credit cards automatically'. At the bottom of the form, there is a checkbox for 'Do not accept Virtual Card payments from Mitie Group Plc' and a 'Save and Next' button.

Onboarding for.... (Coupa Supplier Portal)– Bank Transfer



Please complete the following,

- Account Nickname – Enter Bacs or Electronic
- Beneficiary Name – Name on your bank account
- Bank Name – Who you bank with
- Account Number – Your bank account number
- Sort Code – your bank sort code with no dashes or spaces
- Only use IBAN and SWIFT for international Payments
- Click 
- You will get a Pop up to say your Payment information has been added

Note: Depending on the country/region selected the required information may differ and won't be the same as the screen shots in this guide.

Onboarding for mitie-test (Coupa Supplier Portal)
Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

1 Account Details
Provide the main address associated with your business.

2 Payment Methods
(Virtual Card | Bank Transfer | Remit-To Address)

Bank Transfer
Please enter the following information to receive Bank Transfer payments.

Account Nickname * ⓘ
Bacs Test

Beneficiary Legal Name * ⓘ
Test supplier

Bank Branch Country / Region *
United Kingdom

Bank Account Currency *
GBP

Bank Name *
Any Bank

Account Number *
12345678

IBAN
Sort Code * ⓘ
000000

SWIFT / BIC Code ⓘ
8 or 11 characters

Additional Information

Remittance Email ⓘ
Remit-To Code ⓘ

Supporting Documents ⓘ
Drop or Browse Files
Browse

Do not accept Bank Transfer payments from Mitie Group Plc

Save and Next

Subscriptions

Please don't sign up to any subscription services from Coupa.

The Free option can be used to transact with Mitie Group PLC.

Click Continue on the Registered option.

Registered

Easily do business with customers who use Coupa

Free

Registered user includes:

- Business Profile
- Orders
- E-Invoices
- Catalogues
- Payments
- Sourcing Events

Continue

Click



Great News! The payment information has been successfully shared with the following customers and has been validated: Mitie Group Plc

Subscriptions

Registered

Easily do business with customers who use Coupa

Free

Registered user includes:

- Business Profile
- Orders
- E-Invoices
- Catalogues
- Payments
- Sourcing Events

Continue

Most Popular

Coupa Verified

Amplify your trusted brand across Coupa's community of buyers

\$549 / year

Everything in 'Registered' plus:

- Verified Badge
- Priority Search Rank

Purchase Verified

Coupa Advanced

Optimise your cash flow and increase productivity throughout your day

\$4,800 / year

Everything in 'Registered' plus:

- Automated invoice reminders and reporting
- A seamless integration with your account system

Purchase Advanced

Cancel Save and Next

Name	Primary Contact	Email	Work Number	Purpose	Actions
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Business profile



You will be taken to your business profile page.

Its now time to check your **Legal Entity and Payment Methods** as these are required to Invoice Mitie.

The screenshot shows the 'coupa supplier portal' interface. The top navigation bar includes 'Invoices', 'Orders', 'Business Profile' (highlighted), 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Catalogues', 'Setup', and 'More...'. A secondary navigation bar lists 'Business Profile', 'Profile Submissions', 'Legal Entities', 'Payment Methods', 'Information Requests', and 'Performance Evaluation'. The main content area features a profile card for 'TEST SUPPLIER SH' with a 'Share Profile' button. Below this is a 'Company Info' section with a grid of fields: Company Name (TEST SUPPLIER SH), Industry, About, Tax ID (United Kingdom - GB123456789), Year Established, Commodities, Products and Services, PO Email, Website, DUNS, Company Size, Ownership Type, and Areas Served (No coverage in areas). The 'Contacts' section includes an 'Add User' button, a search bar, and a table with one contact entry.

Name	Primary Contact	Email	Work Number	Purpose	Actions
Any One	Yes	testsuppliersh2@gmail.com		Accounting, Diversity, Legal, Procurement, Risk, Sales, Sourcing	

Business profile – Multi Factor Authentication



Click on **Business Profile** and then **Payment Methods**

You may get the Multi factor Authentication (MFA) to enable.

Click on [Enable](#)

If you don't get the Authentication Required screen, please go to slide 21.

The screenshot shows the Coupa Supplier Portal interface. At the top left is the 'coupa supplier portal' logo. On the right, there is a user profile for 'SIMON' with a dropdown arrow, a checkmark icon, and a 'HELP' dropdown. Below this is a navigation bar with a home icon and links for 'Invoices', 'Orders', 'Business Profile', 'Payments', 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Setup', and 'More...'. The main content area displays a message box titled 'Authentication Required' with the text 'Multi Factor Authentication needs to be enabled before you can access this feature.' and an 'Enable' button.

Business profile – Multi Factor Authentication

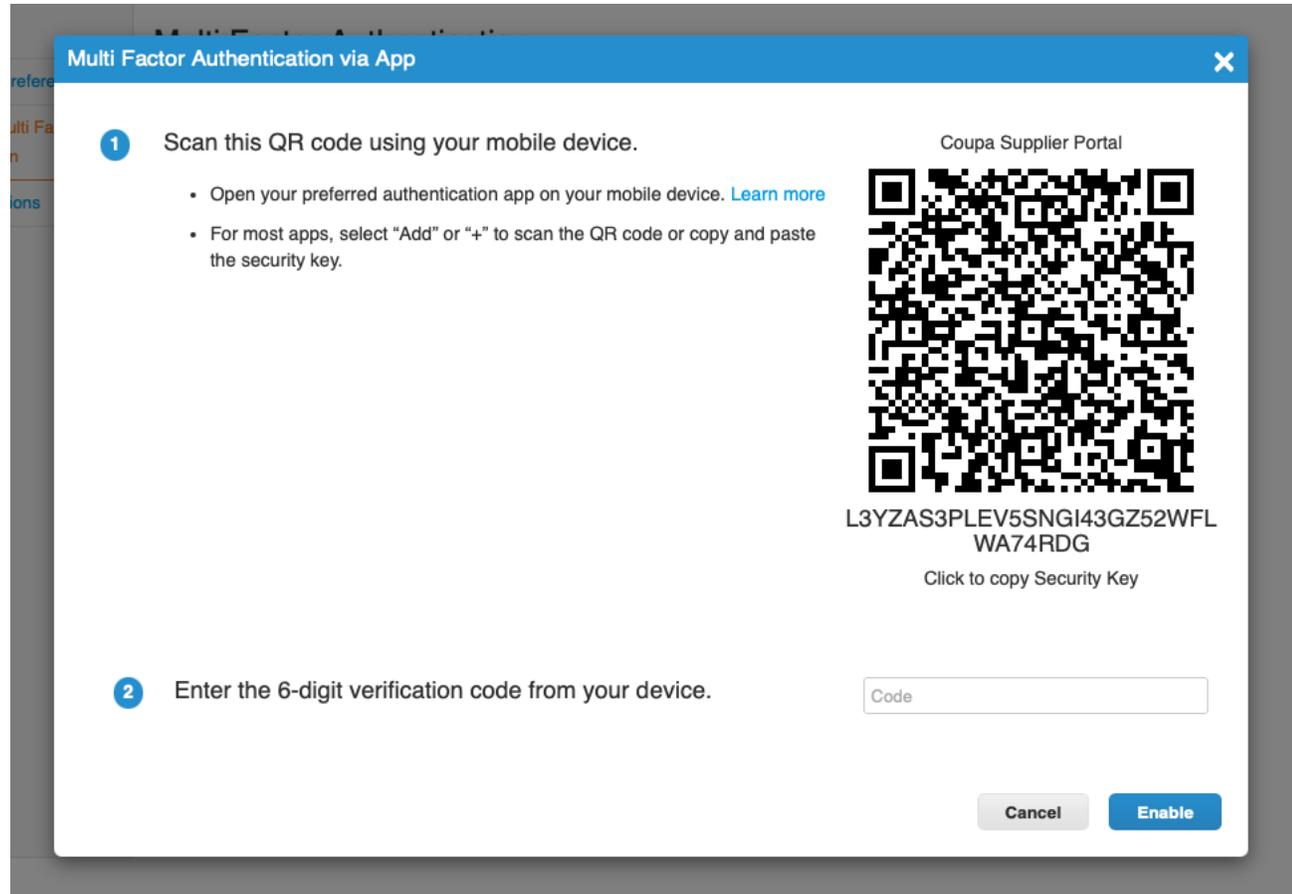
You will get a pop up with a QR code, This is a to set up your MFA to an authenticator APP.

If you want to use this method, please refer to our guidance on our dedicated supplier website.

We recommend you use the text message option.

Click

Cancel



Multi Factor Authentication via App

1 Scan this QR code using your mobile device.

- Open your preferred authentication app on your mobile device. [Learn more](#)
- For most apps, select "Add" or "+" to scan the QR code or copy and paste the security key.

Coupa Supplier Portal



L3YZAS3PLEV5SNGI43GZ52WFL
WA74RDG

[Click to copy Security Key](#)

2 Enter the 6-digit verification code from your device.

Code

Cancel Enable

Business profile – Multi Factor Authentication

The Multi Factor Authentication options screen opens,

Select Via Text message on this screen.

Via Text Message

Use a code sent via text message to your phone number.

Default

My Account Security & Multi Factor Authentication

[Settings](#)

[Notification Preferences](#)

[Security & Multi Factor Authentication](#)

[App Connections](#)

Multi Factor Authentication

For Payment Changes (Required for changing Legal Entity or Remit-To)

For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.

Default

Via Text Message

Use a code sent via text message to your phone number.

Default

Via Alternative Email

Use a code sent to an alternate email

Default

Mitie Group Plc does not allow email as an MFA factor. Please select a different factor.

Recent Login Activity

Business profile – Multi Factor Authentication

The Multi Factor Authentication via SMS screen opens.

Section 1

In the phone number box, click on the small downward arrow.

This will open the Country dialling prefixes.

Select your country prefix i.e. united kingdom.

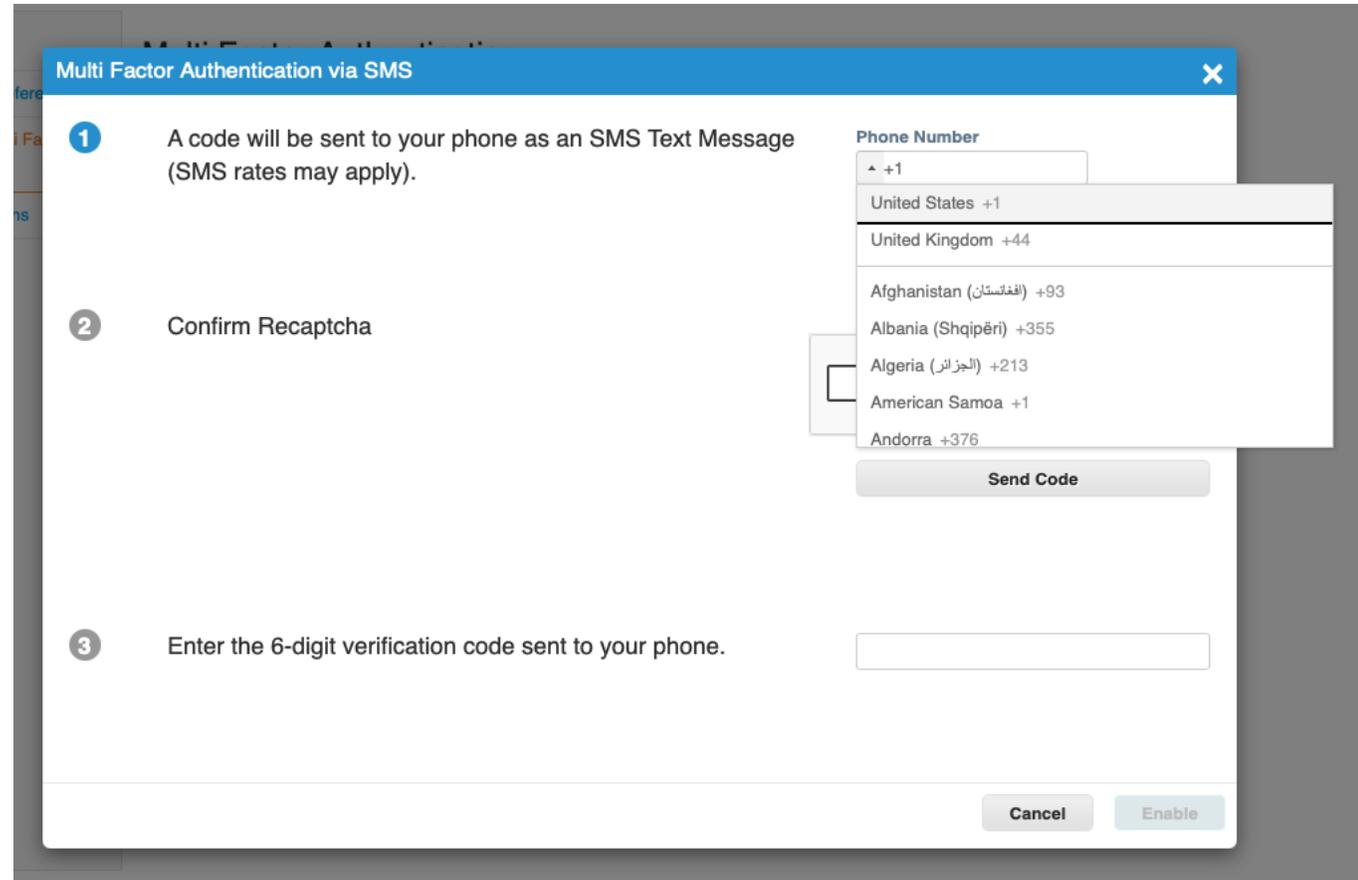
Add your mobile number without the pre-leading Zero.

Section 2

Tick the box I'm Not a robot and thus may take you through ReCAPTCHA process.

Once completed,

Click



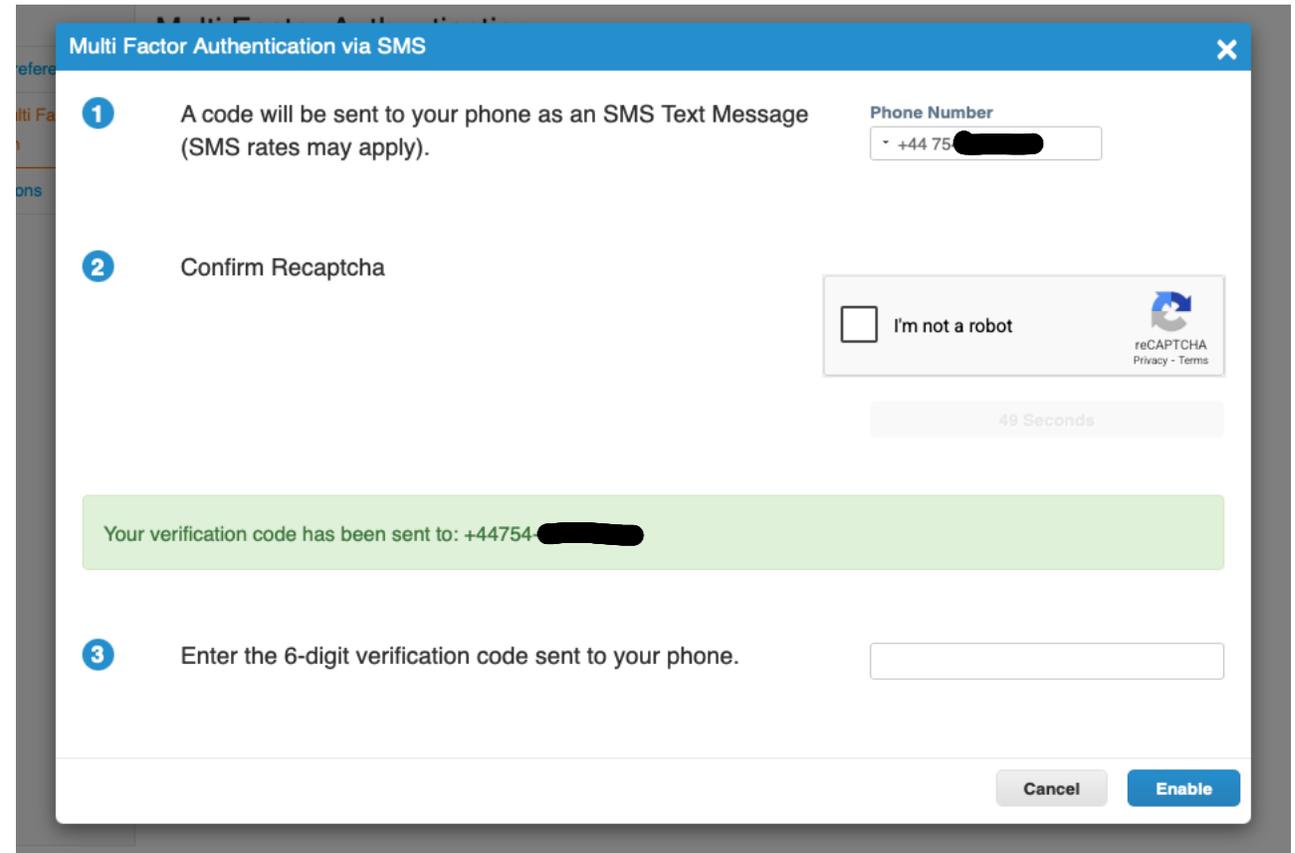
Business profile – Multi Factor Authentication

Section 3

You should have received a 6-digit Verification code,

Please add it in the box and click

Enable



The screenshot shows a dialog box titled "Multi Factor Authentication via SMS" with a close button (X) in the top right corner. The dialog contains three numbered steps:

- 1** A code will be sent to your phone as an SMS Text Message (SMS rates may apply). To the right, there is a "Phone Number" field with a dropdown menu showing "+44 75" and a redacted phone number.
- 2** Confirm Recaptcha. To the right, there is a reCAPTCHA widget with an "I'm not a robot" checkbox, the reCAPTCHA logo, and links for "Privacy - Terms". Below the widget, a timer shows "49 Seconds".

A green notification bar in the center of the dialog states: "Your verification code has been sent to: +44754- [redacted]".

3 Enter the 6-digit verification code sent to your phone. To the right, there is an empty text input field.

At the bottom right of the dialog, there are two buttons: "Cancel" and "Enable".

Business profile – Multi Factor Authentication

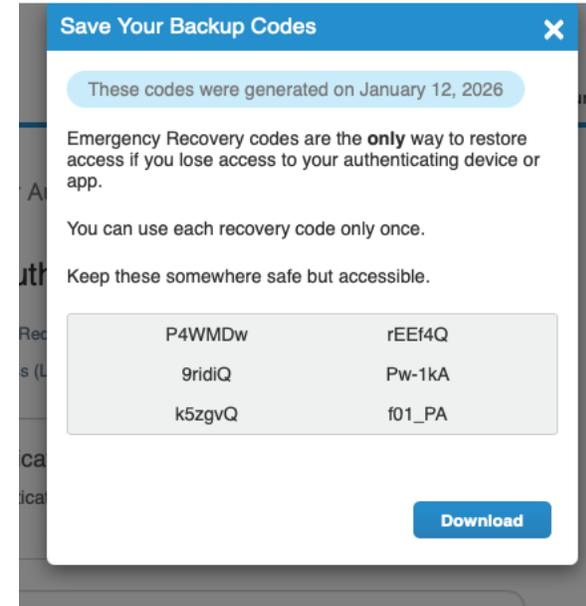
You will now see your MFA back up codes.

Please take a screenshot , Photo or use the download button.

These are one off back up codes in case your mobile / authenticator app is unavailable.

Store then in a safe place you will remember where they are.

Once saved you can click the white cross



Business profile – Multi Factor Authentication



Multi Factor Authentication (MFA) is now set up on your account.

My Account Security & Multi Factor Authentication

- Settings
- Notification Preferences
- Security & Multi Factor Authentication**
- App Connections

Multi Factor Authentication

- For Payment Changes (Required for changing Legal Entity or Remit-To)
- For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.
 Default

Via Text Message

- Use a code sent via text message to your phone number.
 - Default
 - +447540542130 [Change Phone Number](#)

Via Alternative Email

Use a code sent to an alternate email
 Default

Mitie Group Plc does not allow email as an MFA factor. Please select a different factor.

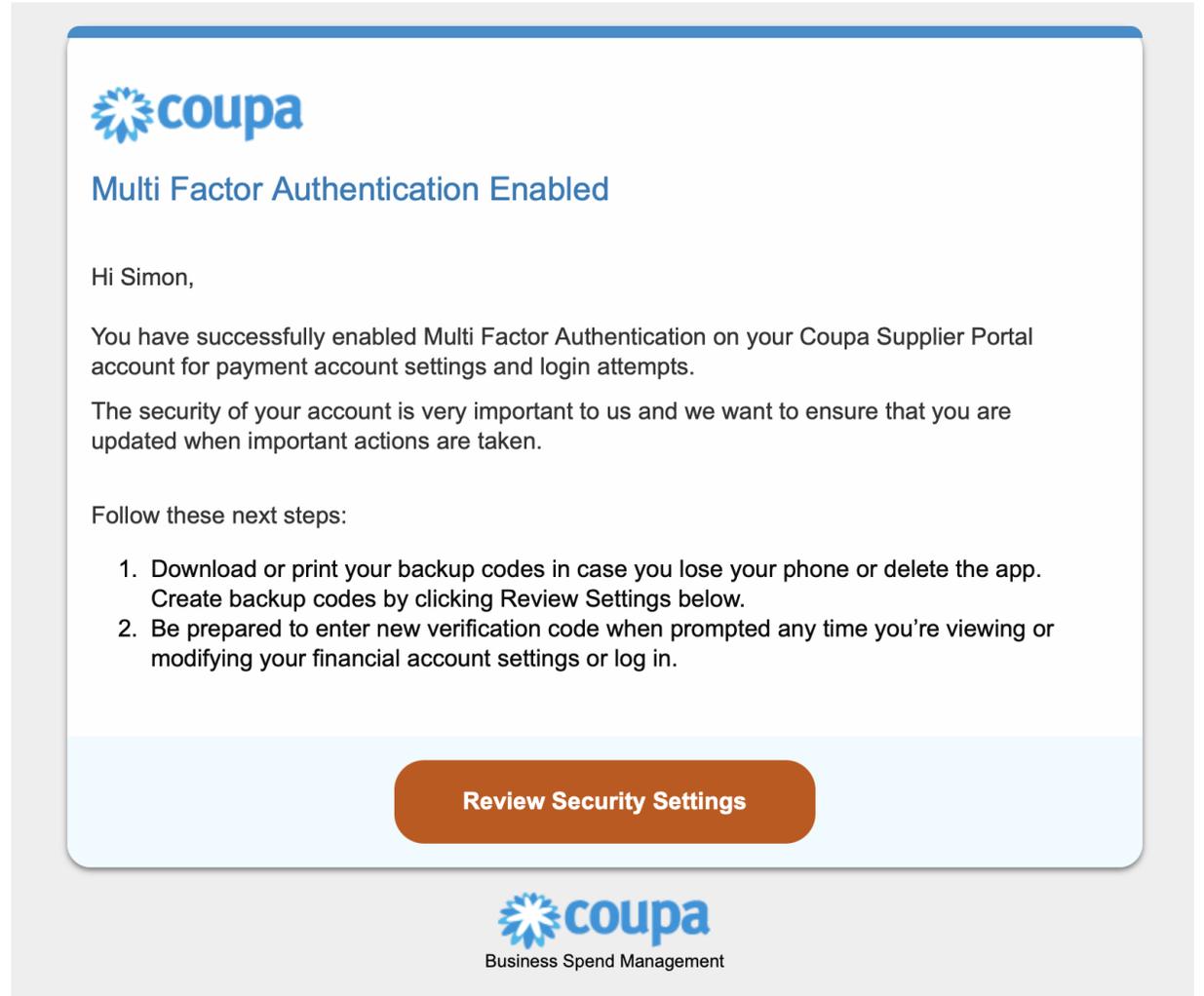
Show Recovery Codes

Regenerate Recovery Codes

Multi Factor Authenticator enabled conformation by Email



You will have received an email to advise of Multi Factor Authentication Enabled.



Business profile – Payment Methods



Its now time to check your **Legal Entity** and **Payment Methods** as these are required to Invoice Mitie.

Click on **Business Profile** and then **Payment Methods**

You will see the following,

- Your banking information as Bank Transfer
- Mitie Group Plc as Shared With Customers

Mitie only pay our suppliers by Bank transfer.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Invoices, Orders, Business Profile (highlighted), Service Sheets, Items, ASN, Sourcing, Forecasts, Catalogues, Setup, and More... Below this is a secondary navigation bar with: Business Profile, Profile Submissions, Legal Entities, Payment Methods (highlighted), Information Requests, and Performance Evaluation. The main content area is titled "Payment Methods" and contains a table with the following data:

Payment Method	Payment Method Name	Country	Currency	Linked Legal Entity	Shared With Customers	Payment Method Status	Actions
Bank Transfer	Bacs Test	United Kingdom	GBP	TEST SUPPLIER SH	Mitie Group Plc	Active	

At the bottom of the table, there is a pagination control: "Per page 5 | 10 | 20".

Business profile



Click on **Business Profile** and then **Legal Entities**.

You will see your Legal Entity populated.

You will see there are 2 linked Payment Methods.
We recommend just one which is Bank Account.

Please follow the next steps to remove Remit-To-Address
which is Check option.

Hover over your company name (in Blue) and click on the pencil.

Legal Entity Name	Invoice From A
TEST SUPPLI... 	32 London Bridge London, England 9SG, United King
TEST SUPPLIER SH	

coupa supplier portal ANY ▾ HELP ▾

[Invoices](#) [Orders](#) **[Business Profile](#)** [Service Sheets](#) [Items](#) [ASN](#) [Sourcing](#) [Forecasts](#) [Catalogues](#) [Setup](#) [More...](#)

[Business Profile](#) [Profile Submissions](#) **[Legal Entities](#)** [Payment Methods](#) [Information Requests](#) [Performance Evaluation](#)

Legal Entities

[Create](#)  

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
TEST SUPPLI...	32 London Bridge Street, London, England, SE1 9SG, United Kingdom	GB:GB123456789	Remit-To Address	32 London Bridge Street, London,...	Mitie Group Plc
			Bank Account	Any Bank *****5678	Mitie Group Plc

Per page 5 | 10 | 20

Business profile

The Edit Legal Entity screen opens.

Go down to the bottom and untick Remit-To-Address.

Remit-To Address

Please enter the address to which you receive in-person payments.

Same as Invoice-From Address

[Manage](#)

Payment information and customer connections can be modified on the Payment Methods page. [Click here](#) to make changes.

[Cancel](#) [Delete Legal Entity](#) [Save](#)

Click

Save

Edit Legal Entity

Legal Entity Name * Country/Region *

Tax Registrations

Country/Region * VAT ID *

I don't have a Tax ID Number

Additional Company Information

Type of Company * Board of Directors

Invoice From Address

Please enter the address that you invoice from or the address where you receive posted and in-person payments.

Country/Region * Address Line 1 * Address Line 2

City * State Postcode *

Invoice-From Code Preferred Language

Ship-From Address

Please enter the physical address that your goods are shipped from. This can be a warehouse address.

Same as Invoice-From Address

Remit-To Address

Please enter the address to which you receive in-person payments.

Same as Invoice-From Address

Payment information and customer connections can be modified on the Payment Methods page. [Click here](#) to make changes.

[Cancel](#) [Delete Legal Entity](#) [Save](#)

Business profile



You will now see that you have one Linked Payment Method.

Your CSP setup is now complete.

coupa supplier portal ANY | HELP

[Home](#) [Invoices](#) [Orders](#) **[Business Profile](#)** [Service Sheets](#) [Items](#) [ASN](#) [Sourcing](#) [Forecasts](#) [Catalogues](#) [Setup](#) [More...](#)

[Business Profile](#) [Profile Submissions](#) **[Legal Entities](#)** [Payment Methods](#) [Information Requests](#) [Performance Evaluation](#)

Legal Entities

[Create](#)

Legal Entity Name	Invoice From Address	Tax ID	Linked Payment Method	Payment Information	Customers
TEST SUPPLI...	32 London Bridge Street, London, England, SE1 9SG, United Kingdom	GB:GB123456789	Bank Account	Any Bank *****5678	Mitie Group Plc

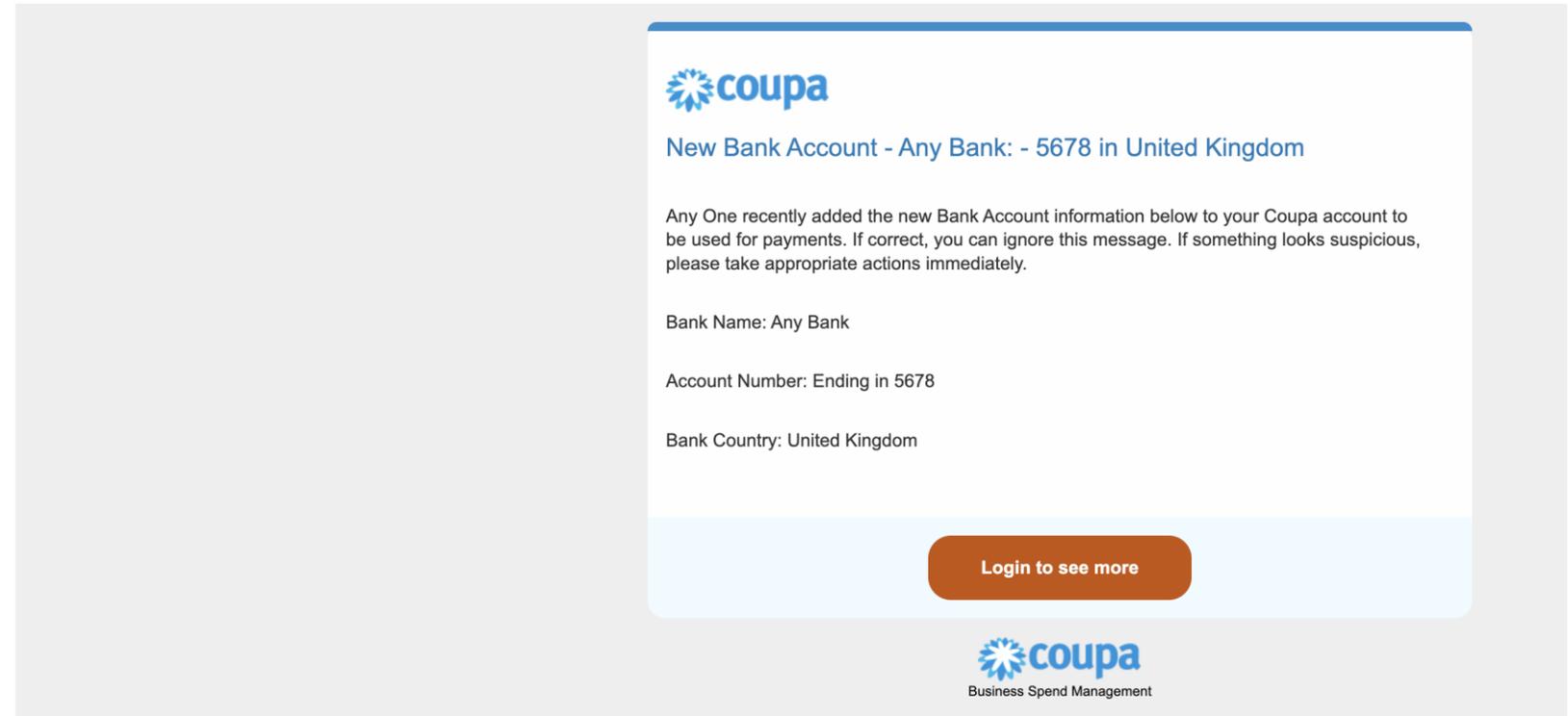
Per page [5](#) | [10](#) | [20](#)

New Bank Account added Email

You will have received an email to advise of new bank account added to your CSP account.

New Bank Account - Any Bank: - 5678 in United Kingdom ↳ Inbox x

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to me ▾



The screenshot shows an email notification from Coupa. The header includes the Coupa logo and the subject line: "New Bank Account - Any Bank: - 5678 in United Kingdom". The main body of the email contains a warning message: "Any One recently added the new Bank Account information below to your Coupa account to be used for payments. If correct, you can ignore this message. If something looks suspicious, please take appropriate actions immediately." Below this, the following details are listed: "Bank Name: Any Bank", "Account Number: Ending in 5678", and "Bank Country: United Kingdom". At the bottom of the email content, there is a prominent orange button that says "Login to see more". The footer of the email features the Coupa logo and the text "Business Spend Management".

Invoices and Orders Tabs – Coupa 30-day Free Trial



Invoices and Orders – When you click on Invoices or orders for the first time you may see this Page

Go To “Select Customer” change it to Mitie Group PLC to see your Invoices screen for Mitie.

Remember: Coupa with Mitie it is free to use, you don’t need to sign up to any subscription services with Coupa to work with Mitie.

The screenshot shows the Coupa Supplier Portal interface. At the top, the 'Invoices' tab is selected in the navigation bar. Below the navigation bar, there is a search bar and a dropdown menu for 'Select customer'. The dropdown menu is open, showing three options: 'All (Offered by Advanced)', 'Mitie Group Plc', and 'All (Offered by Advanced)'. The main content area features a message: 'You currently don't have Coupa Advanced. Sign up for your 30-day trial today!' with a 'Start Free Trial' button and a link to 'Or Purchase Coupa Advanced'.

The End

Remember to check out our dedicated supplier website for all help and guides
<https://mitiesuppliers.com/mitie-supplier-faq/using-coupa-2/>

Email askmitieprocurement@mitie.com for further assistance using Coupa

Email accountspayable@mitie.com for all invoice and payment queries