

## Hosted Catalog Information

Hosted catalogs are collections of items that are searchable directly from the Coupa **Home** page. You can create a catalog using the Coupa catalog template (.csv) and then upload it into Coupa. Your customers can upload hosted catalogs directly within Coupa. You can upload catalogs through the CSP, where it can be approved by your customer and made available from within Coupa.

### Buyer Benefits

- Easy to maintain and update
- Change information is visible immediately

### Supplier Benefits

- No need to set up more complex e-commerce systems
- Fastest way to get content into Coupa

### How it Works

1. Create your catalog using the Coupa catalog template (.csv).
2. Upload the catalog via the CSP, or give it to your customer, who can upload it directly into Coupa.
3. Have your customer review and approve the catalog.
4. The items in the catalog become available immediately for purchase within Coupa

## Punchout Catalog Information

With a punchout, Coupa users follow a link to the supplier's ecommerce website, where they shop as normal. When a user goes to check out, they're brought back to Coupa, with the items they chose in their Coupa cart. Users can then submit a requisition in Coupa, using the items, costs, and details from the supplier's website.

### Buyer Benefits

- Low effort to set up and maintain
- All items offered by the seller are available for purchase
- Easy configuration/customization of items like laptops or business cards

### Supplier Benefits

- Immediate changes to catalog items
- No need to maintain catalogs for different customers

## How it Works

You'll need to set up your punchout to recognize Coupa users. You'll also need to be set up in Coupa and have a contract with your customer. Before your customer can get you set up, you'll need to provide your customer with the following information:

Once you provide the punchout information, your customer can set up the punchout in Coupa.

The basic punchout sequence is as follows:

1. When a Coupa user clicks the supplier's punchout link, Coupa sends a PunchoutSetupRequest cXML document containing the buyer's ID (From, Sender, and SharedSecret).
2. The punchout authenticates the user and returns a PunchoutSetupResponse cXML document with the landing page URL.
3. When the user checks out, the punchout sends a PunchoutOrderMessage cXML document to Coupa, with the items the user added to their shopping cart.
4. Coupa creates a requisition from the information contained in the order message.

## Coupa Supplier Portal

The CSP is a free tool for suppliers to easily do business with customers who use Coupa. The CSP makes managing customers and transactions easy. Depending on your customer's specific Coupa configuration, you can manage content and settings on a customer-by-customer basis, including viewing purchase orders, setting up delivery methods, creating catalogs, sending invoices and advance ship notices (ASNs), checking the status of transactions, and more.

To join the Coupa Supplier Portal (CSP), you need to perform the following steps:

1. [Register](#) for the CSP.
2. [Create your account](#) and [public profile](#).
3. Make sure you are connected to your customers.

Follow this [link](#) for more information about how to get started with the CSP and the many benefits Supplier receive for using the Coupa Supplier Portal!