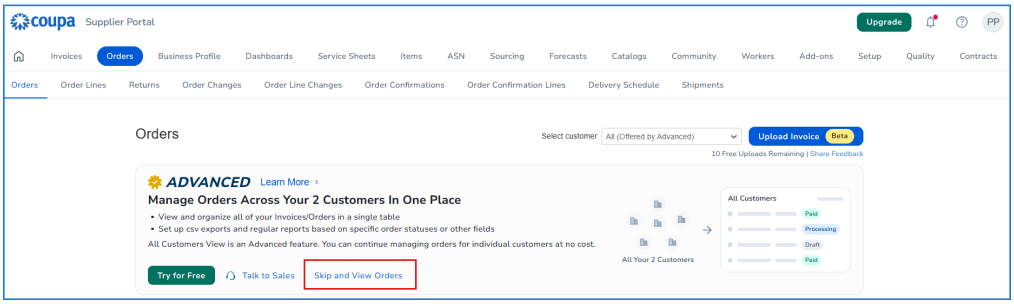
How to Bypass Coupa Advanced

Coupa Advanced is a subscription that provides additional features extending beyond the free options for suppliers using Coupa Supplier Portal (CSP). To bypass Coupa Advanced, there are two options. This tipsheet outlines the options.

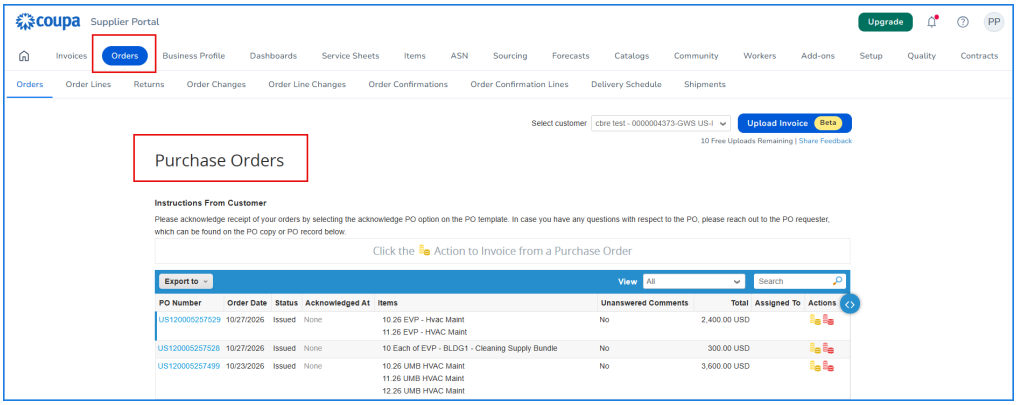
Note: If the registration process for the Advanced subscription was started and is no longer desired, send an email to verified@coupa.com. Provide a brief explanation for the cancellation request and include the supplier account name. When the request is received, the support team will locate the pending application and stop the ongoing subscription workflow.

Option 1

1. From the **Orders** page, select **Skip and View Orders** near the bottom of the banner.

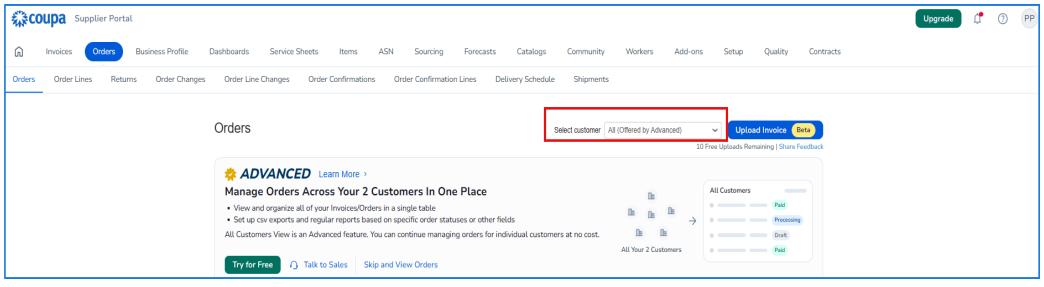


2. The Purchase Order view will display.



Option 2

1. From the **Orders** page, from **Select customer,** click the tic (⌄) and select **CBRE** as shown above.



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For more information or assistance, reach out to your Procurement Buyer Team.

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