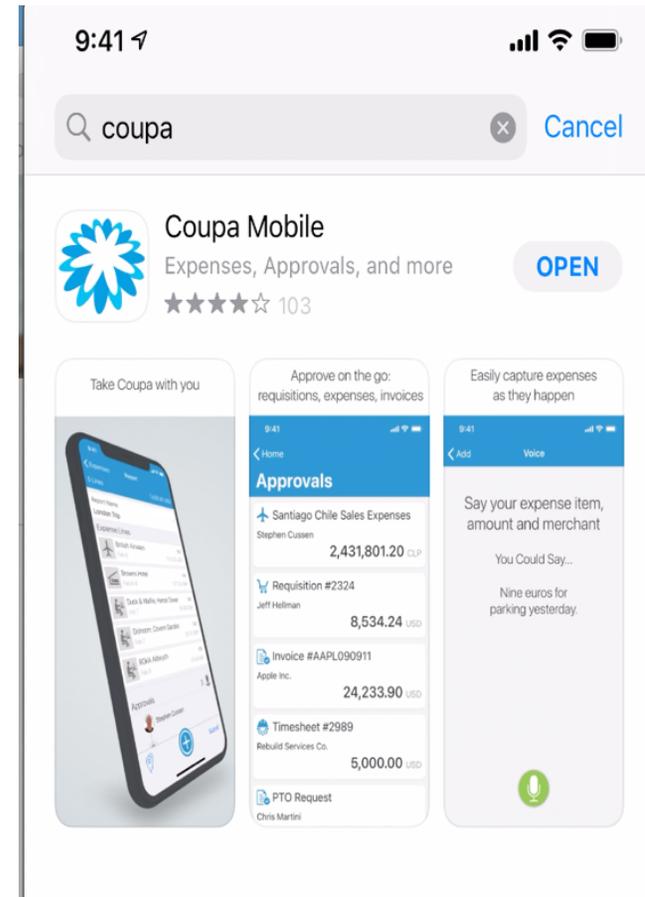
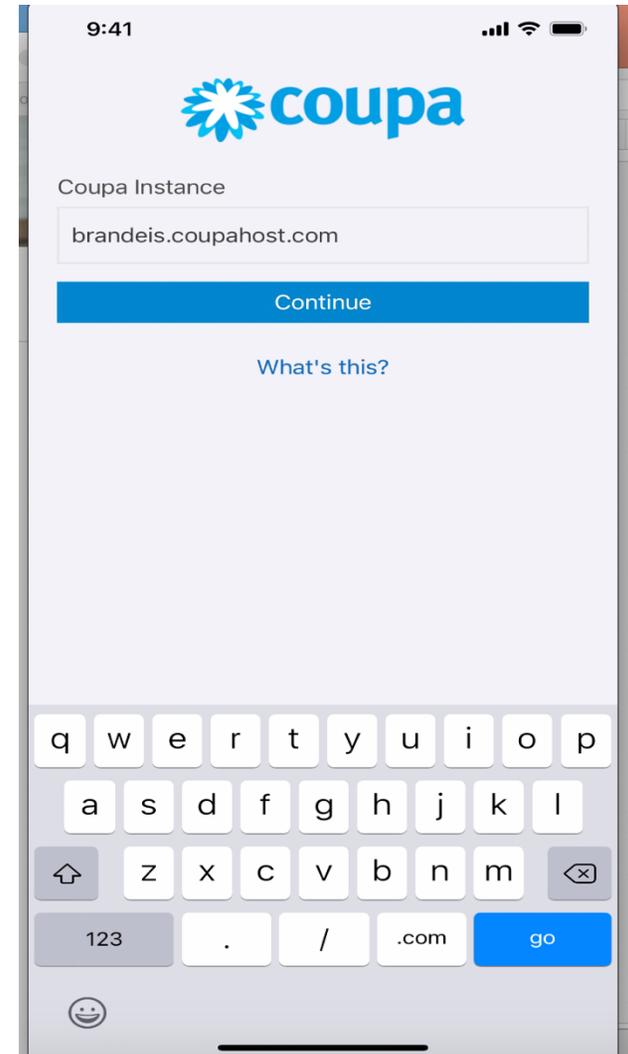


Coupa Mobile App Guide

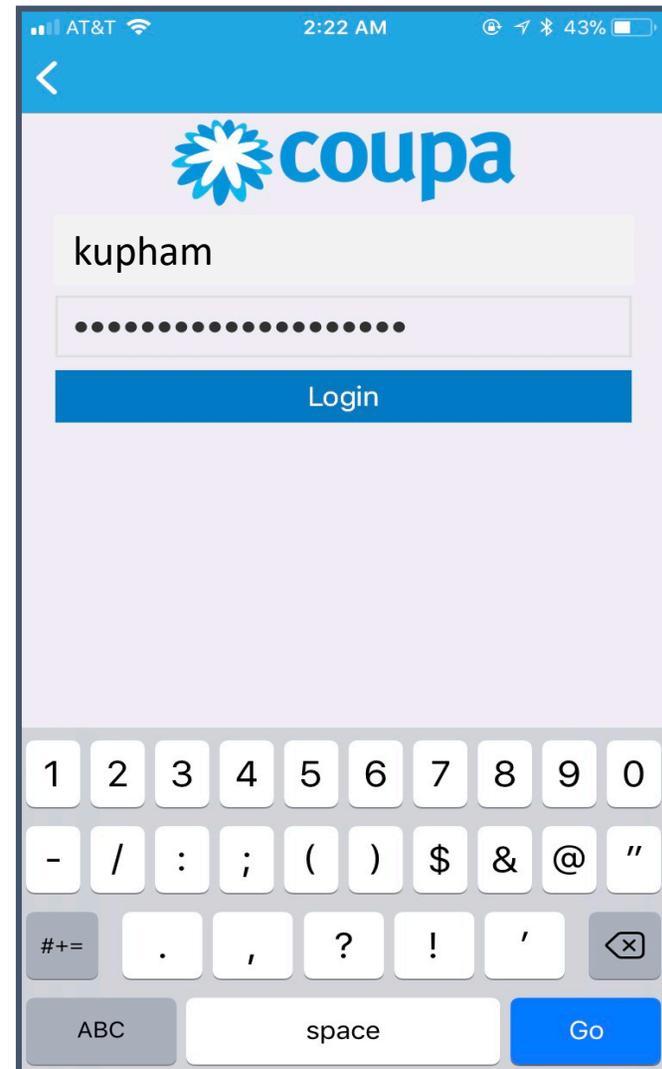
Download Coupa Mobile App- Access the Apple/Android App Store on your mobile device. Search for the “Coupa” app and download.



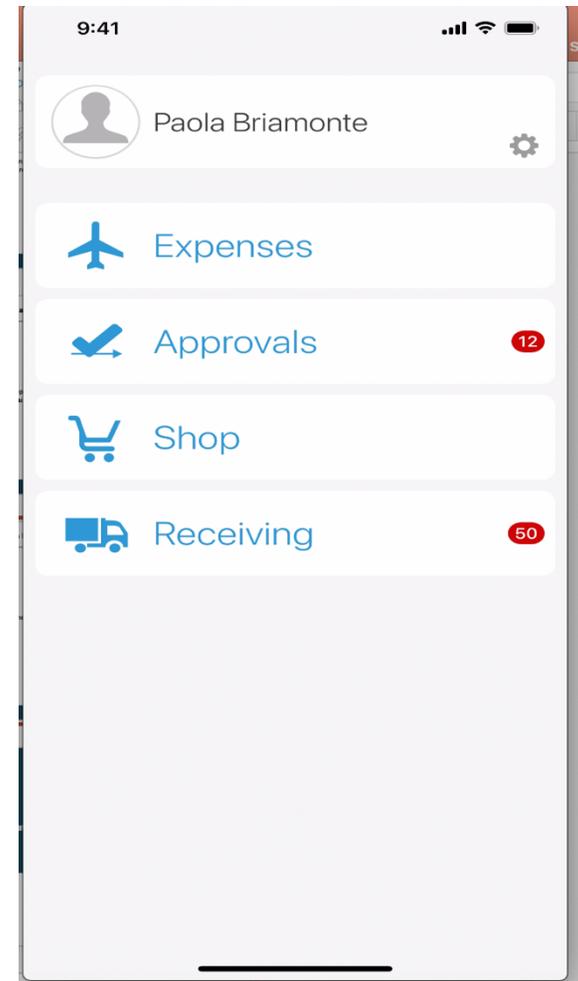
Open The Coupa App and enter
Your Coupa Instance:
Brandeis.coupahost.com



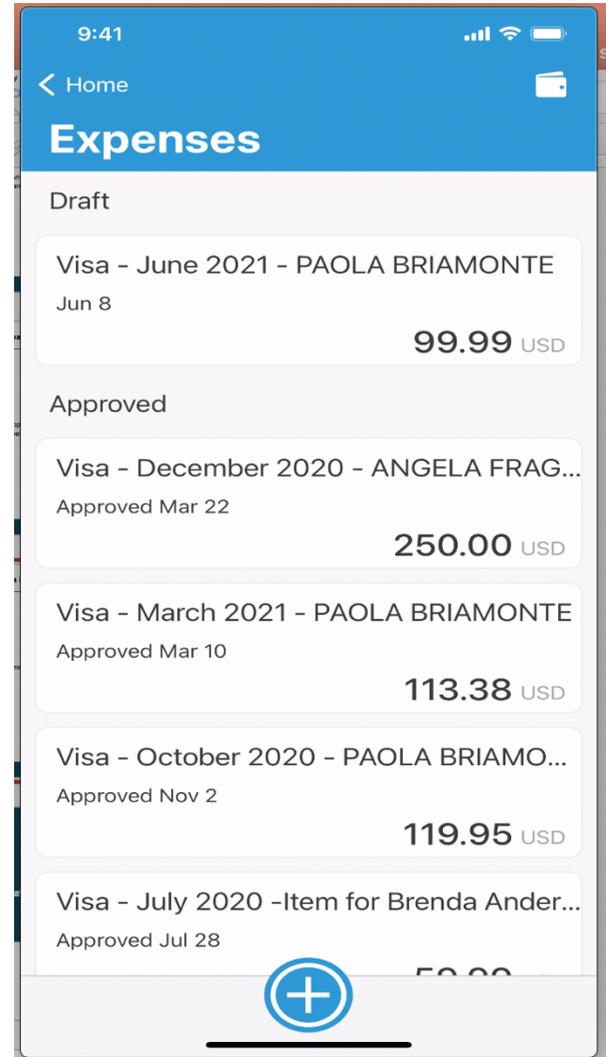
Enter your Username and Password
(Same as your Brandeis Login Credentials)



You are now logged into Client mobile instance. From here, you can select **Expenses** to reconcile your Pcard Charges.



Under your **Draft** reports, select the report to reconcile. Pcard reports will automatically get created under your account, an email notification will get sent you one once the report has been created and is ready to be reconciled. It will be named: **VISA-MONTH/YEAR-CARDHOLDER NAME**



Start by completing **Last Day of Trip or Expense**
Then scroll down to **Expense Lines**, click on
each one to complete the required information
and attach a receipt.

The screenshot shows a mobile application interface for reporting expenses. At the top, the status bar shows the time 9:41, signal strength, Wi-Fi, and battery icons. The app header is blue with a back arrow, the text 'Expenses', and the title 'Report'. Below the header, a blue bar displays '1 Line' and '99.99 USD'. The form fields are as follows:

- Report Name:** Visa - June 2021 - PAOLA BRIAMONTE
- First Day of Trip or Expense:** Tap to select a date...
- REIMB:** (empty field)
- Last Day of Trip or Expense:** Tap to select a date... (marked with a red asterisk)
- Budget Date:** Tap to select a date...
- Reporting_Department:** Procurement Services
- Last 4 Digits of PCard:** 9109
- Default Chartstring:** 11-72000-11000
- Senior Leadership?:** (toggle switch is off)
- REIMB_Invoice_WID:** Write Something...

At the bottom, there is a navigation bar with a location pin icon, a large blue plus sign in a circle, and a 'Submit' button.

The required information you will need to complete are:

Expense Category

Business Purpose

Billing

Attach receipt

9:41

Report Expense

Expense Date *
6/8/21

Expense Category *
Tap to select a Category

Total *
99.99 USD

Merchant
AMZN MKTP US*2X8KK1A10

Description *
AMZN MKTP US*2X8KK1A10

Business Purpose *
Write Something...

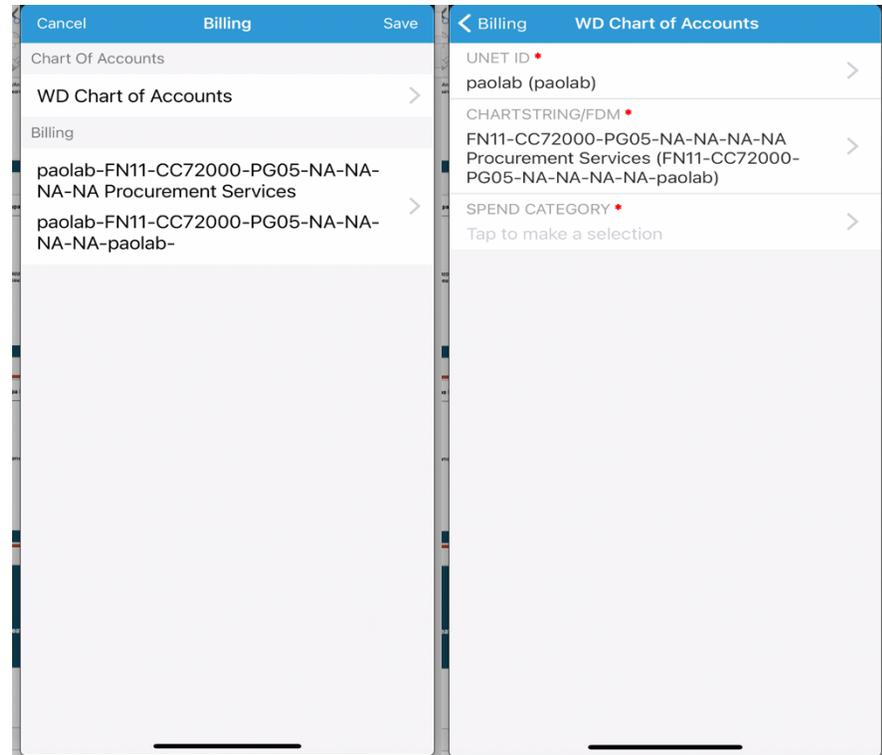
BILLING
Tap to add billing...

Reporting_Department
Procurement Services

WD Student Clubs
Tap to make a selection

Camera icon

BILLING- Select your chargeline then select appropriate **Spend Category**



Once all required information is added, click on the camera icon to take picture of receipt. After you attach receipt, go back to reports and hit submit.

