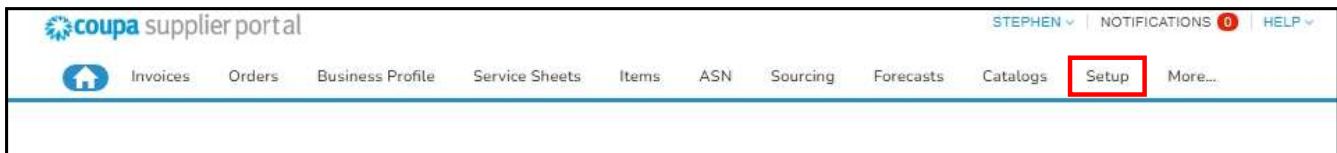


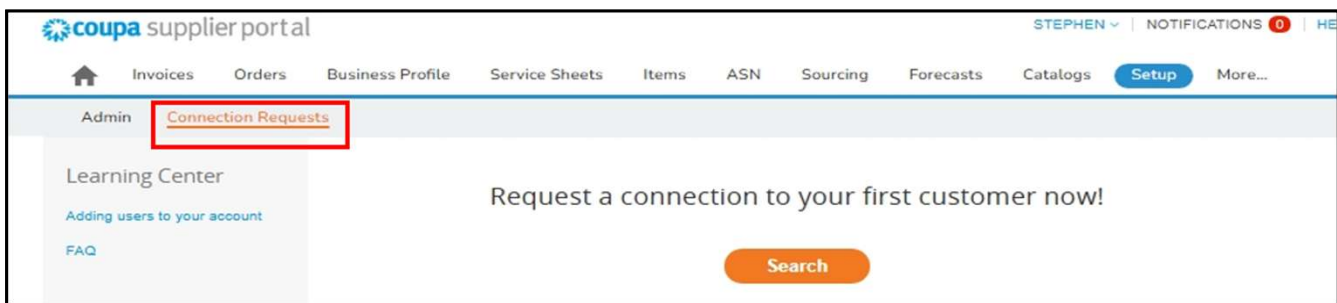
Quick Reference Guide – Connecting with Cortland through Coupa

This guide demonstrates how to submit a request to Connect with Cortland in Coupa. Suppliers who already have a Coupa account can use this method to add Cortland as a Customer in Coupa.

1. To connect with Cortland in Coupa, click the **“Setup”** tab on the main menu to navigate to the **Setup** page.



2. Under the **Setup** menu, click the **“Connection Requests”** tab.

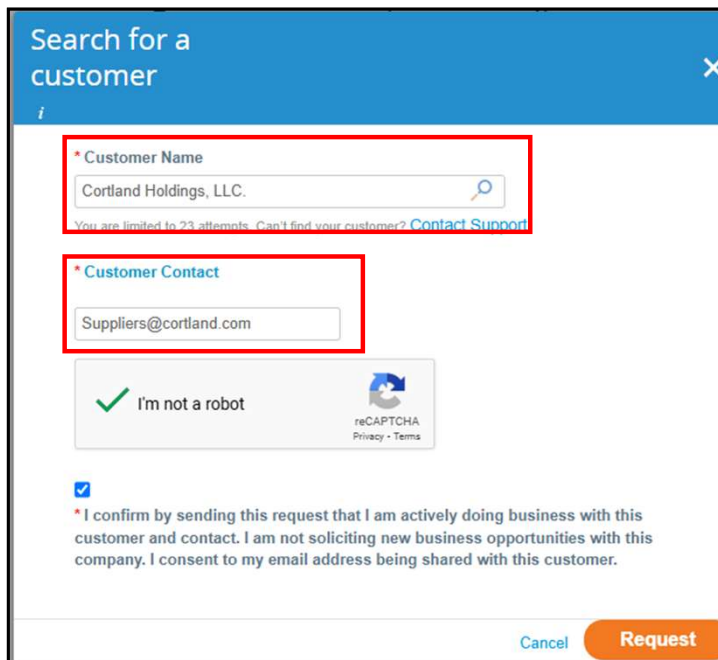


3. Click **Search** to locate Cortland in Coupa.

Customer Name = **Cortland Holdings, LLC**

Customer Contact = Suppliers@cortland.com

4. Check the box to confirm and click **Request** to submit your connection request.

A screenshot of the 'Search for a customer' form in Coupa. The form has a blue header with the title 'Search for a customer' and a close button. Below the header, there are two main sections. The first section is for 'Customer Name' and contains a text input field with 'Cortland Holdings, LLC.' and a search icon. The second section is for 'Customer Contact' and contains a text input field with 'Suppliers@cortland.com'. Below these sections is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. At the bottom of the form, there is a checkbox that is checked, followed by a confirmation statement: 'I confirm by sending this request that I am actively doing business with this customer and contact. I am not soliciting new business opportunities with this company. I consent to my email address being shared with this customer.' At the very bottom, there are two buttons: 'Cancel' and 'Request'.