The AstraZeneca Coupa Implementation

Coupa Training Session for AZ Suppliers

The session will be recorded

Your microphone is muted

Please use Q&A functionality to raise questions

The recording will be published on AZ Coupa Supplier Hub

Interpretation
Veuillez utiliser la fonction "Interpretation" dans votre menu pour basculer afin d'entendre le contenu de la présentation dans votre langue.

Coupa

Transforming
the way we buy

Coupa Training Session

April 2022

CSP Training Agenda

01

What are the key dates?

02

Where to find CSP credentials?

03

Why and how to set up Legal Entity?

04

How to manage day-to-day transactions in the CSP

05

How to get support

06

Q&A

1

Key dates for you

Recap: Coupa transmission methods

CSP

COUPA SUPPLIER PORTAL IS AN ONLINE TOOL THAT SERVES AS THE INTERFACE BETWEEN THE SUPPLIERS AND ASTRAZENECA TO TRANSACT ORDERS AND INVOICES

- No costs associated
- Multiple users with access to orders and invoices
- Dashboard view of all PO/ invoices
- Ability to create multiple Legal Entities

SAN

SUPPLIER ACTIONABLE NOTIFICATIONS GIVES SUPPLIERS THE ABILITY TO ACT DIRECTLY FROM THEIR EMAIL INBOXES WHEN THEY RECEIVE A PO; SUPPLIERS CAN FLIP AN E-MAILED PO TO AN INVOICE

- No costs associated
- Single email address used for orders submission/ invoice generation
- Option to switch to CSP at any time

cXML

CXML IS A PROTOCOL USED FOR THE COMMUNICATION OF BUSINESS DOCUMENTS BETWEEN PROCUREMENT APPLICATIONS AND SUPPLIERS

- Technical capability to manage cXML transmission required
- Testing required
- <u>Available only for high volume suppliers designated by AZ Coupa SE team</u>

Key dates for your calendar

E-learning completion	CSP invites	Coupa Go-Live	First orders submitted
May 2nd	**w/c April 25th**	**May 4th**	**May 4th**
E-learning available at www.astrazeneca.com	*Invites sent to your email inbox*	*Coupa Supplier Portal active for AstraZeneca Suppliers*	*PO sent to your company account in the CSP*

Invoicing during Transitioning period

- AZ will be closing open POs and then recreating new POs with the **balance** in Coupa - this means you will be issued with **new orders** in Coupa **4th May onwards**. You must invoice via your agreed E-invoicing channel (CSP, SAN, cXML)

- Speak to your AstraZeneca customer/point of contact to ensure you are prepared for the Transition to Coupa and to align on which orders will be recreated

- Contact our Helpdesk team by April submitting a statement to clear open debt, if any exist

Goods and services received **prior to May 4th**	Goods and services received **from May 4th onwards**
A Goods and services received prior to 4th May will be processed in Ariba. All invoices against Ariba POs that have been fulfilled prior to 4th May must be billed/submitted by 31st May	**C** Goods and services received starting May 4th will be processed in Coupa. Be aware that your new POs issued from Coupa will reference your old PO (PO number) from Ariba – this will help you reconcile

2

Register for the CSP

Registration options available for you

FOR FIRST TIME USERS OF COUPA

- AstraZeneca – created invite
- Self-registration
- Forwarded invitation from a coworker

IF YOU HAVE CSP ACCOUNT ALREADY

- No need to register

Please watch out for an AstraZeneca–created invite to link your account with AstraZeneca as your new customer in the CSP

The AstraZeneca CSP invites will be submitted in w/c April 25th to all suppliers expected to transact with us via Coupa Supplier Portal after Coupa Go-Live
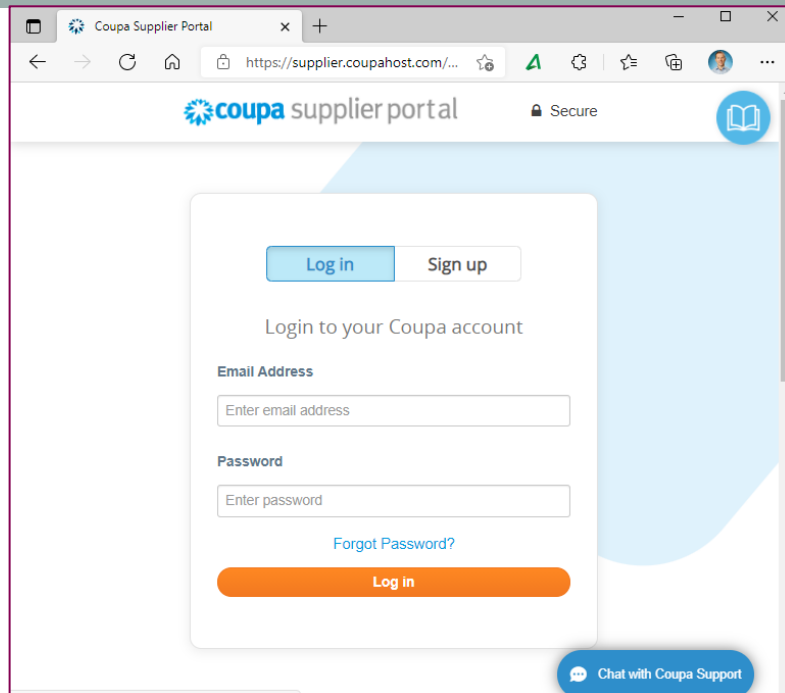
More information in the "Coupa Supplier Portal registration" lesson of the e-learning

Coupa Training for AZ Suppliers | April 2022
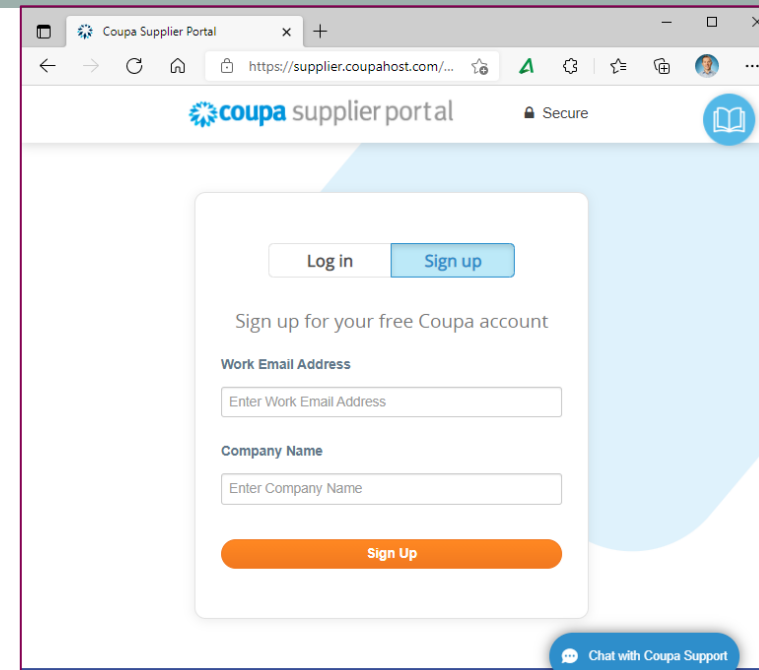
Coupa Supplier Portal

www.supplier.coupahost.com

www.supplier-test.coupahost.com

Key takeaways

CSP Credentials are set up by individual users (login: email address & password)
The AZ CSP System invite is submitted to the one email address which we received as a primary contact person.   Supplier CSP User Accounts are setup by your company CSP Admin.

AZ CSP system invite will be submitted in w/c April 25th

An individual who received CSP system invite from AZ automatically becomes a CSP Account Admin.
Admin has the rights to assign different account admins through User Management/ Settings

AZ Coupa Supplier Enablement Team can support in submitting additional CSP invite to relevant email address. **Credentials reset must be supported by Coupa Technical Support** (chat window in the login page)

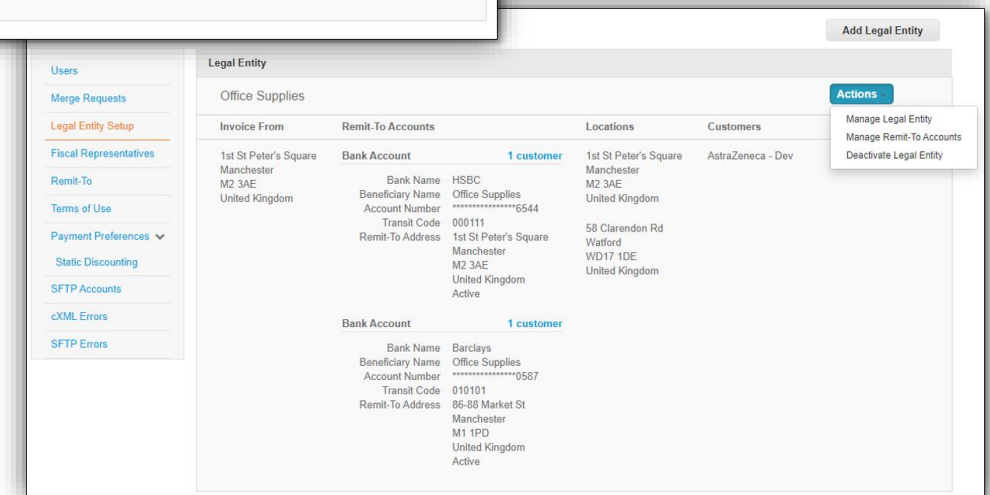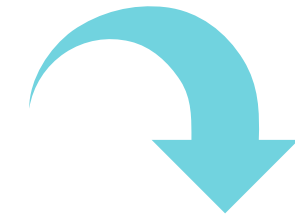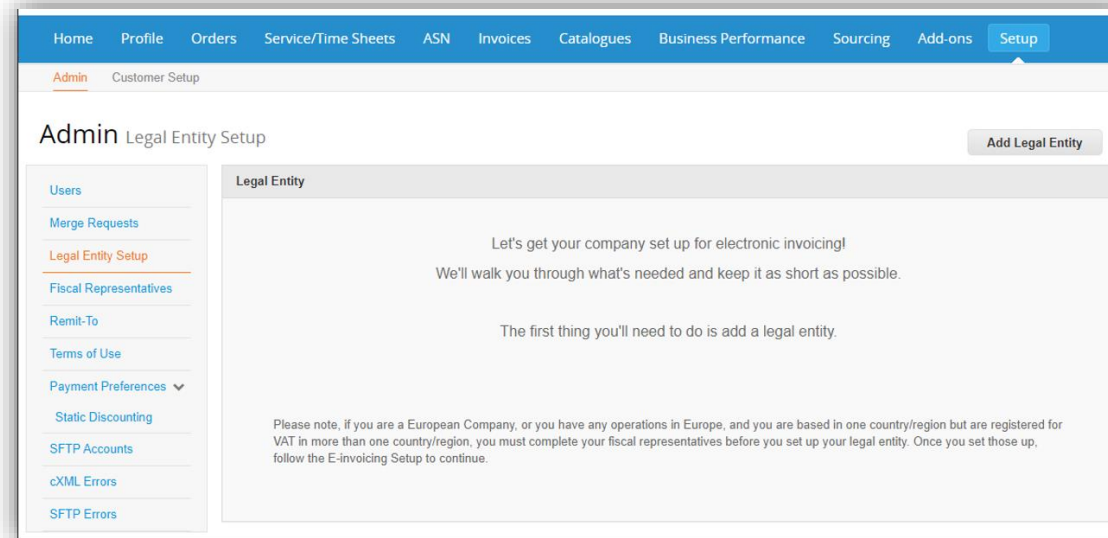**3**

Set up your Legal Entity & Remit To

Set up your Legal Entity

All data listed in the Legal Entity structure goes on to the legal invoice that Coupa creates on your behalf

More information in the "Legal Entity setup" lesson of the e-learning

Set up your Remit To

Remit-to addresses ensure global electronic invoice compliance

More information in the "Manage Remit To" lesson of the e-learning

Terms of Use

Please make sure that you accept this before the Coupa Go-Live.
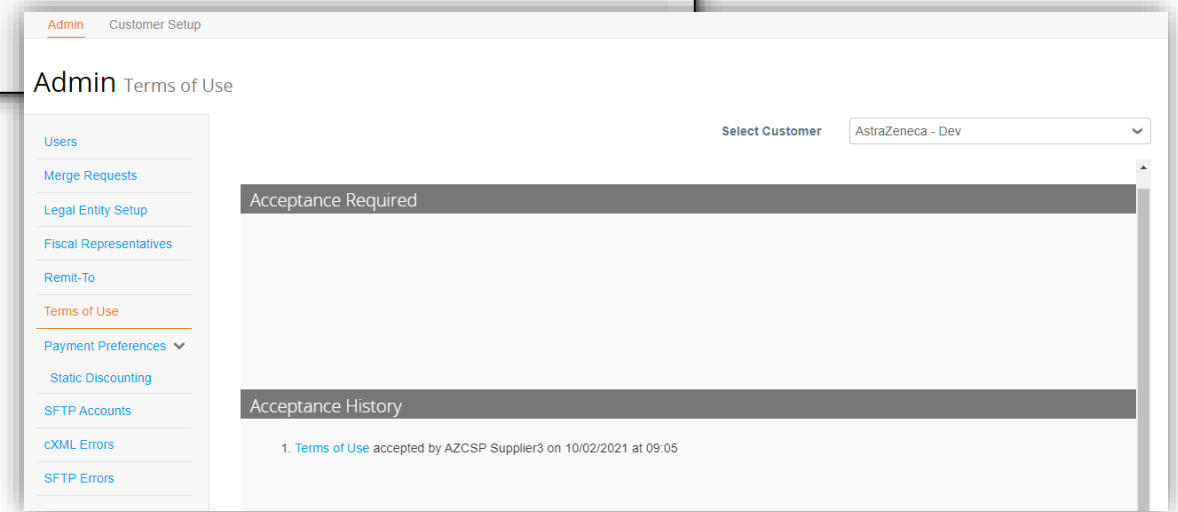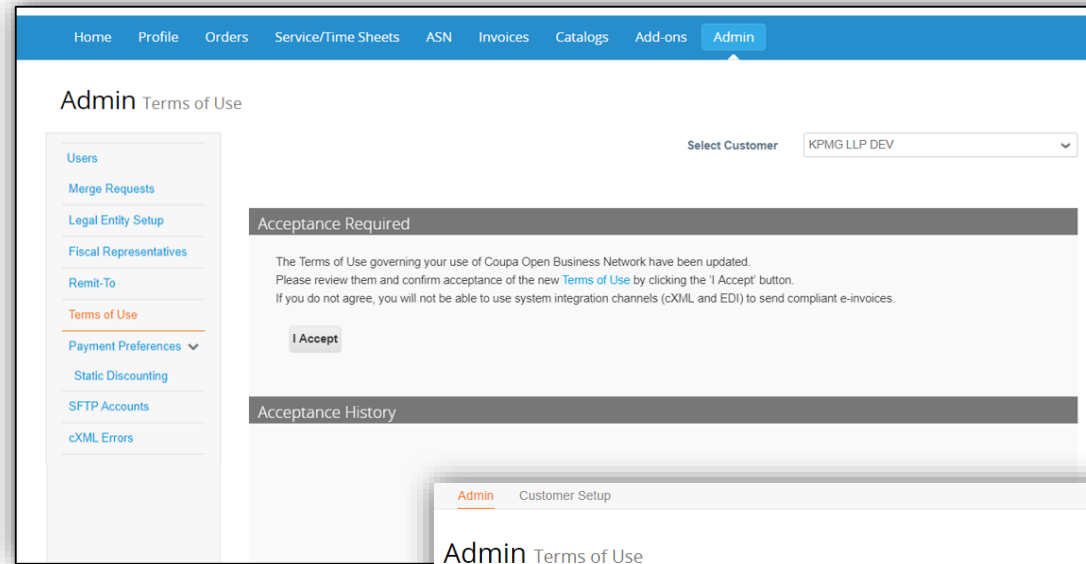
More information in the „CSP Admin" lesson of the e-learning

supplier-test.coupahost.com/home

❋coupa supplier portal

Home	Profile	Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Business Performance	Add-ons

Setup

Recommended: Complete your profile to get paid faster and get discovered   Learn More

Profile Progress
◎ ◎ ◎ ◎ ◎

Last Updated
🕐 5 days ago

Improve Your Profile

Profile Summary

🌐

1

Legal Entity
View

👤

1

Registered User
View

👥

1

Connected Customer

✔ Banking Info   ✔ Diversity   ⊘ Accelerate   ✔ Bribery Policy

USCSP Supplier1

Announcements   View All (0)

One-Click Savings   View All

🏷️ **Start saving today!**
Explore deals for your company, exclusive to
the Coupa Community.

Merge Accounts

If your company has multiple CSP accounts,
merge them to reduce confusion for your
customers. Learn more

Request Merge

Latest Customers

AstraZeneca – Coupa (Dev)

Key takeaways

The Legal Entity Setup section is available only to the admins. If you are the one who has created the account, you will be granted with the admin permissions.

All data used in the Legal Entity structure goes on to the legal invoice that Coupa creates on your behalf. Please ensure this information is accurate.

Please provide an admin right to anyone in your organisation who is responsible for keeping Legal Entity information up-to-date!

To meet compliance regulations an invoice must include a remit-to address and associated tax information. **The banking details** have to be added when setting up Remit – to.

4

Manage transactions in the CSP

Key takeaways

If you enable email notification for POs, you will receive an email notification for any new order. Notifications are set up on an individual account level.

Invoice Receipt Date is the starting point for calculating payment terms. The invoice date (invoice receipt date) is defaulted to the date you create and successfully submit an invoice in the CSP.

In the "Invoice" tab you can review real-time payment information by choosing the *Payment Information* view.

For Coupa compliant e-invoicing countries, as per the T&Cs, **Coupa will issue the legal invoices on your behalf**, therefore no need to attach or issue a copy of an invoice generated from your system. Please attach any supportive documentation if required.

5

Get support

Support structure after Coupa Go-Live in France

The CSP technical queries, issues with registration or set up	⚙	**Coupa Support – chat feature in the CSP**
AZ transactions related queries in your CSP account	🧠	**AstraZeneca TGPS Supplier Enablement**
Questions regarding your invoices & payments	💵	**AstraZeneca Helpdesk/ FINANCE DIRECT**
Your company details changes	📄	**Your AstraZeneca business contact**

Coupa Supplier Portal Guide for AstraZeneca Suppliers

https://www.astrazeneca.com/az-suppliers/az-coupa-supplier/french-suppliers.html
Training section on the AstraZeneca Coupa Supplier Hub webpage

6

Q&A

Thank you!