

Coupa is transforming the way in which AstraZeneca transacts with suppliers!

Coupa Programme Supplier Newsletter – August 2020



What is Coupa?

Coupa is a leading cloud-based e-commerce company in connecting buyers with their suppliers. Coupa will be used to send purchase orders and to receive invoices electronically. Once fully launched, this new system will provide significant benefit to you, including:

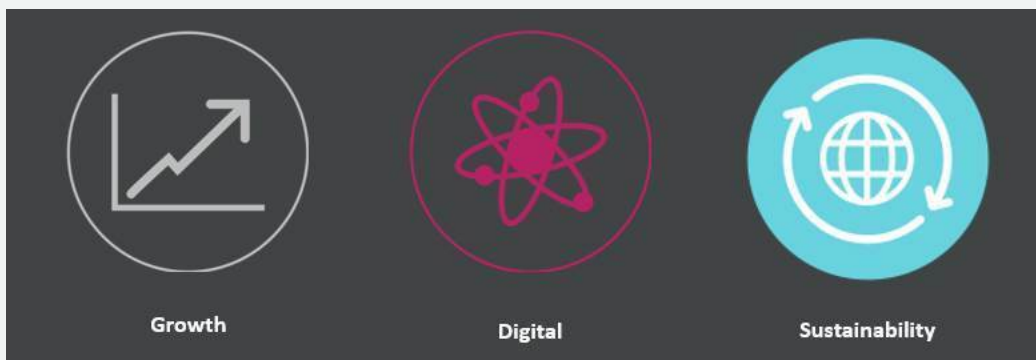
- Greater control over order processing
- Ability to create electronic invoices
- Better communication and visibility with AstraZeneca
- Faster invoice-to-pay process with convenient visibility into the status of your invoices/payments
- No installation of hardware or software required

Best of all, it's free of charge! There is no cost for you to transact with AstraZeneca using Coupa.

Why are we deploying Coupa?

This programme is a key strategic priority for AstraZeneca. It is aligned to our future ambition and AZ Growth through innovation strategy.

One of our top priorities is our commitment to seamless and user-friendly supplier partnerships as we recognize the important role our suppliers play in AstraZeneca's operations, supplying us with vital goods and services so we can bring life changing medicines to patients. By utilizing Coupa we will have ability to improve the way we do business through enabling greater visibility across the PO and invoicing process – ultimately making it easier for you as a partner to transact with us. Moving to Coupa means also supporting AZ and our supply chain sustainability targets around the adoption of 'green' or sustainable business practices, like E-invoicing.



What will be different with Coupa?

Following the launch of Coupa, AstraZeneca will require suppliers to submit invoices electronically through Coupa. Your invoicing options are listed below. Regardless of which option you choose; you will not be charged a fee.

- **Coupa Supplier Portal (CSP):** We will send you an email invitation to register on the CSP. You can log in to the CSP to view POs as well as create and send invoices electronically.
- **cXML transmission:** With this option, suppliers will send their invoice information in an InvoiceDetailRequest cXML format and post the file directly to Coupa via an HTTP post.
- **Supplier Actionable Notification (SAN):** You can act directly from your email inbox, receive purchase orders, and create invoices without registering or logging in to the Coupa Supplier Portal.



Global sequencing approach

Across 12 markets, AstraZeneca will phase the deployment of Coupa, starting with the UK. Then proceeding with NAM, Sweden and some European markets, and finishing with ASPIAPAC and LATAM markets.

If you interact with a market not shown on this plan, please note there are a number of separate initiatives that are assessing the process & technology options – but note that this activity currently sits outside of this programme scope.

The potential Coupa transition of other AstraZeneca Regions/Countries will be communicated to you well in advance.



How to enable suppliers on Coupa?

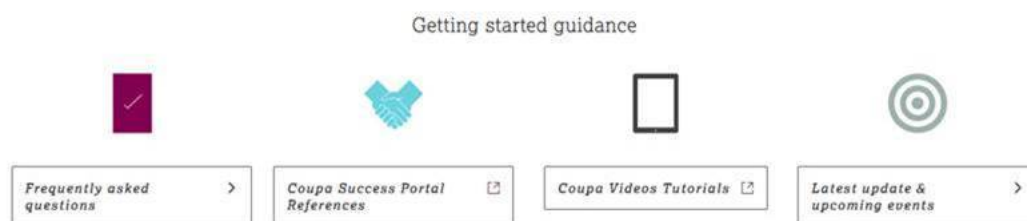
To take full advantage of the platform and enable electronic transactions to flow to and from suppliers, suppliers will be enabled in Coupa in time for go-live at no cost to them.



Q&A webinars

End-July the extended Coupa Supplier Enablement Team, joined by Head of Procurement Digital and IT, ran several webinars to introduce Coupa Programme to you, our UK supplier base. We have shared the programme background, outlined our approach for Supplier Enablement and explained key changes in the methods of transacting with AstraZeneca via Coupa.

We have received a lot of questions. For your convenience, we have added these to Coupa FAQs on the AstraZeneca Coupa Supplier Hub.



Action required

In order to make this transition a success we need your support. You have been sent an email containing a link to an online survey. The information gathered in this survey is required to get your company properly set up to transact with AstraZeneca using our new Coupa system.

Thank you for your cooperation in filling out the survey. For those suppliers for which we did not receive a response, we have been following up with reminder emails and resending the survey every 2 weeks (the latest email from August 12th).

If you haven't responded to the survey yet, please check your inbox and make sure to share your answers as soon as possible. Please note that surveys were sent to one (or more) contacts for your company. Only one survey response is needed per legal entity.

AstraZeneca Coupa implementation survey

Coupa

Key dates for your diary

Please note the key identified transition dates below:

CSP and SAN training
sessions
February 2021

Invitation to
register on the CSP
February 2021

Coupa go-live
UK
March 31st 2021

The next newsletter release with updates on the project progress in September!

Thank you for your support and we look forward to developing our trading relationship further through this exciting initiative.

Find out more

If you have any questions or would like to find out more, you can:



Email the Supplier Enablement Team



Visit our Coupa Supplier Hub



Visit the Coupa Supplier Portal



Yours sincerely,

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