

Dear Supplier,

We are transforming the way we buy

AstraZeneca is transitioning from its current Procure-to-Pay system (Ariba) to Coupa. Coupa will enable us to significantly improve our purchase requisition and invoicing process for the goods and services you supply to AstraZeneca. This will occur over the next three years with the initial implementation in the UK in Q1 2021. Global suppliers can expect two ways of transacting with AstraZeneca as a result of global sequencing approach. We will provide you with exact timelines for further implementations as and when they are finalised.

What is Coupa?

Coupa is a leading cloud-based e-commerce company that connects buyers with their suppliers. The Coupa platform 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 and payments
- No installation of hardware or software required

Best of all, it's free of charge! There is no cost for you to transact through this application.

Our ask of you

As an important supplier to AstraZeneca, we are requesting your help in preparing and ensuring a smooth transition to our new process.

In a few days, you will be 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. For FAQs and more information on how to prepare for the survey, visit our [Coupa Supplier Hub](#).

In order to make this transition a success we need your support. We have established a Supplier Enablement Team to assist you with the transition. We realise that there will be many questions about the nature of this change. As such, we will provide an opportunity for you to attend a Q&A session that will give a project overview, as well as address any important questions you may have. Invitations will be emailed to the contact person nominated in the survey. The Q&A session will last approximately 45 minutes with two dates scheduled in July. More information regarding the training will follow.



If someone else in your organisation should be contacted to complete this survey instead, please provide their email address to Coupa-Supplier-Enablement@astrazeneca.com

Key dates for your diary

Please note the key identified transition dates below:

June 2020

Suppliers receive a survey via email to gather info to set you up in our system

H2 2020

Multiple supplier Q&A and training sessions on our transition to Coupa

Q1 2021

Date Coupa will go live for AstraZeneca UK

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,

AstraZeneca Supplier Enablement Team 
Coupa-Supplier-Enablement@astrazeneca.com



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