



Coupa

Transforming
the way we buy

Coupa Supplier Training Webinar

February 2021



CSP Training Agenda

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you need to
know

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Register for
the CSP

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Legal Entity
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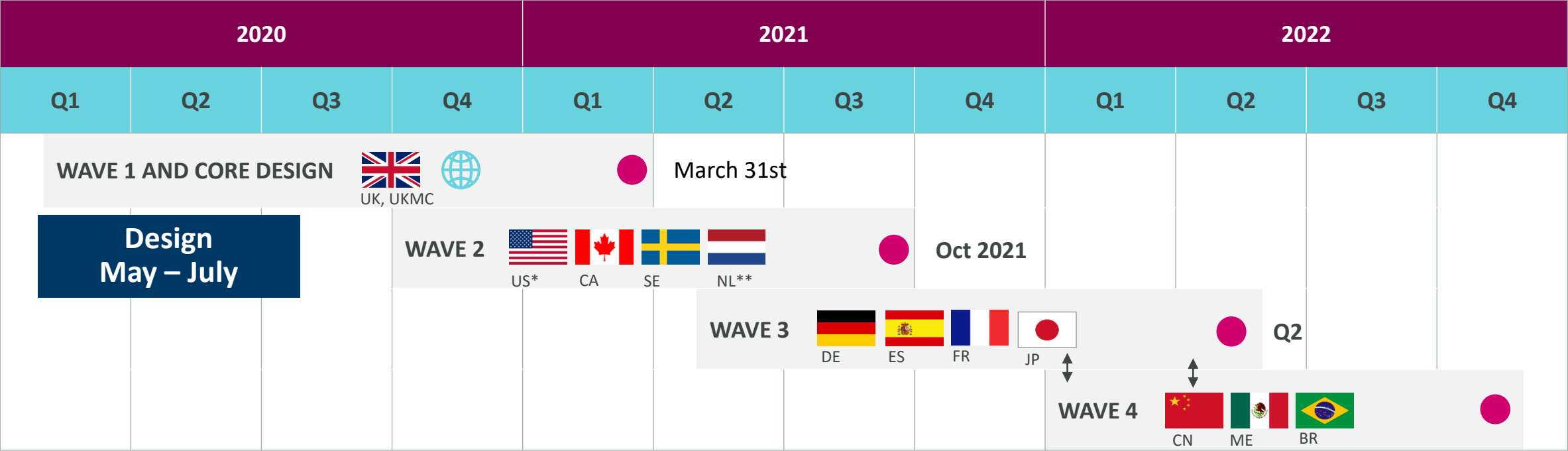
Q&A

1

Key dates for you



Global sequencing approach



Why deploy in this order?

- Balances risk and impact
- Upfront design critical
- With experience, we’ll be able to accelerate

Key:
● Go-live

Wave 2 Notes:
*includes **Speke** site in UK
** includes both Nijmegen Ops and Oss (Acerta) sites



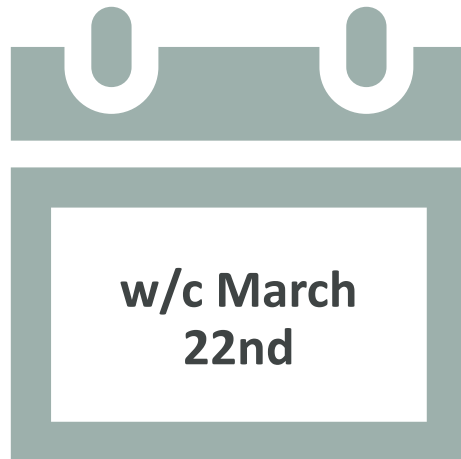
Key dates for your calendar

E-learning completion



*E-learning available at
www.astrazeneca.com*

CSP invites



*Invites sent to your email
inbox*

Coupa Go-Live in the UK



*Coupa Supplier Portal active
for AstraZeneca Suppliers*

First orders submitted



*PO sent to your company
account in the CSP*



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 March 22nd 2021 to all suppliers expected to transact with us via Coupa Supplier Portal after Coupa Go-Live in the UK (March 31st).

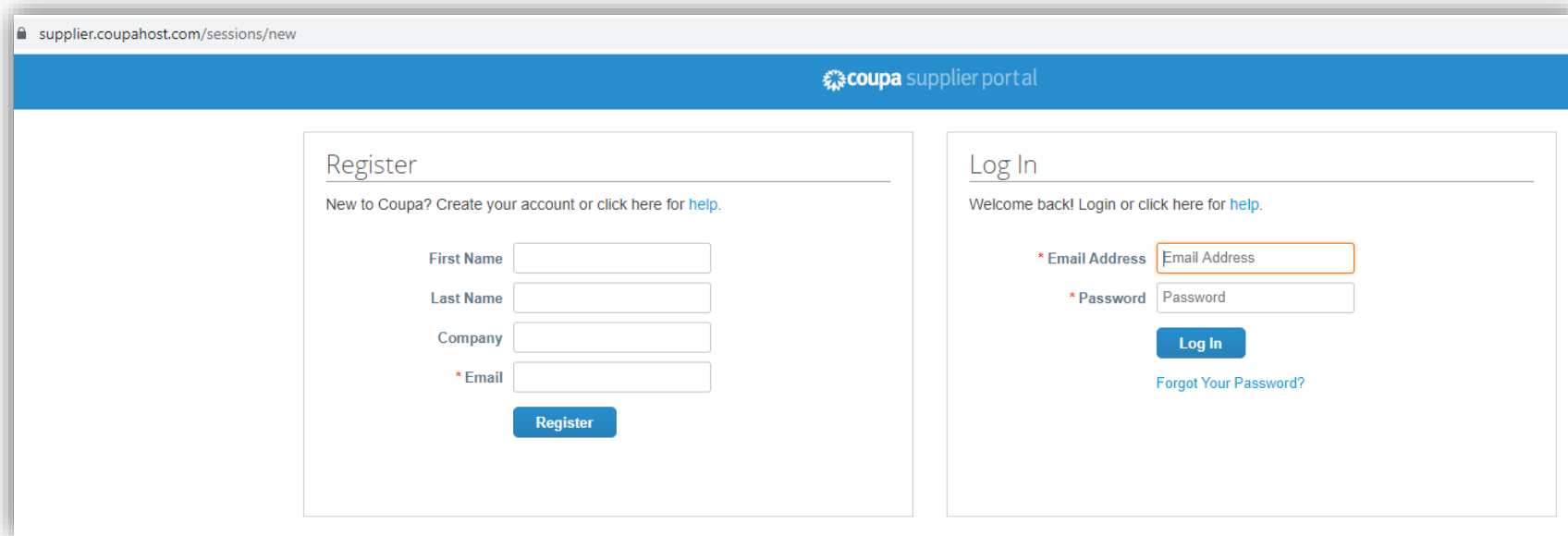
More information in the “Coupa Supplier Portal registration” lesson of the e-learning



Coupa Supplier Portal

www.supplier.coupahost.com

www.supplier-test.coupahost.com



The screenshot shows the Coupa Supplier Portal interface. The browser address bar displays `supplier.coupahost.com/sessions/new`. The page header is blue with the Coupa logo and the text "coupa supplier portal". The main content area is divided into two panels: "Register" and "Log In".

Register Panel:

- Text: "New to Coupa? Create your account or click here for [help](#)."
- Form fields: "First Name", "Last Name", "Company", and "* Email".
- Button: "Register".

Log In Panel:

- Text: "Welcome back! Login or click here for [help](#)."
- Form fields: "* Email Address" and "* Password".
- Button: "Log In".
- Link: "[Forgot Your Password?](#)".



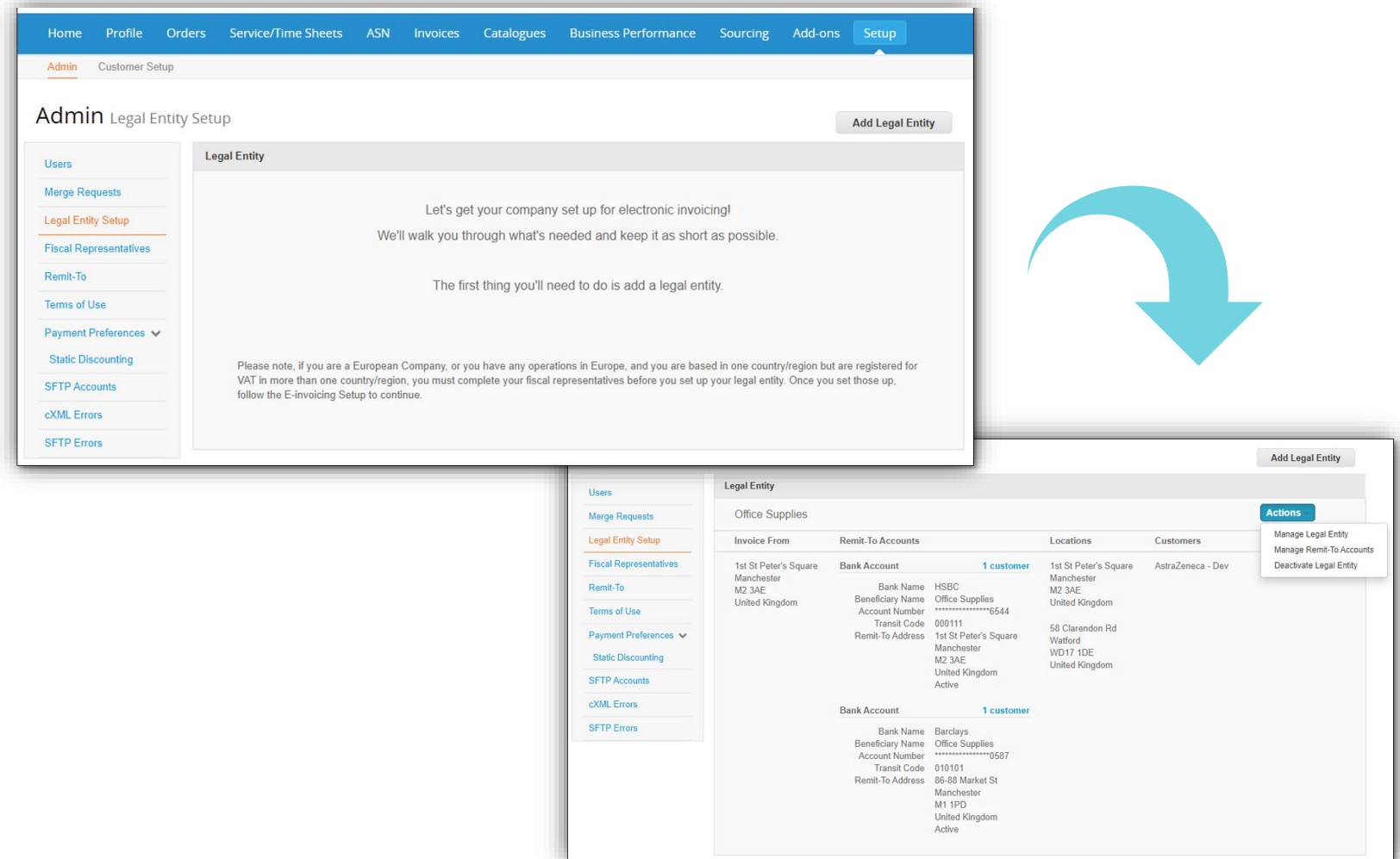
3

Set up your Legal Entity



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



The screenshot displays the Coupa Legal Entity Setup interface. The top navigation bar includes links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogues, Business Performance, Sourcing, Add-ons, and Setup. The left sidebar lists various administrative options: Users, Merge Requests, Legal Entity Setup (highlighted), Fiscal Representatives, Remit-To, Terms of Use, Payment Preferences, Static Discounting, SFTP Accounts, cXML Errors, and SFTP Errors. The main content area is titled 'Admin Legal Entity Setup' and features an 'Add Legal Entity' button. It contains instructional text: 'Let's get your company set up for electronic invoicing! We'll walk you through what's needed and keep it as short as possible. The first thing you'll need to do is add a legal entity.' A note mentions that European companies must complete fiscal representatives before setting up a legal entity. A large blue arrow points from this initial screen to a second screenshot below it, which shows a detailed view of the 'Legal Entity' setup. This second view includes a table with columns for 'Invoice From', 'Remit-To Accounts', 'Locations', and 'Customers'. It lists two bank accounts: HSBC and Barclays, each associated with a customer named 'Office Supplies'. An 'Actions' menu on the right allows for managing the legal entity, remit-to accounts, and deactivating the entity.

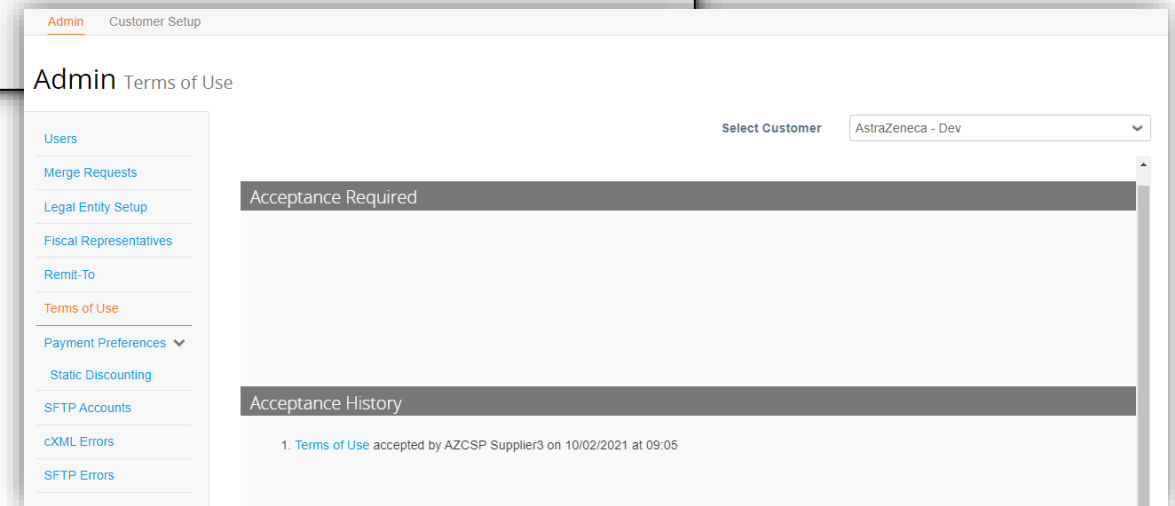
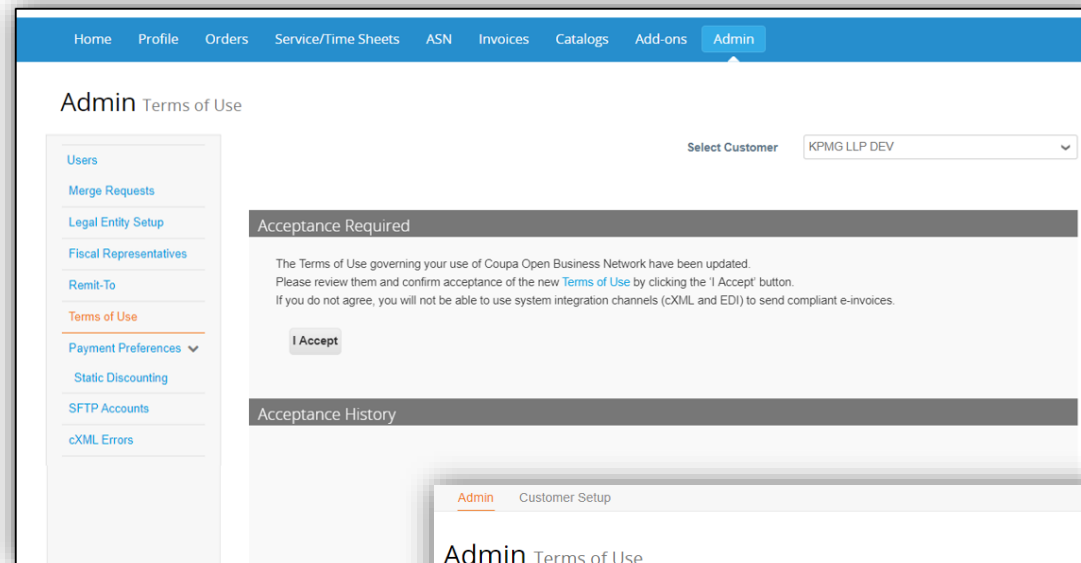
Invoice From	Remit-To Accounts	Locations	Customers
1st St Peter's Square Manchester M2 3AE United Kingdom	Bank Account 1 customer Bank Name: HSBC Beneficiary Name: Office Supplies Account Number: *****6544 Transit Code: 000111 Remit-To Address: 1st St Peter's Square Manchester M2 3AE United Kingdom Active	1st St Peter's Square Manchester M2 3AE United Kingdom 58 Clarendon Rd Watford WD17 1DE United Kingdom	AstraZeneca - Dev
	Bank Account 1 customer Bank Name: Barclays Beneficiary Name: Office Supplies Account Number: *****0587 Transit Code: 010101 Remit-To Address: 86-88 Market St Manchester M1 1PD United Kingdom Active		

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



Terms of Use

Please make sure that you accept this before the Coupa Go-Live in the UK.



More information in the „CSP Admin“ lesson of the e-learning



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Manage transactions in the CSP



5

Get support



Support structure after Coupa Go-Live in the UK

The CSP technical queries, issues with registration or set up



Coupa Support – chat feature in the CSP

AZ transactions related technical queries in your CSP account



AstraZeneca TGPS Supplier Enablement

Questions regarding your invoices & payments



AstraZeneca Helpdesk

Your company details changes



Your AstraZeneca business contact

More information in the “How to get support” lesson of the e-learning

Coupa Supplier Portal Guide for AstraZeneca Suppliers

<https://www.astrazeneca.com/az-suppliers/az-coupa-supplier.html>

Training section on the AstraZeneca Coupa Supplier Hub webpage

The screenshot shows the AstraZeneca Coupa Supplier Hub webpage. At the top, there are two logos: AstraZeneca and Coupa. Below the logos, there are two sections: "A message from AstraZeneca Chief Procurement Officer, John Dickson, on the Purchase-To-Pay transformation" and "Introduction to AstraZeneca's rollout of Coupa". Below these, there is a large banner for "The Coupa Supplier Portal Guide for AstraZeneca Suppliers" with a button to "Open the e-learning". Below the banner, there are three columns of content: "Coupa Supplier Enablement", "Order Management", and "Invoice Management". Each column has a list of topics with checkboxes.

Coupa Supplier Enablement	Order Management	Invoice Management
☒ What is Coupa?	☒ Key Changes in Using Coupa?	☒ AstraZeneca Invoicing Methods
☒ Coupa enrolment and enablement	☒ Coupa Registration Process Guide	☒ Checking the Status of Invoices
☒ Supplier questionnaire	☒ Coupa Supplier Portal	☒ Training and Support on Coupa

The screenshot shows the AstraZeneca Coupa Supplier Hub webpage. At the top, there is a large banner for "Coupa Supplier Portal Guide for the AstraZeneca suppliers" with buttons for "START COURSE" and "DETAILS". Below the banner, there is the AstraZeneca logo. Below the logo, there is a message: "Dear AstraZeneca UK Ltd and/or MedImmune Limited Supplier!". Below the message, there is a paragraph: "This course is to provide you with an overview of what the Coupa Supplier Portal (CSP) has to offer to the suppliers and handy hints on".

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Q&A



Thank you!

