Coupa
Transforming the way we buy

WE ARE ABOUT TO TRANSFORM THE WAY WE TRANSACT

COUPA GOES LIVE FOR THE USA, CANADA, SWEDEN, NETHERLANDS & SPEKE SITE (UK) ON OCTOBER 4TH

The important things you want to know before Go-Live

Coupa is a cloud-based purchasing tool with an easy-to-use interface that will make it simpler for suppliers to connect with AstraZeneca.

This new way of working will facilitate all purchase orders, invoices, and communications being managed through Coupa.

Invoicing methods via Coupa

From October 4th onwards all new AstraZeneca Sweden AB, MedImmune UK Limited, AstraZeneca Canada, AstraZeneca Pharmaceuticals LP, Medimmune LLC, AstraZeneca Nijmegen BV Purchase Orders for Indirects goods and services will be sent using Coupa.

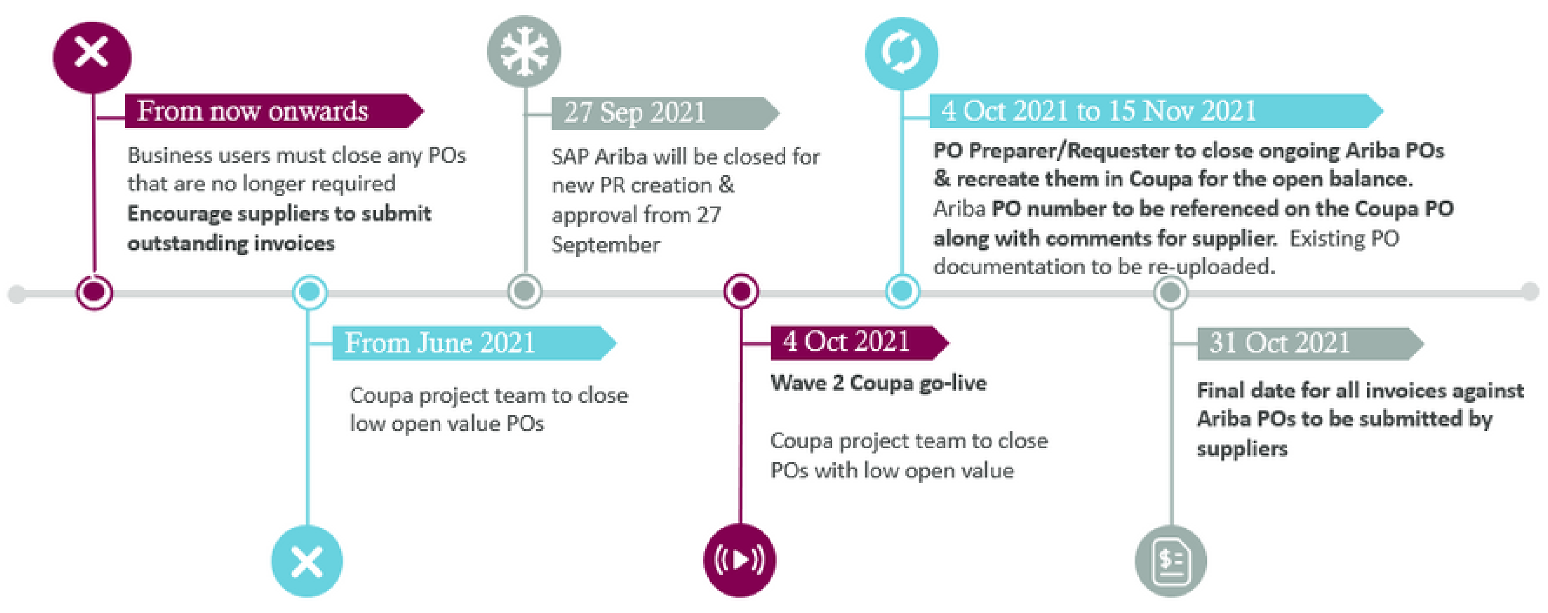
Suppliers are expected to send all related invoices back to AstraZeneca through the Coupa Supplier Portal, Supplier Actionable Notifications or cXML.

CSP	SAN	cXML
To connect your company to transact with AstraZeneca on the CSP we submitted the CSP email invites w/c Sept 20th. Act on the email to register for the CSP where AstraZeneca will appear as your customer.	SAN allow you to act on PO directly from email, having the options to create an invoice from, or add a comment to a PO, or create a CSP account. Please expect first order to reach your inbox on October 4th.	cXML connection to receive PO and submit invoices has been established in cooperation with your cXML experts. If you wish to establish new cXML integration, please reach out to TGPS Supplier Enablement.

Transitioning from SAP Ariba to Coupa

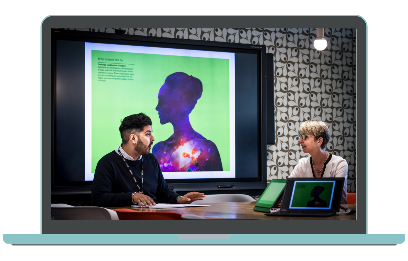
Any invoices for goods/services delivered prior October 4th should be submitted via Ariba/email.

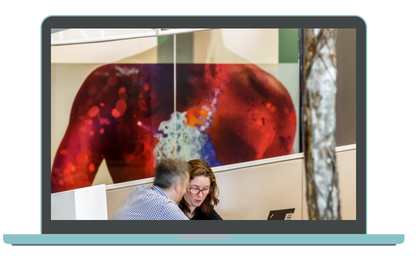
For new and/or replacement Coupa PO's, you will be issued with new Coupa PO's from October 4th onwards. You must invoice us via agreed e-invoicing channel. Refer to the comments section in the Coupa PO to verify if it is a replacement PO and which previous SAP Ariba PO it relates to.



Training resources

To help you to start off transacting with AstraZeneca via Coupa on the right foot we crafted for you a number of the training resources. They will provide you with an overview of what the Coupa Supplier Portal (CSP) has to offer to the suppliers, what SAN is about and handy hints on how to manage your purchase orders and invoices.


Coupa Guide for AstraZeneca Suppliers


CSP & SAN Training Sessions Recordings


CSP Training Deck


SAN Training Deck


Frequently Asked Questions


Coupa Success Portal

Key actions for suppliers as we transition

- Be aware that AZ will be closing open SAP Ariba (iBuy) POs and then recreating new POs with the balance in Coupa - this means you will be issued with new orders in Coupa 4th Oct onwards. You must invoice via agreed eInvoicing channels (CSP, SAN, cXML).
- Goods and services received up to 3rd Oct will be processed in Ariba. All invoices against Ariba POs that have been fulfiled prior to 3rd Oct must be billed/submitted by 31st Oct.
- Goods and services received after 3rd Oct will be processed in Coupa. Be aware that your new POs issued from Coupa will reference your old PO number from Ariba - this will help you reconcile.
- 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.
- Act on the Coupa Supplier Portal invite email (sent from <do_not_reply@supplier.coupahost.com>) by clicking "Join Coupa" and start the registration process.
- Once registered, ensure to set up your Legal Entity and Remit To Address (inc. banking details) for you Coupa Supplier Portal Account.
- Review the training materials and distribute them in your organisation as appropriate.

We're Here to Help

Once Coupa goes live, there are a number of options for you to get support.

Contact details for support teams can be found on the AstraZeneca Coupa Supplier Hub.

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