Coupa
Transforming the way we buy

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

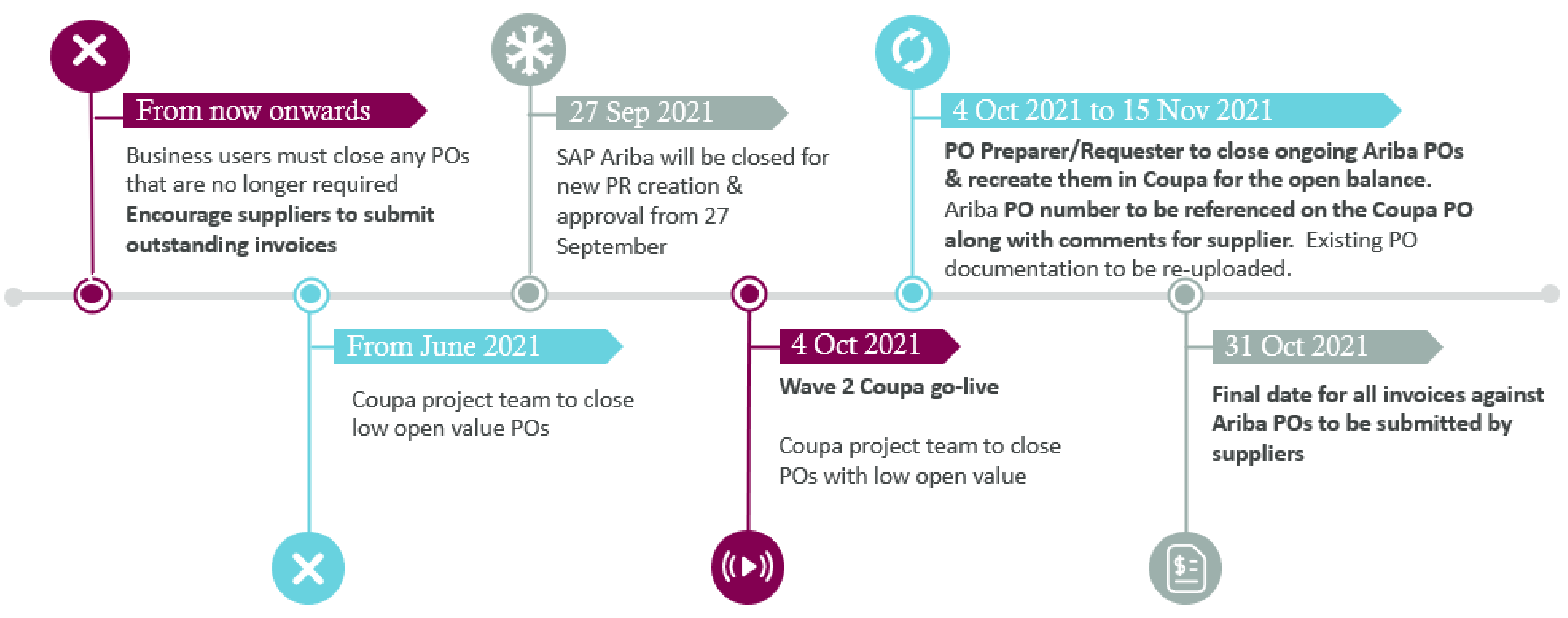
From October 4th onwards all new AstraZeneca Sweden AB, MedImmune UK Limited, AstraZeneca Canada, AstraZeneca Pharmaceuticals LP, Medimmune LLC, AstraZeneca Nijmegen BV, Acerta Pharma BV Purchase Orders for Indirects goods and services will be sent using Coupa.

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

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.



Your Go-Live Day Checklist

- 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, if you haven't done already. Review the Coupa Guide for AZ Suppliers for more instructions.
- Make sure your CSP Legal Entity and Remit To Address (inc. banking details) are set up correctly. Review the Coupa Guide for AZ Suppliers for more instructions.
- 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.
- Review the training materials available on the AZ Coupa Supplier Hub and distribute them in your organisation as appropriate.
- Contact your AstraZeneca customer/ point of contact to align on open purchase orders and timing for their recreation in Coupa.
- Review AstraZeneca Coupa Tax Guideline and Coupa Invoicing Magamenet instructions and share the e-learning links with your finance department.
- Save all contacts for AstraZeneca Support Teams in case you need help regarding Coupa.
- Check Frequently Asked Question for any questions you may have about AstraZeneca Coupa Implementation.

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

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