



Coupa

Transforming
the way we buy

Coupa Supplier Training Webinar

February 2021



SAN Training Agenda

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Key dates
you need to
know

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Receive PO

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you to
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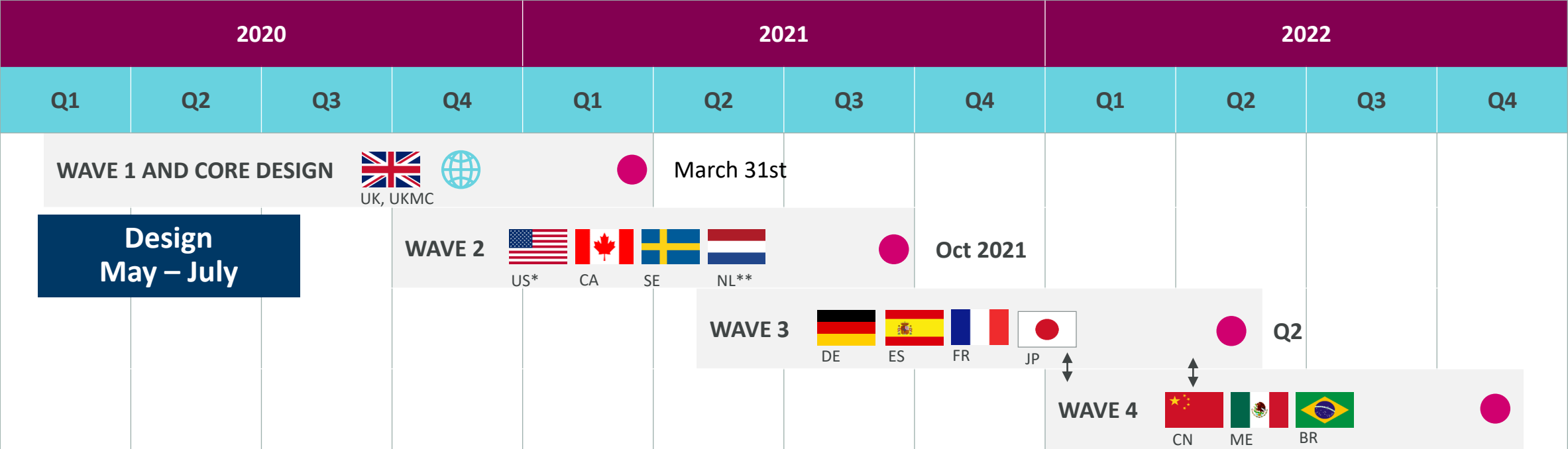
Q&A

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

Coupa Go-Live in the UK

First orders submitted



*Your company profiles
available for Purchasing in
the new AstraZeneca Coupa
system*



*PO sent to your company via
email*



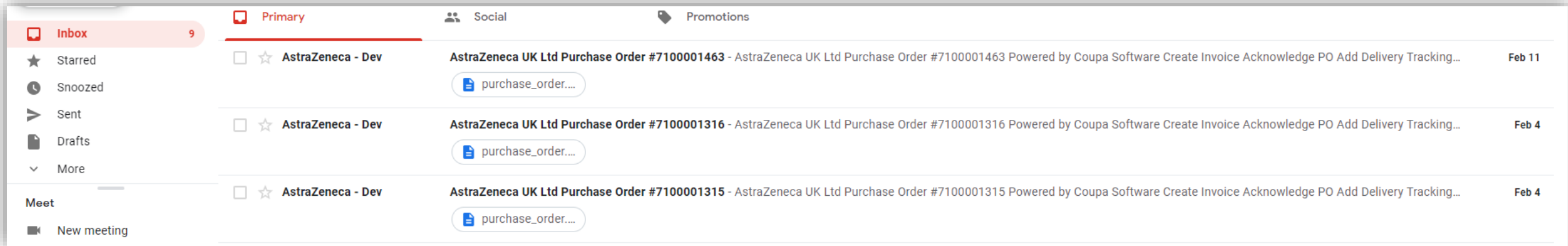
2

Receive PO



How to receive PO

Supplier Actionable Notifications gives you the ability to act directly from your email inboxes when you receive a PO.



Receive PO - demo

AstraZeneca AstraZeneca UK Ltd Purchase Order #7100001309

Powered by 

[Create Invoice](#) [Acknowledge PO](#) [Add Delivery Tracking](#) [Add Comment](#)

[Create Account](#)

 AstraZeneca UK Ltd
TEST PURCHASE ORDER

PO NUMBER
7100001309

DATE
04/02/2021

PAYMENT TERMS
V060_Net 60 days from invoice receipt

SHIPPING TERMS

CURRENCY
GBP

CONTACT
Eva Wang
eva.wang@astrazeneca.com

AZSAN Supplier1
Attn: AZSAN Supplier1
azsansupplier1@gmail.com

Ship To
AstraZeneca UK Ltd
Babraham Research Campus
Building 650
Cambridge, CB22 3AT
United Kingdom
UK-001
Attn: Eva Wang

Bill To
AstraZeneca UK Ltd
PO Box 30
Silk Road Business Park
Macclesfield, SK10 2NU
United Kingdom
Attn: Finance Helpdesk

Line	Description	Need By Date
1	Apple Mouse Supplier part number: AM001	28/02/2021

AstraZeneca  [Sign Out](#)

Get Connected with the Coupa Supplier Portal
Join now for free to track transactions, get notifications, edit your supplier profile, and more.

[Create Account](#)

Purchase Order #7100001309

Status Issued - Sent via Email

Order Date 04/02/2021

Revision Date 04/02/2021

Requester Eva Wang

Email eva.wang@astrazeneca.com

Payment Term V060_Net 60 days from invoice receipt

Attachments None

Acknowledged ☐

Assigned to

Shipping

Ship-To Address Babraham Research Campus
Building 650
Cambridge
CB22 3AT
United Kingdom
Location Code: UK-001
Attn: Eva Wang

Terms None

 **Shipment Tracking** [Add](#)

No delivery tracking.

Lines

[Advanced](#) [Sort by](#) Line Number: 0 → 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced
		Apple Mouse	10	Each	50.00	500.00	0.00

*** Need By** 28/02/2021 **Part Number** AM001 **Manufacturer Name** None **Manufacturer Part Number** None

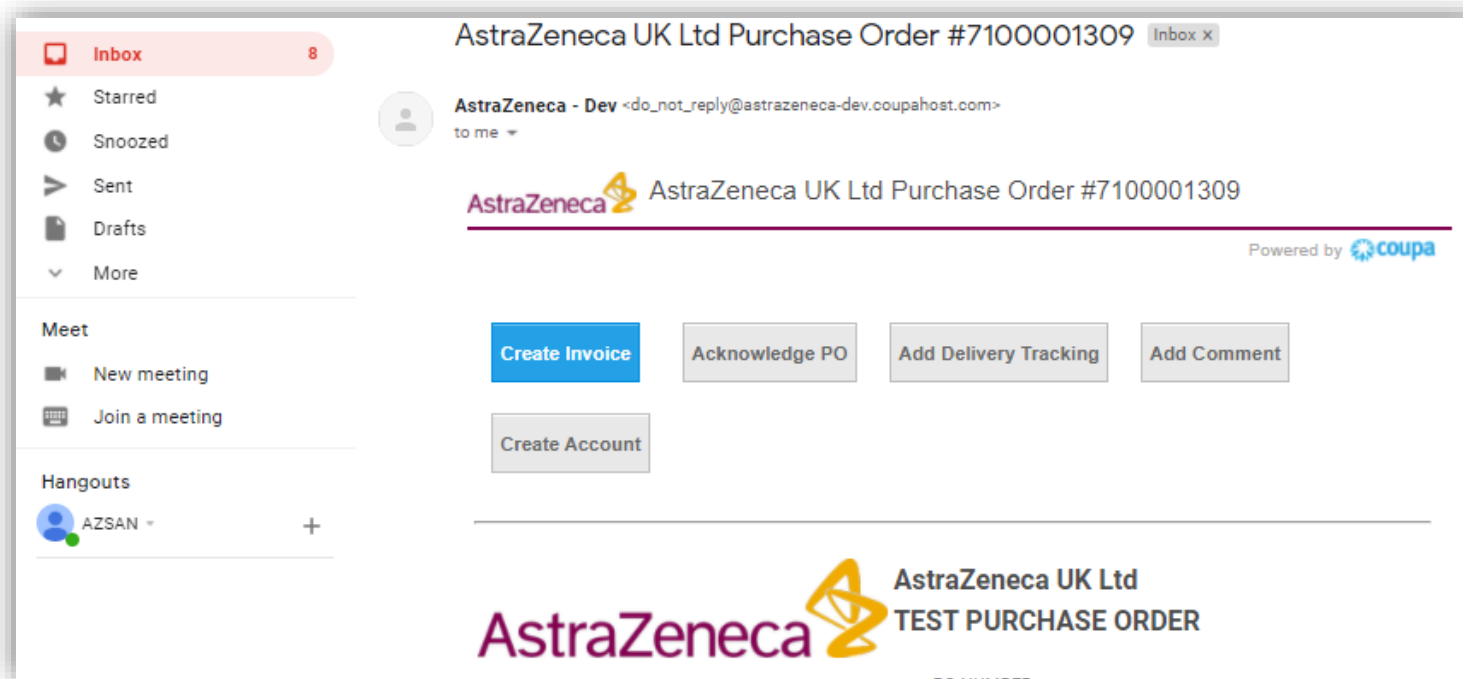
3

Create Invoice



How to create invoice

You can flip an e-mailed PO to an invoice directly from your inbox.



Create invoice - demo

AstraZeneca  **Create Invoice** Create

General Info

*** Invoice #**

Invoice Date Set automatically at time of submission

*** Payment Term** V060_Net 60 days from invoice receipt

*** Currency**

Status Draft

Shipping Term

*** Image Scan** No file chosen

Supplier Note

Attachments Add [File](#) | [URL](#) | [Text](#)

From

*** Supplier** AZSAN Supplier1

*** Invoice-From Address** No address selected 

*** Remit-To Address** No address selected 

*** Ship-From Address** No address selected 

To

Customer AstraZeneca - Dev

Buyer VAT ID

*** Ship To Address** Babraham Research Campus
Building 650
Cambridge
CB22 3AT
United Kingdom
Location Code: UK-001

Projected Payment None
Date

Lines

Type	Description	Qty	UOM	Price	
	Apple Mouse	10	Each	50.00	500.00 

Choose Invoice-From Address 

No invoice from addresses to choose from.

To add a new address click Create New Remit-To.

4

Your option for registration for the CSP



CSP Registration option available for you



As SAN Supplier can change your method of transacting with AstraZeneca

You can create a CSP account if you use Supplier Actionable Notifications (SAN) for receiving PO from AstraZeneca.

„Create Account" button is available on each PO email received from AstraZeneca.

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



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Get support



Support structure after Coupa Go-Live in the UK

AZ transactions related technical queries in your CSP account



AstraZeneca TGPS Supplier Enablement

Questions regarding your invoices & payments



AstraZeneca Helpdesk

Your company details changes

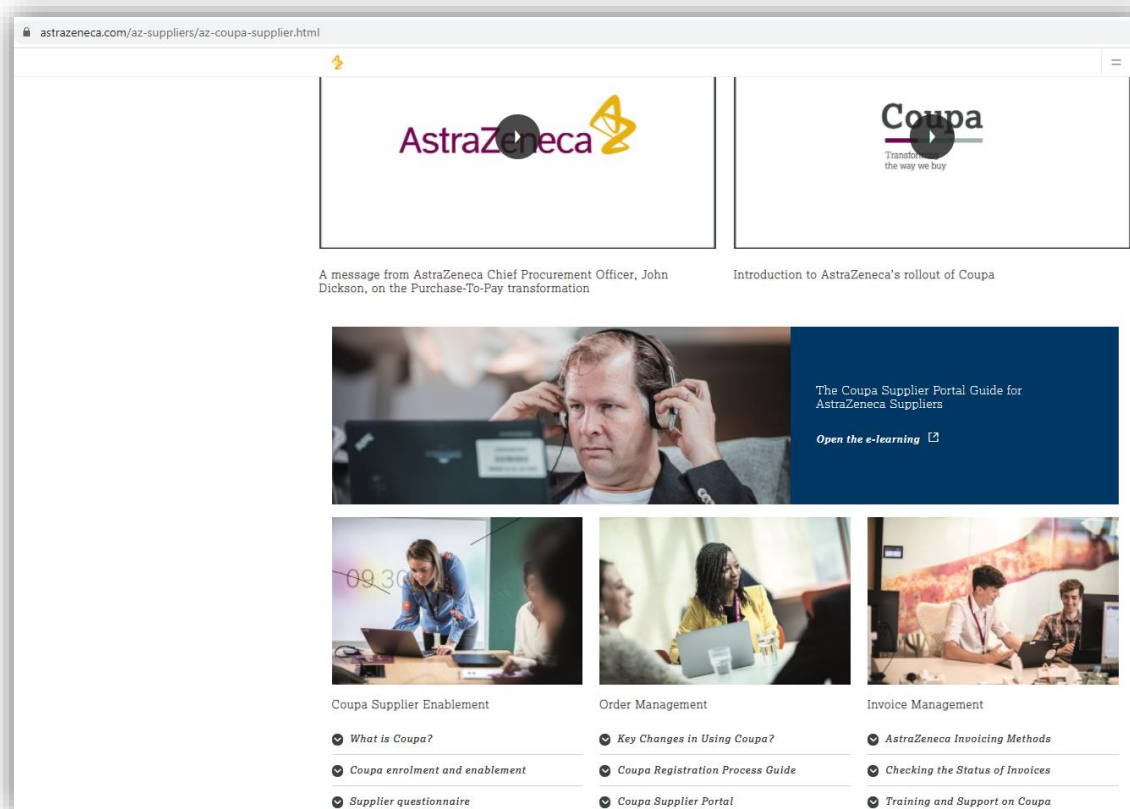


Your AstraZeneca business contact

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". The main content area features a large video player with the title "The Coupa Supplier Portal Guide for AstraZeneca Suppliers" and a button "Open the e-learning". Below the video player, 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 with the title "Coupa Supplier Portal Guide for the AstraZeneca suppliers" and two buttons: "START COURSE" and "DETAILS". Below the banner, there is the AstraZeneca logo. The main content area features a greeting: "Dear AstraZeneca UK Ltd and/or MedImmune Limited Supplier!". Below the greeting, 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!

