

The AstraZeneca Coupa Implementation

Coupa Training Session for AZ Suppliers

SAN – Supplier Actionable Notification (SAN)



The session will be recorded

The recording will be published
on AZ Coupa Supplier Hub



Your microphone is muted



Please use Q&A functionality to raise questions





Coupa

Transforming
the way we buy

Supplier Actionable Notification Training for AZ Suppliers

April 2022



SAN Training Agenda

01

Key dates
you need to
know

02

Receive PO &
create
invoice

03

Option for
you to
register for
the CSP

04

Get support

05

Q&A

Recap: Coupa transmission methods

CSP

COUPA SUPPLIER PORTAL IS AN ONLINE TOOL THAT SERVES AS THE INTERFACE BETWEEN THE SUPPLIERS AND ASTRAZENECA TO TRANSACT ORDERS AND INVOICES

- No costs associated
- Multiple users with access to orders and invoices
- Dashboard view of all PO/ invoices
- Ability to create multiple Legal Entities

SAN

SUPPLIER ACTIONABLE NOTIFICATIONS GIVES SUPPLIERS THE ABILITY TO ACT DIRECTLY FROM THEIR EMAIL INBOXES WHEN THEY RECEIVE A PO; SUPPLIERS CAN FLIP AN E-MAILED PO TO AN INVOICE

- No costs associated
- Single email address used for orders submission/ invoice generation
- Option to switch to CSP at any time

cXML

CXML IS A PROTOCOL USED FOR THE COMMUNICATION OF BUSINESS DOCUMENTS BETWEEN PROCUREMENT APPLICATIONS AND SUPPLIERS

- Technical capability to manage cXML transmission required
- Testing required
- Available only for high volume suppliers designated by AZ Coupa SE team



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Key dates for you



Key dates for your calendar

Coupa Go-Live

First orders submitted



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



*PO sent to your company via
email*



Invoicing during Transitioning period

- AZ will be closing open POs and then recreating new POs with the **balance** in Coupa - this means you will be issued with **new orders** in Coupa **4th May onwards**. You must invoice via your agreed eInvoicing channel (CSP, SAN, cXML)
- 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
- Contact our Helpdesk team by September submitting a statement to clear open debt, if any exist

Goods and services received prior to May 4th

A

Goods and services received prior to 4th May will be processed in Ariba. All invoices against Ariba POs that have been fulfilled prior to 4th May must be billed/submitted by 31st May

Goods and services received from May 4th onwards

C

Goods and services received starting May 4th will be processed in Coupa. Be aware that your new POs issued from Coupa will reference your old PO (PO number) from Ariba – this will help you reconcile



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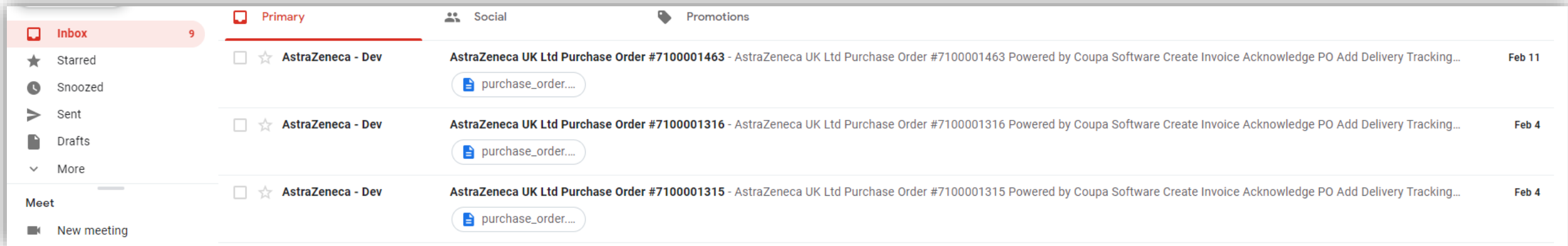
Receive a PO & Create an Invoice





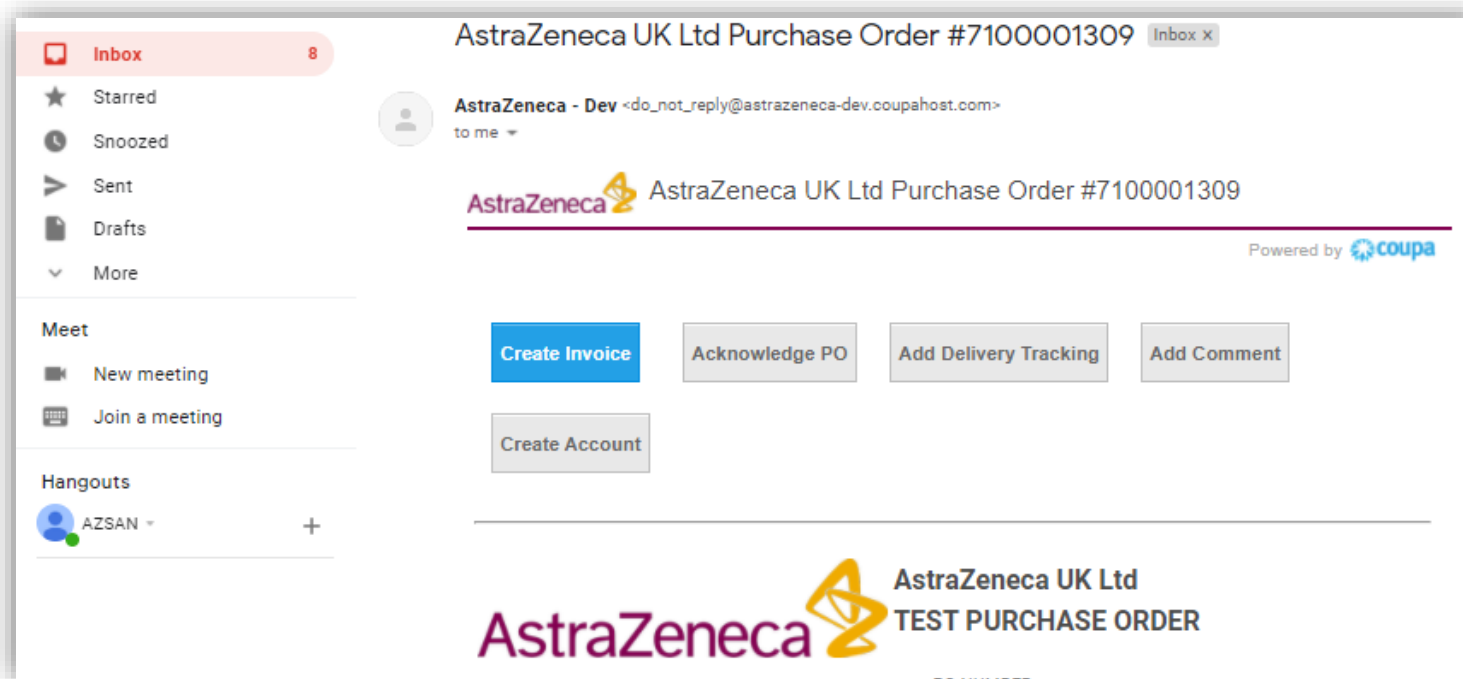
How to receive POs

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



How to create an invoice

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



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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.



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Get support



Support structure after Coupa Go-Live

AZ transactions related technical queries/
move to CSP



AstraZeneca TGPS Supplier Enablement

Questions regarding invoices & payments



AstraZeneca Helpdesk/ Finance Direct

Your company details changes



Your AstraZeneca business contact

Coupa Guide for AstraZeneca Suppliers

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

Training section on the AstraZeneca Coupa Supplier Hub webpage

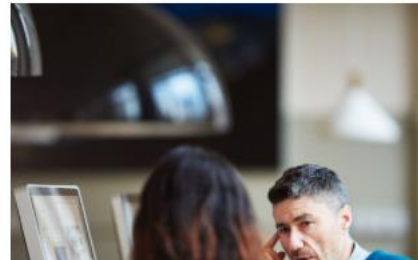
Coupa Guide for AZ Suppliers



CSP Registration and Admin >



CSP Legal Entity & Remit To Address >



CSP PO Management >



Tax Guidelines >



CSP Invoice Management >



Support for AZ Suppliers >

Coupa Supplier Portal Registration and Administration

START COURSE

DETAILS ▾



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Q&A



Thank you!

