



Coupa



Transforming
the way we buy

Supplier Actionable Notification Training for AZ Suppliers

September 2021



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

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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



1

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 Oct 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 October 4th

A

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

Goods and services received from October 4th onwards

C

Goods and services received starting October 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



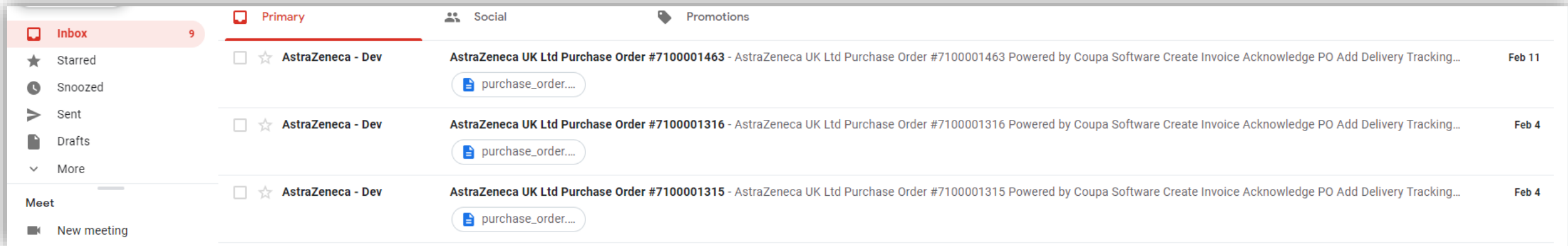
2

Receive a PO & Create an Invoice



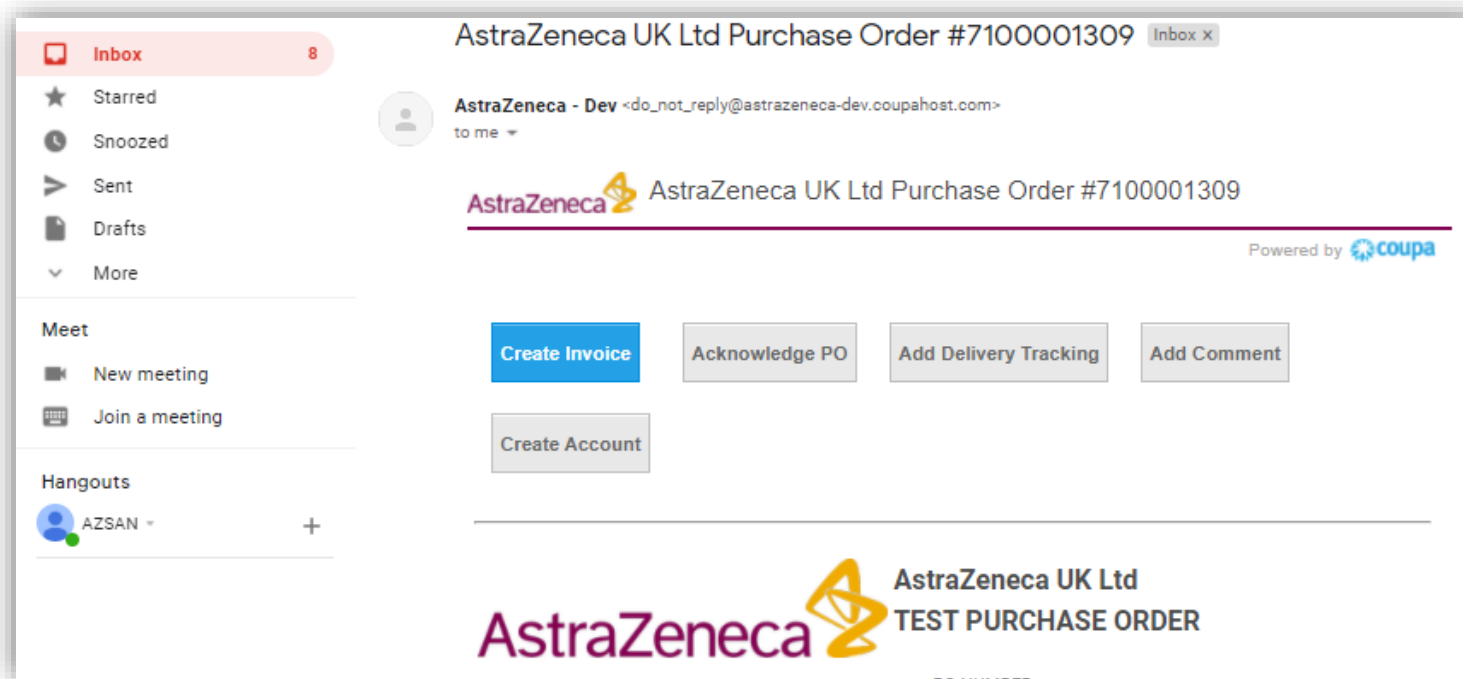
How to receive POs

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.



3

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 your invoices & payments



AstraZeneca Helpdesk

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

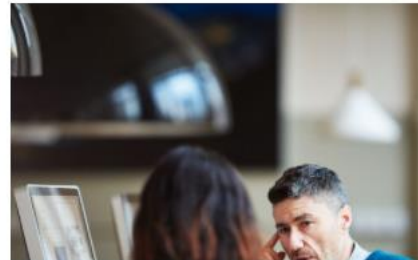
Coupa Guide for AZ Suppliers



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!

