

Coupa Supplier Portal AZ instructor led training

Coupa

Transforming
the way we buy



Register now and get ready for Coupa!

Dear Supplier,

AstraZeneca is transitioning from its current Purchase to Pay system (SAP Ariba) to Coupa. **The current system will be deactivated on October 4th 2021.**

We realise that there will be many questions about the new ways of working and best practices for transacting via Coupa. As such, we are providing an opportunity for you to attend the **Coupa Supplier Portal (CSP) Training Session.**

The training will:

- explain the transitioning approach,
- give you a step by step CSP registration guidance
- outline key aspects of the CSP account administration,
- walk you through the process of receiving orders and submitting invoices/ credit notes,
- clarify how to get support after go-live.

The session will last approximately 1 hour with 3 dates scheduled during the week of September 13th:

- Monday, **Sep 13, 2021 06:00 PM** Stockholm (12:00 PM New York),
- Tuesday, **Sep 14, 2021 01:00 PM** Stockholm (7:00 AM New York)
- Wednesday, **Sep 15, 2021 05:00 PM** Stockholm (11:00 AM New York)

Please note that you will only need to attend one session.

Please confirm your attendance by registering for one of the events. Once registered you will receive your unique Zoom meeting invite.



Registration links

We will be offering sessions on the following dates (please note that you will only need to attend one session):

- **Monday, Sep 13, 2021 06:00 PM Stockholm (10:00 AM New York),**

Please confirm your attendance by registering for the event:

https://astrazeneca.zoom.us/webinar/register/WN_6i0wuMqvQ6CxeqIUOeRR1g

Once registered you will receive your unique Zoom meeting invite. Please use the link to join the webinar at the specified time.

- **Tuesday, Sep 14, 2021 01:00 PM Stockholm (7:00 AM New York)**

Please confirm your attendance by registering for the event:

https://astrazeneca.zoom.us/webinar/register/WN_FDAbwDy4SSaYgSk8R6Wj4g

Once registered you will receive your unique Zoom meeting invite. Please use the link to join the webinar at the specified time.

- **Wednesday, Sep 15, 2021 05:00 PM Stockholm (11:00 AM New York)**

Please confirm your attendance by registering for the event:

https://astrazeneca.zoom.us/webinar/register/WN_PsQFux5WQ8SBnttKXzNFNg

Once registered you will receive your unique Zoom meeting invite. Please use the link to join the webinar at the specified time.

Unable to attend?

If you are unable to attend we will be distributing the main concerns after the dates above. The training materials (recording, deck and e-learning) will be published on the AZ Coupa Supplier Hub.

If anyone else in your company would like to join the training, please feel free to forward this invitation.

Thank you for your support and we look forward to developing our trading relationship further through this exciting initiative.



Find out more

If you have any questions or would like to find out more, you can:



Email the AZ Coupa Supplier Enablement Team



Visit our AZ Coupa Supplier Hub



Visit the Coupa Success Portal



Yours sincerely,

AstraZeneca Coupa Supplier Enablement Team
Coupa-Supplier-Enablement@astrazeneca.com



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