



Transforming
the way we buy



Dear Supplier,

We are transforming the way we buy

AstraZeneca is transitioning from its current Purchase-to-Pay system (Ariba) to Coupa. Coupa will enable us to significantly improve our purchase requisition and invoicing process for the goods and services you supply to AstraZeneca. This new purchasing platform is now live for the AstraZeneca UK.

Coupa will go live in the United States, Canada, Sweden and the Netherlands in October 2021.

What is Coupa?

Coupa is a leading cloud-based e-commerce company that connects buyers with their suppliers. The Coupa platform will be used to send purchase orders and to receive invoices electronically. Once fully launched, this new system will provide significant benefit to you, including:

- Greater control over order processing
- Ability to create electronic invoices
- Better communication and visibility with AstraZeneca
- Faster invoice-to-pay process with convenient visibility into the status of your invoices and payments
- No installation of hardware or software required

Best of all, it's free of charge! There is no cost for you to transact through this application.

Our ask of you

As an important supplier to AstraZeneca, we are requesting your help in preparing and ensuring a smooth transition to our new process.

In a few days, you will be sent **an email containing a link to an online survey – our data request**. The information gathered in this survey is required to get your company properly set up to transact with AstraZeneca using our new Coupa system. For FAQs and more information on how to prepare for the survey, visit our [AstraZeneca Coupa Supplier Hub](#).

In order to make this transition a success we need your support. We have established a Coupa Supplier Enablement Team to assist you with the transition. We realise that there will be many questions about the nature of this change. As such, we will provide an opportunity for you to attend a Q&A session that will give a project overview, as well as address any important questions you may have. Invitations will be emailed to the contact person nominated in the survey. The Q&A session will last approximately 60 minutes with two dates scheduled in May. More information regarding the training will follow.

If someone else in your organisation should be contacted to complete this survey instead, please provide their email address to Coupa-Supplier-Enablement@astrazeneca.com



What will be different with Coupa?

Following the launch of Coupa, AstraZeneca will require suppliers to submit invoices electronically through Coupa. Your invoicing options are listed below. Regardless of which option you choose; you will not be charged a fee.

- **Coupa Supplier Portal (CSP):** We will send you an email invitation to register on the CSP. You can log in to the CSP to view POs as well as create and send invoices electronically.
- **cXML transmission:** With this option, suppliers will send their invoice information in an InvoiceDetailRequest cXML format and post the file directly to Coupa via an HTTP post.
- **Supplier Actionable Notification (SAN):** You can act directly from your email inbox, receive purchase orders, and create invoices without registering or logging in to the Coupa Supplier Portal.

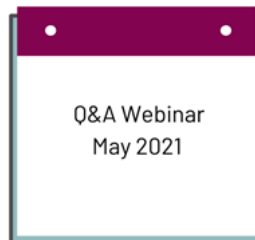
Why are we deploying Coupa?

This programme is a key strategic priority for AstraZeneca. It is aligned to our future ambition and AZ Growth through innovation strategy.

One of our top priorities is our commitment to seamless and user-friendly supplier partnerships as we recognize the important role our suppliers play in in AstraZeneca's operations, supplying us with vital goods and services so we can bring life changing medicines to patients. By utilizing Coupa we will have ability to improve the way we do business through enabling greater visibility across the PO and invoicing process – ultimately making it easier for you as a partner to transacted with us. Moving to Coupa means also supporting AZ and our supply chain sustainability targets around the adoption of 'green' or sustainable business practices, like E-invoicing.

Key dates for your diary

Please note the key identified transition dates below:



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 AstraZeneca Coupa Supplier Hub**
-  **Review our CSP Guide for AZ Suppliers**



Yours sincerely,

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