

# COUPA IS HERE

**COUPA WENT LIVE ON MARCH 31ST IN THE UK**

## The important things you want to know

Coupa is a cloud-based purchasing tool with an easy-to-use interface that will make it simpler for suppliers to connect with AstraZeneca.

This new way of working will facilitate all purchase orders, invoices, and communications being managed through Coupa.

### Invoicing methods via Coupa

From March 31st onwards all new AstraZeneca UK Limited and MedImmune Limited Purchase Orders will be sent using Coupa. Suppliers are expected to send all related invoices back to AstraZeneca through the Coupa Supplier Portal, Supplier Actionable Notifications or cXML.



#### CSP

To connect your company to transact with AstraZeneca on the CSP we submitted the CSP email invites on March 18th. Act on the email to register for the CSP where AstraZeneca will appear as your customer.



#### SAN

SAN allow you to act on a PO directly from email, having the options to create an invoice from, or add a comment to a PO, or create a CSP account. Please expect the first order to reach your inbox from March 31st onwards.



#### cXML

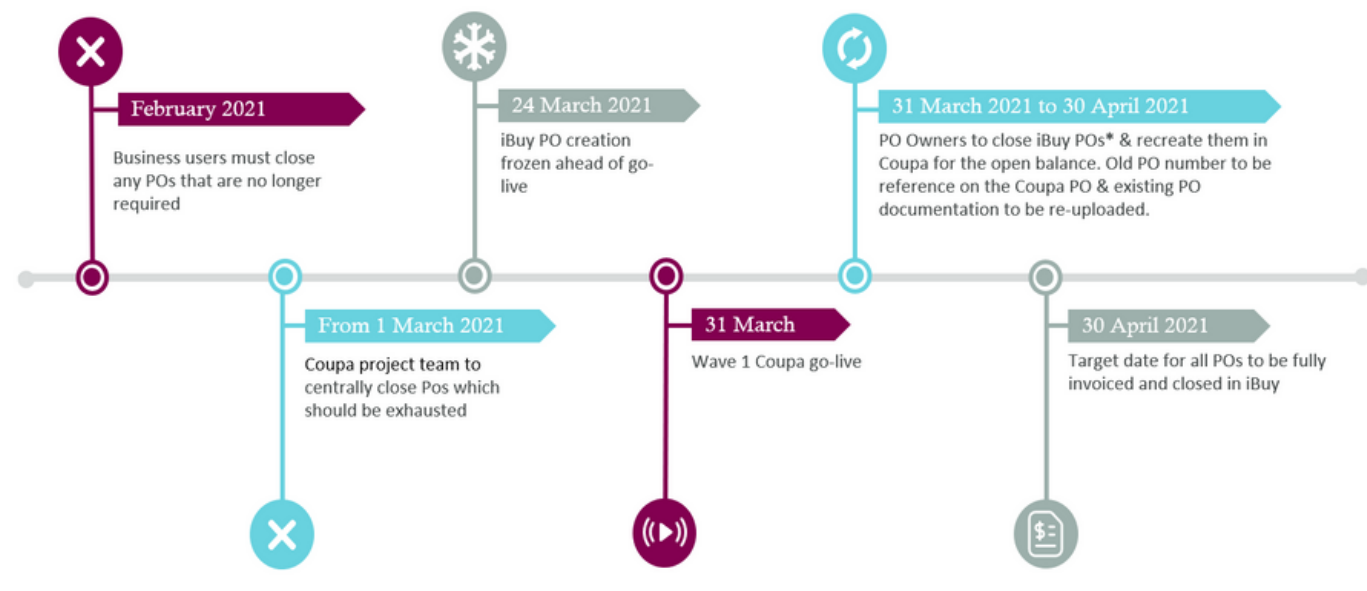
cXML connection to receive PO and submit invoices has been established in cooperation with your cXML experts.

## Transitioning from SAP Ariba to Coupa

Any invoices for goods/services delivered prior to 1st April should be submitted via Ariba/email.

If a case arises where a PO has already been closed and an invoice fails in the Ariba Network, the invoice will need to be processed against the replacement Coupa PO via the agreed e-invoicing channel.

For new and/or replacement Coupa PO's, you will be issued with new Coupa PO's from March 31st onwards. You must invoice AstraZeneca via the agreed e-invoicing channel. Refer to the comments section in the Coupa PO to verify if it is a replacement PO and which previous SAP Ariba PO it relates to.



## Training resources

To help you to start off transacting with AstraZeneca via Coupa on the right foot we crafted for you a number of the training resources. They will provide you with an overview of what the Coupa Supplier Portal (CSP) has to offer to the suppliers, what SAN is about and handy hints on how to manage your purchase orders and invoices.



Coupa Supplier Portal Guide for AstraZeneca Suppliers



CSP & SAN Training Sessions Recordings



CSP Training Deck



SAN Training Deck



AstraZeneca Coupa Supplier Hub



Coupa Success Portal

## Frequently asked questions

**?** *I have already a Coupa Supplier Portal account. What do I need to do?*

If you have responded to our Coupa implementation data request and informed us that you will to transact with AstraZeneca via CSP, your company contact person mentioned in that survey response would have received the actionable email invite appearing as from <do\_not\_reply@supplier.coupahost.com>. Please act on that email and check if AstraZeneca is then listed on your Customer list in the CSP.

**?** *I haven't received the CSP invite, but AstraZeneca appears as the Latest Customer in the CSP home page. What does it mean?*

You are linked with AstraZeneca via CSP. You have been issued a CSP invitation email, but your CSP notification settings are turned off for new customer links. Please review your notification settings for future transparency on the CSP invites.

**?** *I haven't received the CSP invite. How can I request it?*

If you prefer to transact with AstraZeneca via CSP and you do not have a CSP account, you can request the CSP invite to be submitted to you - you must provide the email address to which the invite can be submitted. The email address owner is going to be accountable for the CSP registration. A CSP invite request should be sent to the TGPS Supplier Enablement Team.

You can create a CSP account without requiring an invitation if you use Supplier Actionable Notifications (SAN) for receiving PO from AstraZeneca. "Join CSP" button is available on each PO email received from AstraZeneca.

**?** *I have received the CSP invite (or Coupa PO email), but the registration for the CSP should be managed by my coworker. What can I do?*

You can easily forward the invite to others within your organization by clicking "Forward" button available in the CSP invite email or by forwarding them your PO email notification in case you received Coupa PO and you want to use it to register for the CSP.

**?** *The CSP invite that I received appears to be for one of two entities of my company that work with AstraZeneca in the UK. Do I need to request another CSP invite to be issued?*

Moving to Coupa, AstraZeneca adopts the golden vendor record standard - if different entities of a supplier use the same legal company name, VAT registration and address, AstraZeneca does not create separate vendor records for such entities (and does not issue separate CSP invites). Suppliers transacting with AstraZeneca via CSP manage their Legal Entities as required by creating more than one legal entity (e.g. with different remittance details) and use different legal entities for invoicing purposes.

**?** *I have responded to the Coupa implementation data request, but since that event my company details changed. How can I request the update to be done in AstraZeneca systems?*

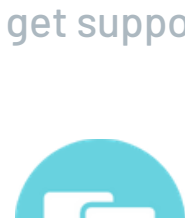
Please raise a query with AstraZeneca Helpdesk for vendor change or contact your AstraZeneca Business Contact to raise a vendor change request on your behalf via the new Vendor Set Up solution.

**?** *How should I know that PO coming from AstraZeneca Coupa is the iBuy replacement PO?*

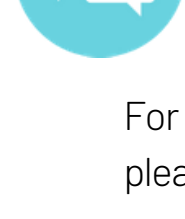
Please do refer to comments section of the Coupa PO. Your existing iBuy PO# will be listed there.

## We're here to help

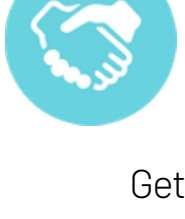
Once Coupa goes live in the UK, there are a number of options for you to get support.



Whether you are logged in to the CSP or not, you can chat with Coupa Support to get a quick response or resolution to your case.



For any other queries related to the invoice and/or payment status, please either contact Helpdesk, or your AstraZeneca contact.



Contact AstraZeneca TGPS Supplier Enablement team for any queries related to your setup on the CSP or cXML integration.



Get in touch with AstraZeneca Coupa Programme Supplier Enablement Team for any questions related to further Coupa deployments.

