



## Important information for AXPO suppliers

As previously announced, we are improving the way we procure at AXPO with Coupa, a cloud-based procurement system that makes interaction with us faster, easier, and more controllable.

### For your company, using Coupa means:

- Faster billing process.

Electronic invoicing plus more transparency about the invoice / payment status.

- Improved control over order processing.

### What you need to do now:

Please read the instructions to begin your Coupa registration process and continue our valuable business relationship. Please note, Coupa is cloud-based, so no hardware or software installation is required. Coupa is also free; there are no costs for processing via Coupa. It is important that you take the time to register and familiarize yourself with Coupa so that we can continue to work with you during and after the transition to this new system.

- If you are an AXPO supplier in Switzerland

### Main advantages of Coupa

Coupa is a leading cloud-based e-commerce company that provides a simple and robust system to connect buyers to suppliers. Since Coupa is cloud-based, no hardware or software installation is required. Coupa and thus the transactions via Coupa are free of charge for you.

From June 2020, AXPO will use Coupa to send orders and receive invoices electronically, which brings our suppliers the following key benefits:

- Timely payment based on electronic transmission
- Reduction of shipping costs
- Faster invoicing process with central invoice receipt
- Electronic invoice creation plus insight into the invoice payment status
- Improved control over order processing

In order to make the changeover with you, we have to define the interfaces.

Let us know how you would like to work with Coupa.



After the introduction of Coupa, our suppliers must submit all invoices electronically using the Coupa supplier portal (CSP) or notification by the supplier (SAN):

- **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 orders and to create and send invoices electronically. For further information please use the following link;

### Important dates for the Coupa supplier portal

- One month before the go-live: We invite you to join the CSP.
- Two weeks before the go-live: Suppliers have to register for the CSP.
- June 2020: Coupa will go live.

### Notification from the supplier (SAN):

You can trade directly from your e-mail inbox, take orders and create invoices without registering or logging into the Coupa supplier portal. For further information, please use the following [link](#);

### Support in the change process

The successful introduction of Coupa and the realization of advantages for suppliers and AXPO requires your support and cooperation. We are aware that the introduction of Coupa will be a big change for some suppliers, so we have set up our own supplier enablement team that supports you during the transition and makes it as easy as possible. Please let us know which option, Coupa supplier portal (CSP) or notification by the supplier (SAN) you have chosen and send us your answer by filling out this form or by email to [michael.kayser@axpo.com](mailto:michael.kayser@axpo.com) by mid May 2020 at the latest.

We also ask you to confirm a main contact person for sales or order processing:

- Email,
- First name,
- Surname,
- Direct dialing

We would like to thank you in advance for your valued support. We are very much looking forward to taking this path together with you, and to strengthen the cooperation through this exciting initiative, and to simplify accounting considerably.

Links to useful materials:

- Coupa for AXPO suppliers FAQs
- San introduction
- [Coupa successful portal for suppliers](#)
- Cooperation with AXPO with Coupa (no PO no Pay document)

If you have any questions:

Email: [michael.kayser@axpo.com](mailto:michael.kayser@axpo.com)