

Supplier CSP Training Jabil P2P Implementation: Coupa Supplier Portal (CSP)

February 2020

Detailed Agenda

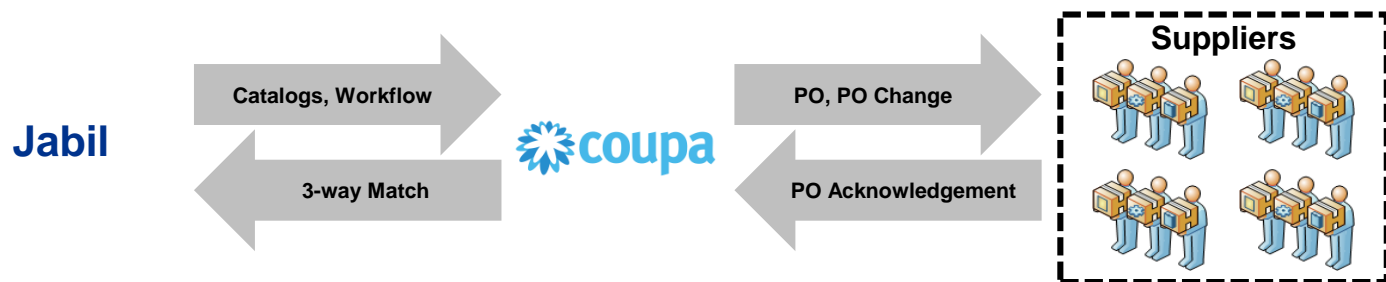
- Introduction to Coupa
 - What is Coupa?
 - How Will You Benefit?
- Connecting to the Coupa Supplier Portal
- Supplier Actionable Notification - Email Flip
 - Receiving and viewing an Order
 - Acknowledging an Order
 - Create Invoice via email
- Coupa Supplier Portal
 - Receiving and viewing an Order
 - Acknowledging an Order
 - Create Invoice
 - Invoice Status
 - Updating the Supplier Profile
- Next Steps

Introduction to Coupa

What is Coupa?

Jabil has selected Coupa as the technology platform to streamline the procure-to-pay processes and enable electronic transactions.

- Coupa is a leading E-Procurement platform, connecting buyers with their suppliers
- “Coupa is an internet based solution capable of accommodating a variety of different systems” (plug and play)
- The Coupa Supplier Portal (CSP) will be utilized by Jabil to request indirect materials and services, create and communicate purchase orders, and to receive invoices from suppliers
- The Coupa Supplier Portal (CSP) is free, there is no cost for suppliers



How Will You Benefit?

By working with Jabil electronically, you will increase your order-taking efficiency, reduce mistakes and delays fulfilling orders, and maintain a better presence with Jabil.

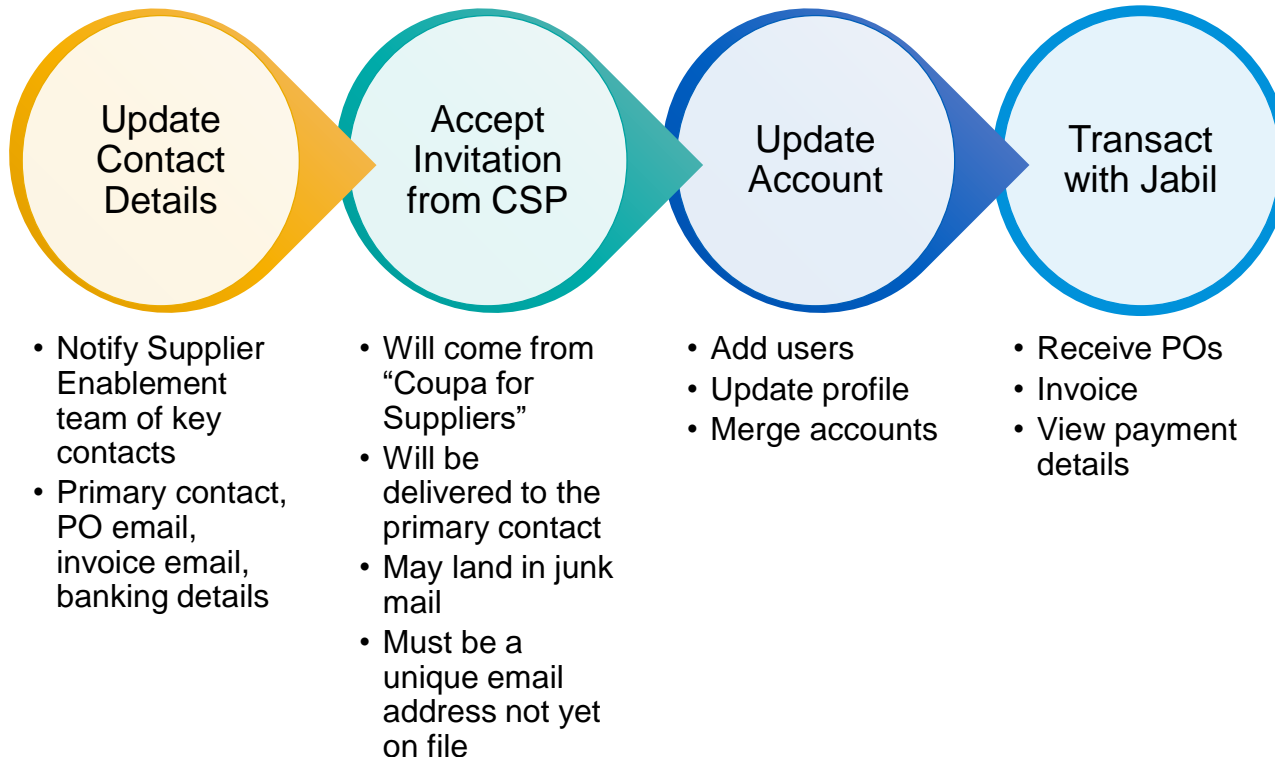
- Efficient Invoice Processing (PO Flip)
- Instant visibility into Purchase Order and Invoice Status
- Reduced Manual Paper Transaction Processing



Connecting to the Coupa Supplier Portal

Connection to Jabil via Coupa

It is imperative that all suppliers connect to the Coupa platform to transact with Jabil successfully. Each of the below steps must happen before a supplier can properly interact with Jabil:




One System, Two Interaction Methods

As a supplier, you have two ways that you can electronically interact with Jabil.

Via Email Flip

Create Invoice
Acknowledge PO
Add Comment



Acme, INC. PURCHASE ORDER

Amazon.com
1516 2nd Ave
Seattle, WA 98101
Attn: Allison Livingston
rls.me2+amazon@gmail.com

PO NUMBER: 3387
DATE: 04/17/17
PAYMENT TERMS: Net 30
SHIPPING TERMS: Standard
CURRENCY: USD
CONTRACT
CONTACT

Nanda Halappa
nandalhalappa@kpmg.com

Ship To
Acme, INC.
Jilotepec 10110-34
Ciudad Juarez, Chihuahua
32898
Attn: Nanda Halappa

Bill To
Acme, INC.
28 Nevada Blvd
Laughlin, NV 94301
Attn: Jill Harker

Line	Description	Qty	Unit
1	Swingline Speedpoint Staples B000CD0YW4-1	1	Each
			1 Unit

Please ensure the PO number is included on all invoices.
Standard Terms and Conditions apply per our agreed policy.

Create Invoice
Acknowledge PO
Add Co

Via the CSP

coupa supplier portal
ALLISON ▾ | NOTIFICATIONS 2 | HELP ▾

Home
Profile
Orders
Service/Time Sheets
ASN
Invoices
Catalogs
Admin

Orders
Order Lines

Configure PO Delivery

Purchase Order #3387

Status: Issued - Sent via Email

Order Date: 04/17/17

Revision Date: 04/17/17

Requester: Nanda Halappa

Email: nandalhalappa@kpmg.com

Payment Term: Net 30

* Contract file

* Custom Field 1: None

Attachments: None

Acknowledged:

Shipping

Ship-To Address: Jilotepec 10110-34
32698 Ciudad Juarez Chihuahua
Mexico
Attn: Nanda Halappa

Terms: Standard

Lines

Line	Type	Item	Qty	Unit	Price	Total	Invoiced
1		Swingline Speedpoint Staples	1	Each	3.60	3.60	0.00

Supplier Actionable Notification (Email Flip)

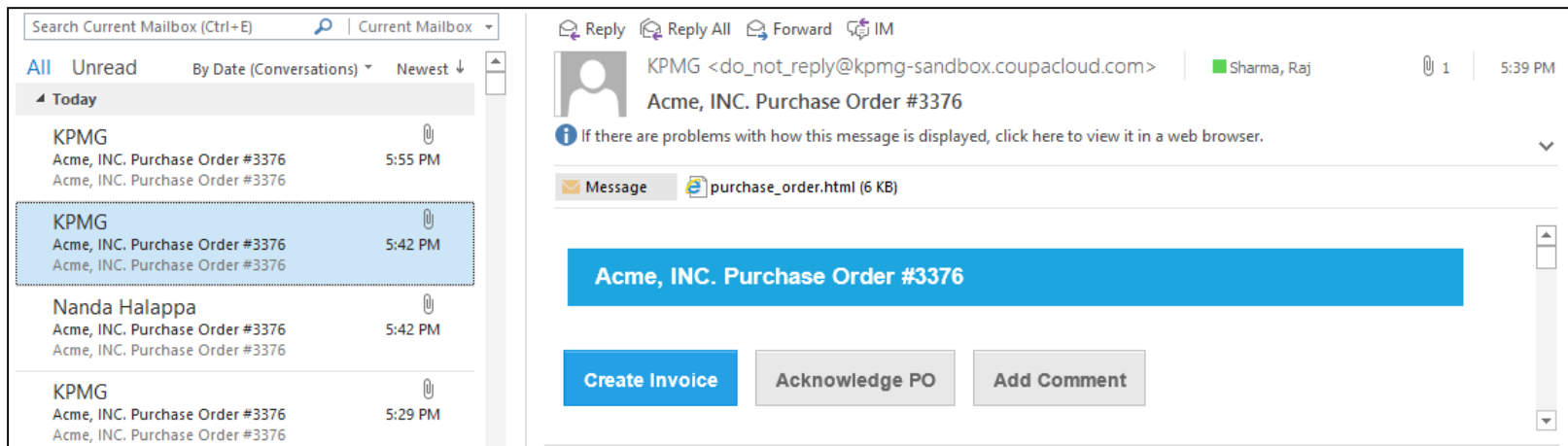
Transactions in Coupa Via Email

- With the help of Coupa, Suppliers will be able to quickly receive and acknowledge POs, and invoice against those orders via Email
- As the Supplier you will have the ability to act directly from your inbox when you receive a Purchase Order (PO) notification email
- The notification email will include action buttons so depending on what you click you will be able to Create Invoice, Acknowledge PO or Add Comment to the PO
- There is no need for suppliers to sign into another website or portal
- Suppliers who are already registered on the Coupa Supplier Portal can also take advantage of these actionable notifications



Receive a Purchase Order via Email


- If the Supplier email address is added in the Jabil systems, the PO will be automatically emailed directly to you
- Purchase Orders will show up as **Coupa Notifications** in your mailbox
 - POs will be issued to a PO email address confirmed by the supplier and not to the primary contact email address (unless they are identical).



Acknowledge a Purchase Order via Email

View the PO information and click on the **Acknowledge PO** to notify Jabil that you have received the purchase order.

[Create Invoice](#) [Acknowledge PO](#) [Add Comment](#)

 **Acme, INC.
PURCHASE ORDER**

Amazon.com
1516 2nd Ave
Seattle, WA 98101
Attn: Allison Livingston
rks.me2+amazon@gmail.com

PO NUMBER 3387
DATE 04/17/17
PAYMENT TERMS Net 30
SHIPPING TERMS Standard
CURRENCY USD
CONTRACT
CONTACT **Nanda Halappa**
nandahalappa@kpmg.com

Ship To
Acme, INC.
Jilotepec 10110-34
Ciudad Juarez, Chihuahua
32698
Attn: Nanda Halappa

Bill To
Acme, INC.
28 Nevada Blvd
Laughlin, NV 94301
Attn: Jill Harker

Line	Description	Qty	Unit	Price	Total
1	Swingline Speedpoint Staples B000CD0YW4-1	1	Each	3.60	3.60
				1 Unit	3.60 USD

Please ensure the PO number is included on all invoices.
Standard Terms and Conditions apply per our agreed policy.

[Create Invoice](#) [Acknowledge PO](#) [Add Comment](#)

Notice that you also have the ability to add a comment or create an invoice directly from your email

Acknowledge a Purchase Order via Email

Coupa will open in a new browser tab or window. You will see the message 'Order Acknowledged' at the top of the screen.

Purchase Order #3387

Order acknowledged



Status Issued - Sent via Email

Order Date 04/17/17

Revision Date 04/17/17

Requester Nanda Halappa

Email nandahalappa@kpmg.com

Payment Term Net 30

* **Contract file**

* **Custom Field 1** None

Attachments None

Acknowledged

Shipping


Ship-To Address Jilotepec 10110-34
32698 Ciudad Juarez Chihuahua
Mexico
Attn: Nanda Halappa

Terms Standard

Create Invoices via Email

To flip this PO into an invoice, click **Create Invoice**.

Create InvoiceAcknowledge POAdd Comment



Amazon.com
1516 2nd Ave
Seattle, WA 98101
Attn: Allison Livingston
rks.me2+amazon@gmail.com

Acme, INC.
PURCHASE ORDER

PO NUMBER	3387
DATE	04/17/17
PAYMENT TERMS	Net 30
SHIPPING TERMS	Standard
CURRENCY	USD
CONTRACT	
CONTACT	Nanda Halappa nandahalappa@kpmg.com

Ship To
Acme, INC.
Jilotepec 10110-34
Ciudad Juarez, Chihuahua
32698
Attn: Nanda Halappa

Bill To
Acme, INC.
28 Nevada Blvd
Laughlin, NV 94301
Attn: Jill Harker

Line	Description	Qty	Unit	Price	Total
1	Swingline Speedpoint Staples B000CD0YW4-1	1	Each	3.60	3.60
				1 Unit	3.60 USD

Please ensure the PO number is included on all invoices.
Standard Terms and Conditions apply per our agreed policy.

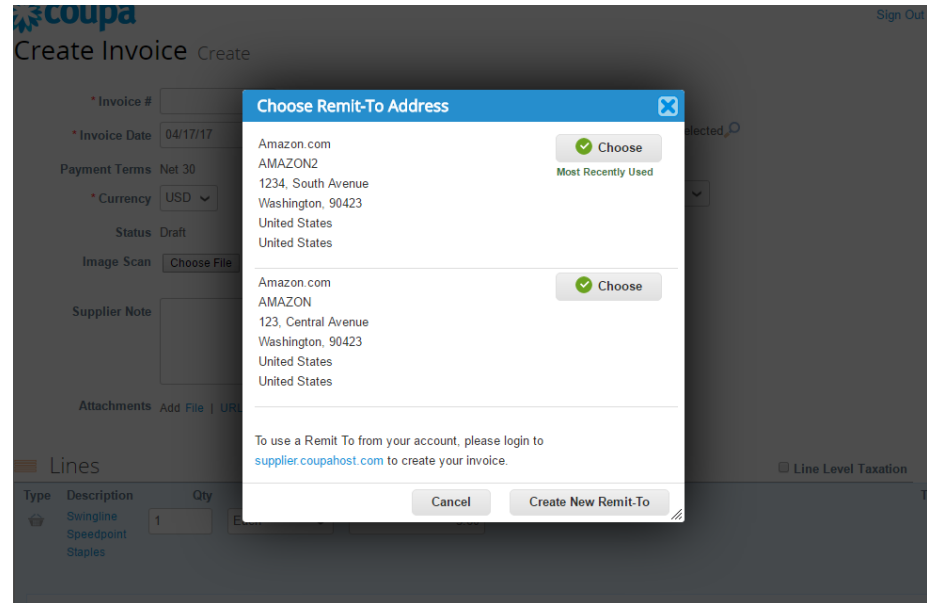
Create InvoiceAcknowledge POAdd Comment

Create Invoices via Email

The **Choose Remit-To Address** pop-up will display. Select the address you would like to remit-to by clicking **Choose**.

Note: If there is only one Remit-To address stored in your profile, then Coupa will default to that address and there will be no pop-up to choose an address. Or if there is no Remit-To address stored, Coupa will ask you to create one.

- If the correct remit-to address does not appear, click **Create New Remit-To**.



Note that if you create a new address, the invoice will be put “on hold” as the new remit-to address will need to be approved by the Jabil AP team.

Create Invoices via Email

On the **Create Invoice** screen, input the invoice number into the **Invoice #** field.

Note that all other required fields are indicated by an asterisk.

coupa Sign Out

Create Invoice Create

*** Invoice #**

*** Invoice Date**

Payment Terms

*** Currency**

Delivery Number

Status

Image Scan No file chosen

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

*** Supplier** Amazon.com

*** Remit-To Address** Amazon.com
AMAZON
123, Central Avenue
Washington, 90423
United States

Supplier Tax ID

Customer

*** Bill To Address** 28 Nevada Blvd
Laughlin, NV 94301
United States

Ship To Address Jilotepec 10110-34
32698 Ciudad Juarez Chihuahua
Mexico

Buyer Tax ID

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	Swingline Speedpoint Staples	<input type="text" value="1"/>	<input type="text" value="Each"/>	<input type="text" value="3.60"/>	3.60

Create Invoices via Email

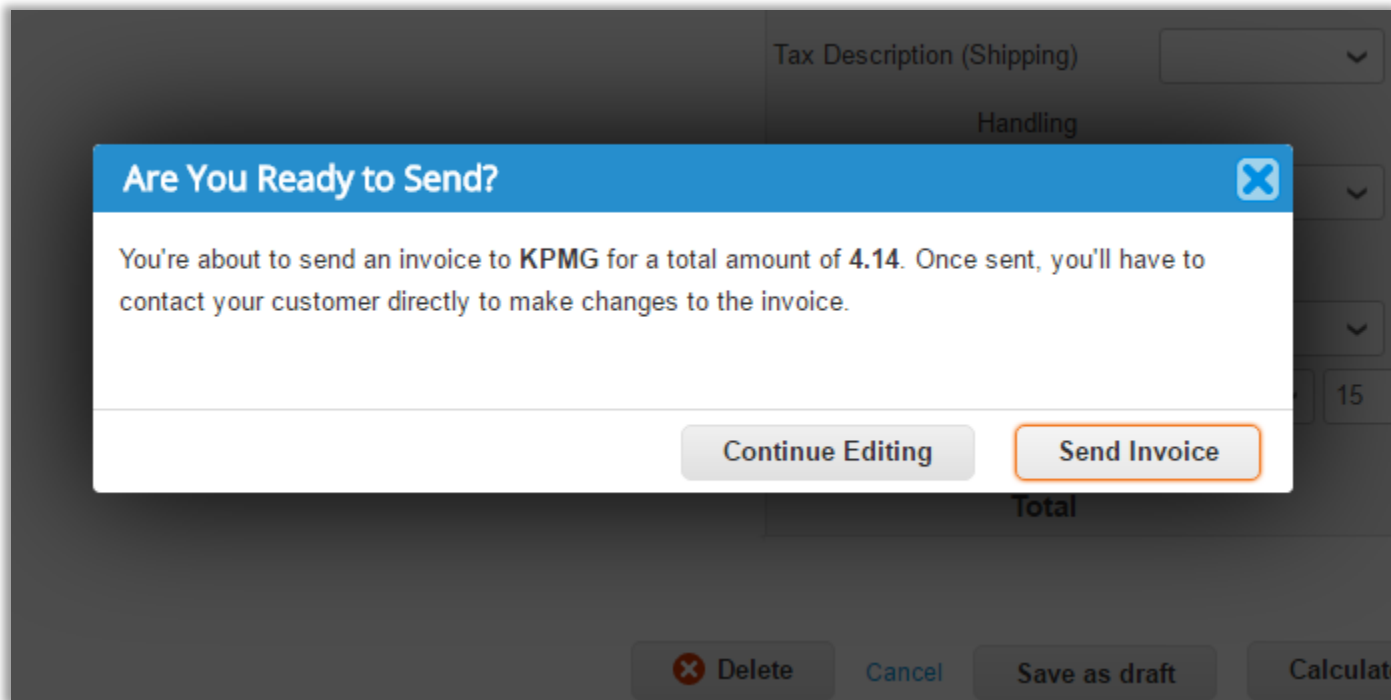
Scroll down to the **Lines** section and ensure all details are accurate, specifically the Price and the Quantity.

- Enter any shipping and handling information.
- If applicable, add any tax in the proper section by one of the following methods:
 - Select a tax code from the **Tax Code** dropdown and click **Calculate**
 - Manually enter a **tax percentage**
 - Manually enter a **tax amount** (\$)
- Enter any comments for Jabil and then click **Add Comment**.

The screenshot displays the Jabil invoice creation interface. At the top, a table lists line items with columns for Type, Description, Qty, UOM, Price, and Total. The first line item is 'Swingline Speedpoint Staples' with a quantity of 1 and a price of 3.60. Below this, the PO Line (3387-1), Contract (SF-Marketing-Indirect), and Billing Period (Q4 FY2015) are shown. The main section contains a tax calculation area with fields for Shipping, Handling, and Misc taxes, each with a dropdown for 'Tax Description' and a percentage field. The 'Total Tax' is 0.00, and the 'Total' is 3.60. At the bottom, there are buttons for 'Delete', 'Cancel', 'Save as draft', 'Calculate', and 'Submit'. A 'Comments' section is also visible at the bottom.

Create Invoices via Email

After you click Submit, a pop up appears to confirm if you are ready to send the invoice. Click **Send Invoice** to complete the process. Note that once submitted, the invoice cannot be changed.



Coupa Supplier Portal (CSP)

Coupa Supplier Portal (CSP) Introduction

The below introduction letter will come from Coupa for Suppliers. Please alert your teams to keep a look out for this invitation and act upon it when it comes in.

Please confirm your email Inbox x

Coupa Supplier Portal <do_not_reply@supplier-demo.coupahost.com> 11:52 AM (44 minutes ago) ☆

to me

KPMG would like to be connected with you on Coupa Supplier Network. You will be able to:

- Manage your company information
- Configure your PO transmission preferences
- Create an online catalog
- View purchase orders
- Create electronic invoices

By participating, suppliers gain access to a low cost, high volume order channel. They increase their order-taking efficiency, reduce mistakes and delays fulfilling orders, and maintain a better presence with their key customers.

You can also find more information here:

Overview: <http://www.coupa.com/e-procurement/innovations/supplier-network>

Getting started guide: <https://success.coupa.com?cid=supplier-getting-started>

Raj Sharma
KPMG

To confirm this request, please click the link below:

<https://supplier-demo.coupahost.com/signup/bb22f3add3dc77f1c8235d6500f747a4b0fb84e0>

Receive & View Orders

- Regardless of the PO delivery preference set, you will have access to POs within the CSP
- Click **Orders** from the Menu Bar.

The screenshot displays the Coupa Supplier Portal interface. At the top left, the logo reads "coupa supplier portal". On the right side of the header, there are user details: "ALLISON" with a dropdown arrow, "NOTIFICATIONS" with a red badge containing the number "2", and "HELP" with a dropdown arrow. Below the header is a blue navigation bar with several menu items: "Home", "Profile", "Orders" (highlighted with a red square), "Service/Time Sheets", "ASN", "Invoices", "Catalogs", and "Admin".

The main content area is divided into two columns. The left column features a section for "Amazon.com" with a globe icon and a list of links: "About", "Industry", "Website", "Established", and "Employees". Below this list is a blue button labeled "Improve Your Profile". Underneath, there are sections for "About" and "Public Profile" with a URL: <https://supplier-demo.couphost.com/suppliers/public/3849>.

The right column is titled "Merge Accounts" and contains the following text: "If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers." Below this is a link: "Not seeing the account you want to merge with? [Click here.](#)".

There are two account entries listed under "Merge Accounts":

- Amazon.com**
1516 2nd Ave
Seattle, WA 98101
United States
jgibson@hayesmanagement.com
Buttons: Request Merge, Remove
- Amazon.com**
1516 2nd Ave
Seattle, WA 98101
United States
kathryn.e.hamlin@accenture.com

Receive & View Orders

- When the page refreshes, **select the applicable PO number** from the list of purchase orders. Or use the Search menu to locate the PO.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and the text 'supplier portal'. On the right side of the navigation bar, there are links for 'ALLISON', 'NOTIFICATIONS' (with a red badge showing '2'), and 'HELP'. Below the navigation bar, there is a secondary menu with options: 'Home', 'Profile', 'Orders' (which is highlighted), 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', and 'Admin'. Under the 'Orders' menu, there is a sub-menu with 'Orders' and 'Order Lines'. A 'Configure PO Delivery' button is located on the right side of the page. The main content area is titled 'Purchase Orders'. Below the title, there is a table with columns: 'PO Number', 'Order Date', 'Status', 'Acknowledged', 'Items', 'Unanswered Comments', 'Total', and 'Actions'. The first row in the table has the PO number '3387' highlighted with a red box. The table also includes a 'View' dropdown menu set to 'All' and a search bar.

PO Number	Order Date	Status	Acknowledged	Items	Unanswered Comments	Total	Actions
3387	04/17/17	Issued	04/17/17	1 Each of Swingline Speedpoint Staples	No	3.60 USD	
3386	04/17/17	Issued	None	1 Each of Swingline Speedpoint Staples	No	3.60 USD	
3385	04/17/17	Issued	None	1 Each of Swingline Speedpoint Staples	No	3.60 USD	
2685	09/30/12	Issued	None	250 Each of Monogrammed Timbuk2 bags for conference giveaways	No	32,250.00 USD	
2664	05/31/12	Issued	None	5 Each of Amazon.com: Apple iPod touch 16 GB (2nd Generation) LATEST MODEL: Electronics 12 Each of Amazon.com: Olympus Stylus Tough-8000	No	6,174.63 USD	

Acknowledge Orders

- The page refreshes to display the PO details and shipping address.
- Click the **Acknowledged** checkbox to notify customer you have received the PO.
- You can print the PO by clicking **Print View**.

Purchase Order #3387

Status Issued - Sent via Email

Order Date 04/17/17

Revision Date 04/17/17

Requester Nanda Halappa

Email nandalhalappa@kpmg.com

Payment Term Net 30

* Contract file

* Custom Field 1 None

Attachments None

Acknowledged

Shipping

Ship-To Address Jilotepec 10110-34
32698 Ciudad Juarez Chihuahua
Mexico
Attn: Nanda Halappa

Terms Standard

Lines

Line	Type	Item	Qty	Unit	Price	Invoiced
1		Swingline Speedpoint Staples	1	Each	3.60	0.00

Delivery Date

Total 3.60 USD

Create Invoice Save **Print View**


Notice that you also have the option to Create an Invoice from this screen.

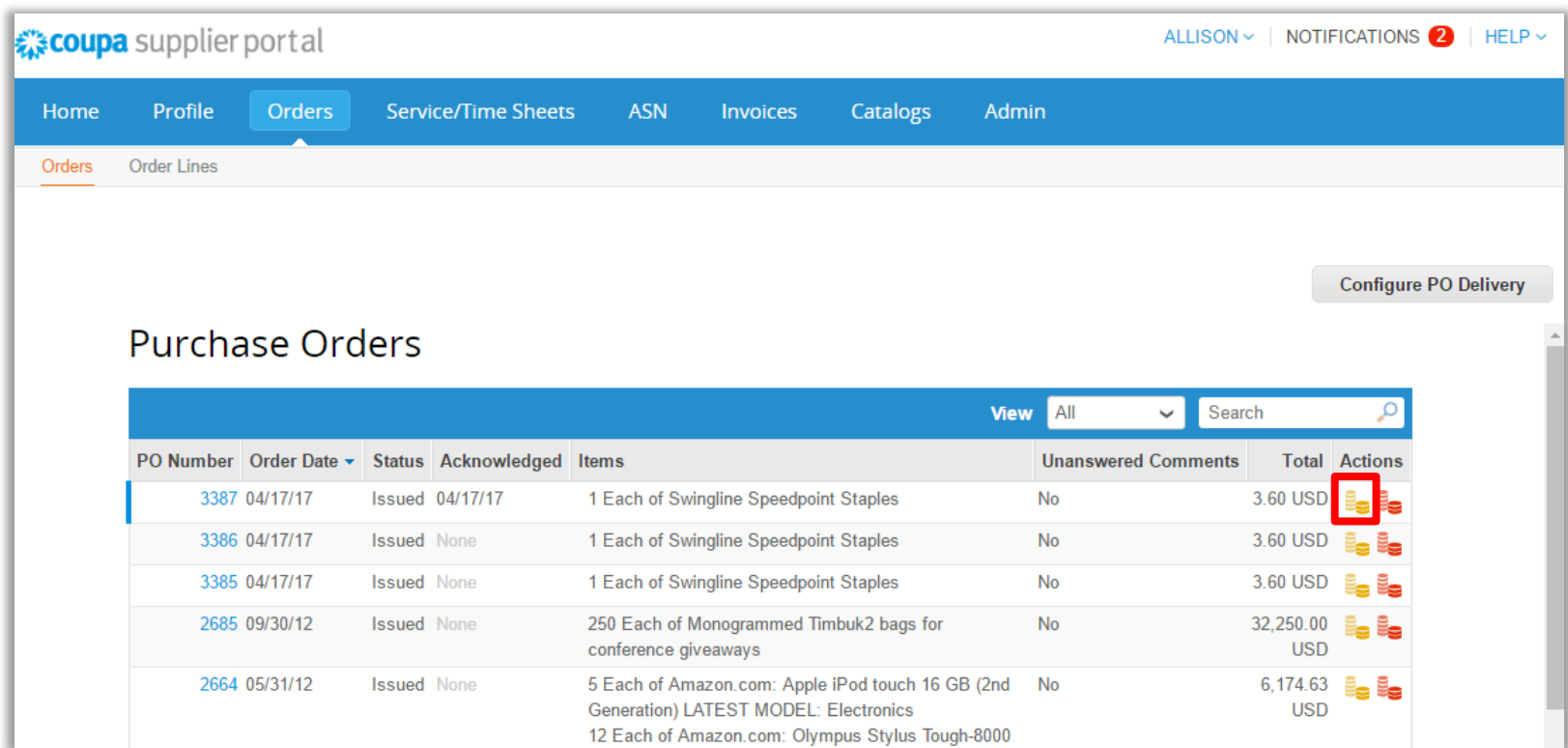
Create Invoices

- Via the CSP you can create invoices directly from POs, often referred to as “flipping the PO”
- Click **Orders** from the Menu Bar.






The screenshot displays the Coupa Supplier Portal interface. At the top left, the logo reads "coupa supplier portal". On the right side of the header, there is a user name "ALLISON" with a dropdown arrow, a "NOTIFICATIONS" icon with a red circle containing the number "2", and a "HELP" icon with a dropdown arrow. Below the header is a blue navigation bar with several menu items: "Home", "Profile", "Orders", "Service/Time Sheets", "ASN", "Invoices", "Catalogs", and "Admin". The "Orders" menu item is highlighted with a red rectangular border. Below the navigation bar, the main content area is divided into two columns. The left column features a profile card for "Amazon.com" with a globe icon and a list of links: "About", "Industry", "Website", "Established", and "Employees". A blue button labeled "Improve Your Profile" is positioned at the bottom right of this card. Below the profile card, there are sections for "About" and "Public Profile" with a URL: "https://supplier-demo.couphost.com/suppliers/public/3849". The right column contains a "Merge Accounts" section with explanatory text and a link "Click here." Below this, there are two account entries for "Amazon.com" with details such as "1516 2nd Ave, Seattle, WA 98101, United States" and email addresses "jgibson@hayesmanagement.com" and "kathryn.e.hamlin@accenture.com". Each entry has a "Request Merge" button and a "Remove" button.

Create Invoices

- Find the PO you would like to flip into an invoice.
- Within that PO row, under the **Actions** column, select the yellow coin stack icon  to flip the PO into an invoice.



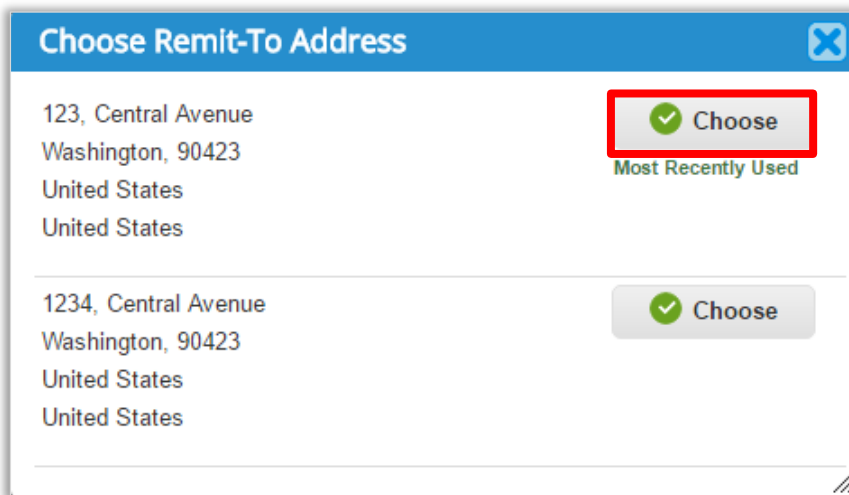
The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders' (selected), 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', and 'Admin'. The 'Orders' section is active, showing 'Order Lines'. A 'Configure PO Delivery' button is visible. The main content area is titled 'Purchase Orders' and contains a table with columns: PO Number, Order Date, Status, Acknowledged, Items, Unanswered Comments, Total, and Actions. The first row (PO 3387) has a red box around the yellow coin stack icon in the Actions column.

PO Number	Order Date	Status	Acknowledged	Items	Unanswered Comments	Total	Actions
3387	04/17/17	Issued	04/17/17	1 Each of Swingline Speedpoint Staples	No	3.60 USD	
3386	04/17/17	Issued	None	1 Each of Swingline Speedpoint Staples	No	3.60 USD	
3385	04/17/17	Issued	None	1 Each of Swingline Speedpoint Staples	No	3.60 USD	
2685	09/30/12	Issued	None	250 Each of Monogrammed Timbuk2 bags for conference giveaways	No	32,250.00 USD	
2664	05/31/12	Issued	None	5 Each of Amazon.com: Apple iPod touch 16 GB (2nd Generation) LATEST MODEL: Electronics 12 Each of Amazon.com: Olympus Stylus Tough-8000	No	6,174.63 USD	

Create Invoices

- The page refreshes to display the create invoice screen.
- The **Choose Remit-To Address** pop-up will display. Select the address you would like to remit-to by clicking **Choose**.

If there is only one Remit-To address stored in your profile, then Coupa will default to that address and there will be no pop-up to choose an address. If there is no Remit-To address stored, Coupa will ask you to create one.






If the correct Remit-To Address does not appear and you would like to add that address, close the pop-up, save the invoice as a draft and then add a new Remit-To address to your profile.

Note: *If you submit an invoice with a new Remit-To address, the invoice will be put on hold until the new address is approved by the Jabil AP team. When you submit the invoice, you will receive a message saying that it is on hold.*

Create Invoices

- On the **Create Invoice** screen, input the **Invoice #** and **Invoice Date**. Note that required fields are indicated with asterisks.

Create Invoice Create

* Invoice #	<input type="text" value="KP20170417-2"/>	* Supplier	Amazon.com
* Invoice Date	<input type="text" value="04/17/17"/> 	* Remit-To Address	Amazon.com  123, Central Avenue Washington, 90423 United States
Payment Terms	Net 30	Supplier Tax ID	None
* Currency	<input type="text" value="USD"/> 	Customer	KPMG
Delivery Number	<input type="text"/>	* Bill To Address	28 Nevada Blvd Laughlin, NV 94301 United States
Status	Draft	Ship To Address	Jilotepec 10110-34 32698 Ciudad Juarez Chihuahua Mexico
Image Scan	<input type="button" value="Choose File"/> No file chosen	Buyer Tax ID	None
Supplier Note	<input type="text"/>		
Attachments	Add File URL Text		

Create Invoices

As you scroll down the page, in the Lines section you will find more fields to input information.

For a Goods PO:

- Enter a price into the **Price** field.
- Enter the quantity in the **Quantity** field.

Type	Description	Qty	UOM	Price	Total
	Swingline Speedpoint Staples	<input type="text" value="1"/>	Each <input type="text"/>	<input type="text" value="3.60"/>	3.60

PO Line	Contract	Billing
3386-1	<input type="text"/>	Saint Louis-Operations-Indirect

Tags None

Add Line	Subtotal	3.60
	Shipping	<input type="text"/>
Tax Description (Shipping)	<input type="text"/>	<input type="text"/> % <input type="text" value="0.000"/>

Create Invoices

For a Services PO:

- Enter a price in the **Price** field. Since it is a Services only PO, only the amount is required.

1	Type	Description	Price	Total
	Amt ▾	Warranty Repair Services	1,200.00	1,200.00 ✕

PO Line	Contract
None	▾

Tags None ⊕

⊕ Add Line	Subtotal	1,200.00
	Shipping	<input type="text"/>
	Tax Description (Shipping)	<input type="text"/> ▾ <input type="text"/> % <input type="text"/> 0.000

Create Invoices

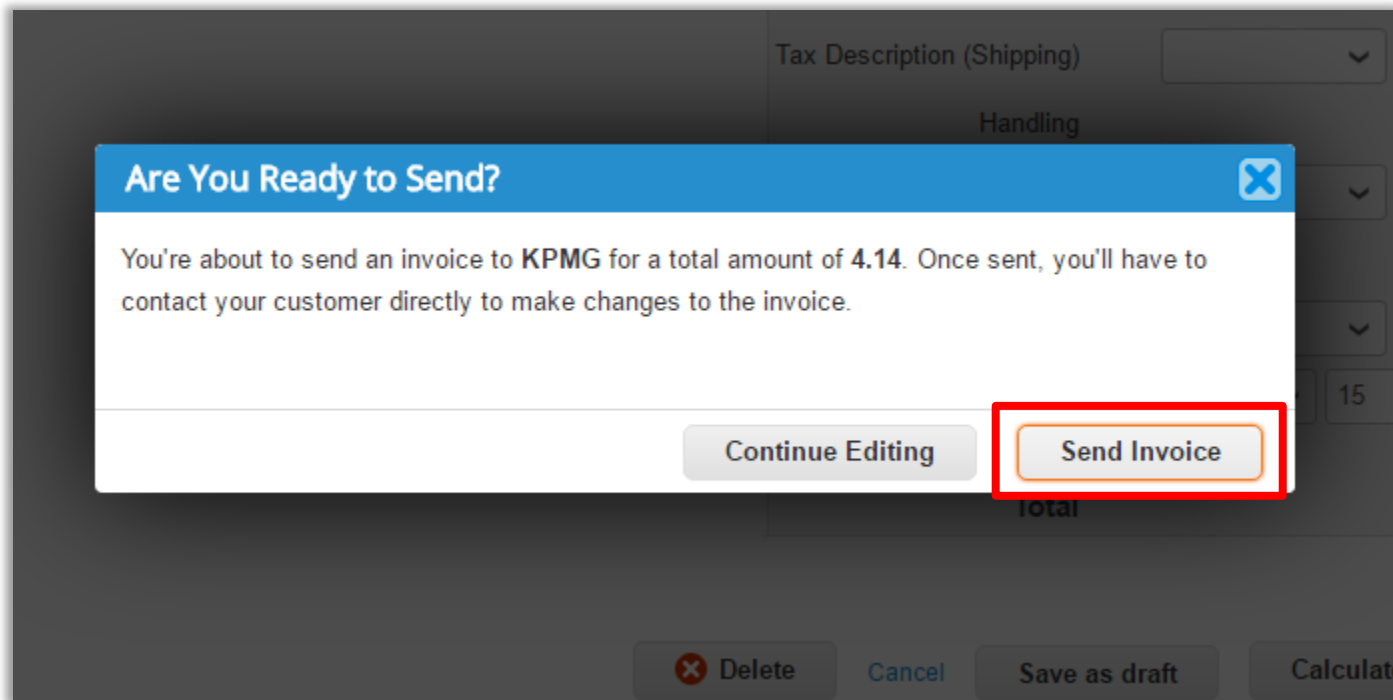
- Enter any shipping and handling information.
- Enter any tax information
 - If applicable, add any tax in the proper section by one of the following methods:
 - Select a tax code from the **Tax Code** dropdown and click Calculate.
 - Manually enter a **tax percentage**.
 - Manually enter a **tax amount** (\$)

+ Add Line

Subtotal			3.60
Shipping			<input type="text"/>
Tax Description (Shipping)	<input type="text"/>	<input type="text"/> %	0.000
Handling			<input type="text"/>
Tax Description (Handling)	<input type="text"/>	<input type="text"/> %	0.000
Misc			<input type="text"/>
Tax Description (Misc)	<input type="text"/>	<input type="text"/> %	0.000
Tax Description	<input type="text"/>	15 %	0.54 +
Total Tax			0.54
Total			4.14

Create Invoices

- Before submitting, a pop-up window will appear to confirm.
 - Click **Send Invoice** when you are ready to submit.
 - Any invoice changes after invoice submission must be made directly through Jabil.
 - If you wish to go back to edit, click **Continue Editing**.



Create Invoices

- After submitting, the page will refresh to display the invoice is processing.
Note: *If you submitted the invoice with a new Remit-To address, the status will display as 'On Hold.'*
- To check the status of the invoice, from the home page, click the invoice hyperlink in the menu bar.

Invoices

Amazon.com invoice #KP20170417-02 is processing ✕

Invoice #	Created Date ▾	Status	PO #	Total	Unanswered Comments	Actions
KP20170417-02	04/17/17	Processing	3387	3.60	No	
KP20170417-2	04/17/17	Processing	3387	3.60	No	

- After the invoice is approved and matched with the PO, the invoice will be paid according to Jabil's standard payment terms, or to the payment terms contractually agreed upon between Jabil and the supplier. Payment details will be reflected in Coupa and the CSP.

Invoice Status

- A supplier can view the following invoice statuses in the CSP:
 - Draft – Draft invoice that has not yet been submitted
 - Processing – Invoice that is between invoice being submitted by the Supplier and the submission being recorded in Jabil's instance
 - Pending Approval – Invoice undergoing any Jabil-internal process to allow final approval. This could be pending receipt or pending approval.
 - Disputed – Invoice that is currently being disputed by the business or AP
 - Approved – Invoice that is approved and ready for payment as per the pay terms or immediately if overdue
 - Voided - Invoice voided after being fully approved and processed

Email and CSP are Linked

- You will be notified of the status of your Purchase Order or Invoice via email.
- You can click **View Online** in the acknowledgement email to check the invoice status.

KPMG <do_not_reply@kpmg-sandbox.coupacloud.com> | Sharma, Raj | 6:26

Invoice 12345 is Approved to Pay

If there are problems with how this message is displayed, click here to view it in a web browser.

coupa Invoice 12345 is Approved to Pay

Good news,

Your invoice has been approved to pay by your customer, KPMG.

If your customer subsequently marks the invoice as "Paid", you will get an e-mail notification that the invoice is being paid.

If you have any questions you can simply contact your customer through normal channels or enter a comment on the invoice if your customer allows it.

To check the status of the invoice or payment, use the button below:

[View Online](#)

View	All	Search
Unanswered Comments		Actions
No		
No		
No		
No		
No		
No		
No		
No		
No		

None	03/15/11	Draft	3376	3.00	No
6622522	08/16/13	Approved	2921	81.00	No
1004-123	10/04/10	Approved	None	2,243.63	No
0830-222	08/31/10	Approved	1631	436.94	No
0830-111	08/31/10	Approved	714	41.30	No
243adf111	10/21/09	Approved	171	209.00	No
88	03/09/09	Approved	83	39.04	No

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Invoice Against Contract [Create](#) [Credit note](#)

Update Profile Settings

- Available once you click the emailed link and sign-up for the CSP.
- Click **Profile** from the Menu Bar.

The screenshot displays the Coupa Supplier Portal interface. At the top left is the logo "coupa supplier portal". On the right side of the header, there is a user name "ALLISON" with a dropdown arrow, a "NOTIFICATIONS" icon with a red circle containing the number "2", and a "HELP" icon with a dropdown arrow. Below the header is a blue navigation bar with several menu items: "Home", "Profile" (highlighted with a red border), "Orders", "Service/Time Sheets", "ASN", "Invoices", "Catalogs", and "Admin".

The main content area is divided into two columns. The left column is titled "Amazon.com" and features a globe icon on the left and a list of profile-related links on the right: "About", "Industry", "Website", "Established", and "Employees". A blue button labeled "Improve Your Profile" is positioned below these links. Underneath, there are sections for "About" and "Public Profile" with a URL: <https://supplier-demo.couphost.com/suppliers/public/3849>.

The right column is titled "Merge Accounts". It contains a paragraph: "If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers." Below this is a link: "Not seeing the account you want to merge with? [Click here.](#)".

There are two account entries listed under "Merge Accounts":

- Amazon.com**
1516 2nd Ave
Seattle, WA 98101
United States
jgibson@hayesmanagement.com
Buttons: Request Merge, Remove
- Amazon.com**
1516 2nd Ave
Seattle, WA 98101
United States
kathryn.e.hamlin@accenture.com

Update Profile Settings

Edit Company Info

To start, complete your **Public Profile**:

- Click **Profile** from the Menu Bar.
- Click **Edit Profile**.
- **Enter your company information** into the applicable fields.
- Required fields are marked with an asterisk.
- Click **Save** when finished.

Note: When enabled for a given customer, a user can access all POs and create invoices for that customer.

Add Remit To Address

To add new Remit To addresses:

- Click the **Admin** from the Menu Bar and then the **E-Invoicing Setup** tab at the left.
- Click **Add Legal Entity** button to get started.

Add Users

Allow additional users access to your supplier account to perform all tasks.

- Click the **Admin** from the Menu Bar and then the **User** tab at the left and click **Invite User**.
- **Enter the employee's email address** in the text box provided and **click Send Invitation**.
- You can restrict access to specific customers by checking/unchecking the box under the customer name in the user table.
- You can delete a user by clicking the Delete icon.

Next Steps

Next Steps for CSP Enablement

- Make sure to accept the Coupa Supplier Portal email invite.
 - Update all profile and admin information in the CSP as soon as your connected account is created.
- Align with your Accounts Receivable team.
 - Forward this deck onto A/R and include in any follow-up calls as needed.

Wrap Up

Key Points

- Coupa centralizes Jabil's procure to pay processes and practices and provides our strategic supplier relationships several benefits
 - You are able to view invoice payment status online
- Suppliers have expanded online capabilities: manage catalogs and pricing, receive/acknowledge purchase orders, send invoices online, create hosted catalogs (if enabled on CSP), and check the status of their payment
- Supplier expectations: Working online (no paper) and ensuring a PO is referenced on each invoice
 - Invoices are automatically paid (according to established payment terms) when the purchase order amount equals the amount received and invoice received; no further action required by Jabil colleagues (ensuring timely payment).



Thank you!

If you have any questions, please do not hesitate contact Jabil or email to P2P_Support@Jabil.com.

JABIL