Guidelines for Suppliers of the ERGO Group

2 Understand eInvoicing with Coupa

March 2022
Dear Suppliers!

We look forward to taking a new approach to manage procurement with you. With the introduction of the cloud-based platform Coupa, the Corporate Procurement department is transforming ERGO Group's procurement and digitises all associated processes, from ordering to payment.

You, as a supplier, benefit from this new approach and so do we, as your customer.

We are happy to assist you with the integration of the electronic procurement solution. We look forward to a digitised collaboration with you!

With kind regards
Your ERGO Procurement Team
Not yet experienced in setting up, using and integrating Coupa into your order and invoicing processes? To support you, we provide the following documents and instructions. All documents are available on our [Internet Page](#).

### Start Working with the Coupa Supplier Portal (CSP)

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Guideline for ERGO Group Suppliers on the Use of the Coupa Supplier Portal (CSP)

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### Advantages

**Take advantage of the transformed and digitalised process, from ordering to payment**

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<th>ERGO Group</th>
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<tr>
<td>+ Faster processing and payment of your invoices</td>
<td>+ OneShop solution for all procurement demands</td>
<td>+ Reduction in lead times and efforts</td>
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<td>+ Increased efficiency by tracking real-time statuses</td>
<td>+ Extended range of functions from Spend Reporting to Contract Management</td>
<td>+ Paperless order and invoice creation</td>
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<td>+ Stored payment information that can be updated independently in the Coupa Supplier Portal (CSP)</td>
<td>+ Facilitated collaboration with suppliers</td>
<td>+ A tool for standardized procurement processes, from ordering to payment</td>
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<td>+ E-mail notifications</td>
<td>+ Increased efficiency and transparency of procurement processes</td>
<td>+ Complete and consistent order and invoice information</td>
</tr>
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<td>+ Internationality &amp; strengthening of business relationships</td>
<td></td>
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**ERGO Group**

- OneShop solution for all procurement demands
- Extended range of functions from Spend Reporting to Contract Management
- Facilitated collaboration with suppliers
- Increased efficiency and transparency of procurement processes
- Reduction in lead times and efforts
- Paperless order and invoice creation
- A tool for standardized procurement processes, from ordering to payment
- Complete and consistent order and invoice information

**For Both**

- Take advantage of the transformed and digitalised process, from ordering to payment
Transmission Methods (eInvoicing)

e-Invoicing Transmission Methods

- CSP
- SAN
- cXML
- CSV
## Transmission

<table>
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<tr>
<th>No.</th>
<th>Parameter</th>
<th>CSP</th>
<th>SAN</th>
<th>cXML</th>
<th>CSV</th>
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<tr>
<td>1</td>
<td>Automation</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>2</td>
<td>Setup Complexity</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>3</td>
<td>Error Handling Effort</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>4</td>
<td>Key Benefit</td>
<td>Tracking of all information</td>
<td>No login required</td>
<td>Automation</td>
<td>Bulk upload</td>
</tr>
<tr>
<td>5</td>
<td>Limitation</td>
<td>Bulk upload not possible</td>
<td>Non-PO cannot handle</td>
<td>Supplier technical capability</td>
<td>Template matching, only project specific</td>
</tr>
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</table>
Selecting Transmission Method

SAMPLE GROUP A: HIGH VOLUME
Volume > 300 transactions Per Month
- cXML/CSV integration
- 5% Supplier Count %
- 50% Invoice Amount %
- 55% Invoice Count %
- 55% Invoice Amount %

SAMPLE GROUP B: MODERATE VOLUME
Volume > 50 transactions Per Month
- CSP
- 15% Supplier Count %
- 30% Invoice Amount %
- 20% Invoice Count %

SAMPLE GROUP C: LOW VOLUME
Volume < 50 transactions Per Month
- SAN
- 80% Supplier Count %
- 20% Invoice Amount %
- 25% Invoice Count %

SAMPLE GROUP A+B
- 20% Supplier Count %
- 80% Invoice Amount %
- 75% Invoice Count %

SAMPLE GROUP C:
- ONLY Coupa Platform Drives ALL Suppliers to Adopt
- Volume > 50 transactions Per Month

Source: Coupa
eInvoicing for Suppliers

**Coupa Supplier Portal**

Source: Coupa

- Easy Way to connect Coupa system (e-invoicing channel)
- Online view of every transaction
- Create invoices against order, contract
- Create Catalogs
- View Orders
- Free of Cost
Benefits for You as a Supplier to Use eInvoicing, especially with the Coupa Supplier Portal

01 **COSTS**
Adoption of E-Invoicing helps to significantly reduce costs associated with printing, storage, processing and delivery of paper invoices.

02 **EFFICIENCY**
Sending out recurring bills automatically, that can be paid by us with just one click. E-Invoices typically stream directly into your accounting books, cutting out the time consuming and pricey data entry process.

03 **SPEED**
Faster payment and improved cash flow. E-Invoices are immediately accessible on the buyer’s system and can be routed and approved much faster.

04 **ACCURACY**
Fewer disputes, rejected invoices and automated matching. Invoice disputes and rejections are costly, time-consuming to resolve and can lead to late payments.

05 **ENVIRONMENT**
Using an invoicing method that does not involve paper will show that your company has taken social responsibility into account when it comes to preserving the environment.
Action Required from Coupa Software - Click Below to Join Coupa

Hello Supplier,

Coupa Software wants to connect with you on Coupa. Once registered you can do things with Coupa Software (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

Coupa’s Supplier Portal is completely free and helps you better transact and communicate electronically. Find out more using the links below, and use the buttons to either register or forward this invitation to another person at your company. Welcome!

Sukrut Samobat
Coupa Software

Join Coupa   Forward This

Overview
Learn more about the Coupa Supplier Portal

Need Help?
Answers to common questions and issues

Coupa Info
Learn more about how companies use Coupa

Join the Coupa Supplier Portal

Validate the information below and create the password for your account. Click here for help.

* First Name
* Last Name
* Company (Coupa Demo)
* Email
* Password
Use at least 8 characters and include a number and a letter.

* Password Confirmation

I accept the Privacy Policy and the Terms of Use.
Submit

Forward your invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to colleague’s email below (must have same email domain).

Forward email
Submit
2.3 eInvoicing for Suppliers

**Coupa Supplier Portal**

Source: Coupa

Find detailed information about the Coupa Supplier Portal in our document:

1. **Start using CSP:** Get registered and certified.
   You will find it on our [Intranet Page](https://supplier-demo.coupahost.com/suppliers/public/7650)
Overview of Invoice channel:

- Supplier Actionable Notifications (SAN) is a patented technology of Coupa, which allows suppliers, from a notified via email system orders, generate an invoice (PO-Flip). With the one-time link, contained in the email, the suppliers can (without registration) manually access the Coupa solution. The conversation thread is automatically updated in Coupa. Supplier has to accept T&C in compliant countries.

How it works:

- SAN allows supplier, who are reluctant to join the Coupa network, to act on POs directly from email notifications for POs created in Coupa.
- Incoming PO’s can flip into invoices right from the PO email. This is the easiest way to submit electronic invoices through Coupa. You having also the options to acknowledge, create an invoice from, or add a comment to a PO, or create a CSP account right from the email.
- With this option, you only need the e-mail address from the supplier to which the orders should be sent to. This address can be stored so that all orders will be sent directly to this mailbox in future.

Evaluation & Benefits:

- The connection via e-mail is the easiest way to start the collaboration via Coupa; **no CSP Account required** via SAN.
- This connection method is particularly suitable for suppliers who only occasionally do business / for low to medium transaction volume.
- Supplier invoices from Coupa Supplier Portal or SAN can only be PO backed with a Coupa PO Number.
Coupa supports the following cXML documents:

- **Punchout**
  - Punchout SetupRequest
  - Punchout SetupResponse
  - Punchout OrderMessage

- **Ordering**
  - PurchaseOrderMessage
  - PurchaseOrderResponse

- **Invoicing**
  - InvoiceDetailRequest
  - InvoiceDetailResponse
cXML Transmission: Invoicing

Source: Coupa

Supplier need to support 2 cXML documents.

Next Steps are as follows:

1. InvoiceDetailRequest
2. Response

COUPA

SUPPLIER

General Guidelines:

- All scenarios needs to be tested before MTP.
- Deployment mode in cXML needs to be “Production” for posting of the invoice.
Imprint
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