Guidelines for Suppliers of the ERGO Group

2 Understand eInvoicing with Coupa

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A Munich Re company

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Dear Suppliers!

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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!
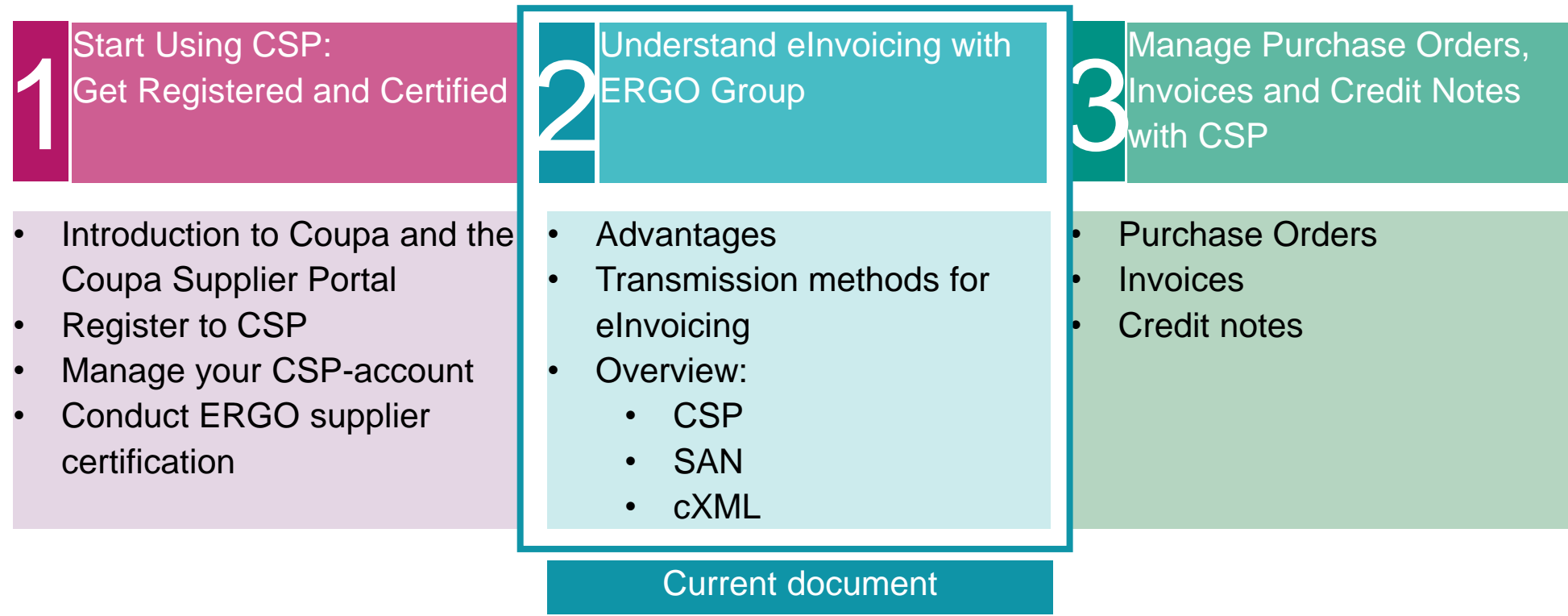
With kind regards
Your ERGO Procurement Team

Start Working with the Coupa Supplier Portal (CSP) Available Guidelines

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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.

1 Start Using CSP: Get Registered and Certified

- Introduction to Coupa and the Coupa Supplier Portal
- Register to CSP
- Manage your CSP-account
- Conduct ERGO supplier certification

2 Understand eInvoicing with ERGO Group

- Advantages
- Transmission methods for eInvoicing
- Overview:
  - CSP
  - SAN
  - cXML

Current document

3 Manage Purchase Orders, Invoices and Credit Notes with CSP

- Purchase Orders
- Invoices
- Credit notes

Content

Advantages

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coupa

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

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

Transmission Methods (eInvoicing)

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e-Invoicing Transmission Methods

CSP

SAN

cXML

CSV

Transmission

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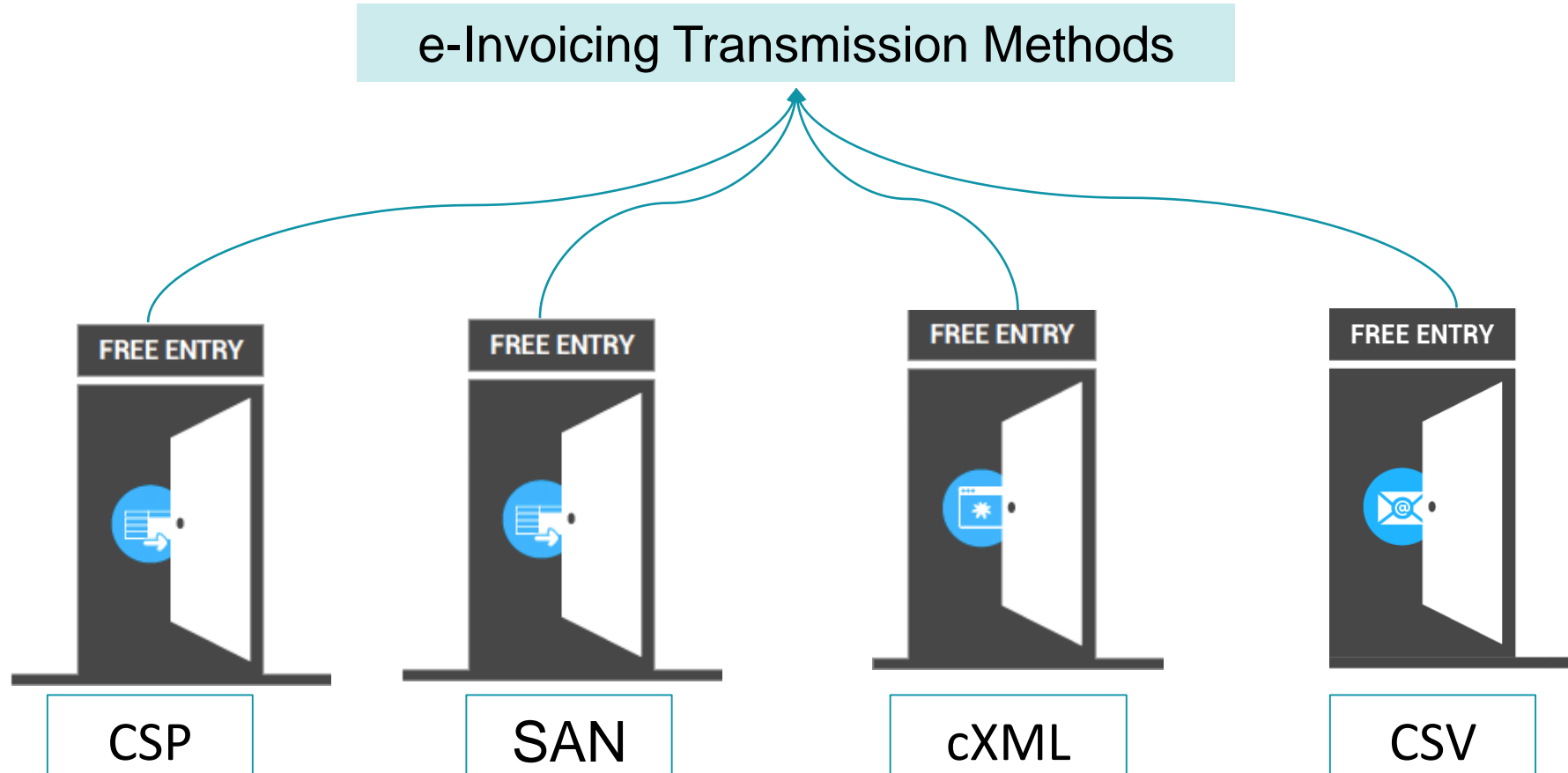
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No.	Parameter	CSP	SAN	cXML	CSV
1	Automation	Low	Medium	High	High
2	Setup Complexity	Low	Medium	High	High
3	Error Handling Effort	Low	Low	Medium	Medium
4	Key Benefit	Tracking of all information	No login required	Automation	Bulk upload
5	Limitation	Bulk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

Selecting Transmission Method

Source: Coupa

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SAMPLE GROUP A: HIGH VOLUME

Volume > 300 transactions Per Month

cXML/CSV integration

5% Supplier Count %	**50%** Invoice Amount %	**55%** Invoice Count %

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

Coupa Supplier Portal
Source: Coupa

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- 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

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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.

Coupa Supplier Portal
Source: Coupa

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Coupa Supplier Portal

Source: Coupa

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Find detailled 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

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SAN

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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**

cXML Transmission
Source: Coupa

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Coupa supports the following cXML documents:

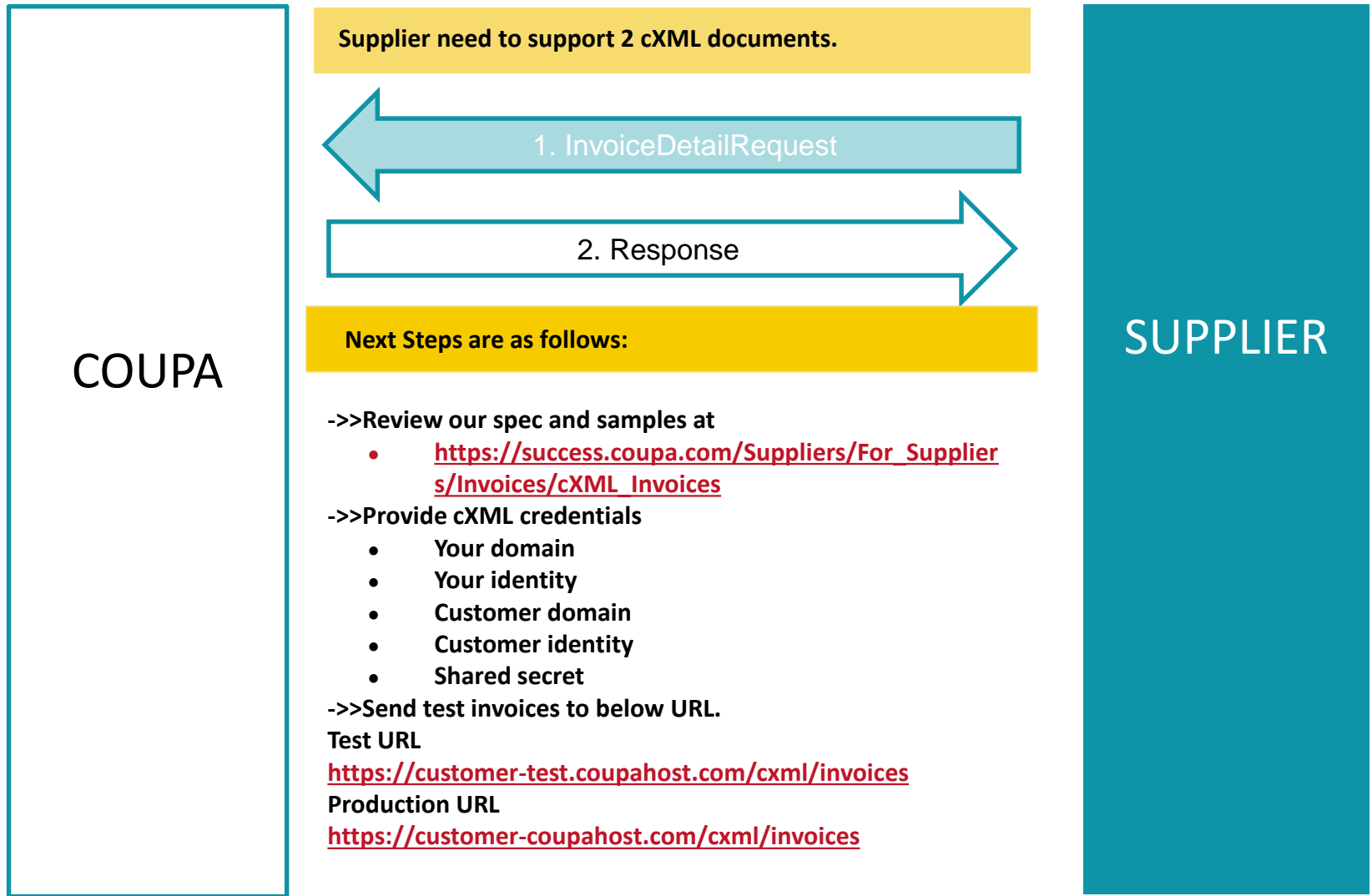| Punchout	Ordering	Invoicing
• Punchout SetupRequest • Punchout SetupResponse • Punchout OrderMessage	• PurchaseOrderMessage • PurchaseOrderResponse	• InvoiceDetailRequest • InvoiceDetailResponse

cXML Transmission: Invoicing
Source: Coupa

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Supplier need to support 2 cXML documents.

← 1. InvoiceDetailRequest

2. Response →

Next Steps are as follows:

->>**Review our spec and samples at**
- **https://success.coupa.com/Suppliers/For_Suppliers/Invoices/cXML_Invoices**

->>**Provide cXML credentials**
- **Your domain**
- **Your identity**
- **Customer domain**
- **Customer identity**
- **Shared secret**

->>**Send test invoices to below URL.**

Test URL
https://customer-test.coupahost.com/cxml/invoices

Production URL
https://customer-coupahost.com/cxml/invoices

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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