

# COUPA SUPPLIER PORTAL

## SYSTEM INVITE SUBMISSION






### ABOUT COUPA

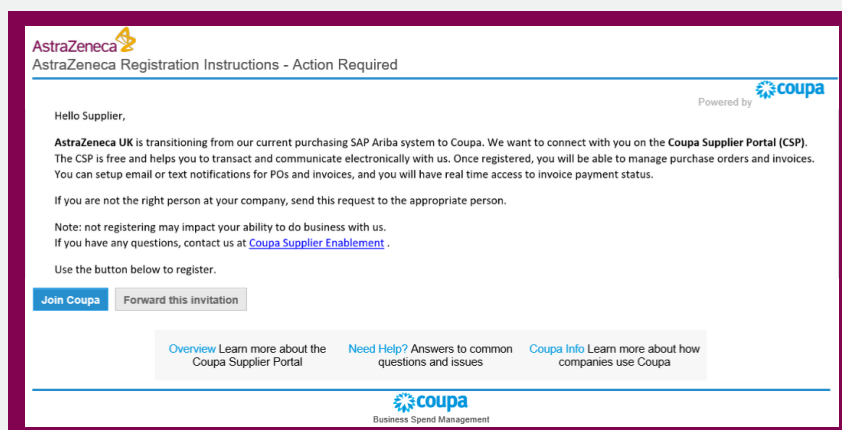
At AstraZeneca, we're transitioning from our current procurement system (SAP Ariba) to Coupa for our indirect spend. Coupa is a leading, cloud-based procurement platform, which will improve and simplify our business processes – and make the buying process easier and more efficient for our trusted suppliers.

**Coupa will go live in the UK on March 31st.**

In order to help you as AstraZeneca Strategic Partner to start off on the right foot, the Coupa Supplier Enablement Team has decided to share with you the Coupa Supplier Portal invite on **March 18th**, granting you more time to prepare for the transition to Coupa.

### ACTIONS REQUIRED

-  Please expect an actionable email to be submitted to individual mailbox of your company contact person on Thursday, March 18th. This is the Coupa Supplier Portal system invite to connect your company with AstraZeneca Coupa platform via the CSP.
-  Please act on this e-mail by clicking "Join Coupa" button and start the registration process.
-  Please review [the training resources](#) as your first reference point in case of any questions related to the registration process or creating the Legal Entity.
-  Please make sure to manage user permissions, notifications and to accept [Terms of Use](#) ahead of the Coupa go-live.
-  If you need help, please contact Coupa Technical Support or [AstraZeneca Coupa Supplier Enablement Team](#).



The screenshot shows an email titled "AstraZeneca Registration Instructions - Action Required". It is powered by Coupa. The email content includes: "Hello Supplier,"; "AstraZeneca UK is transitioning from our current purchasing SAP Ariba system to Coupa. We want to connect with you on the Coupa Supplier Portal (CSP). The CSP is free and helps you to transact and communicate electronically with us. Once registered, you will be able to manage purchase orders and invoices. You can setup email or text notifications for POs and invoices, and you will have real time access to invoice payment status."; "If you are not the right person at your company, send this request to the appropriate person."; "Note: not registering may impact your ability to do business with us. If you have any questions, contact us at [Coupa Supplier Enablement](#) ."; "Use the button below to register." Below this text are two buttons: "Join Coupa" and "Forward this invitation". At the bottom, there are three links: "Overview Learn more about the Coupa Supplier Portal", "Need Help? Answers to common questions and issues", and "Coupa Info Learn more about how companies use Coupa". The footer includes the Coupa logo and "Business Spend Management".