

Coupa Supplier Portal (CSP) User Guide for Third-Party Suppliers

 The world leader in serving science

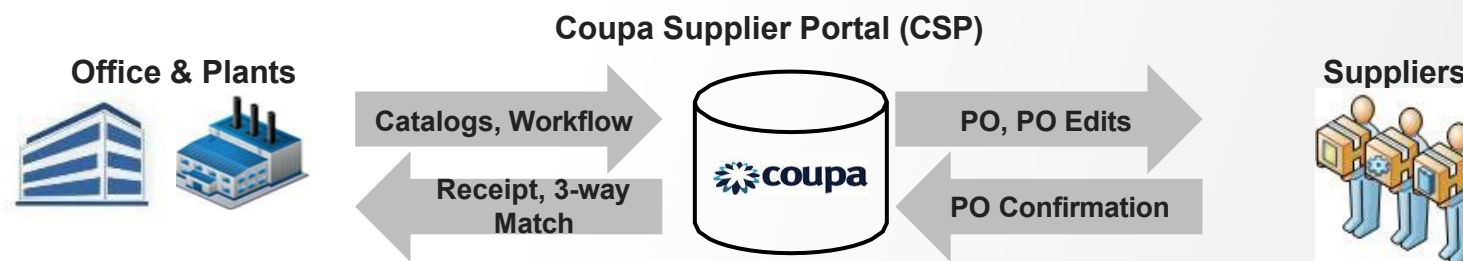
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Coupa Supplier Portal (CSP)

Introduction to Coupa

- Coupa is a cloud-based, user-friendly e-Procurement and supplier collaboration software
- Coupa provides Thermo Fisher with ONE platform, ONE environment that integrates our Sourcing, Procurement, and Invoice workflows
- 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
- The **Coupa Supplier Portal (CSP)** is to communicate purchase orders, provide you with ability to create & send invoices, resolve disputes & provide visibility of status ('CP' prefixed PO only)
- The **Coupa Supplier Portal (CSP)** is **FREE**, there is no cost for suppliers



Coupa Supplier Portal (CSP)

What is Changing

PO Transmission

PO Emails
Phone/email for non-PO orders

Email transmission with link to supplier portal

PO Confirmations

PO confirmed via phone /email
Possible lack of acknowledgement

PO confirmation via interface
status command within the tool

Transaction Status

Transaction status not tracked
No communication with supplier

Status tracked via interface
communication with supplier

PO Flips / Invoicing

Supplier submits paper /PDF invoice
Prior to AP for 3-way match
(PO/goods receipt/invoice)

Supplier flips PO (interface)
Automatic 2-way match (PO & invoice) /
payment

Benefits for Suppliers

Coupa is focused on customer success:

- **No charge** to utilize the user-friendly Coupa Supplier Portal (CSP)
- **View your Purchase Orders** ('CP' prefixed PO) and get a summary of POs from Thermo Fisher
- **Create an invoice directly from the PO in the CSP**, by easily completing required fields Invoice # and date on the Create Invoice screen. You can attach a copy of your invoice
- **Resolve disputed invoices** via notifications received, with the reason for dispute and the option to cancel or adjust the invoice. You will be able to track the new status, from dispute to pending

POs

Network
cXML
Email/HTML

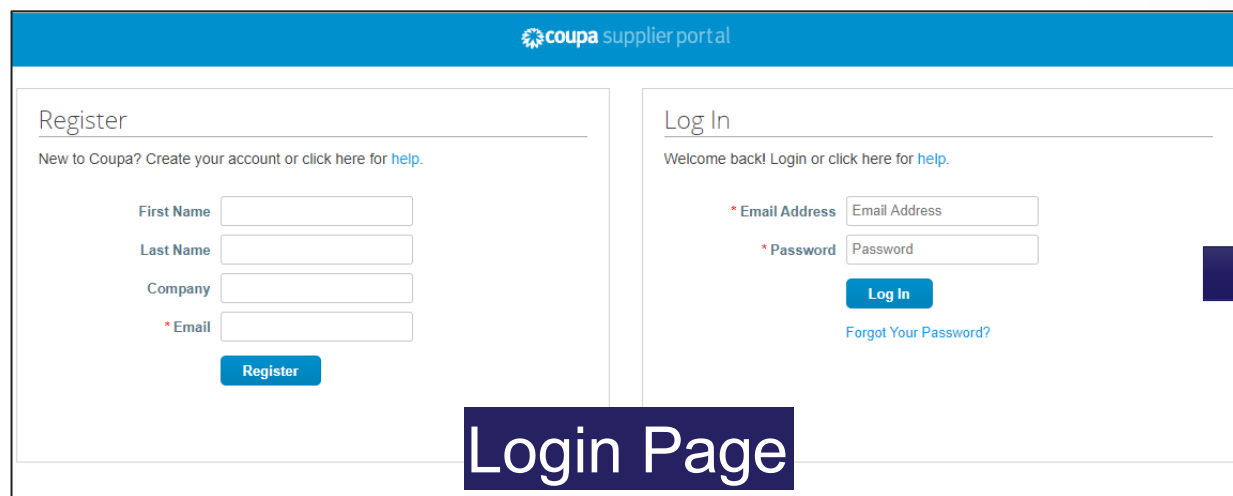
Invoices

Network
Supplier Actionable Notification (SAN)
cXML

Coupa Supplier Portal (CSP)

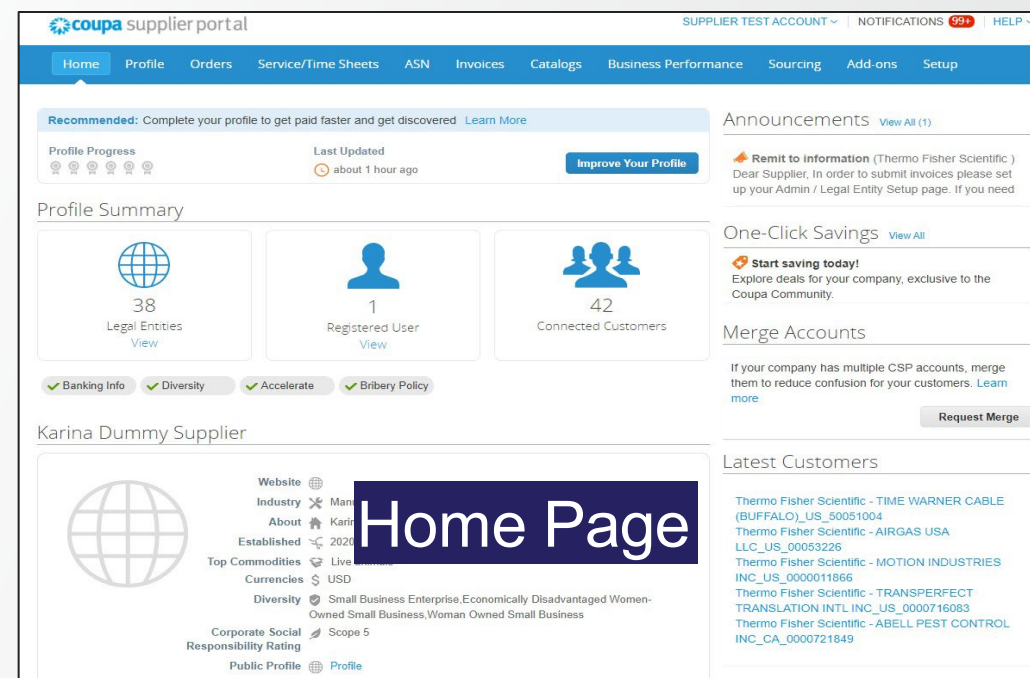
Introduction to Coupa Supplier Portal (CSP)

- The Coupa Supplier Portal (CSP) is an online tool that serves as the interface between the suppliers and Thermo Fisher. This will include:
- Exchanging PO and Invoice documents between Thermo Fisher and suppliers
- Provide increased visibility throughout the ordering and invoicing processes



The image shows the login page of the Coupa Supplier Portal. It features a blue header with the 'coupa supplier portal' logo. Below the header, there are two main sections: 'Register' and 'Log In'. The 'Register' section includes fields for 'First Name', 'Last Name', 'Company', and 'Email', with a 'Register' button below. The 'Log In' section includes fields for 'Email Address' and 'Password', with a 'Log In' button and a link for 'Forgot Your Password?'. A large blue arrow points from the login page to the home page.

Login Page



The image shows the home page of the Coupa Supplier Portal. It features a blue header with the 'coupa supplier portal' logo and a navigation menu. Below the header, there are several sections: 'Recommended: Complete your profile to get paid faster and get discovered', 'Profile Progress', 'Last Updated', 'Announcements', 'One-Click Savings', 'Merge Accounts', 'Latest Customers', and 'Karina Dummy Supplier'. The 'Profile Summary' section shows '38 Legal Entities', '1 Registered User', and '42 Connected Customers'. The 'Karina Dummy Supplier' section shows a globe icon and various links. A large blue arrow points from the login page to the home page.

Home Page

Coupa Supplier Portal (CSP)

Registering your Coupa Supplier Portal (CSP) Account

- You may receive an email invitation from Thermo Fisher inviting you to join the Coupa Supplier Portal
- To register, use one of the following methods:
 - Follow the instructions within the email invitation
 - Register directly at <https://supplier.coupahost.com>
 - Log-in with your existing Coupa access:
Setup > Connectivity Links > Select 'Thermo Fisher Scientific' in search field > Provide Thermo Fisher contract name/e-mail you work with > Submit
- For queries, please contact: SupplierEnablementEMEA@thermofisher.com

The screenshot displays the 'coupa suppliers' portal interface. On the left, the 'Get Started' section includes a 'Request an Invite' button, which is pointed to by a red arrow from a 'Register Here' label. On the right, the 'Log In' section features fields for 'Email Address' and 'Password', a 'Log In' button, and a 'Forgot your password?' link. A red arrow points from a 'Login Here' label to the 'Log In' button, and another red arrow points from a 'Forgot password?' label to the 'Forgot your password?' link.

Coupa Supplier Portal (CSP)

Managing your Coupa Supplier Portal (CSP) Account

STEP 1: Setup Company / Legal Entity profile (8 sub-steps)

- 1 From the Main Menu, click the **Setup** Tab
- 2 Click **Legal Entity Setup** option
- 3 Click **Add Legal Entity**

The screenshot displays the Coupa Supplier Portal (CSP) interface. The top navigation bar includes links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup (highlighted with a red box and a circled '1'). Below the navigation bar, the 'Admin' tab is selected, and the 'Legal Entity Setup' option is highlighted in the left sidebar (circled '2'). The main content area shows a table of legal entities with columns for the entity name and an 'Actions' button. The 'Add Legal Entity' button is highlighted in the top right corner (circled '3').

Legal Entity	Actions
▼ Karina Dummy Supplier	Actions ▼
▼ AIRGAS DRY ICE LLC	Actions ▼
▼ Karina Dummy Supplier	Actions ▼
▼ abbott laboratories	Actions ▼
▼ Sonoco_US_0000064122	Actions ▼

← Previous 1 2 3 4 5 6 7 8 Next →

Managing your Coupa Supplier Portal (CSP) Account

STEP 1: Setup Company / Legal Entity profile

4 Enter Legal Entity name and select the Country, and Continue

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name

Test INC

Country/Region

United States

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel

Continue

5 Enter your company Invoice address and Tax ID number

What address do you invoice from?

* Address Line 1

1234 Street Test

Address Line 2

* City

Austin

State

Texas - TX

* Postal Code

1234

Country/Region

United States

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. [i](#)

☒ Use this address for Remit-To [i](#)

☒ Use this for Ship From address [i](#)

What is your Tax ID? [i](#)

Country/Region

United States

Tax ID

11-1111111

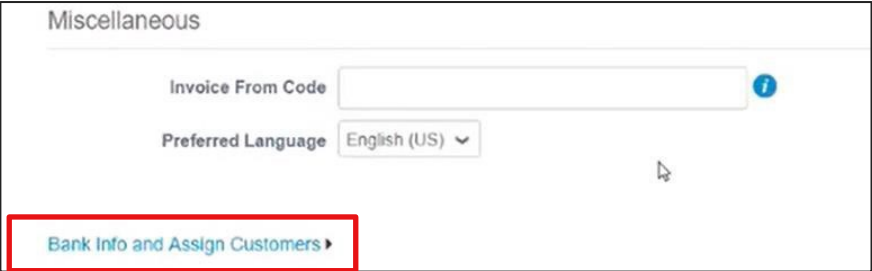
☐ I don't have Tax ID Number

9 Proprietary & Confidential | For Third-Party Suppliers April 2023

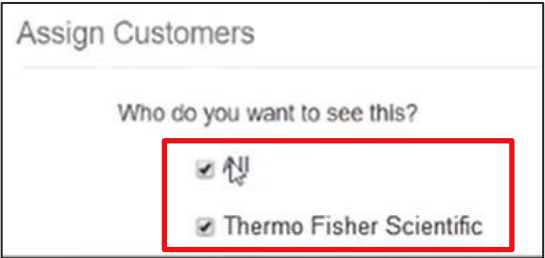
Managing your Coupa Supplier Portal (CSP) Account

STEP 1: Setup Company / Legal Entity profile

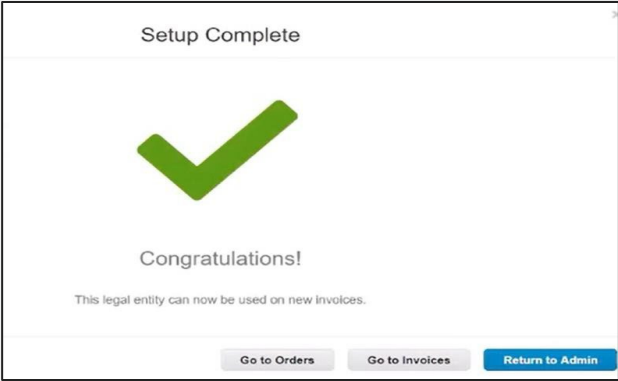
6 At the base of the screen, click: Bank Info and Assign Customers



7 Select the customers to be included and click Done



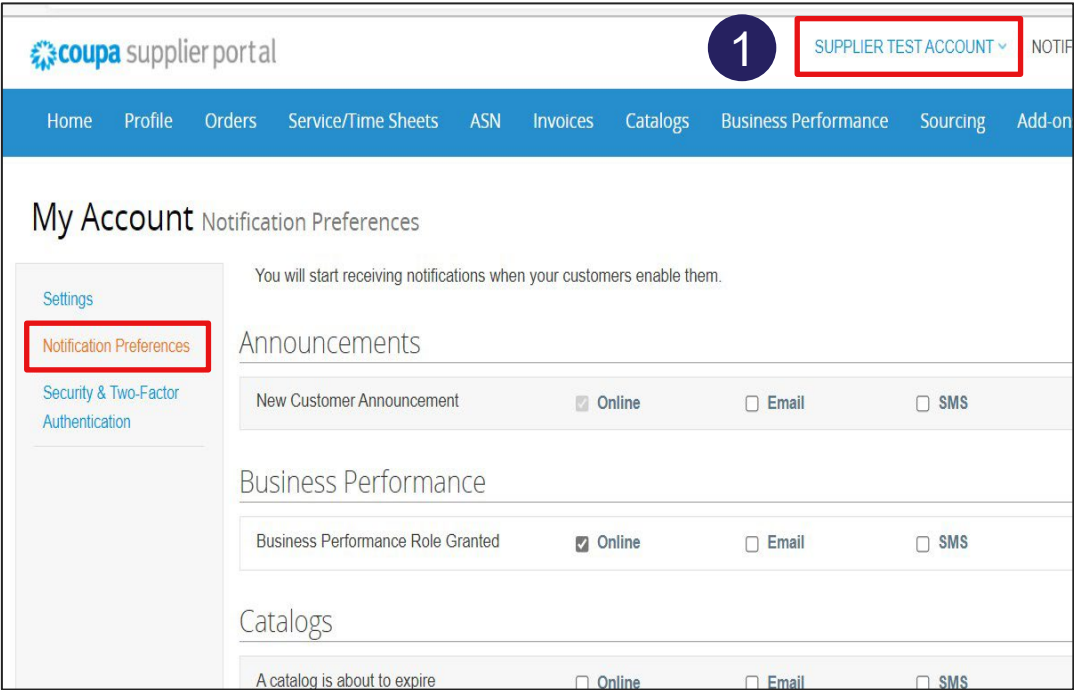
8 Coupa Will confirm the setup is complete



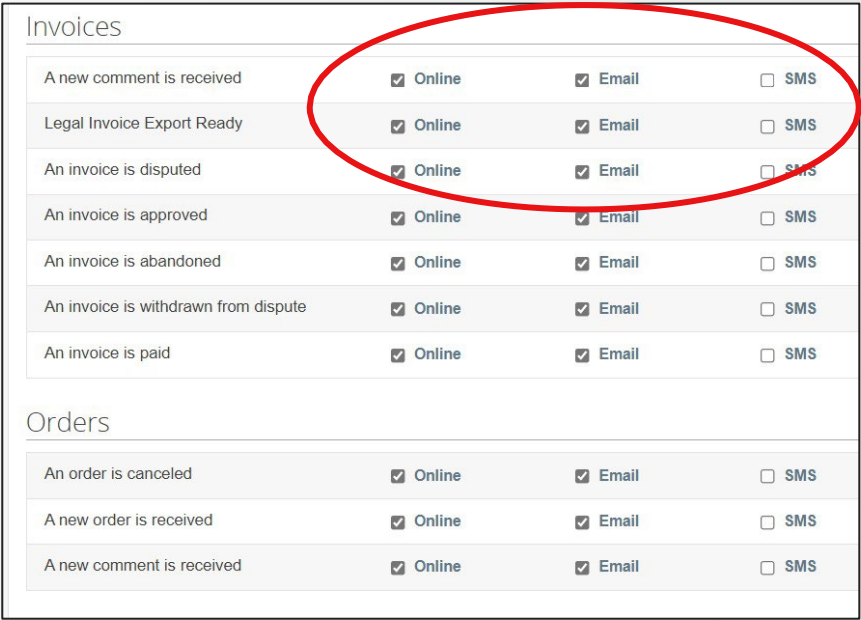
Managing your Coupa Supplier Portal (CSP) Account

STEP 2: Notification Preferences (3 sub-steps)

- 1
- From the **Main Menu**, click the **Supplier Test Account** Tab
- 2
- Click the **Notification preferences** button

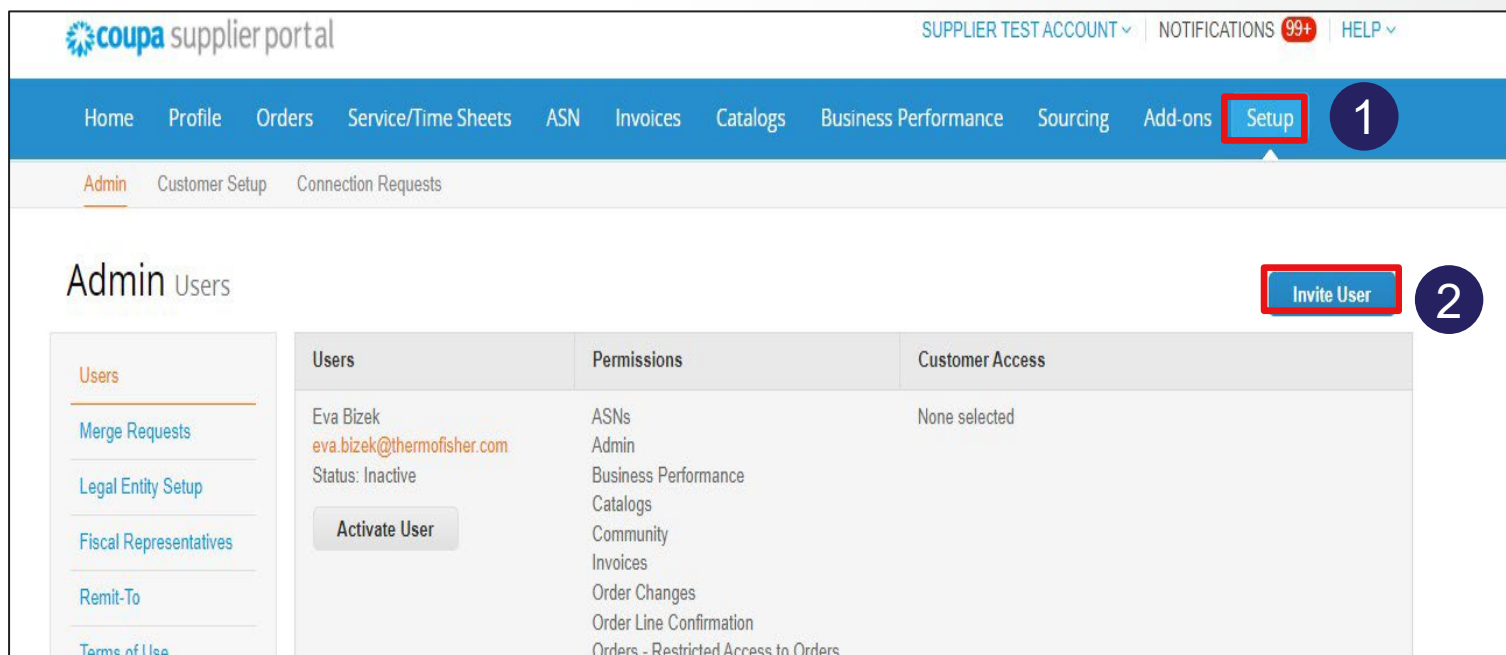


- 3
- Select preferences. Coupa will confirm the setup is complete



STEP 3: Add a New User (5 sub-steps)

- 1 From the **Main Menu**, click the **Setup** Tab
- 2 Click the **Invite User** button



Managing your Coupa Supplier Portal (CSP) Account

STEP 3: Add a New User (5 sub-steps)

- 3
- Enter the user’s information
- 4
- Select which permissions the user should have access to

Invite User

3

First Name

Last Name

* Email

Permissions ⓘ

4

☒ All

☒ Admin

☒ Orders

☐ Restricted Access to Orders

☒ All

☒ Invoices

☒ Catalogs

☒ Profiles

☒ ASNs

☒ Service/Time Sheets

☐ Restricted Access to Service/Time Sheets

☒ All

☒ Payments

☒ Order Changes

☒ Pay Me Now

☒ Business Performance

☒ Sourcing

☒ Order Line Confirmation

☒ All

☒ Thermo Fisher Scientific - TIME WARNER CABLE (BUFFALO)_US_50051004

☒ Thermo Fisher Scientific - AIRGAS USA LLC_US_00053226

☒ Thermo Fisher Scientific - MOTION INDUSTRIES INC_US_0000011866

☒ Thermo Fisher Scientific - TRANSPERFECT TRANSLATION INTL INC_US_0000716083

☒ Thermo Fisher Scientific - ABELL PEST CONTROL INC_CA_0000721849

☒ Thermo Fisher Scientific - STAPLES BUSINESS ADVANTAGE_US_00080039

☒ Thermo Fisher Scientific - TRANSPERFECT TRANSLATIONS INTERNATIONAL_US_0013635

7

- 5
- Click **Save** to send invitation
- Your colleague will receive an email notification with a link to register

Note: to deactivate a user, you must edit the user record and select “Deactivate User”

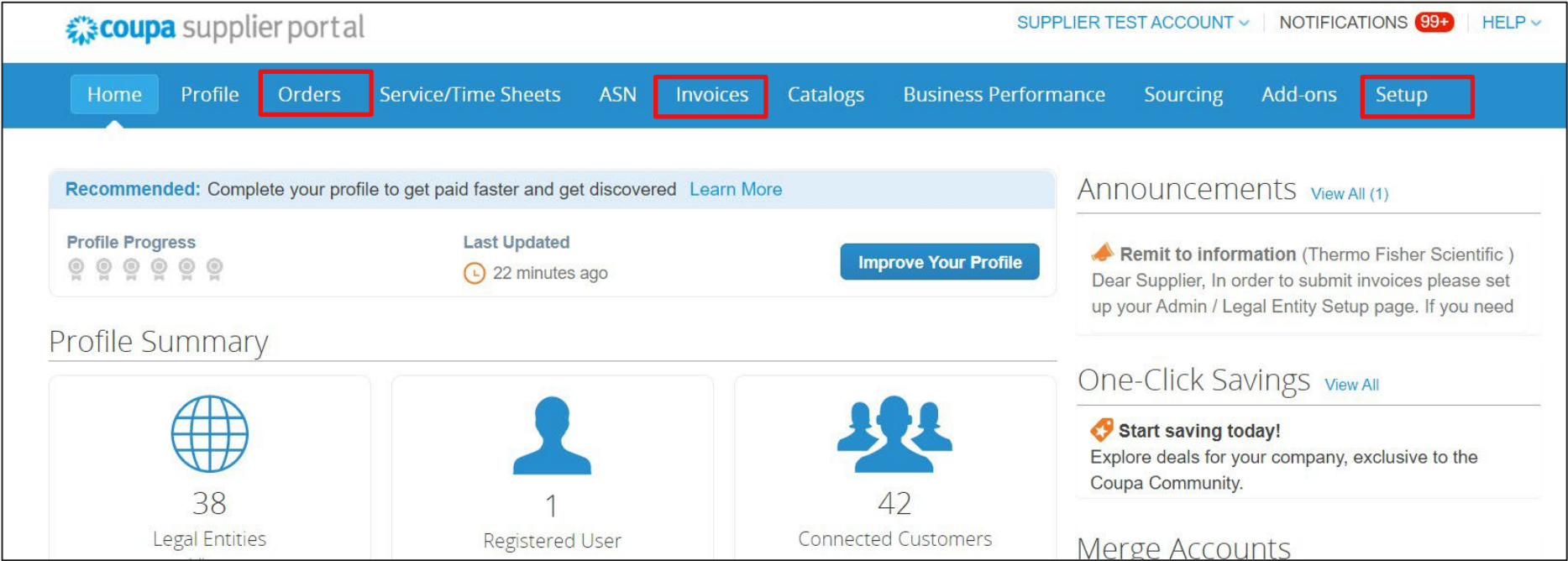
Cancel

Deactivate User

5

Save

Key Features of CSP

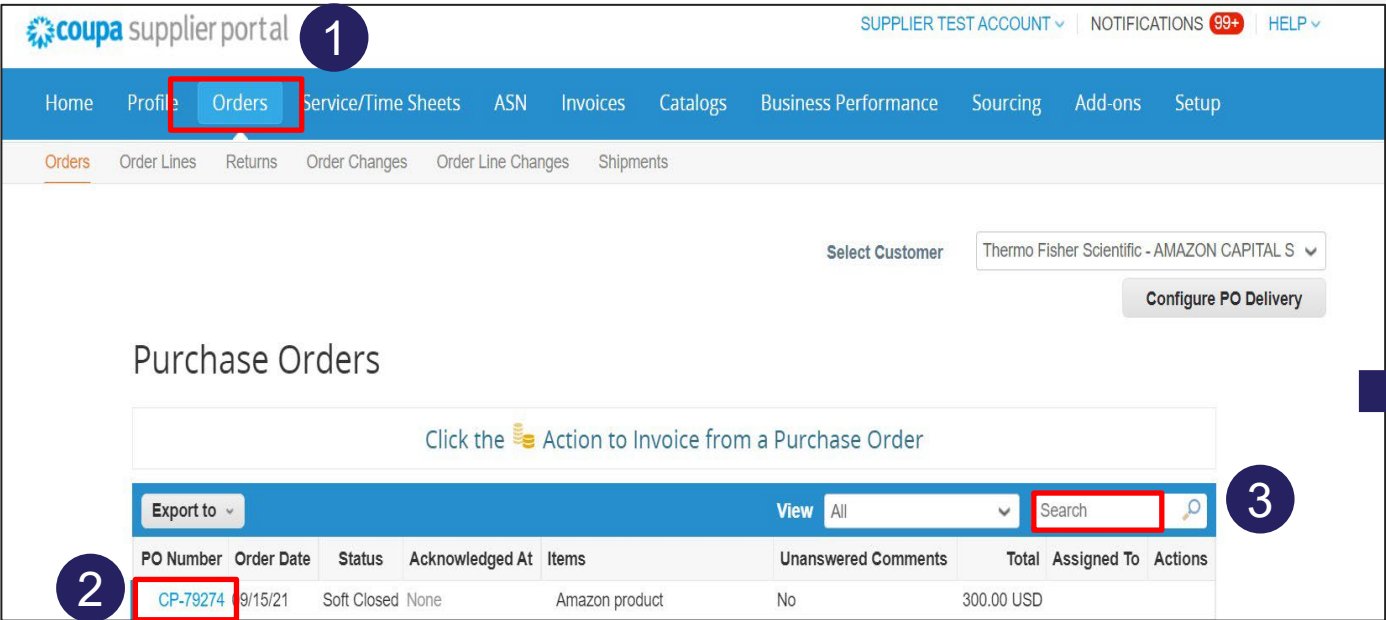


Orders	Review your purchase orders and submit invoices / credit memos
Invoices	Review status of invoices and credit memos
Set Up	Administration of your CPS account

Viewing Your Purchase Orders

You will be able to view your POs in the CSP regardless of your transmission method

- 1 Go to **Orders** tab, this will provide a summary of all PO from Thermo Fisher
- 2 Click on the **PO number hyperlink**, which will open another screen and allow users to view the entire PO
- 3 Alternatively **search** for a specific PO number



coupa supplier portal 1

SUPPLIER TEST ACCOUNT | NOTIFICATIONS 99+ | HELP


Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Orders Order Lines Returns Order Changes Order Line Changes Shipments

Select Customer: Thermo Fisher Scientific - AMAZON CAPITAL S

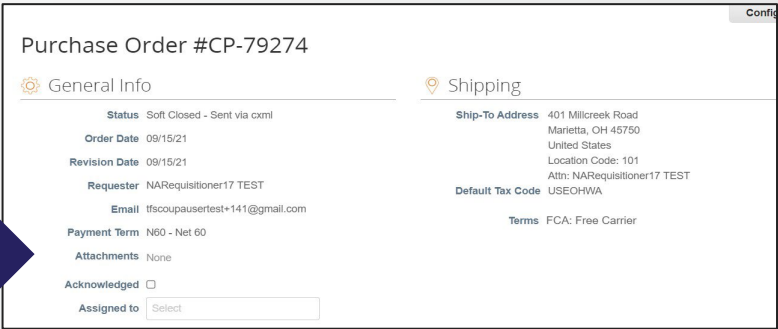
Configure PO Delivery

Purchase Orders

Click the  Action to Invoice from a Purchase Order

Export to View All Search 3

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
2 CP-79274	9/15/21	Soft Closed	None	Amazon product	No	300.00 USD		



Purchase Order #CP-79274

General Info

Status: Soft Closed - Sent via xml

Order Date: 09/15/21

Revision Date: 09/15/21

Requester: NARquisitioner17 TEST

Email: tfscoupauser141@gmail.com

Payment Term: N60 - Net 60

Attachments: None

Acknowledged: ☐

Assigned to: Select

Shipping

Ship-To Address: 401 Millcreek Road, Marietta, OH 45750, United States

Location Code: 101

Attn: NARquisitioner17 TEST

Default Tax Code: USEOHWA

Terms: FCA: Free Carrier

Creating an Invoice

You will be able to create an invoice directly from the PO in the CSP, commonly referred to as a 'PO Flip'

- 1 Go to **orders** tab
- 2 Identify **PO you would like to 'flip'**
- 3 Click on the **create invoice icon**




Home Profile **Orders** /Time Sheets ASN Invoices Catalogs Add-ons Admin

Orders Order Lines Returns Order Changes Order Line Changes Shipments


Select Customer Thermo Fisher Scientific - AMAZON CAPITAL

Configure PO Del

Purchase Orders

Click the  Action to Invoice from a Purchase Order

Export to View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
CP-79261	09/15/21	Issued	None	Amazon product	No	450.00 USD		

Creating an Invoice

Complete **mandatory fields** Invoice number & date on the Create Invoice screen. You can attach a copy of your invoice (JPEG only)

- 1 Complete required fields
- 2 Edit quantities, reference, shipping, handling as need
- 3 Select **calculate** to update total
- 4 Click **submit**

The screenshot displays the 'Create Invoice' interface. Callout 1 points to the 'General Info' section where the 'Invoice #' (1200001) and 'Invoice Date' (01/28/20) are entered. Callout 2 points to the 'Lines' table, specifically the 'Price' field (1,500.00) and the 'Match Reference Key' (1234567). Callout 3 points to the 'Calculate' button in the 'Totals & Taxes' section. Callout 4 points to the 'Submit' button. The 'Totals & Taxes' section shows a 'Lines Net Total' of 1,500.00 and a 'Total' of 1,500.00.

Create Invoice Create

General Info

* Invoice # 1200001 ✓

* Invoice Date 01/28/20

* Payment Term 120 Days Due Net From Invoice Date (T812)

* Currency USD

Delivery Number

Status Draft

Supplier Note

Attachments Add File | URL | Text

From

* Supplier 0015128859

Supplier Tax ID 90-7587598

* Invoice From Address Supplier Legal Entity Name
IFC7598
230 S. Wacker Drive
Chicago, Illinois 90909
United States

* Remit-To Address Supplier Legal Entity Name
RTA7598
230 S. Wacker Drive
Chicago, IL 90909
United States

* Ship From Address Supplier Legal Entity Name
SFA7598
230 S. Wacker Drive
Chicago, Illinois 90909
United States

Totals & Taxes

Lines Net Total 1,500.00

Shipping

Tax 0 % 0.00

Tax Reference Enter a tax reason description.

Handling

Tax 0 % 0.000

Tax Reference Enter a tax reason description.

Misc

Tax 0 % 0.000

Tax Reference Enter a tax reason description.

Tax 0 % 0.00

Total Tax 0.00

Net Total 1,500.00

Total 1,500.00

Buttons: Delete, Cancel, Save, Calculate, Submit

Lines

Type	Description	Price	Quantity	Unit	Line Level Taxation
TMS logistics Service		1,500.00			

PO Line 8020031880-1 Contract Receipt None Match Reference Key 1234567

Supplier Part Number IINSPSC Billable Notes

Creating an Invoice

*Note: for suppliers **with US address** in EMEA to have a taxation in the invoice is a must. Therefore, when you submit invoices through CSP, you should **tick the line level taxation box** here:*

Lines

Type

Description

US test

Qty

100.0000

UOM

Each

▼

Price

100.00

10,000.00

✕

☒ Line Level Taxation

If you forget to tick the line level taxation box, the tax part is untouchable for AP, so we can't process the invoice.

Creating an Invoice

In this case, a tax part pop up:

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	US test	100.0000	Each	100.00	10,000.00

PO Line
CP-324526-1

Service/Time Sheet Line
None

Contract

Supplier Part Number

Billing Note

Billing
UK01-213-Financial Services-175600---100

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<div></div>	<div></div>	0.00	<div></div>

You can choose tax description, but better not touch that part. Just tick the box, this is the only specific request.

If you forget to tick the line level taxation box, the tax part is untouchable for AP, so we can't process the invoice.

Invoice Requirements

- Company Header (name and address)
 - Invoice Number
 - Invoice Date
 - PO Number or Thermo Fisher Requester Name
 - Thermo Fisher Bill-To Address
 - Remit-to Address
 - Item /service description
 - Total amount
 - Currency
 - *Ship-to address, payment terms and banking information, are helpful although not mandatory*
- Invoices must be submitted in CSP up to 7 days after the invoice date
 - After 7 days the invoice date must be updated and the invoice resubmitted

If you experience any difficulties, invoices can be submitted via email:

- To mailbox Invoices+EMEA@thermofisher.coupahost.com (**for invoice submission only**; please do not submit inquiries to this address)
- Invoices must be submitted in **non-editable PDF format**
- Invoices must be submitted to AP Mailbox as soon as they are issued; late submission might cause late payment
- Invoices **must include the PO number**
- PDF files submitted via e-mail must only contain only 1 invoice
- Multiple PDFs (max 10 pdfs) can be attached to a single e-mail

Why Invoice via CSP

There are a number of key benefits for you to invoice via the CSP:

- You can monitor the status of your invoice through to payment
- Invoices are processed, and potentially approved, automatically
- Faster processing than generating your own invoices
- Creating and sending invoices

Thermo Fisher Legal Entities in Scope

The following entities can be transacted with via CSP – page 1:

Legal Entity Name	Address	Country
Oxoid Limited	Wade Road, Basingstoke, RG24 8PW	UK
Trek Diagnostic System Ltd	Birches Industrial Estate, East Grinstead, RH19 1XZ	UK
Remel Europe Ltd	Remel House, Clipper Blvd, West Crossways, Dartford, Kent, DA2 6PT	UK
G&M Procter Ltd	4 Auld Bond Road, Perth, Perthshire, PH1 3FX	UK
Thermo Fisher Diagnostics UK Ltd	16 Shenley Pavilions, Chalkdell Drive, Shenley Wood, Milton Keynes MK5 6LB	UK
Thermo Fisher Diagnostics AG	Zurlindenstrasse 3, 4133 Prattein, Switzerland	Switzerland
Thermo Fisher Diagnostics BV	Postbus 122, 1120 AC Landsmeer, Netherlands	Netherlands
Thermo Electron Manufacturing Ltd	Stafford House, 1 Boundary Park, Boundary Way, Hemel Hempstead, HP2 7GE	UK
Thermo Fisher Scientific B.V	Takkebijsters 1, 4817 BL Breda	Netherlands
Thermo Fisher Scientific (Schweiz) AG	Neuhofstrasse 11, 4153 Reinach	Switzerland
Thermo Services (Hungary) Kft.	Budapest, Váci út 41-43., 1134, Magyarország	Hungary

Thermo Fisher Legal Entities in Scope

The following entities can be transacted with via CSP – page 2:

Legal Entity Name	Address	Country
Thermo Fisher Scientific (Bremen) GmbH	Hanna-Kunath-Strasse 11, 28199 Bremen	Germany
Thermo Fisher Scientific GmbH	Im Steingrund 4, 63303 Dreieich	Germany
Thermo Electron LED SAS	4 Rue Edith Piaf, Euptouyou Nates Work Center, 44807 Saint-Herblain	France
Thermo Electron SAS	16 Av. Du Québec, 91140 Villebon-sur-Yvette	France
Thermo Fisher Scientific Milano SRL	Str. Rivoltana, Km 4, 20090 Rodano, Milano	Italy
Thermo Fisher Scientific S.P.A	Via San Bovia 3, 20054 Segrate, Milano	Italy
Thermo Electron Sweden AB	Lindhagensgatan 76, SE-112 18 Stockholm	Sweden
Thermo Fisher Scientific Wissenschaftliche Geräte GmbH	Dresdner Strasse 89, 1200 Wien	Austria
Brahms GmbH	Neuendorfstrasse 25, 16761 Hennigsdorf	Germany
Brahms Biotech GmbH	Neuendorfstrasse 25, 16761 Hennigsdorf	Germany
Oxoid Deutschland GmbH	AM Lippeglacis 4, 46483 Wesel	Germany

Thermo Fisher Legal Entities in Scope

The following entities can be transacted with via CSP – page 3:



Legal Entity Name	Address	Country
Thermo Fisher Diagnostics GmbH	Neuendorfstrasse 25, 16761 Hennigsdorf	Germany
Cezanne S.A.S	280 Allée Graham Bell, 30000, Nimes	France
Thermo Fisher Diagnostics SAS	6 Route du Paisy, ZI 69570 Dardilly	France
Microgenics B.V & Co. KG	Neuendorfstrasse 25, 16761 Hennigsdorf	Germany
Thermo Fisher Scientific SpA	Via San Bovio, 3 20054 Segrate (MI)	Italy
Thermo Fisher Diagnostics AB	Uppsala 75137	Sweden
Thermo Fisher Diagnostics (Austria)	Dresdner Strabe 89, 1200, Wien	Austria
BmT GmbH Laborprodukte	Meerbuscher Str. 74, 40670 Meerbusch	Germany
Life Technologies Limited	3 Fountain Drive, Inchinnan Business Park, Paisley	United Kingdom
Life Technologies Europe BV, Nederlaenderna filial Sverige	Box 12650, Lindhagensgatan 76, S-11292 Stockholm	Sweden
Life Technologies Europe BV	Kwartsweg 2, 2556 NN Bleiswijk	Netherlands
Life Technologies SAS	25 Avenue de la Baltique, ZI de Courtaboeuf, 91140 Villebon sur Yvette	France
Thermo Electron LED GmbH	Robert-Bosch-Str.1, 63505 Langenselbold	Germany

Thermo Fisher Legal Entities in Scope

The following entities can be transacted with via CSP – page 4:

Legal Entity Name	Address	Country
Life Technologies Italia, Fil. Life Technologies Europe BV	c/o Segreen Business Park, Via San Bovio 3, 20054 Segrate (MI)	Italy
LifeTech Austria Zweigniederlassung	Falkestraße 1/6, 1010 Wien	Austria
Life Technologies GmbH	Frankfurter Strasse 129B, 64293, Darmstadt	Germany
Life Technologies Europe B.V., Nieuwerkerk aan den IJssel, Zweigniederlassung Reinach	Thermo Fisher Scientific AG, Neuhofstrasse 11, 4153 Reinach BL	Switzerland
Thermo Fisher Scientific - Prionics Lelystad BV	Platinastraat 33, 8211 AR Lelystad	Netherlands
Thermo Fisher Scientific Germany BV & Co. KG	Pfannkuchstrasse 10 - 12 76185 Karlsruhe	Germany
Thermo Fisher Scientific IT Services GmbH	Pfannkuchstrasse 10 - 12 76185 Karlsruhe	Germany
Life Technologies Magyarorszag Kft.	Váci út 43. 2nd Floor (Advance Tower), 1134 Budapest	Hungary
Thermo Fisher Scientific GeneArt GmbH	Am BioPark 11, 93053 Regensburg	Germany
Life Technologies Ltd / Laboratoire Service International (LSI)	6 Allée des écureuils, Le Bois Dieu, 69380 LISSIEU	France
Thermo Electron LED	Am Kalkberg, 37502 Osterode am Harz	Germany
Thermo Electron LED	Distribution Centre Europe, Eindhoutse Heide 1, 2430 Eindhoven	Belgium

Support

CSP Onboarding Queries		SupplierEnablementEMEA@thermofisher.com
General Accounts Payable Queries		SupplyConnectEMEA@thermofisher.com

Thank you

