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Dear Valued Supplier:

Thermo Fisher Scientific has transitioned to a new electronic Procure-to-Pay process with The SupplyConnect Solution™, powered by Coupa, for many of our locations in North America. To facilitate this transition, we are encouraging you to join the Coupa Supplier Portal. Joining the Supplier Portal provides our suppliers with immediate benefits such as convenient access to POs, simple invoice submission and improved visibility of payment status.

You may have already received an invitation to register for the Supplier Portal. If not, please send a request to SupplyConnect@thermofisher.com and include your company's name, the first and last name of the primary contact person, and a valid business e-mail address for that person.

The process to register is simple, quick and - best of all - free to our suppliers! Here is what to expect:

① Receive ☐ Portal Invitation	② Supplier ☐ Portal Registration	③ Receive PO ☐ via Email & Portal	④ Submit ☐ eInvoice via Portal

Step 1 Receive Portal Invitation: You will receive an e-mail invitation to join the Coupa Supplier Portal (remember to request access if you haven't received your invitation yet!)

Step 2 Supplier Portal Registration: Accept the Coupa Supplier Portal invitation and setup your company profile

Step 3 – Receive PO via Email & Portal: Future purchase orders will be delivered via email and in the Supplier Portal

Step 4 – Submit eInvoice via Portal: Create invoices directly from purchase orders (or Coupa contracts) in the Supplier Portal!

As a reminder, our supplier enablement team is available to support you through this process. To request support or to submit a question, please email us at SupplyConnect@thermofisher.com.
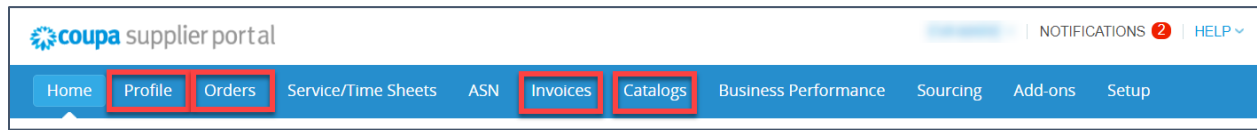
Thank you for your partnership!

Sincerely,

The Supplier Connect Team

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The SupplyConnect Solution Supplier Portal: Overview of Features

Profile:
- Add your company profile details so that other customers using Coupa can learn about you!

Orders:
- View all purchase orders created by Thermo Fisher Scientific
- Convert the PO directly into an invoice
- Set up cXML PO delivery

Invoices:
- Submit and view invoices
- Check invoice status
- See payment details!

Catalogs:
- Create a hosted catalog with items that Thermo Fisher Scientific colleagues can buy
- Add, remove or update hosted catalog items
- Configure a punch-out link to your company's online catalog

[Coupa Supplier Portal Online Guides](#)