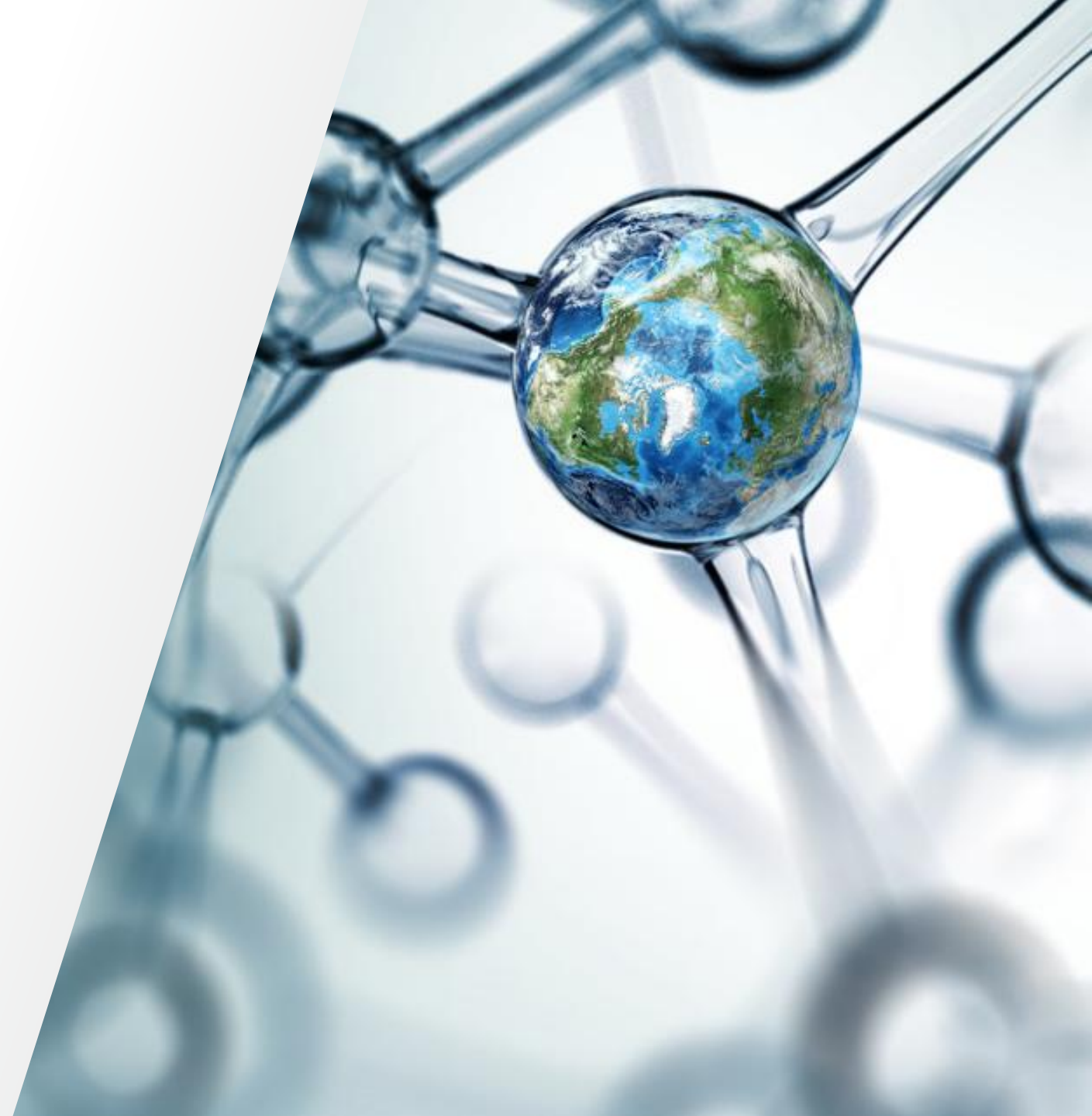


# Coupa Supplier Portal (CSP) 第三方供應商使用指南

 The world leader in serving science



# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

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[為什麼要透過 CSP 開立發票](#)

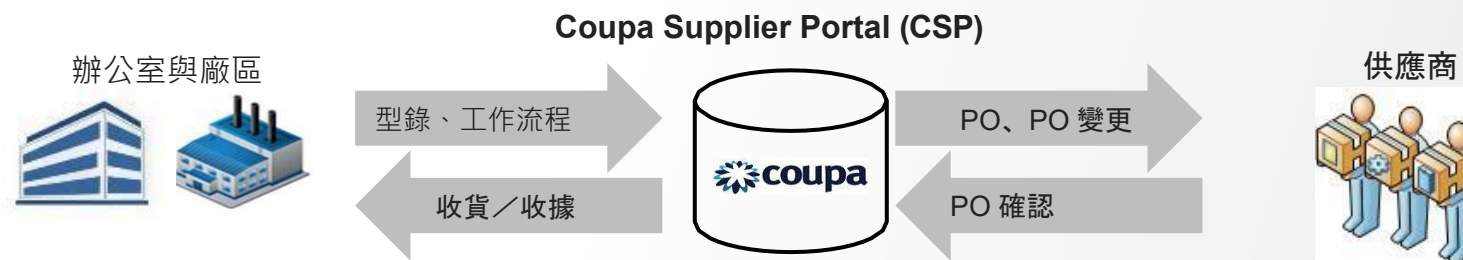
[適用範圍內的 Thermo Fisher 實體\(公司\)](#)

[支援](#)

# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## Coupa 介紹 ( 採購與支出管理平台 )

- Coupa 是一個雲端、好操作的 e-Procurement 與供應商協作軟體。
- Coupa 為 Thermo Fisher 提供一個整合的平台與環境, 把 Sourcing、Procurement 和 Invoice 的流程全部整合在一起。
- Coupa 是領先的 e-Procurement 平台, 能連結買方與供應商。
- Coupa 是以網路為基礎的解決方案, 可以支援並整合多種不同系統。
- Coupa Supplier Portal (CSP, 供應商入口網站) 用來接收與溝通採購訂單, 讓你可以建立並送出發票、處理爭議, 並查看狀態進度(僅限 PO 號碼以「CP」開頭)。
- Coupa Supplier Portal (CSP) 是免費的, 供應商不需要支付任何費用。



# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## 有哪些改變

### PO 傳送

PO 電子郵件  
非 PO 訂單請使用電話／電子郵件

透過電子郵件傳送，並附上供應商入口網站連結

### PO 確認

透過電話／電子郵件確認 PO  
可能沒有即時確認或回覆

透過系統介面確認 PO  
在系統工具內查看狀態指令

### 交易狀態

交易狀態無法追蹤  
與供應商沒有系統化溝通

透過系統介面追蹤狀態  
與供應商進行系統化溝通

### PO 轉換 / 開立發票

供應商提交紙本／PDF 發票  
在送交 AP 進行三方比對之前 (PO／收貨／發票)

供應商透過系統介面將 PO 轉成發票  
系統自動進行兩方比對 (PO 與發票) 並進行付款

# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## 供應商的好處

### Coupa 以客戶成功為核心：

- 使用操作簡單的 Coupa Supplier Portal (CSP) 完全免費
- 查看你的採購訂單 ( PO 號碼以「CP」開頭 )，並查看來自 Thermo Fisher 的 PO 總覽
- 可直接在 CSP 中由 PO 建立發票，只要在建立發票畫面填寫必要欄位 ( 發票號碼與日期 )，也可以上傳發票副本
- 透過收到的通知處理有爭議的發票，系統會說明爭議原因，並提供取消或調整發票的選項，同時可追蹤狀態從爭議中到待處理

#### Pos ( 採購訂單 )

Network  
cXML  
Email/HTML

#### 發票

Network  
Supplier Actionable Notification (SAN)  
cXML

# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## Coupa Supplier Portal (CSP) 介紹

- Coupa Supplier Portal (CSP) 是一個線上工具, 作為供應商與 Thermo Fisher 之間的溝通介面, 包含以下功能:
  - 在 Thermo Fisher 與供應商之間交換 PO 與發票文件
  - 提升整個下單與開立發票流程的可視性與透明度

The screenshot shows the 'coupa supplier portal' header. On the left is a 'Register' section with fields for First Name, Last Name, Company, and Email, and a 'Register' button. On the right is a 'Log In' section with fields for Email Address and Password, a 'Log In' button, and a 'Forgot Your Password?' link. A dark blue box with the text 'Login Page' is overlaid on the bottom right of the login section.



The screenshot shows the 'coupa supplier portal' header with a navigation menu: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, Setup. The main content area includes a 'Recommended' section with a 'Complete your profile' message, a 'Profile Progress' section with a 'Last Updated' timestamp and an 'Improve Your Profile' button, and a 'Profile Summary' section with three cards: '38 Legal Entities', '1 Registered User', and '42 Connected Customers'. Below these are links for 'Banking Info', 'Diversity', 'Accelerate', and 'Bribery Policy'. The 'Karina Dummy Supplier' profile is shown with details like Website, Industry, About, Established, Top Commodities, Currencies, Diversity, Corporate Social Responsibility Rating, and Public Profile. On the right, there are sections for 'Announcements', 'One-Click Savings', 'Merge Accounts', and 'Latest Customers'. A dark blue box with the text 'Home Page' is overlaid on the bottom right.

# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## 註冊你的 Coupa Supplier Portal (CSP) 帳號

- 你可能會收到來自 Thermo Fisher 的電子郵件邀請，邀請你加入 Coupa Supplier Portal
- 請使用以下其中一種方式進行註冊：
  1. 請依照電子郵件邀請中的指示操作
  2. 直接前往註冊 <https://supplier.coupahost.com>
  3. 使用你現有的 Coupa 帳號登入：  
*Setup > Connectivity Links > Select 'Thermo Fisher Scientific' in search field > Provide Thermo Fisher contract name/e-mail you work with > Submit*
- 如有問題，請參考 [Support Slide](#)

The screenshot displays the 'coupa suppliers' portal interface. On the left, the 'Get Started' section includes a 'Register Here' callout pointing to the registration form. The form fields are: \* First Name, \* Last Name, \* Company, and \* Email, with a 'Request an Invite' button below. On the right, the 'Log In' section includes a 'Login Here' callout pointing to the login form. The login form fields are: \* Email (with placeholder 'Email Address') and \* Password (with placeholder 'Password'), with a 'Log In' button below. A 'Forgot your password?' link is also present, with a 'Forgot password?' callout pointing to it.



# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## 管理你的 Coupa Supplier Portal (CSP) 帳號

### 步驟 1：設定公司 / 法律實體資料 ( 共 8 個子步驟 )

- 1 在主選單中，點擊 **Setup** 分頁
- 2 點擊 **Legal Entity Setup** 選項
- 3 點擊 **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 labeled 1). Below the navigation bar, the 'Admin' section is visible, with 'Legal Entity Setup' highlighted in the left sidebar (labeled 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 (labeled 3).

Legal Entity	
▼ 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 →



# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## 管理你的 Coupa Supplier Portal (CSP) 帳號

### 步驟 1：設定公司 / 法律實體資料 ( 共 8 個子步驟 )

#### 4 輸入法律實體名稱，選擇國家，然後點擊 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

Country/Region

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

#### 5 輸入你公司的發票地址與稅籍編號

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country/Region

☒ Use this address for Remit-To *i*

☒ Use this for Ship From address *i*

**REQUIRED FOR INVOICING**

Enter the registered address of your legal entity. This is the same location where you receive government documents. *i*

What is your Tax ID? *i*

Country/Region

Tax ID

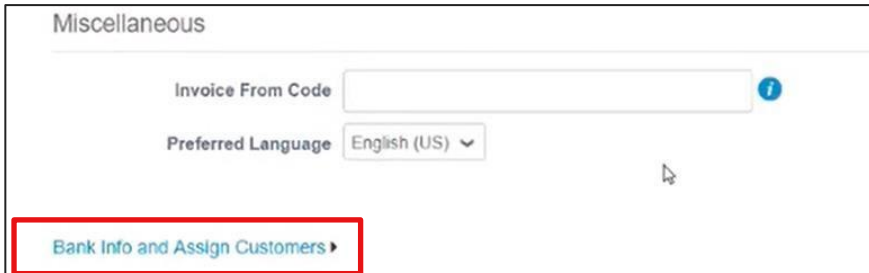
☐ I don't have Tax ID Number

# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## 管理你的 Coupa Supplier Portal (CSP) 帳號

### 步驟 1：設定公司 / 法律實體資料 ( 共 8 個子步驟 )

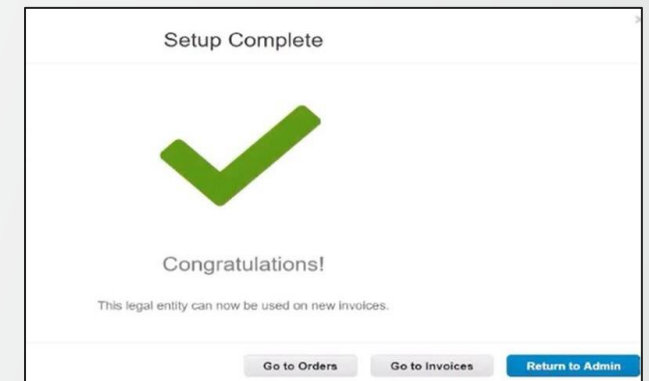
6 在畫面底部, 點擊: Bank Info 和 Assign Customers



7 選擇要包含的客戶, 然後點擊 Done



8 Coupa 會確認設定已完成



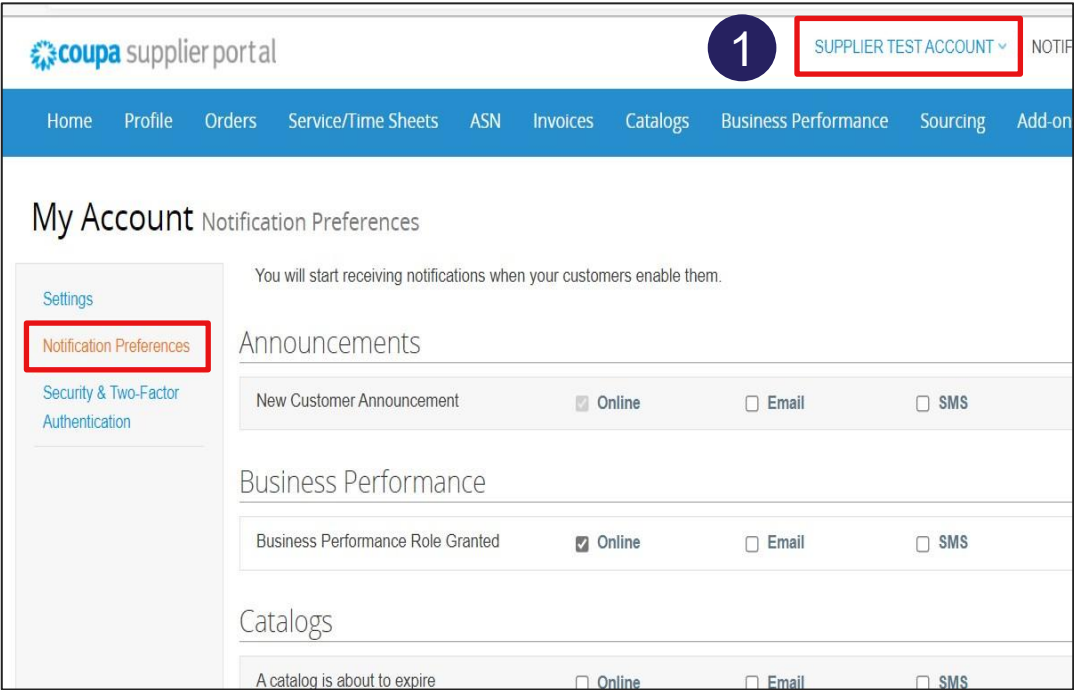
# Coupa Supplier Portal (CSP) ( 供應商入口網站 )



## 管理你的 Coupa Supplier Portal (CSP) 帳號

### 步驟 2：通知偏好設定 ( 共 3 個子步驟 )

- 1 在主選單中，點擊 **Supplier Test Account** 分頁
- 2 點擊 **Notification preferences** 按鈕



- 3 選擇通知偏好設定後，**Coupa** 會確認設定已完成

Invoices			
A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Legal Invoice Export Ready	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is disputed	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is approved	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is abandoned	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is withdrawn from dispute	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
An invoice is paid	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Orders			
An order is canceled	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A new order is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
A new comment is received	<input checked="" type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

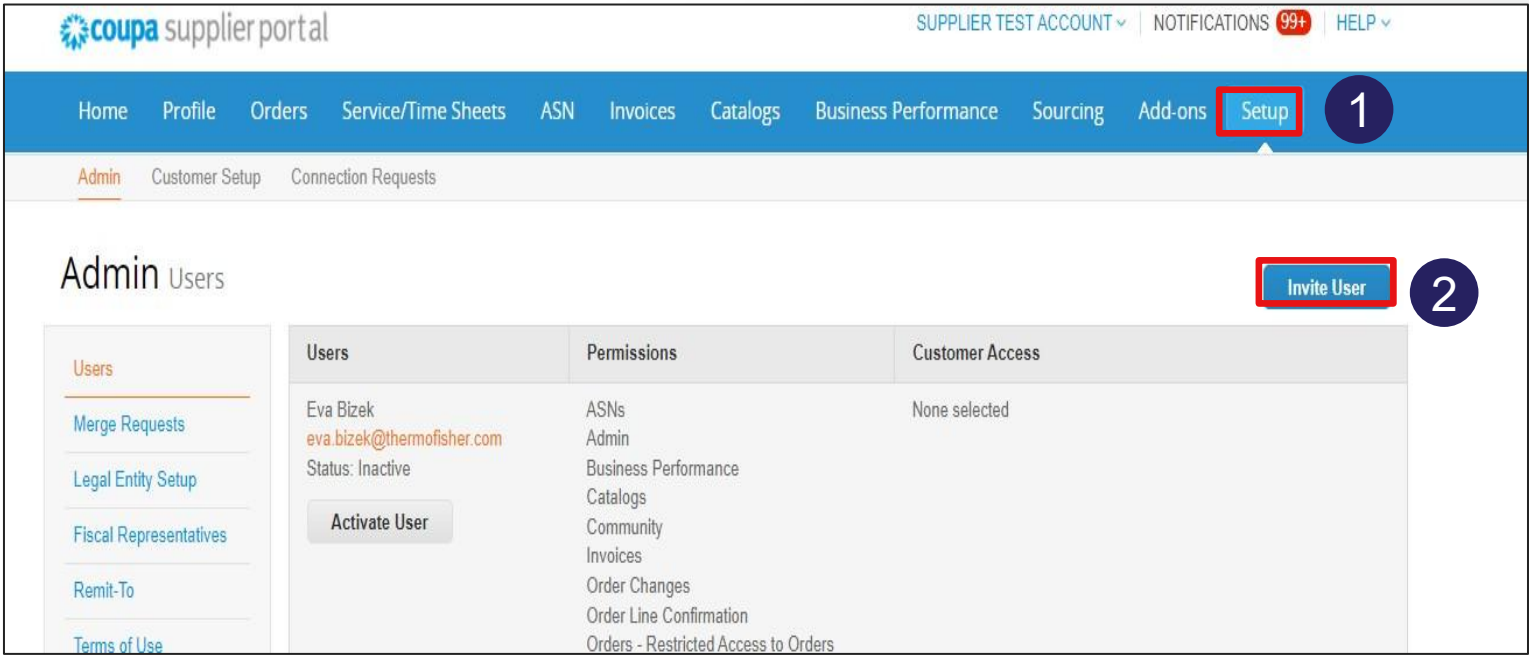
# Coupa Supplier Portal (CSP) ( 供應商入口網站 )



## 管理你的 Coupa Supplier Portal (CSP) 帳號

### 步驟 3：新增使用者 ( 共 5 個子步驟 )

- 1 在主選單中，點擊 **Setup** 分頁
- 2 點擊 **Invite User** 按鈕



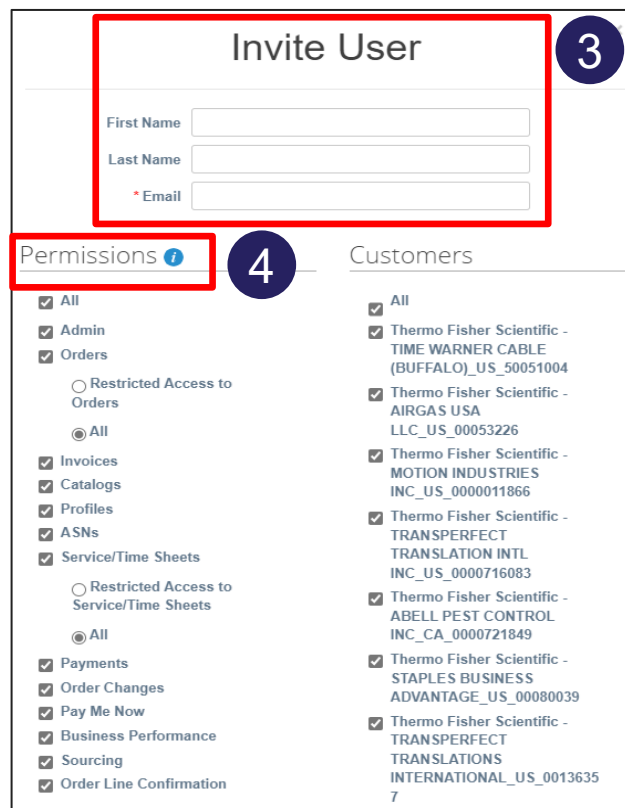
# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## 管理你的 Coupa Supplier Portal (CSP) 帳號

### 步驟 3：新增使用者 ( 共 5 個子步驟 )

3 輸入使用者的資訊

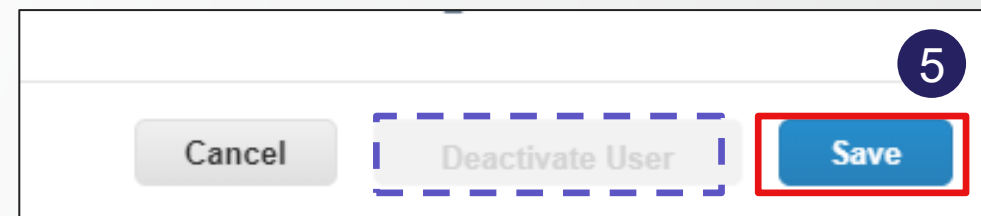
4 選擇使用者可以存取的權限



5 點擊 **Save** 送出邀請

你的同事會收到一封包含註冊連結的電子郵件通知

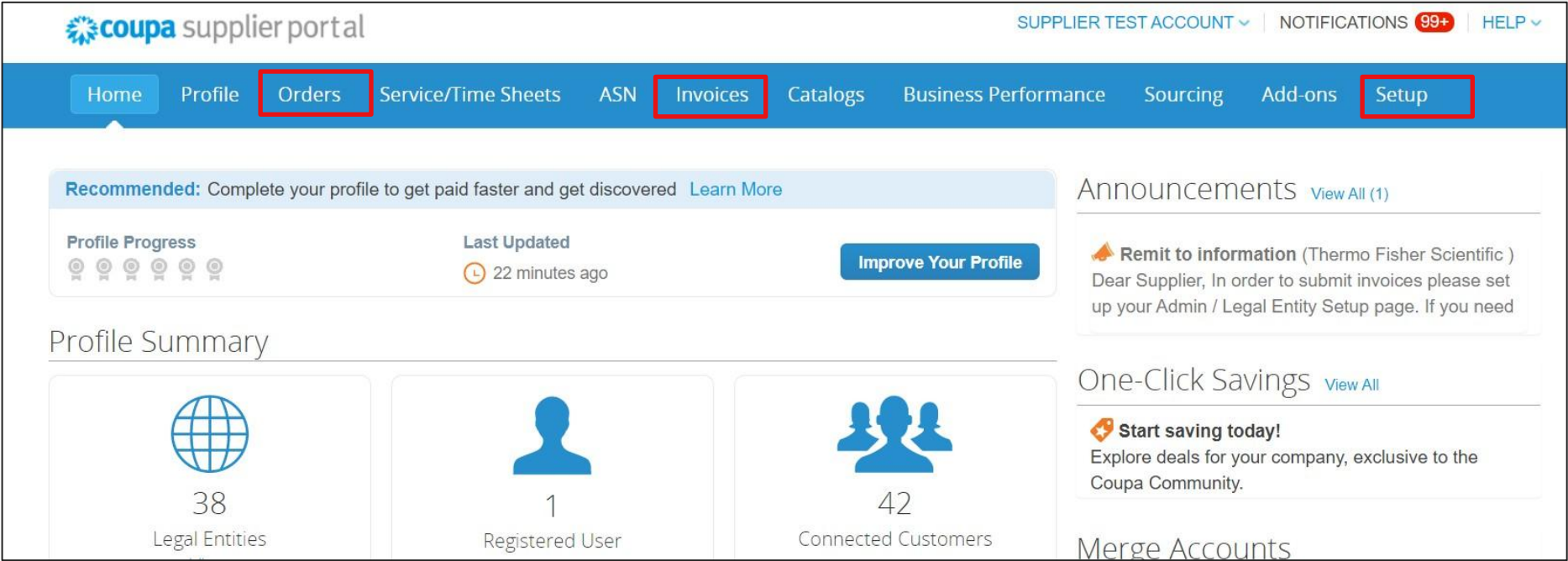
注意：如要停用使用者，請編輯該使用者資料，然後選擇「Deactivate User」



# Coupa Supplier Portal (CSP) ( 供應商入口網站 )



## CSP 主要功能



訂單	查看你的採購訂單，並提交發票 / 貸項通知單 ( Credit Memo )
發票	查看發票與貸項通知單的狀態
設定	管理你的 CSP 帳號

# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## 查看你的採購訂單

無論你是用哪種方式接收，所有 PO 都可以在 CSP 中查看

- 1 前往 Orders 分頁，即可查看所有來自 Thermo Fisher 的 PO 總覽
- 2 點擊 PO 號碼連結，系統會開啟新畫面，讓你查看完整的 PO 內容
- 3 或是直接搜尋指定的 PO 號碼

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
CP-79274 2	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: tfsoupauser141@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

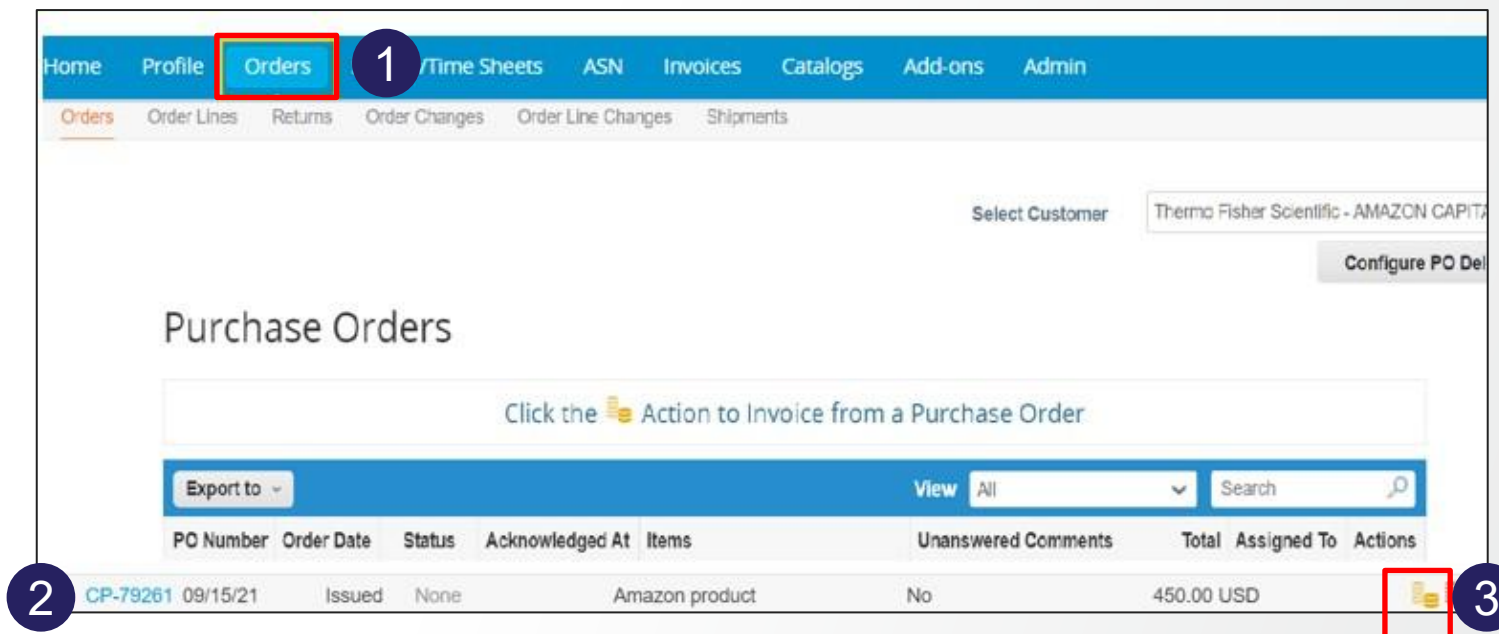


# Coupa Supplier Portal (CSP) ( 供應商入口網站 )


## 建立發票

你可以直接在 CSP 中由 PO 建立發票，這個流程通常稱為「PO Flip」

- 1 前往 **Orders** 分頁
- 2 找出你要進行「PO Flip」的 PO
- 3 點擊建立發票的圖示 



The screenshot displays the Coupa Supplier Portal (CSP) interface. The top navigation bar includes links for Home, Profile, Orders, Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. The 'Orders' tab is highlighted with a red box and a blue circle with the number 1. Below the navigation bar, there is a sub-navigation bar with links for Orders, Order Lines, Returns, Order Changes, Order Line Changes, and Shipments. The main content area is titled 'Purchase Orders' and contains a search bar and a table of purchase orders. The table has columns for PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row of the table is highlighted with a blue circle with the number 2. The 'Actions' column of the first row contains a yellow icon representing a stack of coins, which is highlighted with a red box and a blue circle with the number 3.

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		

# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## 建立發票

在建立發票畫面中填寫必填欄位 ( 發票號碼與日期 ) , 並可上傳發票副本 ( 僅支援 JPEG)

- 1 填寫必填欄位
- 2 依需要編輯數量、參考資訊、運送與處理費用
- 3 點擊 **Calculate** 以更新總金額
- 4 點擊 **Submit**

**Create Invoice** Create

**General Info**

\* Invoice # 1200001 ✓

\* Invoice Date 01/28/20

\* Payment Term 120 Days Due Net From Invoice Date (T&I2)

\* Currency USD

Delivery Number

Status Draft

Supplier Note

Attachments Add File | URL | Text

**From**

\* Supplier 0015128659

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.

Total Tax 0.00

Net Total 1,500.00

**Total** 1,500.00

**Lines**

Type Description Price 1,500.00

TMS logistics Service

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

Supplier Part Number IINSPSC Billable Notes

1 2 3 4

Delete Cancel Save Calculate Submit

## 建立發票

此時會跳出稅務相關的視窗

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
▼	<input type="text"/>	0.00	<input type="text"/>

你可以選擇稅別說明，但建議不要修改該內容，只要勾選核取方塊即可，這是唯一需要特別處理的地方。

如果忘記勾選「行層級稅務 ( line level taxation ) 」的選項，AP 將無法編輯稅務部分，因此發票無法處理

# Coupa Supplier Portal (CSP) ( 供應商入口網站 )

## 發票要求

- 公司抬頭 ( 公司名稱與地址 )
- 發票號碼
- 發票日期
- PO 號碼或 Thermo Fisher 申請人姓名
- Thermo Fisher 帳單地址 (Bill-To Address)
- 付款地址 (Remit-to Address)
- 品項 / 服務說明
- 總金額
- 幣別
- 收貨地址、付款條件與銀行資訊雖然不是必填，但提供會有幫助

- 發票必須在發票日期後 7 天內於 CSP 提交
- 超過 7 天後，需更新發票日期，並重新提交發票

如果遇到任何問題，發票也可以透過電子郵件提交

- 寄送至指定信箱 ( 僅限提交發票使用，請勿將問題或詢問寄到此信箱 ) :
  - [invoices+APAC@thermofisher.coupahost.com](mailto:invoices+APAC@thermofisher.coupahost.com) : Philippines, Australia, New Zealand, Malaysia, Singapore, Thailand
  - [invoices+TW@thermofisher.coupahost.com](mailto:invoices+TW@thermofisher.coupahost.com): Taiwan
  - [Invoices+JP@thermofisher.coupahost.com](mailto:Invoices+JP@thermofisher.coupahost.com): Japan
  - [Invoices+AE@thermofisher.coupahost.com](mailto:Invoices+AE@thermofisher.coupahost.com): Dubai
- 發票必須以不可編輯的 PDF 格式提交
- 發票開立後必須盡快提交至 AP Mailbox，延遲提交可能會導致付款延遲
- 發票必須包含 PO 號碼
- 透過電子郵件提交的 PDF 檔案，每個檔案只能包含 1 張發票
- 單一封電子郵件最多可附加 5 個 PDF 檔案

## 為什麼要透過 CSP 開立發票

**透過 CSP 開立發票，對你有以下幾個主要好處：**

- 你可以一路追蹤發票狀態，直到完成付款
- 發票可由系統自動處理，並可能自動核准
- 比自行產生與寄送發票的流程更快速
- 直接建立並送出發票

# Coupa Supplier Portal (CSP) ( 供應商入口網站 )



## 適用範圍內的 Thermo Fisher 法律實體

以下法律實體可透過 CSP 進行交易 ( 第 1 頁 ) :

法律實體名稱	地址	國家
Thermo Services Philippines Corp	27th Floor GBF Center 1 Bridgetowne Boulevard, E. Rodriguez Jr. Avenue, Barangay Ugong Norte, Quezon City,	Philippines
Thermo Fisher Scientific NZ Limited	TMF Group Level 11, 41 Shortland Street Auckland 1010,	New Zealand
Thermo Fisher Scientific Australia Pty Ltd	C/o TMF Corporate Services (Aust) Pty Ltd, Level 4, 99 William Street, Melbourne, Victoria-3000,	Australia
Thermo Fisher Scientific Middle East	Laboratory Complex, Floor 3 (Suite 307-308), Dubai Science Park, Dubai Science Park, Dubai, 500722,	Emirates
Life Technologies Japan Ltd	Sumitomo Real Estate Mita First Building, 4-2-8 Shibaura, Minato-ku, Tokyo 108-0023	Japan
Fisher Scientific (M) Sdn. Bhd	Hap Seng Business Park, Lot 01-03, 01-04, Aras 1 Unity Square, No 12, Persiaran Perusahaan, Seksyen 23, 40300 Shah Alam, Selangor Darul Ehsan,	Malaysia
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Thermo Fisher Scientific Pte Ltd	33 Marsiling Ind Estate Road 3 #07-06, 739256 Singapore	Singapore
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Life Technologies Co Ltd	4F-1, No. 508, Sec. 7, Zhongxiao E. Rd., Nangang District, Taipei	Taiwan
Thermo Fisher Scientific (Thailand) Co. Ltd.	Unit #2010 , Singha Complex Building, 20th Floor, 1788 New Petchaburi Road, Bangkok, Huai Kwang, Bangkok 10310	Thailand

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