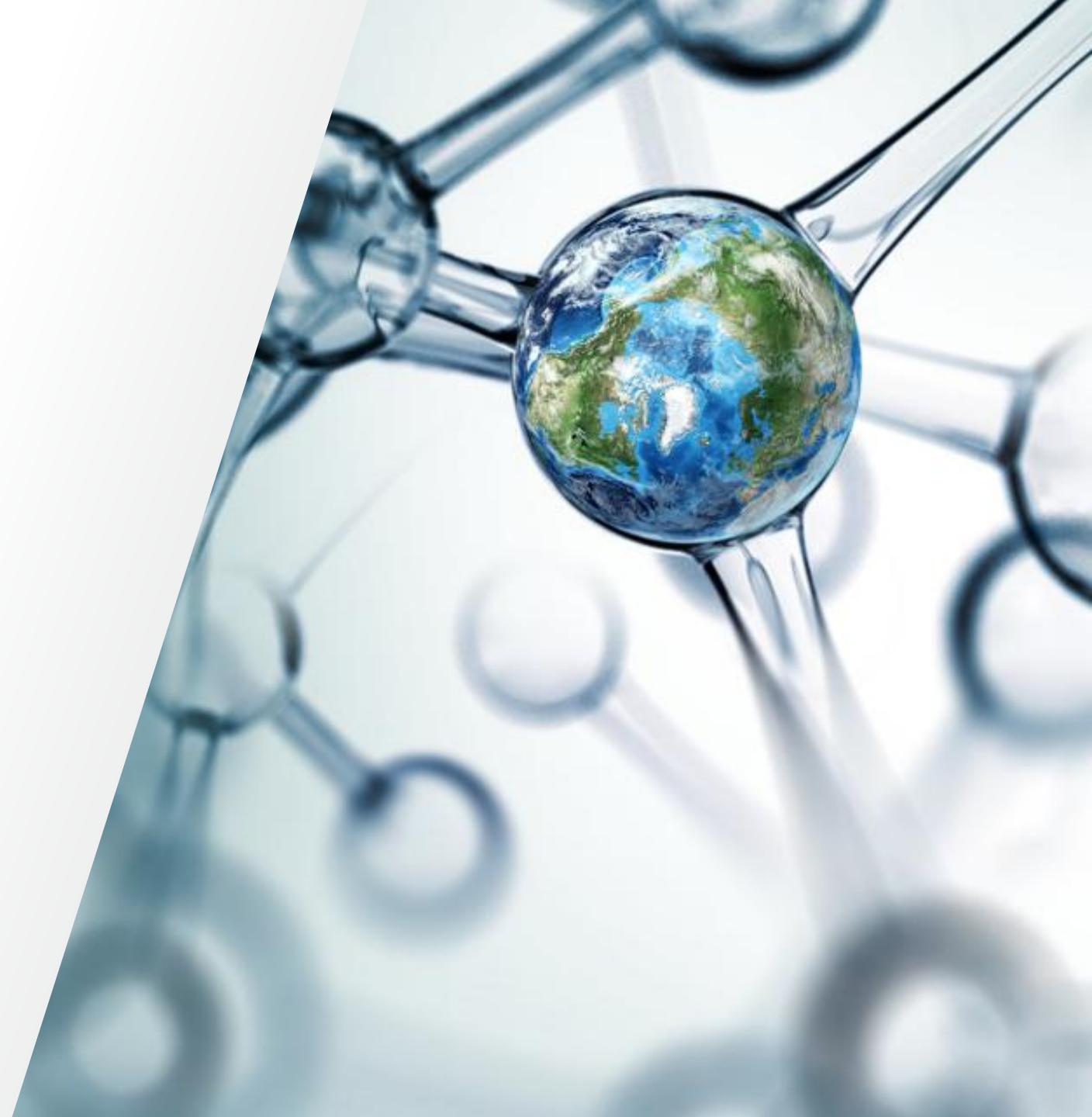


# Coupa Supplier Portal (CSP)

## 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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管理你的 CSP 帳號

CSP 主要功能

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建立發票

發票要求

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

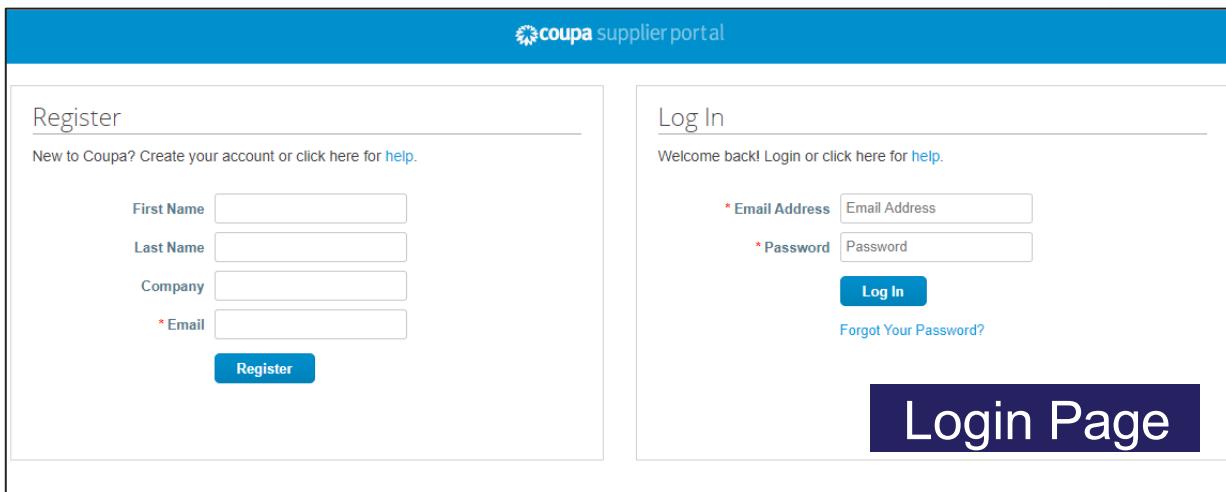
### 發票

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



coupa supplier portal

Register

New to Coupa? Create your account or click here for [help](#).

First Name

Last Name

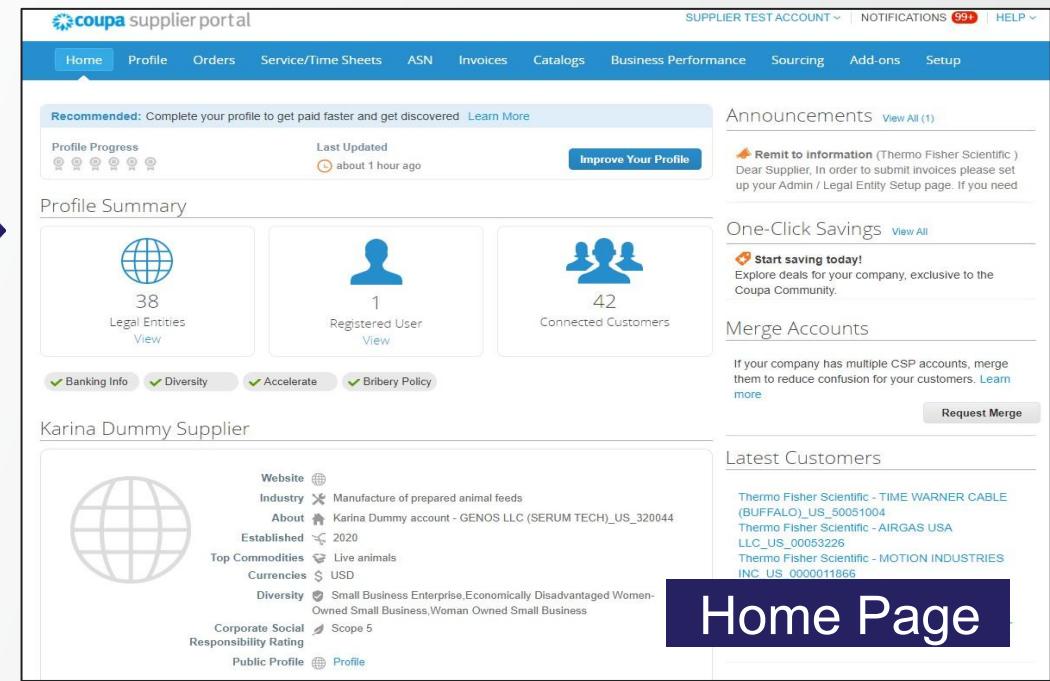
Company

\* Email

[Register](#)



### Login Page



coupa supplier portal

SUPPLIER TEST ACCOUNT | NOTIFICATIONS 99+ | HELP ▾

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

Recommended: Complete your profile to get paid faster and get discovered [Learn More](#)

Profile Progress 99% Last Updated about 1 hour ago [Improve Your Profile](#)

Profile Summary

38 Legal Entities [View](#) 1 Registered User [View](#) 42 Connected Customers

Banking Info Diversity Accelerate Bribery Policy

Karina Dummy Supplier

Website [View](#) Industry Manufacture of prepared animal feeds About Karina Dummy account - GENOS LLC (SERUM TECH)\_US\_320044

Established 2020 Top Commodities Live animals Currencies USD

Diversity Small Business Enterprise, Economically Disadvantaged Women-Owned Small Business, Woman Owned Small Business Corporate Social Responsibility Rating Scope 5

Public Profile [View](#)

One-Click Savings [View All](#)

Start saving today! Explore deals for your company, exclusive to the Coupa Community.

Merge Accounts

If your company has multiple CSP accounts, merge them to reduce confusion for your customers. [Learn more](#)

Latest Customers

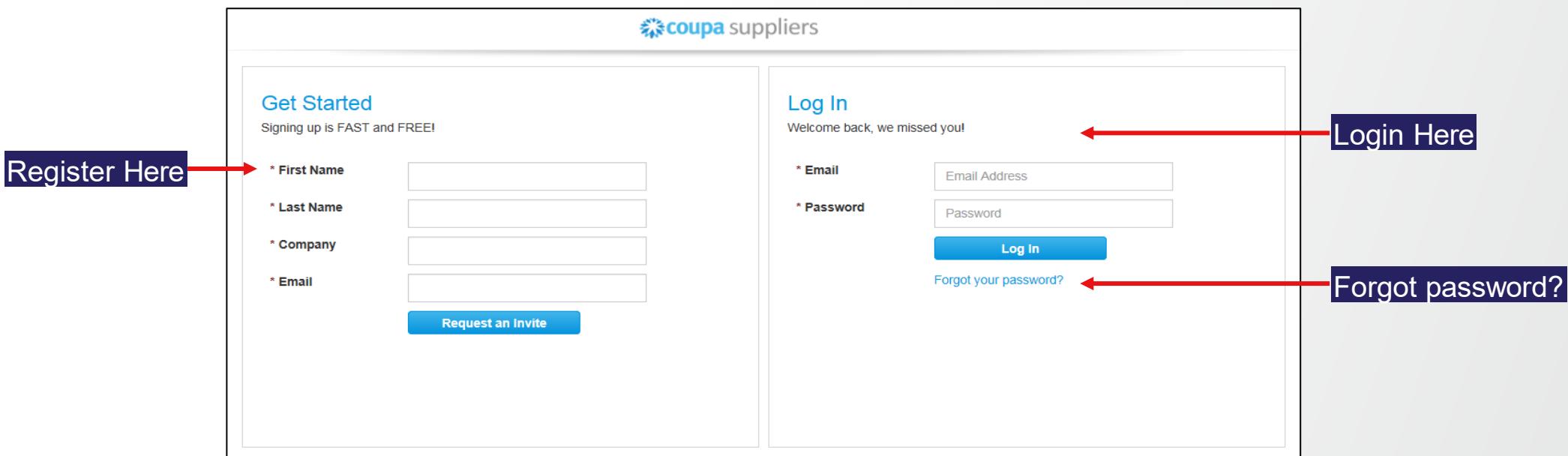
Thermo Fisher Scientific - TIME WARNER CABLE (BUFFALO), US\_50051004  
Thermo Fisher Scientific - AIRGAS USA LLC, US\_00053226  
Thermo Fisher Scientific - MOTION INDUSTRIES INC, US\_0000011866

Home Page

# 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.couphahost.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](#)

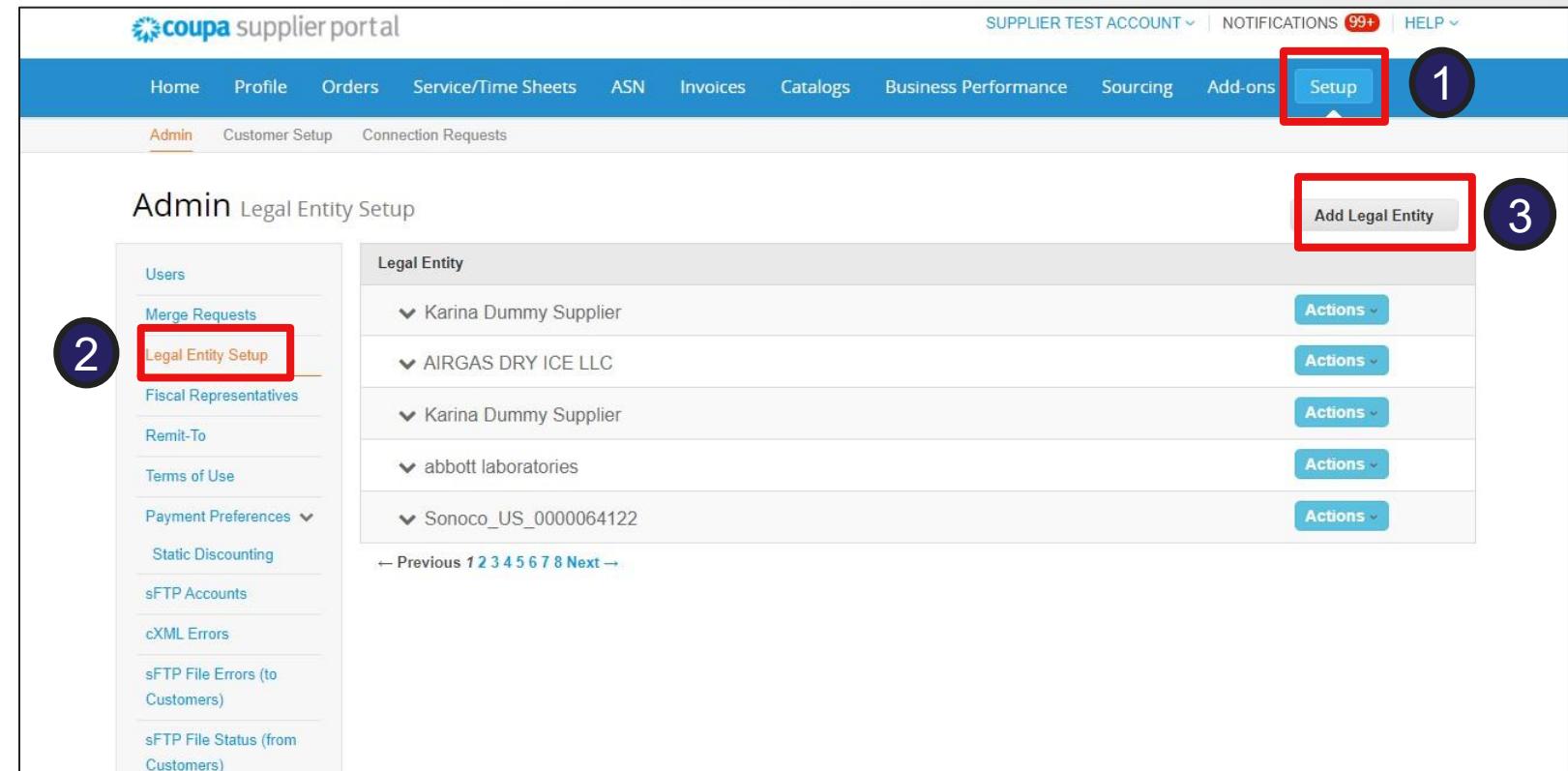


# Coupa Supplier Portal (CSP) (供應商入口網站)

## 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**



# 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

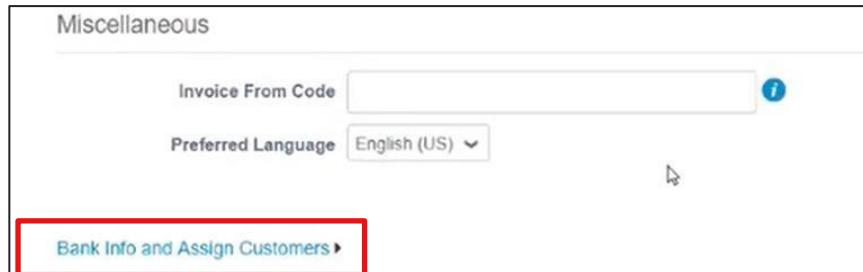
Country/Region    
Tax ID   
 I don't have Tax ID Number

# 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)

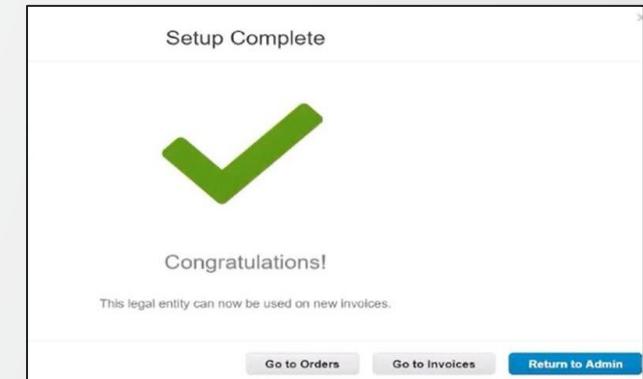
- 6 在畫面底部，點擊: Bank Info 和 Assign Customers



- 7 選擇要包含的客戶，然後點擊 Done



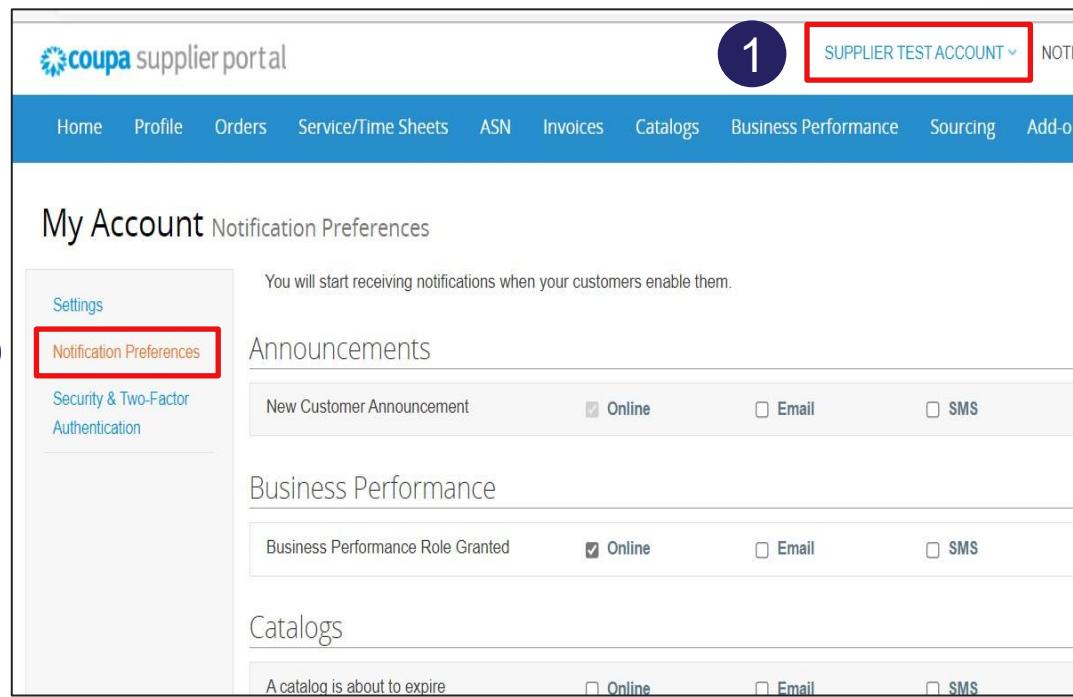
- 8 Coupa 會確認設定已完成



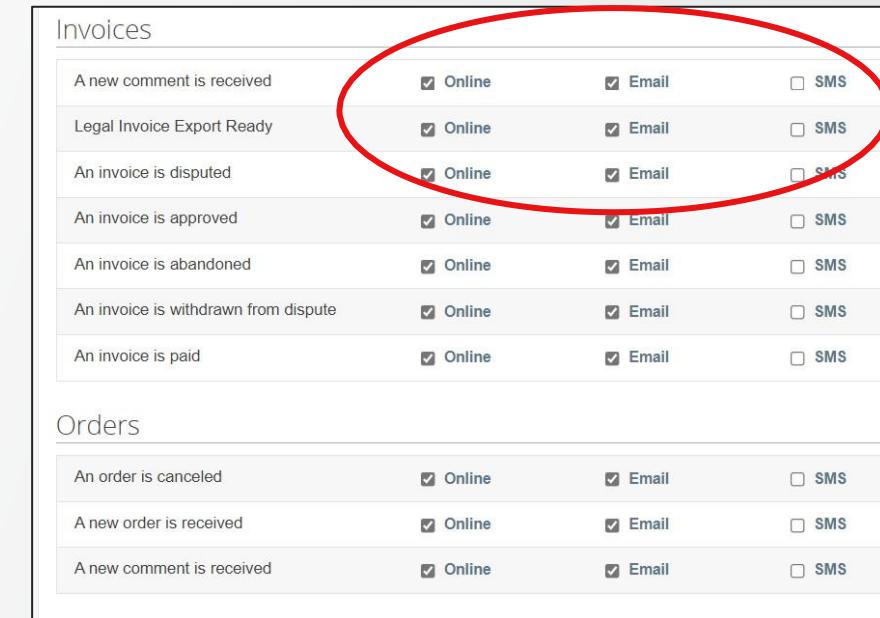
## 管理你的 Coupa Supplier Portal (CSP) 帳號

### 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

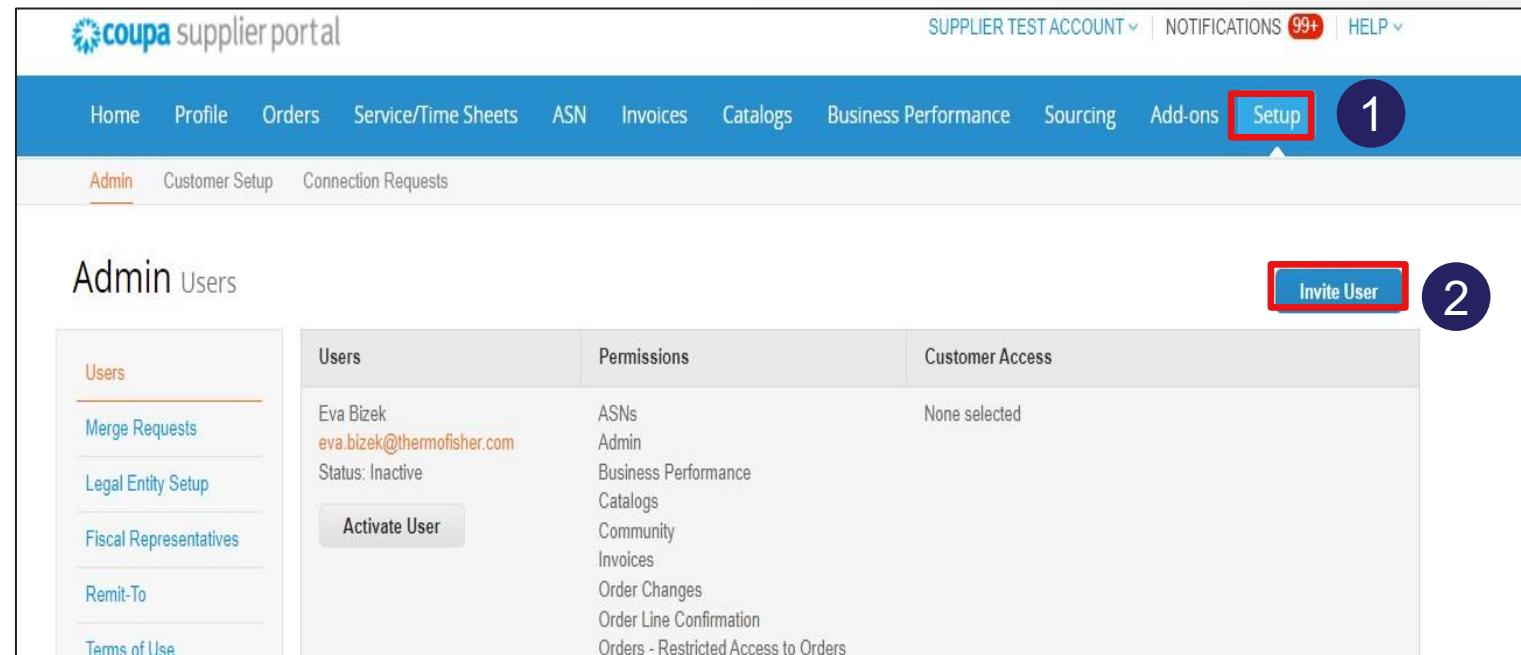


# Coupa Supplier Portal (CSP) (供應商入口網站)

## 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



The screenshot shows the Coupa Supplier Portal Admin interface. The top navigation bar includes links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The 'Setup' link is highlighted with a red box and a circled '1'. Below the navigation is a sub-menu with Admin, Customer Setup, and Connection Requests. The main content area is titled 'Admin Users' and shows a table with one user entry: Eva Bizek (eva.bizek@thermofisher.com), Status: Inactive. The table has columns for Users, Permissions, and Customer Access. A red box highlights the 'Invite User' button in the top right corner of the table, with a circled '2' next to it. The left sidebar has links for Users (highlighted), Merge Requests, Legal Entity Setup, Fiscal Representatives, Remit-To, and Terms of Use.

Users	Permissions	Customer Access
Eva Bizek eva.bizek@thermofisher.com Status: Inactive  <b>Activate User</b>	ASNs Admin Business Performance Catalogs Community Invoices Order Changes Order Line Confirmation Orders - Restricted Access to Orders	None selected

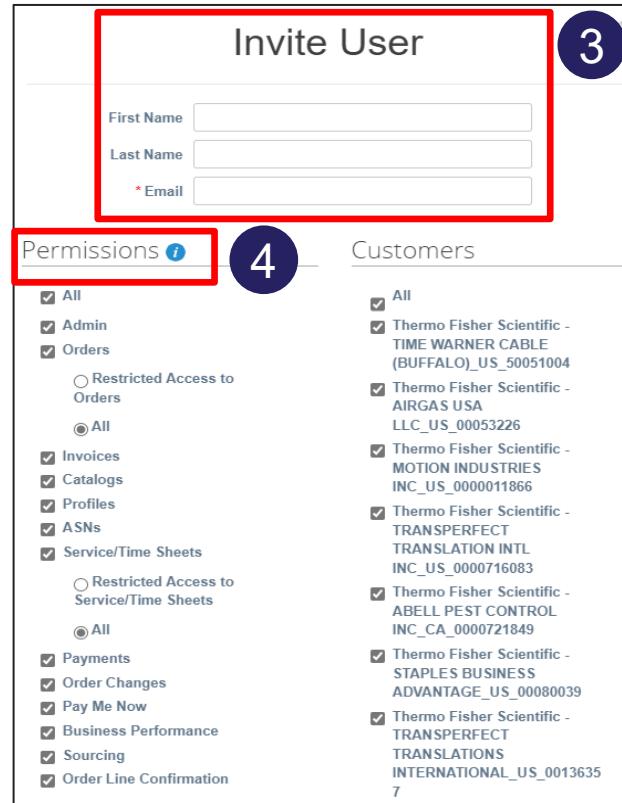
# Coupa Supplier Portal (CSP) (供應商入口網站)

## 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



Invite User

First Name

Last Name

\* Email

Permissions [i](#)

Customers

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

7

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

**coupa supplier portal**

SUPPLIER TEST ACCOUNT | NOTIFICATIONS 99+ | HELP

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

Recommended: Complete your profile to get paid faster and get discovered [Learn More](#)

Profile Progress:

Last Updated: 22 minutes ago [Improve Your Profile](#)

Profile Summary

Icon	Count	Description
Legal Entities	38	
Registered User	1	
Connected Customers	42	

Announcements [View All \(1\)](#)

**Remit to information** (Thermo Fisher Scientific)  
Dear Supplier, In order to submit invoices please set up your Admin / Legal Entity Setup page. If you need

One-Click Savings [View All](#)

**Start saving today!**  
Explore deals for your company, exclusive to the Coupa Community.

Merge Accounts

### 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

The image shows a screenshot of the Coupa Supplier Portal. On the left, the 'Orders' tab is highlighted with a red box and a circled '1'. The main content area displays a table of purchase orders with a row for PO #CP-79274 highlighted with a red box and circled '2'. A large blue arrow points from this row to a detailed view of the Purchase Order #CP-79274 on the right, circled '3'. The detailed view includes sections for General Info, Shipping, and various order details.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
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 cxml
- Order Date: 09/15/21
- Revision Date: 09/15/21
- Requester: NAREquisitioner17 TEST
- Email: tfscoupauser141@gmail.com
- Payment Term: N60 - Net 60
- Attachments: None
- Acknowledged:
- Assigned to:

**Shipping**

- Ship-To Address: 401 Millcreek Road, Marietta, OH 45750, United States, Location Code: 101, Attn: NAREquisitioner17 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 shows the 'Purchase Orders' section of the Coupa Supplier Portal. The 'Orders' tab is selected, indicated by a red box and the number 1. A callout box with the number 2 points to a specific purchase order row. A callout box with the number 3 points to the 'Create Invoice' icon (stack of coins) in the 'Actions' column of the same row. The purchase order details shown are:

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、
  - 3 點擊 **Calculate** 以更新總金額
  - 4 點擊 **Submit**

**General Info**

\* Invoice #

\* Invoice Date

\* Supplier

Supplier Tax ID

\* Payment Term 120 Days Due Net From Invoice Date (T612)

\* Currency

Delivery Number

Status Draft

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

**From**

\* Invoice From Address

\* Remit-To Address

\* Ship From Address

**Totals & Taxes**

Lines Net Total	1,500.00
Shipping	
Tax	<input type="text"/>
Tax Reference <input type="text"/>	
Handling	
Tax	<input type="text"/>
Tax Reference <input type="text"/>	
Misc	
Tax	<input type="text"/>
Tax Reference <input type="text"/>	
Tax	
Total Tax	0.00
Net Total	1,500.00
<b>Total</b>	<b>1,500.00</b>

2

Type Description

Price

PO Line

Contract

Receipt

Supplier Part Number

TIN/SPC

Billing Notes

2

Line Level Taxation

1,500.00

Match Reference Key

1

3 1 2

3 1 2

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

## 建立發票

此時會跳出稅務相關的視窗

Lines

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

Line Level Taxation

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
		0.00	

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.couphost.com](mailto:invoices+APAC@thermofisher.couphost.com) : Philippines, Australia, New Zealand, Malaysia, Singapore, Thailand
  - [invoices+TW@thermofisher.couphost.com](mailto:invoices+TW@thermofisher.couphost.com) : Taiwan
  - [Invoices+JP@thermofisher.couphost.com](mailto:Invoices+JP@thermofisher.couphost.com) : Japan
  - [Invoices+AE@thermofisher.couphost.com](mailto:Invoices+AE@thermofisher.couphost.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
Life Technologies Holdings Pte Ltd	33 Marsiling Ind Estate Road 3 #07-06, 739256 Singapore	Singapore
Thermo Fisher Scientific Pte Ltd	33 Marsiling Ind Estate Road 3 #07-06, 739256 Singapore	Singapore
Fisher Scientific Pte Ltd	33 Marsiling Ind Estate Road 3 #07-06, 739256 Singapore	Singapore
Life Technologies Co Ltd	4F-1, No. 508, Sec. 7, Zhongxiao E. Rd., Nangang District, Taipei	Taiwan
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# Thank you

