

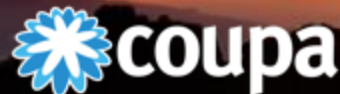


THE SHELBY GROUP

Coupa Supplier Portal:

Quick Reference Guide – For Suppliers

Sealed Air®



PROCUREMENT IS A JOURNEY | WHERE ARE YOU GOING?

Overview

- What is the CSP?
- Getting Started
- Navigation
 - Welcome!
 - Home Screen
 - Profile
 - Orders
 - Invoices
 - Admin
 - My Account
 - Getting Help



Coupa Supplier Portal (CSP)

- The Coupa Supplier Portal (CSP) is a free tool for suppliers to easily conduct business with Sealed Air using Coupa
- Suppliers can manage various content and settings for your Sealed Air profile
 - Orders
 - Invoices
 - Account Settings
- The easiest way to get set up to use the CSP is to ask Sealed Air for an invitation.
- Once you accept the invitation and register, you'll be automatically connected to Sealed Air

Getting Started – Invitation or Self Registration

Invitation from Sealed Air

- You will receive an e-mail from our Coupa system with a unique link to join the Coupa Supplier Portal.
- Once you click on the link, you will be directed to the CSP to register your account.
- Save <https://supplier.coupahost.com/> as a favorites link for quick access when you need to return to the site.

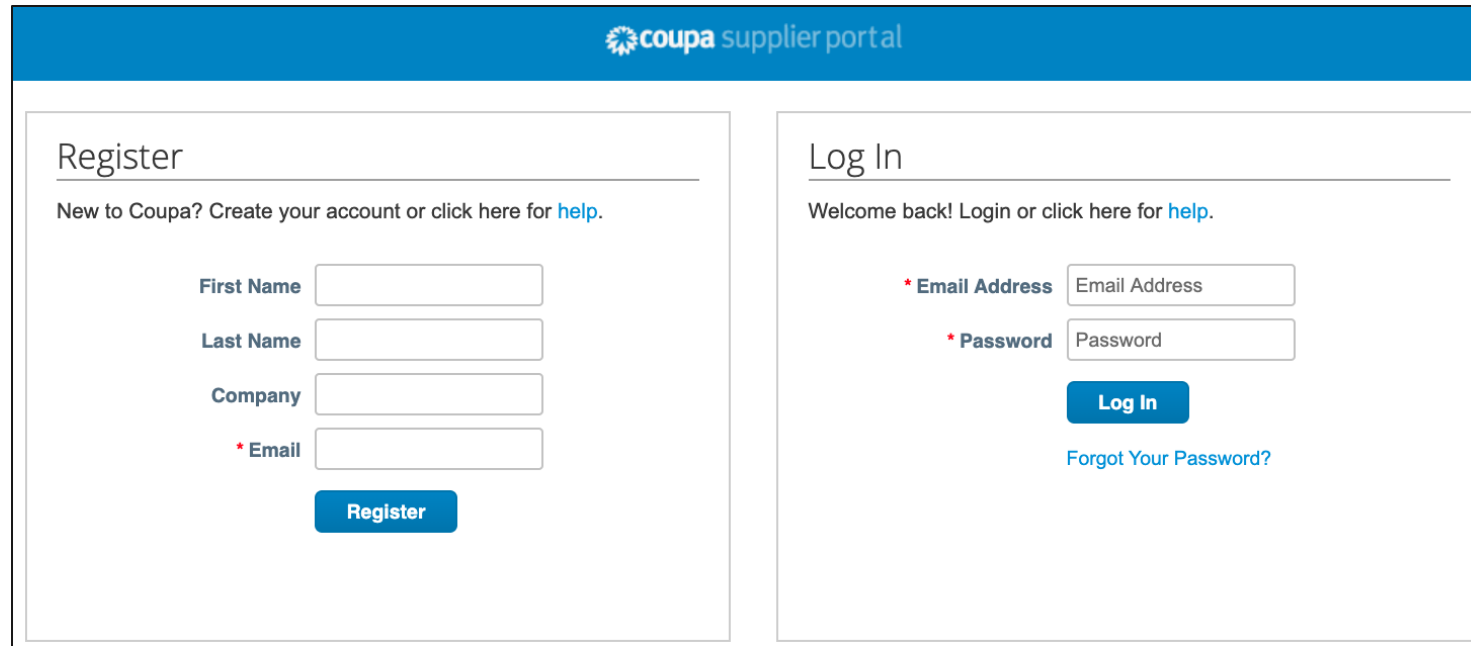
Self Registration

- Register to join the CSP yourself at: <https://supplier.coupahost.com/>
- Once registered, let Sealed Air know you're on the CSP, and give them the email address you used to register; Sealed Air needs it to get you set up within Coupa.
- If you're already on the CSP with another Coupa customer, just give your CSP email address to the Sealed Air Supplier Enablement team and they'll do the rest.



Welcome!

- When you click on the link in the e-mailed invitation Coupa will present this welcome window for you to register on the CSP.
- Start by entering and confirming a password and acknowledging your acceptance of the Privacy Policy.



The screenshot displays the Coupa Supplier Portal interface. At the top is a blue header with the Coupa logo and the text "coupa supplier portal". Below the header, the page is divided into two main sections: "Register" on the left and "Log In" on the right.

Register Section:

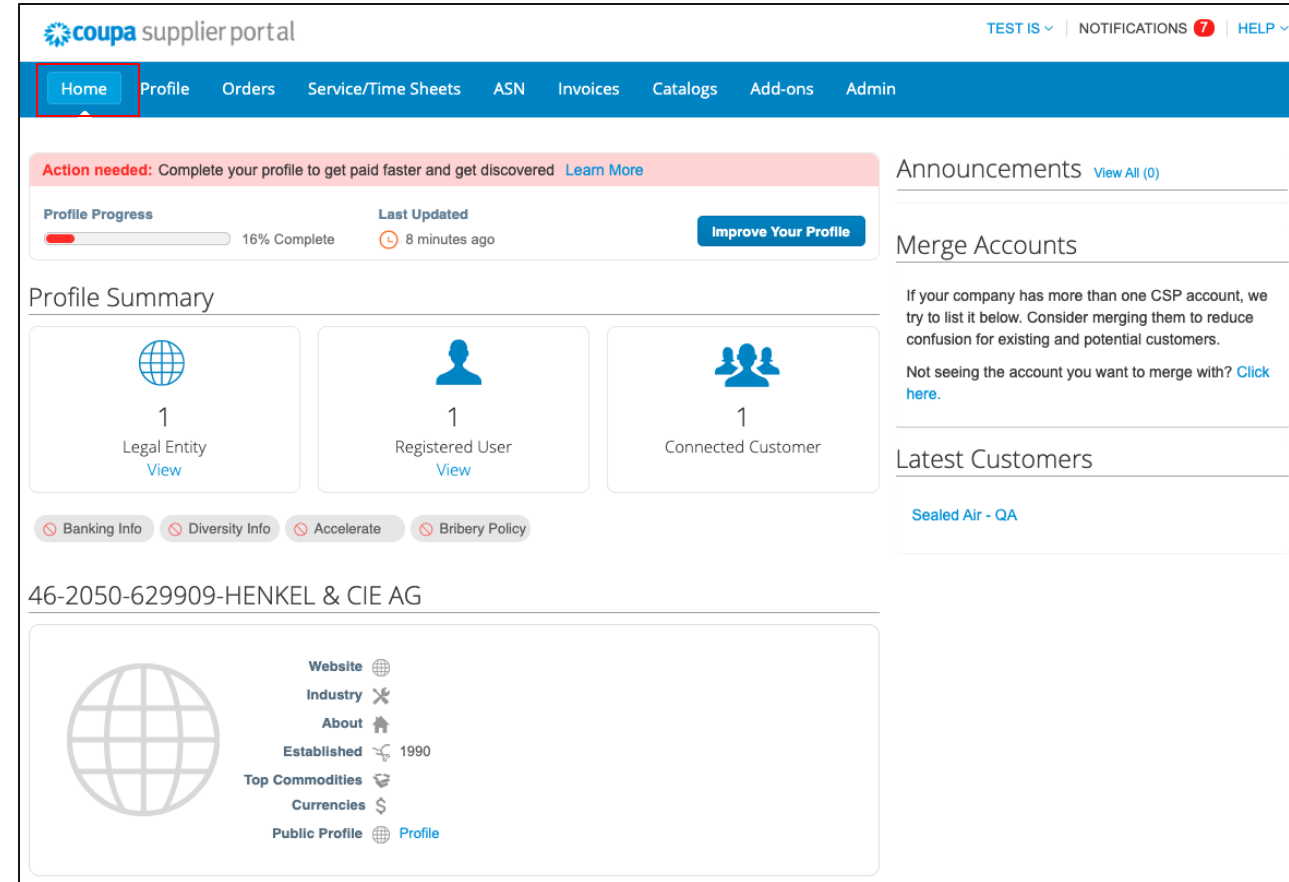
- Text: "New to Coupa? Create your account or click here for [help](#)."
- Form fields: "First Name", "Last Name", "Company", and "* Email".
- Button: "Register".

Log In Section:

- Text: "Welcome back! Login or click here for [help](#)."
- Form fields: "* Email Address" and "* Password".
- Button: "Log In".
- Link: "[Forgot Your Password?](#)".

Home Screen

- Reviewing, acknowledging orders or submitting invoices is simple by accessing them through the navigation bar. You can also configure your profile/account and administer your connection through the CSP
- Access to these tabs provides you with real-time status of orders and invoices with Sealed Air
- You can even communicate through the CSP to Sealed Air through comments section of Invoices and Purchase Orders.



The screenshot displays the Coupa Supplier Portal Home Screen. At the top, the header includes the Coupa logo, the text "supplier portal", and links for "TEST IS", "NOTIFICATIONS" (with a red badge showing 7), and "HELP". Below the header is a navigation bar with tabs: "Home" (highlighted with a red box), "Profile", "Orders", "Service/Time Sheets", "ASN", "Invoices", "Catalogs", "Add-ons", and "Admin".

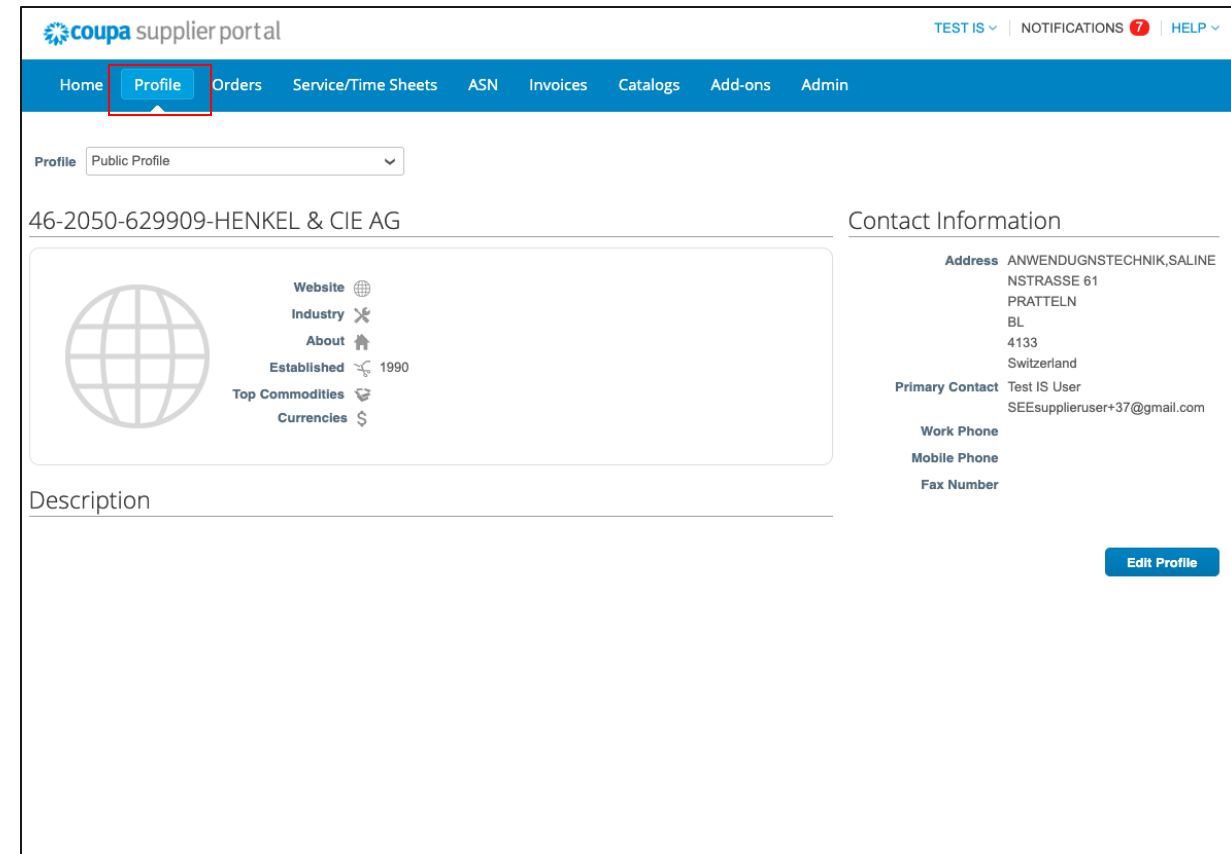
The main content area features a red banner with the text "Action needed: Complete your profile to get paid faster and get discovered" and a "Learn More" link. Below this is a "Profile Progress" section showing a 16% complete progress bar and a "Last Updated" timestamp of "8 minutes ago", with an "Improve Your Profile" button. The "Profile Summary" section displays three metrics: "1 Legal Entity" (with a "View" link), "1 Registered User" (with a "View" link), and "1 Connected Customer". Below these are four status indicators: "Banking Info", "Diversity Info", "Accelerate", and "Bribery Policy", each with a red circle icon.

The company name "46-2050-629909-HENKEL & CIE AG" is displayed. Below this is a large section with a globe icon and a list of links: "Website", "Industry", "About", "Established" (with "1990"), "Top Commodities", "Currencies", "Public Profile", and "Profile".

On the right side, there are sections for "Announcements" (with a "View All (0)" link), "Merge Accounts" (with a note about merging accounts and a "Click here" link), and "Latest Customers" (with a link to "Sealed Air - QA").

Profile

- On the Profile tab, you will be able to view and edit your Supplier Profile
- The following can be maintained and edited here:
 - General Info
 - Address
 - Primary Contact



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Home, Profile (highlighted with a red box), Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. The main content area displays the supplier profile for '46-2050-629909-HENKEL & CIE AG'. The profile is set to 'Public Profile'. The left sidebar contains a globe icon and links for Website, Industry, About, Established (1990), Top Commodities, and Currencies. The right sidebar shows contact information, including the address 'ANWENDUGNSTECHNIK, SALINE NSTRASSE 61 PRATTELN BL 4133 Switzerland', the primary contact 'Test IS User' with email 'SEEsupplieruser+37@gmail.com', and fields for Work Phone, Mobile Phone, and Fax Number. An 'Edit Profile' button is located at the bottom right of the profile section.

coupa supplier portal

TEST IS | NOTIFICATIONS 7 | HELP

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

Profile Public Profile

46-2050-629909-HENKEL & CIE AG

Website Industry About Established 1990 Top Commodities Currencies

Contact Information

Address ANWENDUGNSTECHNIK, SALINE NSTRASSE 61 PRATTELN BL 4133 Switzerland

Primary Contact Test IS User SEEsupplieruser+37@gmail.com

Work Phone Mobile Phone Fax Number

Edit Profile

Orders

- Navigate to and click on Orders to see Purchase Orders that have been submitted to you
- Click on the...
 - ...PO Number to see the PO in greater detail
 - ...Yellow Coins icon to flip this PO into an Invoice
 - ...Red Coins icon to flip this PO into a Credit Note

coupa supplier portal TEST IS | NOTIFICATIONS 7


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













Orders Order Lines Order Changes Order Line Changes

Select Customer Sealed Air - QA Configure PO

Purchase Orders

Instructions From Customer
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
Z000002192	10/23/19	Issued	None	1 EA-Each of Desk Chair	No	100.00 CHF	 
Z000002051	10/04/19	Issued	None	1 EA-Each of Desk Chair	No	100.00 CHF	 
Z000002048	10/04/19	Issued	None	1 EA-Each of Desk Chair	No	100.00 CHF	 
Z000000976	09/18/19	Issued	None	1 EA-Each of Latten 1 EA-Each of Latten 2	No	900,000.00 CHF	 
Z000000916	09/17/19	Issued	None	1 EA-Each of Latten 1 EA-Each of Latten 2	No	900,000.00 CHF	 
Z000000501	08/06/19	Issued	None	10 EA-Each of Lax - Loctite Nr.5140	No	332.00 CHF	 

Invoices

- Navigate to and click on Invoices to see any Invoices that you have submitted
- Credit Notes and Blank (FI)
Invoices can also be created on this page
- Easily track the Status of your invoices in the Status column

coupa supplier portal TEST IS ▾ NOTIFICATIONS 7

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

Select Customer

Invoices

Instructions From Customer
Please provide the Requester Information (email address) and the Ship To Address Information.

Create Invoices ⓘ

Create Invoice from PO
Create Invoice from Contract
Create Blank Invoice
Create Credit Note

Export to ▾ View All ▾ Search 🔍

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
None	10/08/19	Draft	None	0.00 CHF	No	
None	10/08/19	Draft	None	0.00 CHF	No	
None	10/08/19	Voided	Z000000976	900,000.00 CHF	No	
None	10/01/19	Draft	None	0.00 CHF	No	
TestVAT123A	09/26/19	Approved	Z000000916	969,300.00 CHF	No	
734INV42A	09/25/19	Approved	Z000000501	332.00 CHF	No	

Per page 15 | 45 | 90

Creating Invoices

- When Invoices are created (FI or PO-backed), fields marked with a red asterisk (*) are required
- Some information will default based on your Profile, but can be adjusted as needed
- **Note:** If all required fields are not filled out, CSP will prevent submission of this invoice

Create Invoice Create

General Info

* Invoice #

* Invoice Date

Payment Term

Date of Supply

* Currency

Delivery Number

Status

Image Scan No file chosen

Supplier Note

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

Early Payment Provisions

Late Payment Penalties

From

* Supplier

* Supplier VAT ID

* Invoice From Address
SALINENSTRASSE 61
4133 PRATTELN
Switzerland

* Remit-To Address
SALINENSTRASSE 61
4133 PRATTELN
Switzerland

* Ship From Address
SALINENSTRASSE 61
4133 PRATTELN
Switzerland

To

Customer

* Bill To Address

* Buyer VAT ID

* Ship To Address

Requester Email

Requester Name

Tax Text

Payment Reference #

ISR #



Creating Invoices

- When Invoices are created (FI or PO-backed), fields marked with a red asterisk (*) are required
- Some information will default based on your Profile, but can be adjusted as needed
- **Note:** If all required fields are not filled out, CSP will prevent submission of this invoice

Create Invoice Create

General Info

* Invoice #

* Invoice Date

12/04/19

Payment Term

Z003-NET 30

Date of Supply

12/04/19

* Currency

CHF

Delivery Number

Status

Draft

Image Scan

Choose File

No file chosen

Supplier Note

* Attachments

Add

File

|

URL

|

Text

Early Payment Provisions

Use N/A if not relevant

Late Payment Penalties

From

* Supplier

46-2050-629909-HENKEL & CIE AG

* Supplier VAT ID

CHE410957894ABCD

* Invoice From Address

46-2050-629909-HENKEL & CIE AG

SALINENSTRASSE 61

4133 PRATTELN

Switzerland

* Remit-To Address

46-2050-629909-HENKEL & CIE AG

SALINENSTRASSE 61

4133 PRATTELN

Switzerland

* Ship From Address

46-2050-629909-HENKEL & CIE AG

SALINENSTRASSE 61

4133 PRATTELN

Switzerland

To

Customer

Sealed Air - QA

* Bill To Address

No address selected

* Buyer VAT ID

* Ship To Address

No address selected

Requester Email

Requester Name

Tax Text

Payment Reference #

ISR #



Admin

- Navigate to and click on the Admin tab to manage your CSP Page
- From here you will be able to manage:
 - Authorized CSP Users and their permissions
 - You can also invite new CSP users from this page
 - Adjust/add Remit-to information
 - “Merge Requests” which enables you to merge CSP profiles within your company (if there are multiple profiles within multiple division/departments of your company)

The screenshot displays the 'Admin Users' page in the Coupa Supplier Portal. The top navigation bar includes links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin (which is currently selected). The top right corner shows 'TEST IS' with a dropdown, 'NOTIFICATIONS' with a red badge showing '7', and a 'HELP' dropdown. The sidebar on the left lists various admin functions: Users (selected), Merge Requests, Legal Entity Setup, Fiscal Representatives, Remit-To, Terms of Use, Coupa Accelerate Preferences, SFTP Accounts, and cXML Errors. The main content area is titled 'Admin Users' and contains a table with three columns: Users, Permissions, and Customer Access. The table lists a user named 'Test IS User' with email 'SEESupplieruser+37@gmail.com' and an 'Edit' button. The permissions listed for this user are ASNs, Admin, Catalogs, Invoices, Order Changes, Orders, Payments, Profiles, and Service/Time Sheets. The customer access is listed as 'Sealed Air - QA'. A red rectangular box highlights the 'Invite User' button located in the top right corner of the main content area.

Users	Permissions	Customer Access
Test IS User SEESupplieruser+37@gmail.com Edit	ASNs Admin Catalogs Invoices Order Changes Orders Payments Profiles Service/Time Sheets	Sealed Air - QA

My Account

- Navigate and hover your mouse over your name at the top of the screen
- Three more tabs will appear for your choosing:
 - **Account Settings** – Editing your log-in information and password
 - **Notification Preferences** – Adjusting when and how notifications are received
 - **Log Out** – Logging out of the system

coupa supplier portal

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

TEST IS | NOTIFICATIONS 7 | HELP

Account Settings
Notification Preferences
Log Out

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

Profile Progress 16% Complete **Last Updated** about 1 hour ago [Improve Your Profile](#)

Profile Summary

1 Legal Entity [View](#)

1 Registered User [View](#)

1 Connected Customer

[Banking Info](#) [Diversity Info](#) [Accelerate](#) [Bribery Policy](#)

46-2050-629909-HENKEL & CIE AG

Website Industry About Established 1990 Top Commodities Currencies Public Profile [Profile](#)

Announcements [View All \(0\)](#)

Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here.](#)

Latest Customers

[Sealed Air - QA](#)

Additional Help

- Resources for additional help are available via the Help Tour and Online Help Links
- Online Help** will open a new page to the Coupa Success website, which provides additional information for the CSP
- Help Tour** will open a guided tour directly in the CSP for your assistance

The screenshot displays the Coupa Supplier Portal interface. At the top right, the 'HELP' dropdown menu is highlighted with a red box, showing options for 'Help Tour' and 'Online Help'. The main dashboard includes a profile progress bar indicating 16% completion, a profile summary with 1 legal entity, 1 registered user, and 1 connected customer, and a list of latest customers including 'Sealed Air - QA'.



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