

Supplier Actionable Notifications (SAN) Guide

Quick Reference Guide for Suppliers

Sealed Air is moving to a new eProcurement system - Coupa - for their P2P needs. In using Coupa via the Supplier Actionable Notifications (SAN) process, you will now have the ability to act directly from your inbox when you receive a PO notification email without the need to sign in or create an account.

How It Works

THE SHELBY GROUP The Shelby Group Purchase Order #5002

Powered by coupa

#1 **Create Invoice** #2 Acknowledge PO #3 Add Comment

#4 Create Account

Legal Entity Name
PURCHASE ORDER

John Doe-Test Supplier
123 Fake st
Simple Town, IL 12345
Attn: John Doe
John.Doe.Test.Email.12345@gmail.com

PO NUMBER 5002
DATE 09/23/19
PAYMENT TERMS
SHIPPING TERMS
CURRENCY USD
CONTRACT
CONTACT Anthony Perez
APerez@theshelbygroup.com

Ship To
The Shelby Group
1933 N Meacham Rd
Suite 220
Schaumburg, IL 60173
123
Attn: Anthony Perez

Bill To
The Shelby Group
1001 E. Hillsdale Blvd, Suite 800
Foster City, CA 94404
Attn:

PO Number must be referenced on all packing slips and invoices

Line	Description	Qty	Unit	Price	Total
1	Test Item 1234	1	Each / Unidad	99.99	99.99
				1 Unit	99.99 USD

The **Order Summary** email has four buttons for use:


1. The **Create Invoice** button will pull all the relevant information from the PO onto the invoice. You will only need to enter the Invoice # and Shipping/Tax/Misc. charges, as well as any other necessary data not on the PO.
 - i. You will be prompted to enter a Remit-To Address the first time you create an invoice using this method. This information will not be used for payment but will be stored for future invoices created through this method. Sealed Air will go through their internal validation process before making payments to a newly submitted Remit-To address
 - ii. At the bottom right of the invoice, you can check Email me status updates for invoices I create this way to receive email notifications when the invoice is successfully received, approved, and paid. Click Calculate to calculate the total amount, review the invoice details, and click Submit to submit the invoice to Sealed Air.

Note: You will be able to change the Price and Quantity on the invoice, but this may trigger approval notifications when submitted to Sealed Air. These may delay payment processing should the changes be outside expectations

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How It Works (Cont.)

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- Acknowledge PO** button, eliminates time-consuming calls and emails by quickly acknowledging receipt of the PO. This will mark the PO as acknowledged and let Sealed Air know you have received their order
- Add Comment** button, this is another communication tool available for you to add a time stamped comment directly to the PO.
- Create Account** button, lets you create a Coupa Supplier Portal (CSP) account directly from the PO by taking you to the registration/login page.

Join the Coupa Supplier Portal

Validate the information below and create the password for your account. Click here for [help](#).

* First Name John

* Last Name Doe

* Company John Doe Test Supplies

* Email john.doe.test.email.12345@gmail.com

* Password

Use at least 8 characters and include a number and a letter.

* Password Confirmation

☐ I accept the [Privacy Policy](#) and the [Terms of Use](#).

Forward your invitation


Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to colleague's email below (must have same email domain).

Forward email

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One additional feature, after you have created your Invoice – and prior to submitting to Sealed Air - you will be able to choose to receive notifications about the status of the invoice. You will be able to track the progress towards payment when clicking this box **“Email me status updates for Invoices I create this way”**.

Totals & Taxes			
Lines Net Total			5.00
<hr/>			
Shipping		<input type="text" value="3.95"/>	
<hr/>			
Handling		<input type="text" value="0.05"/>	
<hr/>			
Misc		<input type="text" value="0.00"/>	
<hr/>			
Tax	<input type="text" value="7.00"/>	%	<input type="text" value="0.35"/>
<hr/>			
Total Tax			0.35
Net Total			9.00
Total			9.35

☒ Email me status updates for invoices I create this way