Coupa Supplier Portal Guideline

Guideline on how to register and utilise the Coupa Supplier Portal (CSP) with Novo Nordisk
Overview

1. **Getting started** | Email notifications and how to get started with CSP

2. **Create a new account on CSP** | Guidance on how to create a new account on CSP and set up legal entity

3. **Log-in** | Guidance on how to log in with an existing CSP account

4. **Invoice status** | View the status of your invoices with Novo Nordisk

5. **PO Flip** | Create an invoice directly from a purchase order and send to Novo Nordisk

6. **Get help** | What do I do if I need help?
EMAIL INVITATION
Get started | Novo Nordisk will send an invitation to CSP which you will receive as an email

Email invitation from Novo Nordisk

1 You will receive an email like the picture

2 If you are new to CSP, you can click on the blue button “Join Coupa” or copy paste the URL into your browser
   Go to slide 5 for guidance on how to create a new account to CSP

3 If you already have a CSP account, you can click on the blue button “Login to Coupa” or copy paste the URL into your browser
   Go to slide 14 for guidance on how to login to your existing CSP account
CREATE A NEW ACCOUNT TO CSP
Create a new account | Please follow the instructions below to create a new account to CSP

Fill in relevant contact information

1. To create an account, fill in the relevant information, where mandatory information is marked with *

2. Click on “Create an Account”
Create a new account | Please follow the instructions below to create a new account to CSP

Fill in relevant contact information

1  CSP will send a verification email to your email

2  Copy the verification code...

3  ...and paste it into the fields in CSP

4  Click on “Next”
Create a new account | Please follow the instructions below to create a new account to CSP (DO NOT SKIP)

Fill in relevant contact information

1. Fill in **relevant information** for contact information, business and invoice-from location, where **mandatory** information is marked with *.

2. For the **Remit-To** and **Ship-From** you can create a new address or select the same as “Invoice-From Location”.
Homepage | Once your account is created you will be taken to the homepage of CSP

CSP Homepage

Your account has now been created and you will be taken to the homepage of CSP.

You can now view the status of your invoices (e.g. send via PDF) with Novo Nordisk.

Before you can use CSP to submit invoices and create invoices from purchase orders, you must add your banking (payment) information, so it will be reflected on the invoice Novo Nordisk receives from your CSP account.
Bank Information | You must add your bank information before you can use CSP to invoice Novo Nordisk (1/3)

Adding bank information in CSP

It is possible to view status of other invoices previously submitted (e.g. sent as PDF), but to use CSP to submit digital invoices you must add bank information (remit-to)

1. Go to Setup
2. Click on Remit-to on the left side
3. Click Add Remit-to
4. Click on Next in the pop-up window
Bank Information | You must add your bank information before you can use CSP to invoice Novo Nordisk (2/3)

Adding bank information in CSP

Fill out the relevant fields for your company’s bank information (remit-to)

1. Select Payment Type (bank account is standard)
2. Select country and currency
3. Fill out the details of your bank (account numbers)
4. If available, upload supporting documentation that confirms the bank details are correct
5. Select remit-to address (existing or new)
6. Click save and continue
Bank Information | You must add your bank information before you can use CSP to invoice Novo Nordisk (3/3)

Adding bank information in CSP

1. Click on Next
2. Click on Done
3. Click on Add Later
With the steps completed, you are all set up to start using CSP with Novo Nordisk.

On the next slides you can see how to view the status of your invoices and how to create an invoice from a purchase order (flip PO).
LOGIN WITH EXISTING ACCOUNT
Login | If you already have an existing account to CSP, use the invitation to log-in to and connect to Novo Nordisk

Email invitation from Novo Nordisk

1. You will receive an email like the picture
2. Click on Login to Coupa

Login page to CSP

3. Use your existing account information to log into CSP
Homepage | Once you log-in to your existing account you will be taken to the homepage of CSP

CSP Homepage

You are now taken to the homepage and can begin to use CSP
VIEW THE STATUS OF YOUR INVOICES
Invoice status | Follow the status on your invoices on CSP

1. Go to Invoices
2. Click Invoices subtab
3. Click on the View drop down
4. Select the view for “Payment Information”
5. You will see a new column named “Paid” where you can see if the invoice has been paid by Novo Nordisk.
CREATE INVOICE FROM PURCHASE ORDERS (PO)
PO Flip | You can submit an invoice to Novo Nordisk directly from the purchase order received on CSP (1/2)

You can create an invoice directly from a purchase order and submit it to Novo Nordisk (PO flip)

1. Go to the Order tab
2. Select Novo Nordisk as a customer
3. Locate the correct Purchase Order to turn into an invoice
4. Press the Yellow Coins under Actions to create an Invoice from the Purchase Order
**PO Flip** | You can submit an invoice to Novo Nordisk directly from the purchase order received in CSP (2/2)

1. **Fill in all required fields in “General Info”, marked with +**

2. Add the details for the goods/service on the Line(s)
   - Details from the purchase order are transferred to the line(s)
   - You can add VAT rates if applicable

3. If extra charges are added, you can press “Calculate” before submitting the invoice

4. **Submit the invoice**
HOW TO GET HELP
Get help | What do I do if I need help?

Guidance material from Coupa

1. Click on this link to access Coupa's frequently asked questions regarding CSP: FAQ | Coupa Suppliers

2. Click on this link to access Coupa's frequently asked questions regarding Invoicing in CSP: Invoices FAQ | Coupa

3. Click on this link to access Coupa's video guides on CSP: CSP Videos | Coupa

Help from Novo Nordisk

We are here to help you, so please reach out to CoupaSupport@novonordisk.com for assistance on signing up to CSP and all other invoice related questions
Thank you

Abigail Conteh
Abigail has obesity and lives in the United Kingdom.