



Sherwin-Williams – Coupa Supplier Portal (CSP) Webinar Training



Welcome Suppliers

What You Will Take Away



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After attending this training session, you will have gained a basic understanding of the Coupa system and its introduction at Sherwin-Williams and be able to:

- Register and setup your profile on the Coupa Supplier Portal (CSP)
- Perform basic navigation of the Coupa Supplier Portal (CSP)
- View/manage purchase orders
- Create invoices within the Coupa Supplier Portal (CSP) and via the “PO flip” functionality, also known as Supplier Actionable Notifications (SAN)

Introduction to Coupa



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- Coupa is a leading e-procurement platform connecting buyers with their suppliers
- Coupa has the capability for suppliers to receive POs and submit invoices via the Coupa Supplier Portal or Supplier Actionable Notifications
- The Coupa Supplier Portal (CSP) will be used by Sherwin-Williams to request goods and services, create and communicate purchase orders, and to receive invoices from suppliers
- The Coupa Supplier Portal (CSP) is free with no costs for Sherwin-Williams suppliers

What is Changing?



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- Starting **October 7th, 2019** Coupa will be live and continue to be deployed throughout the Sherwin-Williams network in a phased approach.
- All future Coupa generated POs should be invoiced electronically via the Coupa Supplier Portal or Supplier Actionable Notifications. However, multiple other systems and invoice channels will continue to be used to process non-Coupa orders (telephone, email, store purchase, iProcurement, etc.).
- Purchase orders sent from Coupa will have a naming convention of USX-00000XXX and will require invoice submission through Coupa via the new electronic invoicing procedures.
 - Any purchase orders received that do not contain the USX-00000XXX naming convention should be handled using the current processes.
- Failure to comply with this company-wide initiative will lead to a delay in invoice processing.

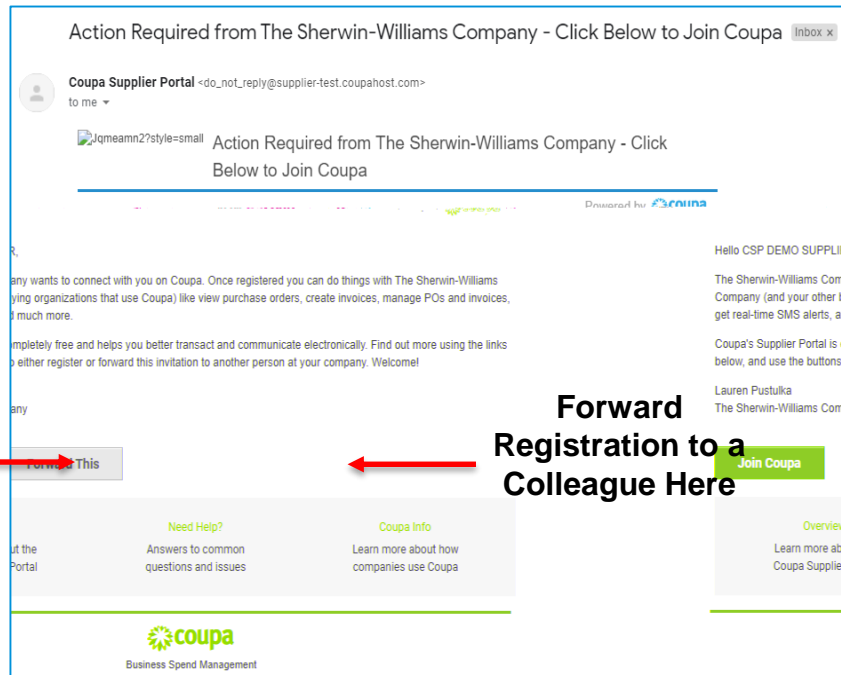
Registering your CSP Account



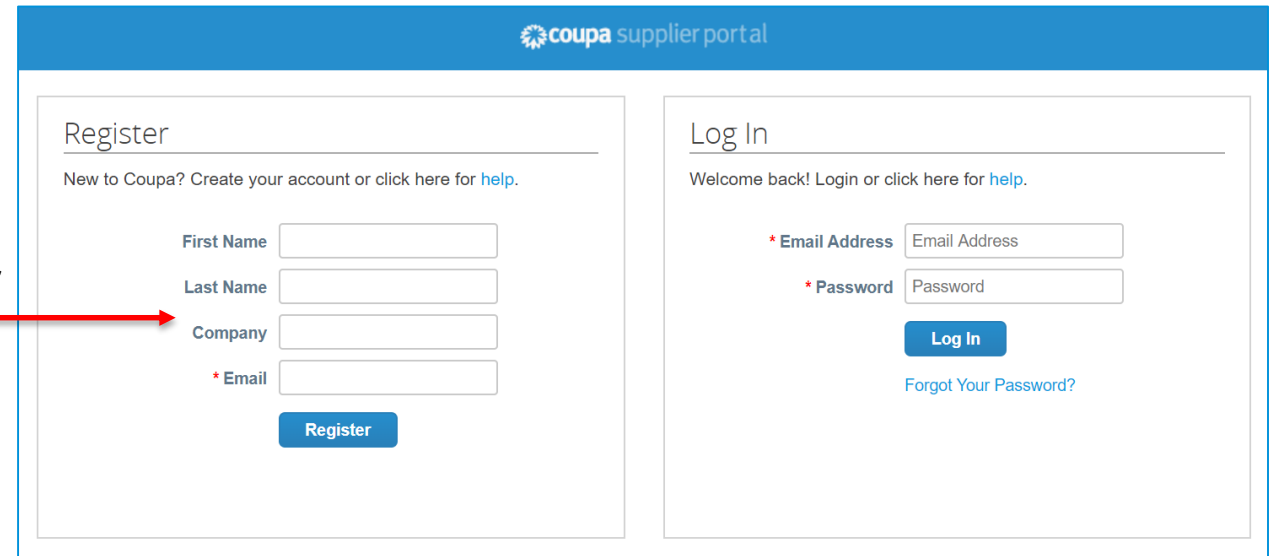
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To register to the Coupa Supplier Portal, you can follow the instructions found within the email invite OR register directly at <https://supplier.coupahost.com>.

Email Invitation



Login Page



Register Here

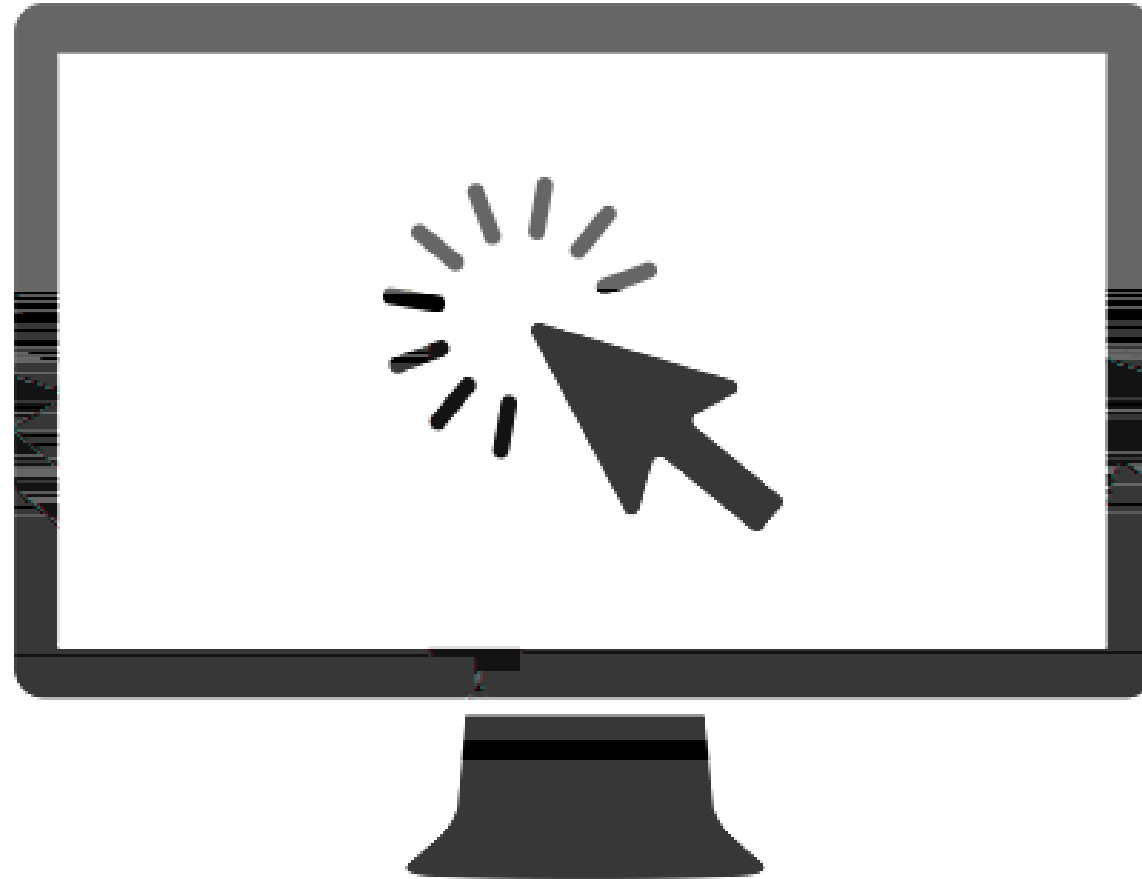
Join Coupa Here

Forward Registration to a Colleague Here

Demo



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Please send questions to
sherwinwilliams.coupa@sherwin.com
Thank you!