

The Clorox Services Company

Coupa Supplier Portal Training
January 2021

Introduction



- **Objective:** To provide a smooth transition when Clorox converts to a new Procure-to-Pay process on January 19th.
- **During the session:** Please be sure that your microphone is **muted** throughout the session to minimize disruption.
- **If you have questions:** please use the chat box to privately message the Host during the session. Or email SupplierCSP@Clorox.com if you have questions after the session.

Agenda



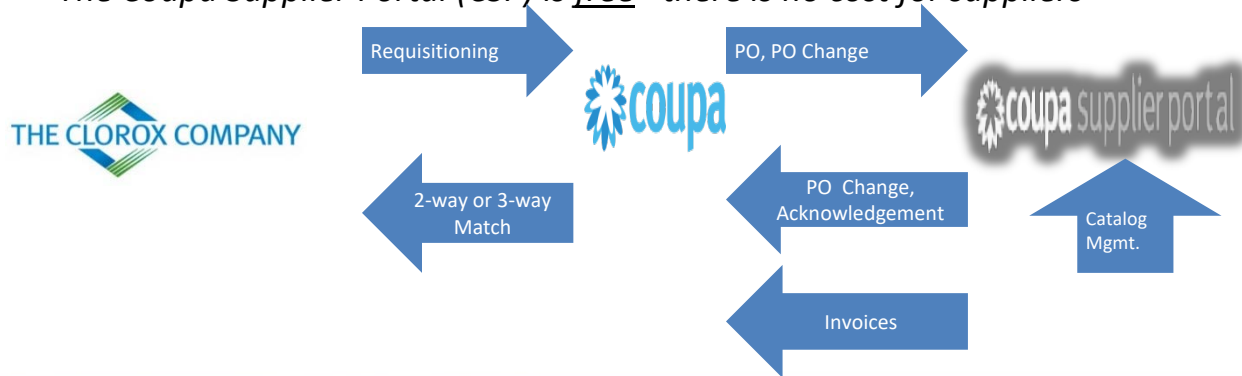
1. Clorox New Procure-To-Pay Process
2. Coupa Supplier Training
 - ✓ Setting up a Coupa Supplier Portal (CSP) Profile
 - ✓ Adding / Editing Users
 - ✓ Viewing / Managing Notifications
 - ✓ Viewing Purchase Orders
 - ✓ Creating PO-Backed Invoices
 - ✓ Creating a Credit Note
 - ✓ Creating Invoices via Supplier Actionable Notification (SAN)
3. Next Steps for CSP Enablement
4. Q&A

What is Coupa?



Clorox has selected Coupa as the technology platform to streamline the procure-to-pay processes, which includes electronic Purchase Orders and Invoice transmissions.

- Coupa is a user-friendly e-Procurement and cloud-based supplier collaboration software
- Coupa is an internet-based solution capable of accommodating a variety of different systems
- The Coupa Supplier Portal (CSP) allows suppliers to become more efficient by automating activities, including invoice creation (i.e. PO flip, orders routing)
- *The Coupa Supplier Portal (CSP) is free - there is no cost for suppliers*



How Will You Benefit?



Benefits:

- Efficient Purchase Order receiving and acknowledgement – reduce mistakes and delays in fulfilling orders
- Invoice Processing – automated routing of invoices to proper branches
- PO-backed invoice creation
- Instant visibility to Purchase Order, Invoice Status, and Payment Information
- Reduce manual paper transaction processing
- Strong reporting capabilities

Next Steps for CSP Enablement



- It is vital that all suppliers connect to the Coupa platform to transact with Clorox successfully.
- Clorox will send an e-mail invite on Jan 18th to set up your Supplier Portal account on Coupa
- Make sure to accept the Coupa Supplier Portal email invitation
- Verify and complete CSP profile and account information, along with any information update requests
- Complete requested supplier information (i.e. Primary Contact information, PO email address, required documentation)
- Align with your Accounts Receivable team for invoicing
- Training materials will be available on the TheCloroxCompany.com website on January 19th
- Contact the Clorox Supplier Enablement Team for any additional questions: SupplierCSP@Clorox.com

Additional Resources



- General Information:

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Get_Started_with_the_CS_P/03_CSP_Videos

- Coupa Supplier Portal Log In: <https://supplier.couphost.com/>
- Supplier Enablement: Contact Clorox's Coupa Procurement Team to set up a punchout or hosted catalog: SupplierCSP@Clorox.com
- If you require any further information, contact the Clorox Supplier Enablement Team @ SupplierCSP@Clorox.com