

SCHAEFFLER

Coupa Quick Reference Guide for Suppliers | Joining the Coupa Supplier Portal (CSP)

We pioneer motion

Case for Change

Introduction of Coupa for Schaeffler



What is it about?

Why do I receive the Coupa Quick Reference Guide?

As an existing supplier of Schaeffler, you receive this quick guide reference to prepare you for the implementation of Coupa, our new purchasing platform at Schaeffler. Via Coupa, orders can be placed easier & faster and the transparency regarding the processing of orders is increased for suppliers as well as Schaeffler.

What is the Coupa Supplier Portal?

What is

the CSP?

A core element of our new purchasing platform is the so-called Coupa Supplier Portal (CSP), which serves as a central contact point for order and catalog management. The Coupa Supplier Portal is a cloud-based software that enables access from any device at any time for you.



How does the CSP affect you as a supplier?

After registering in the Coupa Supplier Portal, you can view and confirm all your orders (triggered in Coupa). In addition, you have the possibility to adjust your supplier information and to manage your catalogs at any time. For all other orders (not triggered in Coupa), the order processing is the same as before.

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What should I consider?

Accounts on the Coupa Supplier Portal (CSP)



Before you register, please note the following:

If you already have a Coupa Supplier Portal Account with other customers than Schaeffler, please send your account details (e-mail address, company name, Primary Contact name for Schaeffler) via mail to your contact at Schaeffler Purchasing.



We can link only one supplier account to the Coupa Supplier Portal.

Your CSP account is based on a specific email address. If you use an email address different from the one that is known by Schaeffler, we cannot connect with each other until you provide us that email address.

To learn more about managing users, please read the quick reference guide "First steps & settings in the CSP".

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What do I have to do?

Joining the Coupa Supplier Portal (CSP)



1 You have received via mail an invitation to register, please navigate to the button 'Join Coupa' to access the Coupa Supplier Portal and to connect with Schaeffler as a supplier.

Create your business account by creating and confirming your password, followed by clicking 'Get Started'.

-	Powered by Qcoupa
	Hello Supplier,
	You have already been informed that the Schaeffler AG is currently implementing for non-production materials (NPM) a new Purchasing platform ('Coupa'). This will impact the processes of buying goods' services and raising purchase orders.
	As see will handle all our boariess speed electronically as of April 2021, you are regained to register your account within the "Coupa Singoline Tootal" (CSF) via the bit before. These notes that the law all be used for the next 4H boars only. In case you are not the right contact in your company, please forward this requests to the appropriate person. Not registering in a timely reamer may impact your ability to b boarness with use. Please contact <u>your sourchasing/biochueffler.com</u> or refer to the guide shared with you last week if you are not able to register for any reason.
	Schaeffler Group
	Join Coupa Forward this invitation
	Overview Need help? Coupa Info Learn more about the Answers to common Learn more about how Coupa Supplier Portal questions and issues companies use Coupa
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	Create your business account State Grap to static destruction of a construction of you that you the state state of a state of the state
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	Having an issue with signup?

Note:

- Please check your spam folder for this email and note that this invitation will **expire in 48 hours**.
- You might receive a request to provide additional company information (e.g. certificates, code of conduct etc.)