

## Guide for the purchasing platform

Dear suppliers,

We are delighted to be embarking on a new path in procurement management together with you. With the introduction of the cloud-based purchasing tool Coupa, the Purchasing department is transforming the indirect purchasing of the Wuppermann Group and digitising the Source to Pay purchasing process in this context. You as a supplier and we, as your customer, benefit equally from this step.

### Advantages for suppliers

+ Increased efficiency through real-time status tracking

+ Stored and independently updatable payment information in the Coupa Supplier Portal (CSP)

+ E-mail notifications about activities

+ Internationality and intensification of business relationships

### Advantages for us

+ OneShop solution for mapping all procurement projects

+ Extensive range of functions

+ Facilitated cooperation with suppliers

+ Increase the efficiency and transparency of procurement processes

### Advantages for both

+ Reduction of throughput times and labour costs

+ Paperless order processing

+ A tool for single and holistic mapping of all processes

+ Complete and consistent order information

We greatly appreciate the co-operation with you and are interested in making the Procure to Pay process chain as efficient and transparent as possible.

For the collaboration in Coupa, the Wuppermann Group therefore agrees the technical and procedural connection types for the transfer of order and catalogue data individually with each supplier. This creates the basis for effective utilisation of the tool.

The following supplier guide is divided into three large sections that deal with the different options for data transfer in Coupa.

If you have any further questions, you can contact us by phone or e-mail. We will be happy to support you with the connection of the electronic purchasing solution and will also be on hand to assist you at any later point in time.

We look forward to continuing our digitalised collaboration with you!

Your Wuppermann Group

In the following, we would like to explain the procedure for setting up Coupa for the different connection types step by step and show you the advantages and disadvantages of the respective alternatives.

## 1. Connection by e-mail (SAN)

Connecting via email is the easiest way to start working with Coupa. With this option, we only need the e-mail address to which our orders are to be sent in future. Please provide us with the e-mail address to be used to the contact person you know in Purchasing. Our purchasing staff will then enter it into the system so that all future orders are sent directly to this mailbox. This connection method is particularly suitable for suppliers who only carry out transactions with the Wuppermann Group sporadically.

Order transmission	Catalogue	Master data
✓	✗	✗

### 1.1 Order transmission

Once you have entered your e-mail address, all orders can be processed and processed via your mailbox. The sender of the incoming order e-mail is always the Coupa application. The subject line also contains information about the company placing the order and the purchase order number. You will find the same information together with several buttons at the beginning of the mail text. The order mail is an actionable notification (SAN - Supplier Actionable Notification). This allows you to use the buttons at the beginning and end of the message to confirm incoming order enquiries directly in the e-mail or to send a comment on the order back to the Coupa instance of the Wuppermann Group.

### 1.2 Catalogue management

With a connection via e-mail (SAN), you do not have the option of managing catalogue data yourself. Our purchasing department will create a static catalogue for you based on the contractually negotiated conditions. If there are any changes to your product range or prices, please send them to us by e-mail to the contact person known to you.

### 1.3 Master data maintenance

With a connection via e-mail (SAN), you do not have the option of maintaining your master data yourself. If there are any changes to this data, please send them by e-mail to the contact person known to you.

## 2. connection via the Coupa Supplier Portal (CSP)

The CSP platform offers you a comprehensive online service for processing transactions. After logging into the CSP, you can view all orders and their status, maintain catalogues and master data or confirm orders. This connection is recommended if you carry out more than one transaction per week with the Wuppermann Group.

Order transmission

Catalogue

Master data



### 2.1 Registration in the CSP

There are various options for logging into the Coupa Supplier Portal, which we explain below. Please note that you can only use the full functionality of the portal once you have linked yourself to the Wuppermann Group (or another customer) in the portal.

#### 2.1.1 Link with the Wuppermann Group

##### Scenario 1: CSP invitation

The Wuppermann Group will send you an invitation to the CSP. You will receive an e-mail with a link and instructions on how to proceed. If you accept the invitation via the *Join Coupa* button, you will be taken to the CSP homepage. Here you create a new account and log in. You are then automatically connected to the Wuppermann Group and can use the full range of CSP functions. On the Coupa start page you enter the information required to log in.

## 2.1.2 Link with the Wuppermann Group

### Scenario 2: Self-created invitation

Go to the start page of the CSP (<https://supplier.coupa.com/>) and create a new account. Once you have successfully registered and logged in, you can start to enter your master data and settings in the system. Then inform our purchasing team that you have registered in the portal and that you want to connect with us. Our purchasing department will then connect your company directly with the Wuppermann Group in the Coupa CSP supplier directory.

## 2.2 Two-factor authentication

You have successfully registered in the CSP and can now use all the portal functions. When you log in for the first time, you will be offered the option of two-factor authentication. If you would like to use this, you can do so via the *Open Google Authenticator* app or by SMS. If you do not want to activate two-factor authentication, bypass the message by clicking the *No Thanks* button. If you would like to set up two-factor authentication at a later date, you can do this via the account settings (see Account settings).

## 2.3 Creating and managing your master data

Once you have registered for the CSP, complete the details about your company. You can make your changes directly on the start page using the *Improve your profile* button or the *Profile* button in the menu.

Option 1: Editing the profile via the start page

Option 2: Editing the profile via the menu item

In general, a distinction must be made between two profiles:

- a) **Public profile:** contains general information about your company (e.g. name, logo, field of activity, number of employees, profiles in social networks or contact information). With the public profile, you enable other companies to find your company in the *Supplier Portal directory* and connect with you. The publicly accessible information is stored in the *General Information section*.
- b) **Customer-specific company profile:** contains general, creditor-related information such as address data, contact persons and contact options as well as information on company identification (DUNS and VAT ID). Please note: Changes to the customer-specific company profile are forwarded directly to the Wuppermann Group and updated in our master data system.

Data for the customised company profile is stored in the company details section. Once you have made all the changes, click **Save**.

## 2.4 Order transmission

You can manage and edit incoming orders via the *Orders* menu item. To call up the order overview with all orders received, click on the *Orders* button *in the menu*. You can also be notified of each order by email or text message (for more information, see the Account settings section).

If you click on an order number, the respective order will open and you will receive detailed information on the respective order.

Some orders require confirmation. If you do not object to the order within one day, we will assume that you accept the order.

## 3. catalogue management

There are basically two types of catalogue. The *static catalogue* and the *punchout catalogue*.

A static catalogue is a collection of articles that can be searched directly on the Coupa homepage by our employees. To use a static catalogue, the supplier must first create a CSV file with a defined structure. This file can be uploaded and released by the supplier in the Coupa Supplier Portal or sent to the Wuppermann Group by e-mail.

In the first case, the catalogue is transmitted electronically to the Coupa system by the Wuppermann Group and must be approved there by the responsible purchaser. In the second case, an employee of the Wuppermann Group uploads the catalogue to Coupa and releases it.

You can create and maintain your catalogues via the Coupa Supplier Portal. Open the *Catalogues* menu item and select the customer for whom you want to create or edit a catalogue. There are various options for this:

- Manual creation of a catalogue via the CSP
- Upload of catalogue data by the supplier
- Upload of catalogue data by the Wuppermann Group

### 3.1 Manual creation of a catalogue via the CSP

Open the *Catalogues* menu item. You can create a new catalogue using the *Create* button. Fill in all the necessary fields and confirm your entries using the *Save* button. You can add new items to a catalogue using the *Create* button in the *Items contained in catalogue* area.

If you want to create a catalogue item, enter all the necessary information and define the desired settings for the item. Please ensure that you enter your items as accurately and correctly as possible and update them regularly.

Once you have completed your catalogue, send it to the responsible buyer using the *Send to buyer* button. As soon as it has been approved, the items will be visible in our employees' purchasing platform.

### 3.2 Upload via CSV file

The basis for a static catalogue is a CSV file with a defined structure. A corresponding template can be downloaded either by the supplier from the Coupa Supplier Portal or by the Wuppermann Group from the Coupa application.

You can find the file for downloading the CSV file as follows:

1. menu item *Open catalogues*
2. create a new catalogue using the *Create* button  
or open an existing catalogue
3. click on the *From* button in the *Items contained in the catalogue* area  
Click to *load file*
4. open *CSV template* link

Then fill in the relevant fields for each item. All mandatory fields are marked with an asterisk in the header.

When saving, the user is asked whether the CSV format or the ODF format should be used. Please always select "Use CSV format" here.

Now upload the CSV file to the Coupa Supplier Portal. To do this, open the *Catalogues* tab in the menu and then click on the *Create* button. In the *Items contained in the catalogue* area, click on the *Load from file* button. You then have the option of selecting the file you have prepared using the *Choose File* button and uploading it to the system using *Start upload*.

### 3.3 Account settings in the CSP

To edit your account settings, click on your name at the top of the page. In the *My Account* section, you have the option of making general settings (e.g. changing your password), defining notifications about new processes in the Coupa Supplier Portal (online, by email or by SMS) or making subsequent settings for security and two-factor authentication.

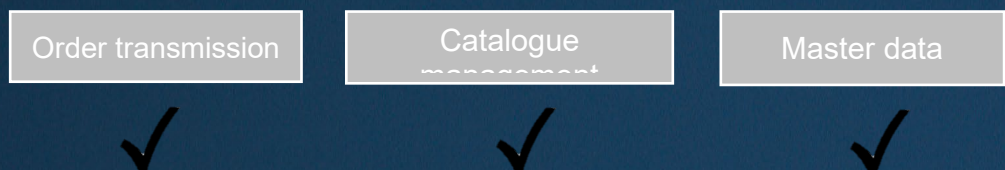
### 4. connection via CXML

cXML stands for commerce eXtensible Markup Language and is a protocol for exchanging data in electronic business transactions. It connects your IT/ERP system with the IT/ERP system of the Wuppermann Group. This enables an automatic, electronic exchange of order data. Purchasing organisations, suppliers and service providers can thus communicate in a single, open standard language.

cXML can be used for the data transfer of the following documents:

- Purchase requisitions
- Orders
- Enquiries
- Catalogues

As the connection via cXML requires a higher integration effort, we recommend using this method if you carry out more than 100 transactions per week with the Wuppermann Group or if you want to automate your order process. Please provide us with all the information listed below so that we can carry out the cXML connection in our Coupa instance.



#### 4.1 Order transmission

7 parameters are required to set up electronic order transmission in Coupa:

Order URL	Server address of the supplier to which the cXML order is sent.
Wuppermann Group Domain	Freely selectable parameter of the sender (customer); usually: "DUNS" or "NetworkID"

Wuppermann Group Identity	Freely selectable ident of the sender (ordering party) either DUNS number or a NetworkID (e.g. Coupa)
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Supplier domain	Freely selectable parameter of the recipient (supplier) usually: "DUNS" or "NetworkID"
Supplier identity	Freely selectable ident of the recipient (supplier) either DUNS number or a NetworkID of the supplier
Shared Secret	Password for order transmission via cXML
Protocol	The protocol used for data exchange ("cXML")

The above parameters must be agreed with the supplier and stored on both sides (Coupa customer application and the supplier's receiving server).

After storage in the supplier master record, Coupa sends an order as an electronic data record to the supplier's server address identified by the stored URL. When the data record is imported into the ERP system, an order is created, which the supplier confirms and delivers.

#### 4.2 Catalogue management Punch Out

There are basically two types of catalogue. The *static catalogue* and the *punchout catalogue*.

If the supplier uses a Punchout catalogue to display its articles in Coupa, the user is forwarded via a link in the Coupa customer system to a catalogue in the supplier's external online shop, where a contractually agreed product range including the negotiated prices is available.

The user selects the desired items and places them in a shopping basket. When checking out at the checkout, the user returns to the Coupa system and the contents of the shopping basket are transferred from the online catalogue to Coupa. All items in the shopping basket are now available for creating a purchase requisition in Coupa.

To connect the Coupa customer system to a supplier's online catalogue, the necessary connection parameters must first be agreed:

Stamp URL	Address of the server on which the online catalogue is located.
Domain	Freely selectable parameter of the supplier; usually: "DUNS" or "NetworkID"
Identity	Freely selectable ident of the supplier; either DUNS number or a NetworkID (e.g. Coupa)
Secret	Password for access to the online catalogue
Sender domain	Freely selectable parameter for the enquirer; either DUNS number or a NetworkID of the customer
Sender identity	Freely selectable ident of the customer; either DUNS number or a NetworkID
Protocol	The protocol used for data exchange ("cXML")

Please note: When connecting a Punchout catalogue to the Coupa instance of the Wuppermann Group, the articles contained in your catalogue are not displayed in the Coupa search results of the requester. The requester will only be provided with a link to jump to your online shop at the end of the results list.

#### 4.3 Examples of cXML transfer

Below we provide you with some sample codes for cXML transmission.

##### 4.3.1 Order transmission

The Coupa system sends a cXML document (order request) via http/HTTPS interface to the URL stored in the supplier master record for order transmission.

At the beginning of the cXML document are the details of the document version as well as the ident of the payload and the timestamp.

This is followed by the header information, which contains the connection data from the supplier master data.

The *Order Request Header* section contains the actual order data such as currency, total price, delivery and billing address, delivery conditions and contact details.

This is followed by the item details of the order (ItemOut section with item number, quantity, supplier's article number, price per unit, unit, material group, account assignment and item value).

There is an additional ItemOut section for each additional item in the order. Further information on cXML purchase orders can be found here: <https://>

#### 4.3.2 Punch Out catalogue

##### **Call**

A Punchout catalogue is called up from the Coupa customer application using a cXML message of the type PunchOutSetupRequest. The header of this message contains the connection parameters stored for the punchout page as well as the data of the calling user and the URL of the target server at the supplier

##### **Feedback**

The server addressed via PunchoutSetupRequest responds with a status code and, if successful, with its URL.

Further examples can be found in the Coupa Success Portal under the following link:

[https://success.coupa.com/Suppliers/For\\_Suppliers/Catalogs/Punchout\\_Catalogs](https://success.coupa.com/Suppliers/For_Suppliers/Catalogs/Punchout_Catalogs)

##### **Transfer shopping basket**

The PunchoutOrderMessage contains the information stored by the user in the shopping basket of the external online shop and transmits this to the Coupa system, which has started the communication between the two systems with a PunchoutSetupRequest. The message contains the complete value of the shopping basket, the freight and packaging costs, the VAT and the data of the individual selected items (article number, description, quantity, unit, price, currency and product group). In the following example, the PunchoutOrderMessage only contains one item.

If the PunchoutOrderMessage has been successfully transmitted, the included items are displayed in the Coupa shopping basket and are therefore available for creating a purchase requisition.

#### 5. options for invoicing

Please send your invoices in PDF format to  
Wuppermann AG:

**Fibu-wag@wuppermann.com**

Wuppermann Stahl GmbH:

**Fibu-ws@wuppermann.com**

Wuppermann Austria GmbH:

**fibu.waj@wuppermann.com**

Wuppermann Metalltechnik GmbH:

**fibu.wmt@wuppermann.com**

Wuppermann Business Services GmbH:

**fibu.wbs@wuppermann.com**

Wuppermann Austria Holding:

**fibu.wah@wuppermann.com**

Wuppermann Staal Nederlands B.V.:

**invoice.wsn@wuppermann.com**

Wuppermann Hungary Kft.

**invoice.wh@wuppermann.com**

Wuppermann Polska sp. z o.o.

**efaktury@wuppermann.com**

If known, please indicate a contact person and the order number generated by Coupa on the invoice so that it can be processed as quickly as possible.