

Coupa Supplier Profile

This document is designed to capture all of the information necessary to create the supplier within the Coupa system. You will be receiving purchase orders and doing invoicing through Coupa. This document outlines the options. Please fill out the section that applies to you and return this form back to your Coupa supplier enablement contact.

General Company Information [MANDATORY]

Supplier Name	
Address	
City	
State	
Zip	

Company Contacts [MANDATORY]

Business Contact

Name	
Title	
Phone	
Email	

Technical Contact

Name	
Title	
Phone	
Email	

Punchout Catalog Information [MANDATORY]

Coupa supports cXML Punchout in accordance with the standard cXML Punchout guidelines per www.cxml.org.

For more info, see https://success.coupa.com/Suppliers/For_Suppliers/Catalogs/Punchout_Catalogs

For those Suppliers requested to support a Punchout solution by their Buyer, you need to provide the following Punchout configuration information:

	Test Environment	Production Environment
Supplier Punchout URL		
Shared Secret (If used)		
Customer Domain <i>i.e. DUNS</i>		
Customer Identity <i>i.e. Network ID 12345</i>		
Supplier Domain <i>i.e. DUNS</i>		
Supplier Identity <i>i.e. 12345678</i>		

Purchase Order Processing Options [MANDATORY]

Please select ***ONE*** option below by indicating your company's preference with an 'X' then complete the required configuration information.

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Option #1: Email

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Option #2: cXML Purchase Order Integration

Coupa supports cXML version 1.2007 as well as prior versions. Coupa strives to support the baseline cXML functionality as referenced on www.cxml.org. When cXML is selected, Coupa requires suppliers to support the OrderRequest document and the synchronous Request-Response transaction (Status Code 200). Coupa can provide suppliers with a standard cXML User's Guide upon request.

For more info, see https://success.coupa.com/Suppliers/For_Suppliers/Purchase_Orders/cXML

	Test Environment	Production Environment
Supplier's Secure Order Posting URL		
Shared Secret (If used)		
Customer Domain <i>i.e. DUNS</i>		
Customer Identity <i>i.e. Network ID 12345</i>		
Supplier Domain <i>i.e. DUNS</i>		
Supplier Identity <i>i.e. 12345678</i>		

Invoice Transmission Options [MANDATORY]

Please select ***ONE*** option below by indicating your company's preference with an 'X' then complete the required configuration information.

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Option #1: Standard email delivery to the billing address specified in the received order.

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Option #2: Coupa Supplier Network

Provide email to receive registration.

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Option #3: cXML

For more info, see

https://success.coupa.com/Suppliers/For_Suppliers/Invoices and https://success.coupa.com/Suppliers/Integration_Resources/Sample_Invoices

	Test Environment	Production Environment
URL to post invoices	https://lindt-test.coupahost.com/cxml/invoices	https://lindt.coupahost.com/cxml/invoices
Customer Domain <i>i.e. DUNS</i>		
Customer Identity <i>i.e. Network ID</i> 12345		
Supplier Domain <i>i.e. DUNS</i>		
Supplier Identity <i>i.e. 12345678</i>		

Questionnaire (Page 1) [OPTIONAL]

Timeline/Process Questions

Please confirm if you require PO's issued via cXML?	
Please confirm if you will support cXML invoicing? And if you have had any previous experience with Coupa cXML invoicing with other Coupa customers?	
How long will it take you to create a test punchout catalog?	
How long will it take you to be able to receive a test PO via cXML?	
What do you require before creating a production punchout?	
What do you require before you can accept production POs?	
What do you require before you can provide production invoices?	
What date will we be able to place orders in production?	
What date will we receive invoices in production?	

System/Support

How do we get files to you if your system is down?	
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Questionnaire (Page 2) [OPTIONAL]

Punchout-specific Questions/Requirements

Can we specify items we do/don't want on the punchout site (Lindt specific account)?	
Please provide your logo in .png or .jpg format. It will be scaled to a rectangle 150 x 50 pixels.	
Please send the units of measure you use (code, description, number of decimal places allowed).	
Please send the item classification codes (e.g., UNSPSC) for all purchasable catalog items.	

PO-specific Questions/Requirements

Do you need location/address IDs in the cXML?	
Do you need all the shipping terms that might be sent in the cXML?	
Will you do anything with payment terms sent in the cXML?	
Do you provide email acknowledgements of POs?	
If you also provide a punchout, what do you do with POs not created with a punchout (i.e., what are the considerations around off-catalog items)?	