



LINDT & SPRÜNGLI

Punchout Integration Request

From:	Name of L&S Buyer	To:	Email of Supplier Contact Person
E-Mail:	Email of L&S Buyer	Copy:	supplier@lindt.com
Phone:	Click or tap here to enter text.	Date:	Click or tap to enter a date.

Add a subject: Punchout Integration Request

*[Please use this template for sending an email to the supplier contact person regarding the Punchout catalog integration request and attach this following document as a copy:
[Coupa_cXML_Supplier_Questionnaire.docx](#)]*

Dear **[Supplier Contact Name]**,

I am contacting you regarding the setup of a Punchout catalog connection between your online shop and our Coupa platform. To improve purchasing efficiency, accuracy, and speed, we are onboarding selected strategic suppliers into our Punchout program.

Your web-shop (Punchout) will become directly accessible to our internal users, ensuring a seamless and automated ordering process.

Your Business Benefits

- ✓ **Visibility & Competitive Advantage**
Become a preferred supplier with a direct sales channel into our Coupa platform.
- ✓ **Faster Processing & Finance Wins**
Electronic ordering and invoicing reduce administrative work, minimize errors and increase business volumes.
- ✓ **Stronger Relationship & Priority in Sourcing**
Strengthens collaboration and elevate priority in future sourcing decisions.
- ✓ **Real-Time Product & Brand Control**
Maintain your product categories, details, availability and pricing in real-time.

What we need from you

Kindly complete the attached **Punchout Questionnaire**. These requirements reflect the standard Coupa Punchout setup procedure. Also attached you can find a document regarding the definition and scope of the CXML Punchout integration and your business benefits.

Please give us your feedback and the completed Punchout Questionnaire by **[date, approximately 3-5 days]**.

We truly appreciate your successful Punchout onboarding to our Coupa platform. Your commitment to this collaboration supports greater efficiency, transparency, and a stronger partnership between our organizations.

Next steps after receiving your completed Punchout Questionnaire

1. We configure the connection in our Coupa TEST instance.
2. We conduct end-to-end validation including login, cart return, purchase order & invoice flow.
3. Once validated, we move your Punchout to Production.

A small award as a sign of our appreciation

Suppliers who complete the Coupa Punchout onboarding process within the defined timeline will be rewarded with a box of Lindt chocolates as a token of our appreciation for the partnership.

If you have technical questions, we are happy to arrange a call with your e-commerce technical team.

Thank you for your cooperation and for being a valued partner of Lindt. We look forward to a successful collaboration.

Best regards,

The Lindt & Sprüngli digital Procurement Team
