



Supplier Information Management (SIM)

COUPA SUPPLIER PORTAL



- Sanofi CHC has implemented **LEO (Coupa stack of technology for source to pay)** as its platform to standardize business processes and improve quality and speed of operations.
- We invite all suppliers to use the dedicated LEO Coupa Suppliers Portal (CSP)
- Further to sessions during go-live, refresher training sessions and content have been conducted in April-May 2022



ABOUT LEO

LEO (Lean. Easy. Optimized.) is an **end-to-end digital Source2Pay (S2P) platform** connecting Sanofi CHC with supplier partners,

- ❖ It replaces existing solutions that were being used prior to LEO for supplier information management/onboarding, contract management, sourcing events, PO reception*, invoicing*
- ❖ The portal is free to use for vendors of Sanofi CHC

KEYS BENEFITS OF COUPA SUPPLIER PORTAL



Process Quality

- Quicker way to manage the purchase orders
- Better quality & faster invoice-to-pay process with convenient visibility your invoices status
- One unique portal from onboarding to invoicing

Transaction Efficiency

- Enhanced control of supplier's master data (banking information etc.)
- Ability for all suppliers to create electronic invoices, improving efficiency of transactions

Easy to Use

- No installation of hardware or software required
- Web applications that are quick to set up
- Dedicated help desk support to answer questions and ease the transition process

Zero Costs

- It's **free of charge** for suppliers of Sanofi Consumer Healthcare
- Making the technology available for all vendors

*NCOGS = non-cogs, suppliers who provide indirect materials or services will receive PO and can send invoices through the CSP. This is not applicable to suppliers of raw materials etc. which go directly into the product.

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A Privacy policy & Providing supplier information

When a new account is created in the **Coupa Supplier Portal**, the supplier should agree with the privacy policy as well as providing the needed supplier information. This can be done from the **“Information Request”** tab on the **“Profile”** page.

The screenshot shows the 'Information Request' page in the Coupa Supplier Portal. The page has a navigation bar with 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' tab is active, and the 'Information Request' sub-tab is selected. A message at the top states: 'We have auto-filled some information from your Public Profile.' Below this, there are two main sections:

- Supplier Information**: This section contains the 'Sanofi Global Privacy Policy' text, which states that Sanofi understands the importance of privacy and is committed to ensuring an adequate level of data protection. It lists categories of individuals whose data is protected, including patients, healthcare professionals, users of products and services, and representatives of contractors and business partners. Below the policy text is an 'Acknowledgement and Acceptance of Sanofi Privacy Policy' checkbox, which is currently unchecked.
- Supplier Information**: This section contains a form for providing supplier details. The fields include: 'Technical name' (Italian Supplier test), 'Display Name' (Source supplier UAT), 'Parent Company Name', 'Tax registration (ID)' (BE12345678), 'Preferred Currency' (EUR), 'Canadian supplier?' (No), 'Payment Terms' (SHFT-1007), 'Shipping terms' (None), and 'Sanofi legal entity' (BE06-Opella Healthcare Belgium NVSA).

Privacy Policy

Supplier Information

B Provide contact, address, payment & PO information

The next step is to provide more extensive information. This information regards the primary contact information, the primary address and the payment and PO delivery options.

The screenshot shows the 'Supplier contact and address' and 'Payment and PO delivery options' sections of the Coupa Supplier Portal. The 'Supplier contact and address' section is highlighted with a red box and labeled 'Supplier contact and address'. It contains the following fields:

- Primary Contact information**: First Name (chc), Last Name (supplier demo), Email address (chc.supplier.demo@gmail.com), Work Phone (US/Canada, 000-000-1212), Mobile Phone (US/Canada, 000-000-1212), and Fax (US/Canada, 000-000-1212).
- Primary Address**: Country/Region (Belgium), Address Name (Test Address Name), Street Address (dries), Street Address 2 (57), City (watermael-boitsfort), State Region (Test State Region), Postal Code (1170), Location Code (Test Location Code), PO Box, and PO Box Postal Code.

The 'Payment and PO delivery options' section is also highlighted with a red box and labeled 'Payment and PO delivery options'. It contains the following fields:

- PO Email**: chc.supplier.demo@gmail.com
- Finance Email**: chc.supplier.demo@gmail.com
- Attachment**: Choose File (No file chosen)

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C Add a remit-to address

The final step is to add a remit-to address. After this has been done, the supplier can click the **“Submit for approval”** button.

Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To

Remit-To Address

Location Code ✖
Please provide Alpha-2 code e.g. Spain : ES

Address Name

Street Address

Street Address 2

Postal Code

City

Tax registration (ID)
Please provide your VAT registration number (including country code e.g. BE12345678) or Tax Number (excluding country e.g. 987654321)

Bank Account Number ⓘ

SWIFT Code (BIC) ⓘ

Bank Routing Number ⓘ
For US suppliers only

IBAN Number ⓘ

Account Currency

Active

D Supplier information update

The supplier information update may be needed in case some information would be outdated or other information would be needed.

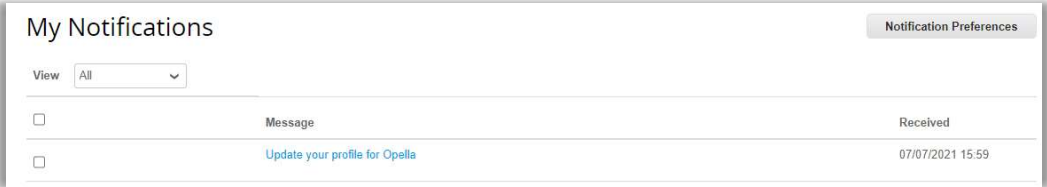
Such a change can either be requested from the customer or it can be initiated by the supplier directly.

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E Update requested by customer

In this case the customer will send a request to the supplier to update the supplier information. The supplier will receive a notification within the **Coupa Supplier Portal** regarding the customers' request.



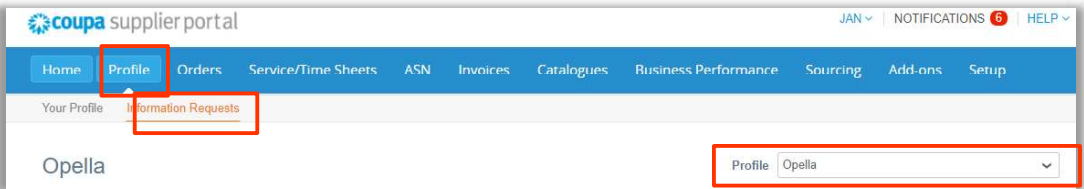
When clicking the notification, there is the option to click on the **“Update Profile”** which will redirect the supplier to the **“Information Request”** page as shown before.



F Update initiated by supplier

In this case the supplier can make changes to their profile and information on their own initiative. This can be done by going the **“Profile”** page and then in the **“Information Requests”** tab.

An important note is to select the customer for which you want to make the changes. When updated the information, you have to scroll down and click the **“Update Info”** button.



Once this process is done, the updated information will be shown and available to the customer.