

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



*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.



SAN notification



In the case SAN is the invoicing method, the first step in the process for a supplier is to receive the "Supplier Actionable Notification" button. The supplier will than have the possibility to react to this notification directly from their mailbox.

Create Invoice View PO Login	Add Delivery Tr	Powered by Contacting
SANOFI CONSUMER HEALTH CARE	Opella Healt PURCHASE	thcare Belgium NV/SA ORDER
JDP Company Juchthaven Eaventem, 1930 Jeliver to: Jan De Prez Immail: Jandéprez@hotmail.com Phone: +3 247 8827260	PO NUMBER DATE PAYMENT TERMS SHIPPING TERMS CURRENCY CONTRACT CONTACT	CD00000825 05/07/2021 0 0 EUR Jan De Prez
- Ship To Opella Healthcare Belgium NV/SA Leonardo Da Vinci Iaan 19 Machelen, 1831 BEOB-0T01	Bill To Opelia Healthcare Beig NV/SA Leonardo Da Vinci Iaar Diegem, 1831	jdeprez@kpmg.com jlum h 19
INVOICE IN STRUCTION S Effective 01/09/2021 all invoice 1. Submitting electronic in	s are required to be submitted electrivoice directly from this email, just clic upplier Portal, please contact CHC S	onically by either; sk the embedded "Create lupplier enablement
Invoice' button above 2. Signing up for Coupa S team: E-Mail		

The supplier has the following options:

- Create Invoice: This button will lead the supplier to the create invoice page.
- Acknowledge PO: By clicking this, the supplier will notify the customer that they have received the PO well.
- Add Deliver Tracking: This will enable to supplier to add a delivery tracking to the order.
- Add Comment: Add Comment allows the supplier to write specific remarks, questions etc. to the order/invoice.
- Login: Clicking the Login button will redirect the supplier to the Coupa Supplier Portal.
- View PO: This will open the PO a separate view/screen.



er in denne degem				
Purchase Order #CD0000062	5			
Order acknowledged		×		
Status Issued - Sent via Email	🦁 Shipping			
Order Date 07/02/19 Revision Date 07/02/19	Ship-To Address			
Requester				
Email				
Payment Term None Attachments None	Terms None			
Acknowledged Z				
SAN comment				
			7	
1 Comment		~	-	
		Add Comment	1	
rticipants: Supplier First Name Supplier Last Name				
Supplier First Name Supplier Last Name		On 08/06/18 at 05:33 PM	-	
Training comment				
eneral Info	From			
*Invoice #	* Sup	plier Coupa Training Supplier		
*Invoice Date 08/06/18	Supplier Ta	ax ID None		
* Payment Term Net60	- Invoice From Add	12345		
Currency USD C		Davidson, NC 28035		
Image Scan Choose File No file chosen		United States		
Sumplier Note	* Remit-To Add	ress Coupa Training Supplier D 12345		
oupping note		Training Address Davidson, NC 28035		
	1	United States		
Lines				_
Lines Type Description Oty UO Training item 1 1 E	M Price ach V 2,000.00	2,000.00 🙆		
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Sending the invoice (SAN)

Once the invoice has been created and the supplier has clicked the "Submit" button, a new window will appear that will ask whether the supplier is sure to send the invoice. This will give the supplier the option to either edit the created invoice or the send it to the customer.

oupa is about to create an invoice on	your behalf. Please make sure you ar	e not attaching another
voice to this transaction as the Coupa	generated PDF is your and your cus	tomers legal invoice.
	Continue Editing	Send Invoice

Once the invoice has been sent, it will show up under the "Invoices" tab within the Coupa Supplier Portal menu. It will come in this list as shown under the "Pending Approval" status.

Invoice	es						
Instruction Ingersoll Ran on-time payn the standard invoicing and	s From Customer d is driving strategic tents to suppliers. The requirements your in update your billing s	improvements in the way ne following information is ivoice must meet in order f system(s) as appropriate.	we purchase and pay fo intended for suppliers th to receive payment from	r goods and services. C at provide materials and Ingersoll Rand. Please	ine of the benefits of d/or services to Ingers review with all perso	these changes is n soll Rand locations nnel involved with o	nore consistent, and provides customer
Create Ir	nvoices 🕖						
Create Inv	oice from PO	Create Invoice fro	m Contract	Create Blank Invoice	Create	Credit Note	
				View P	ending Approval	✓ Search	P
Invoice #	Created Date	Status	PO #	Total	Unanswered Co	omments	Actions
123456	02/22/19	Pending Approval	CPO-10008499	75.00 USD	No		
Inv-66	02/22/19	Pending Approval	CPO-10008499	87,000.00 USD	No		
Per page 15	45 90						



Way to create an invoice (Coupa Supplier Portal)



When wanting to create an invoice from within the CSP, there are several options on how to do this.

Firstly, it can be done from within the "**Orders**" page. This page will show a list of all the purchase orders for a specific customer. From this page there is the option to click the "**Golden Coins**" button. This leads the supplier to the "**Create Invoice**" page.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
CD00000625	05/07/2021	Issued	None	1 Each of Training item 1	No	2,000.00 EUR		
CD00000624	24/06/2021	Issued	None	4 Each of cXML Freetest	No	20,000.00 EUR		
CD00000623	23/06/2021	Issued	None	4 Each of cXML Freetest	No	20,000.00 EUR		

The second option is to click on the "**PO Number**" to open the PO. When having the PO open, scroll down to the bottom until there is the "**Create Invoice**" button. This will redirect the supplier to the same page as when clicking on the "Gold Coins".



Lastly, invoices can also be created from within the "Invoices" tab. Invoices here can be created based of a PO, of a contract or a blank invoice can be created. There is also the option to create a credit note.

Invoices

Instructions From Customer

Create Invoice from PO	Create Invoi	ice from Cont	ract Crea	te Blank Invoic	e Create Credit Not	te	
Export to 👻					View All	✓ Search	P
Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
None	07/07/2021	Draft	None	0.00	No		10
Test2	07/07/2021	Pending Approval	CD00000627	2,000.00 EUR	No		
None	07/07/2021	Draft	CD00000627	2,000.00 EUR	No		10
None	07/07/2021	Draft	CD00000627	2,000.00 EUR	No		10
None	07/07/2021	Draft	CD00000625	2,000.00 EUR	No		10
None	07/07/2021	Draft	CD00000626	2,000.00 EUR	No		10
None	05/07/2021	Draft	CD00000625	2,000.00 EUR	No		10
None	05/07/2021	Draft	CD00000625	2,000.00 EUR	No		10
None	05/07/2021	Draft	CD00000625	2,000.00 EUR	No		10
Coupa training Supplier Invoice #2	05/07/2021	Approved	None	181.50 EUR	No		
Coupa Training Supplier	05/07/2021	Disputed	CD00000625	2,420.00 EUR	No	Attachment missing or in incorrect format	



Invoice creation

- Ensure that each time that you create an invoice, it has a unique Invoice #:
- Note: Please make sure the Invoice # length does not exceed 16 characters.
- Please make sure that you select an **Image Scan**, which will serve as a Legal Invoicing Document.

	12/02/20	1	🔅 General Inf	0
neral Info	From		* Invoice #	Unique Invoice #
* Invoice #	* Supplier	Coupa Training S	*Invoice Date	07/30/21
*Invoice Date 08/06/18	Supplier Tax ID	None	Payment Term	SHIFT-1060
* Payment Term Net60	*Invoice From Address	Coupa Training S	* Currency	EUR 🐱
*Currency USD V		12345 Training Address	Status	Draft
Status David		Davidson, NC 28	Shipping Term	CIF
		United States	*Image Scan	Choose File No file chosen
image scan Choose File no lie chosen	* Remit-To Address	Coupa Training S	Supplier Note	
Supplier Note	71	12345 Training Address	Supplier Note	
		Davidson, NC 28	Attachmente	
		United States	Attachments	Add File URL Text
	* Ship From Address	Coupa Training Suppl	ier D	
Add File UHL Text		12345		
		Training Address		
Lines			_	
Type Description Qty	UOM Price	2 000 00		
Training item 1	Fach ~ 2,000.00	2,000.00		
Training item 1	Fach ~ 2,000.00	2,000.00) -	
PO Line Contract CD00000625-1 O Clear	Fach 2,000 00 Supplier part number	2,000.00		
PO Line CD00000625-1 O Clear	Fach 2,000 00 Supplier part number	Lines Net Total Lines Tax Totals		2,000.00 0.00
PO Line CD0000625-1 O Clear Billing	Each 2,000 00 Supplier part number	Lines Net Total Lines Tax Totals		2,000.00 0.00
PO Line CD00000625-1 O Clear Billing BE0600003-MC3001-7402001000	Fach 2,000 00 Supplier part number	Lines Net Total Lines Tax Totals Misc		2,000.00 0.00
Training item 1 1 PO Line CD00000625-1 O Clear Billing BE0600003-MC3001-7402001000 Taxes	Fach 2,000 00 Supplier part number	Lines Net Total Lines Tax Totals Misc Tax		2,000.00
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Training item 1 1 PO Line Contract CD00000625-1 O Clear Billing BEE0600003-MC3001-7402001000 Taxes VAT Rate VAT Amount Ta	Fach 2,000 00 Supplier part number x Reference	Lines Net Total Lines Tax Totals Misc Tax Tax Tax R	eference Enter a t	2,000.00 0.00
Training item 1 1 PO Line Contract CD00000625-1 O Clear Billing BED6600003-MC3001-7402001000 Taxes VAT Rate VAT Amount Ta	Fach 2,000 00 Supplier part number x Reference	Lines Net Total Lines Tax Totals Misc Tax Total Tax R	eference Enter a t	2,000.00 0.00 0.00 ax reason description :
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Training item 1 1 PO Line CD00000625-1 O Clear Contract CD00000625-1 O Clear Billing BE0600003-MC3001-7402001000 Taxes VAT Rate VAT Amount Ta	Fach 2,000 00 Supplier part number x Reference Total Taxes	Lines Net Total Lines Tax Totals Misc Tax Total Tax Net Total Gross Tota	eference Enter a 1	2,000.00 0.00 • 0.000 ax reason description. 0.00 2,000.00 2,000.00
Training item 1 1 PO Line Contract Contract Contract Clear Contract Billing BE0600003-MC3001-7402001000 Taxes VAT Rate VAT Amount Ta VAT Rate 0.00 Add Line Pick lines from PO Pick lines from Contract	Fach 2,000 00 Supplier part number x Reference Total Taxes Lines Net Total	Lines Net Total Lines Tax Totals Misc Tax Total Tax Net Total Gross Tota Delete Canc	eference Enter a 1 al	2,000.00 0.00 • 0.000 ax reason description. 0.00 2,000.00 2,000.00 0 2,000.00

Invoicing miscellaneous costs

In order to invoice miscellaneous costs, the supplier has to create a "Blank Invoice".

Instructions From Customer

(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page)



Disputed invoices

There can be the situation in which the customer does not agree with the sent invoice. In that case, the supplier will receive an email and a CSP notification regarding the disputed invoice.

Mail:

G



Notification in CSP:

Invoice # Disputed invoice

Invoice Date 07/07/2021

Payment Term None

Currency EUR

Status Disputed

Dispute Reason(s) Price different from PO/Contract or Catalog



Disputed invoices

There three ways in which a supplier can view or open a disputed invoice.

- Clicking on the "View Online" button in the email.
- Clicking on the notification within the Coupa Supplier Portal
- Clicking on the "Resolve" button when on the "invoices" page.

Export to ~					View	Disputed 🗸	Sea	arch	P
Invoice #	Invoice Date	PO #	Gross Total	Disputed Date	Commented	Dispute reason		Comments	Actions
Coupa Training Supplier Invoice #1	05/07/2021	CD00000625	2,420.00 EUR	05/07/2021	None	Attachment missing or in in format	correct		



Disputed invoice reaction methods

When a dispute has come in from the customer, the supplier has two ways in which they can react.

The can either chose to "Void" the invoice or to "Correct" the invoice.

Void Correct Invoice

When **Voiding** the invoice, the initial invoice will be discarded. Afterwards, a new invoice has to be created with a new **Invoice number**.

When **Correcting** the invoice, the supplier must correct or adjust the initial invoice. Afterwards, this corrected invoice must be submitted again with a new **Invoice number.**

Note: For all countries, the invoice number and credit note number can never be longer than 16 characters



Once this process is done, the supplier has correctly submitted the invoice and sent it to the supplier. The supplier than must wait until they receive the payment.