Coupa Supplier Portal Guideline

Guideline on how to register and utilise the Coupa Supplier Portal (CSP) with Novo Nordisk

Overview

EMAIL INVITATION

Get started | Novo Nordisk will send an invitation to CSP which you will receive as an email

Email invitation from Novo Nordisk

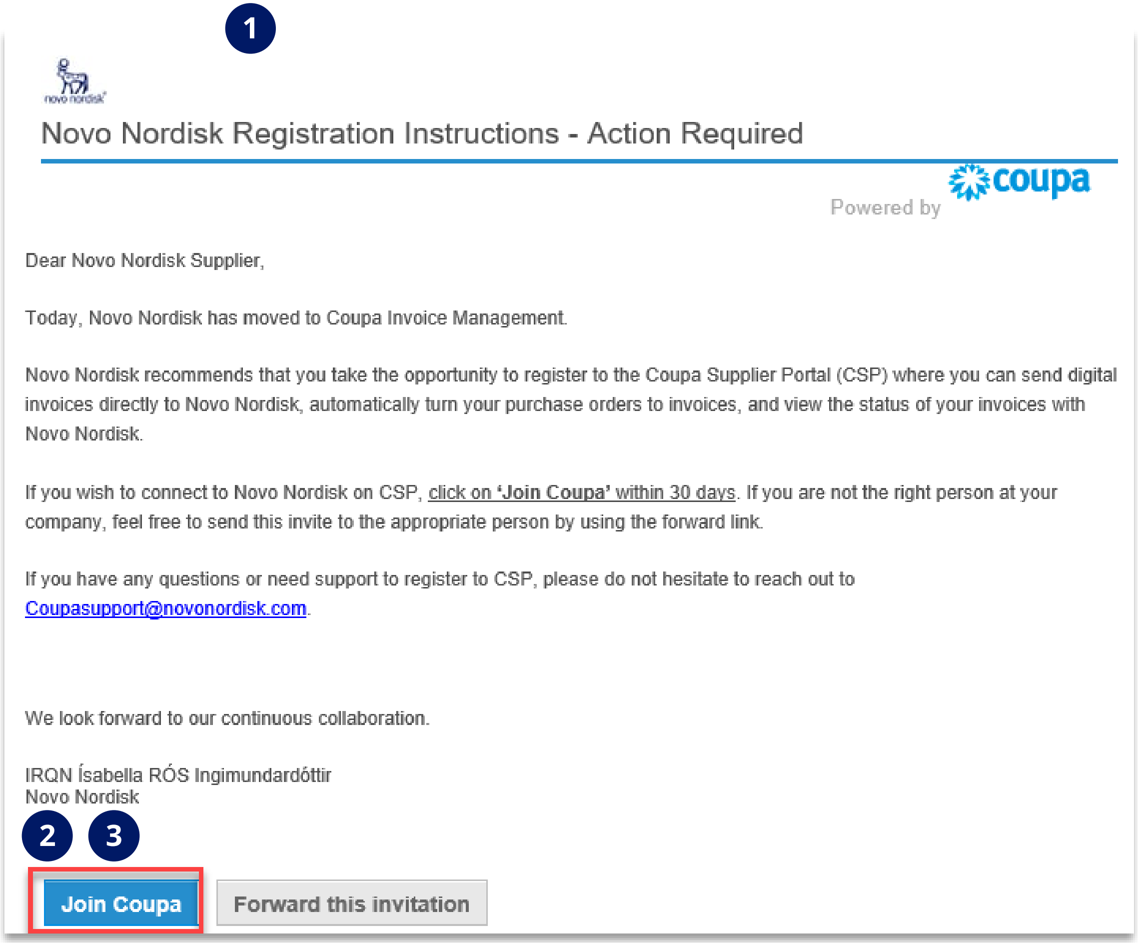
1. You will receive an email like the picture

2. If you are **new to CSP**, you can click on the blue button **"Join Coupa"** or copy paste the URL into your browser

   Go to slide 5 for guidance on how to create a new account to CSP

3. If you **already have a CSP account**, you can click on the blue button **"Login to Coupa"** or copy paste the URL into your browser

   Go to **slide 14** for guidance on how to login to your existing CSP account



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novo nordisk®

Novo Nordisk Registration Instructions - Action Required

Powered by coupa

Dear Novo Nordisk Supplier,

Today, Novo Nordisk has moved to Coupa Invoice Management.

Novo Nordisk recommends that you take the opportunity to register to the Coupa Supplier Portal (CSP) where you can send digital invoices directly to Novo Nordisk, automatically turn your purchase orders to invoices, and view the status of your invoices with Novo Nordisk.

If you wish to connect to Novo Nordisk on CSP, click on 'Join Coupa' within 30 days. If you are not the right person at your company, feel free to send this invite to the appropriate person by using the forward link.

If you have any questions or need support to register to CSP, please do not hesitate to reach out to Coupasupport@novonordisk.com.

We look forward to our continuous collaboration.

IRQN Ísabella RÓS Ingimundardóttir
Novo Nordisk

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Join Coupa Forward this invitation

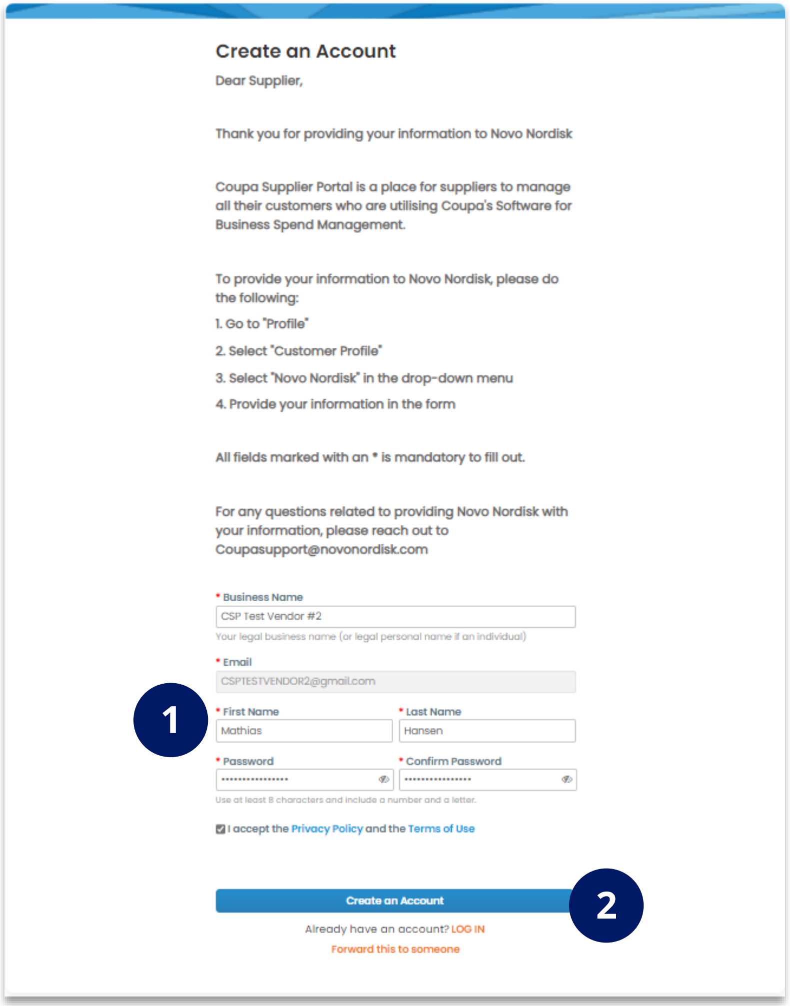
CREATE A NEW ACCOUNT TO CSP

Create a new account | Please follow the instructions below to create a new account to CSP

Fill in relevant contact information

1. To create an account, fill in the relevant information, where mandatory information is marked with *

2. Click on "**Create an Account**"



Create a new account | Please follow the instructions below to create a new account to CSP

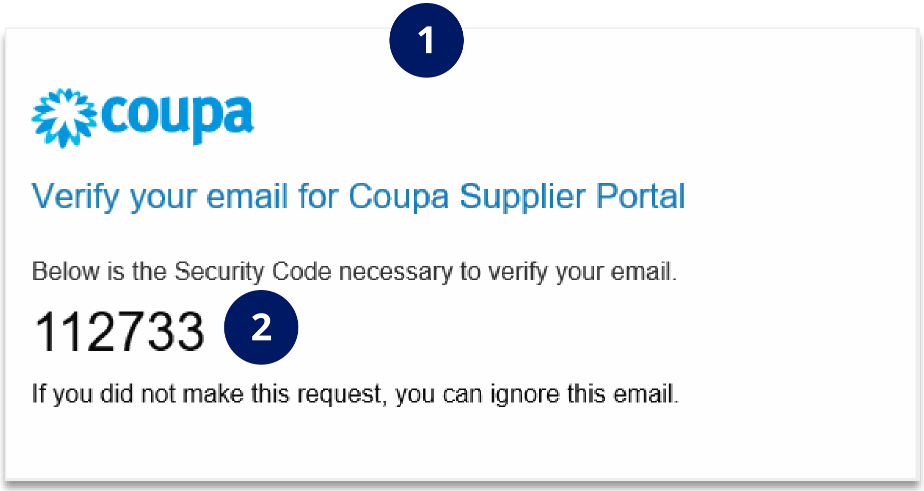
Fill in relevant contact information

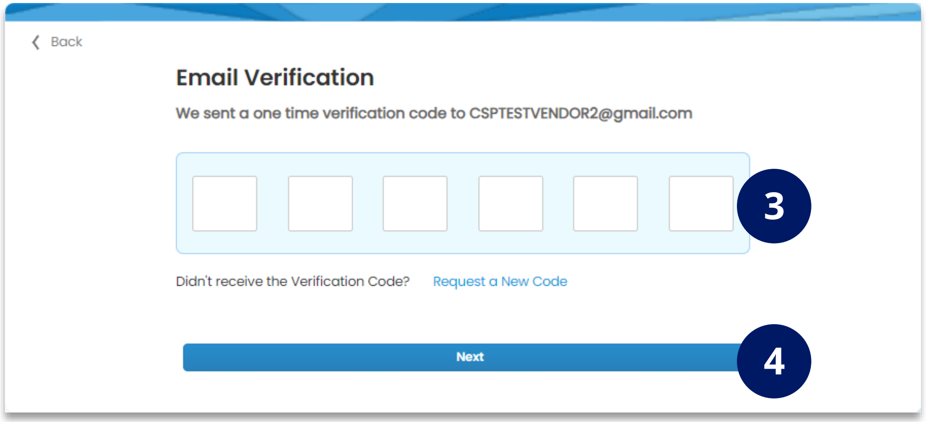
1. CSP will send a **verification email** to your email

2. Copy the **verification code**...

3. ...and **paste it into the fields** in CSP

4. Click on "**Next**"

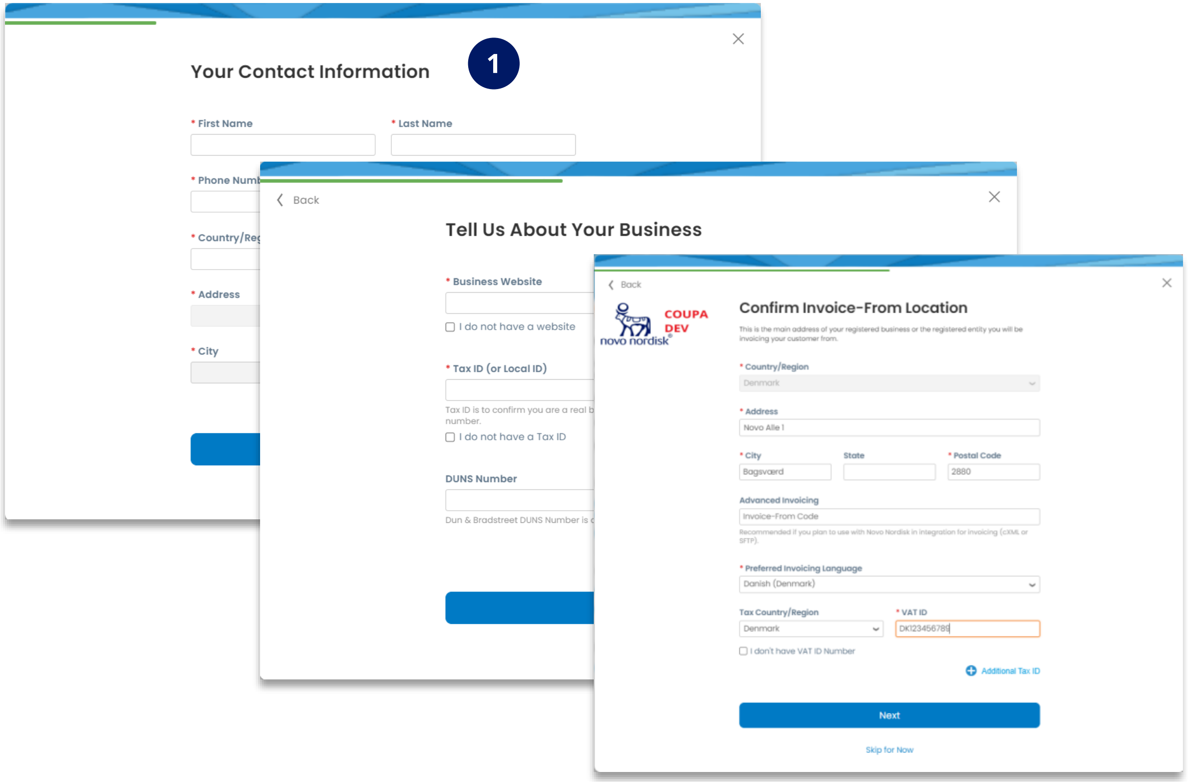




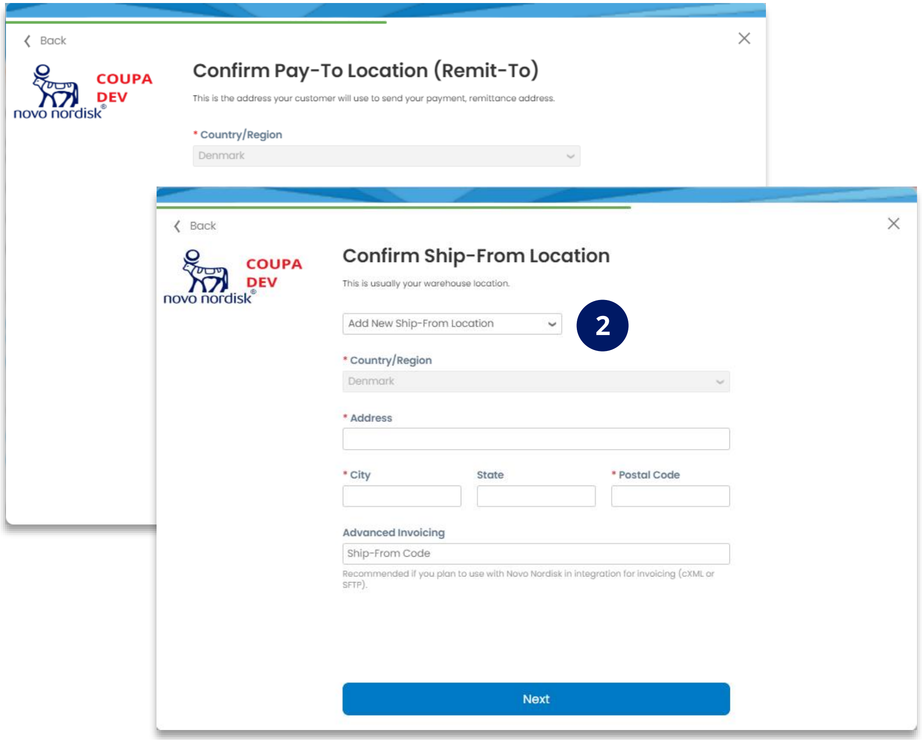
Create a new account | Please follow the instructions below to create a new account to CSP **(DO NOT SKIP)**

Fill in relevant contact information

1. Fill in **relevant information** for contact information, business and invoice-from location, where **mandatory** information is marked with *



2. For the **Remit-To** and **Ship-From** you can create a new address or select the **same as "Invoice-From Location"**



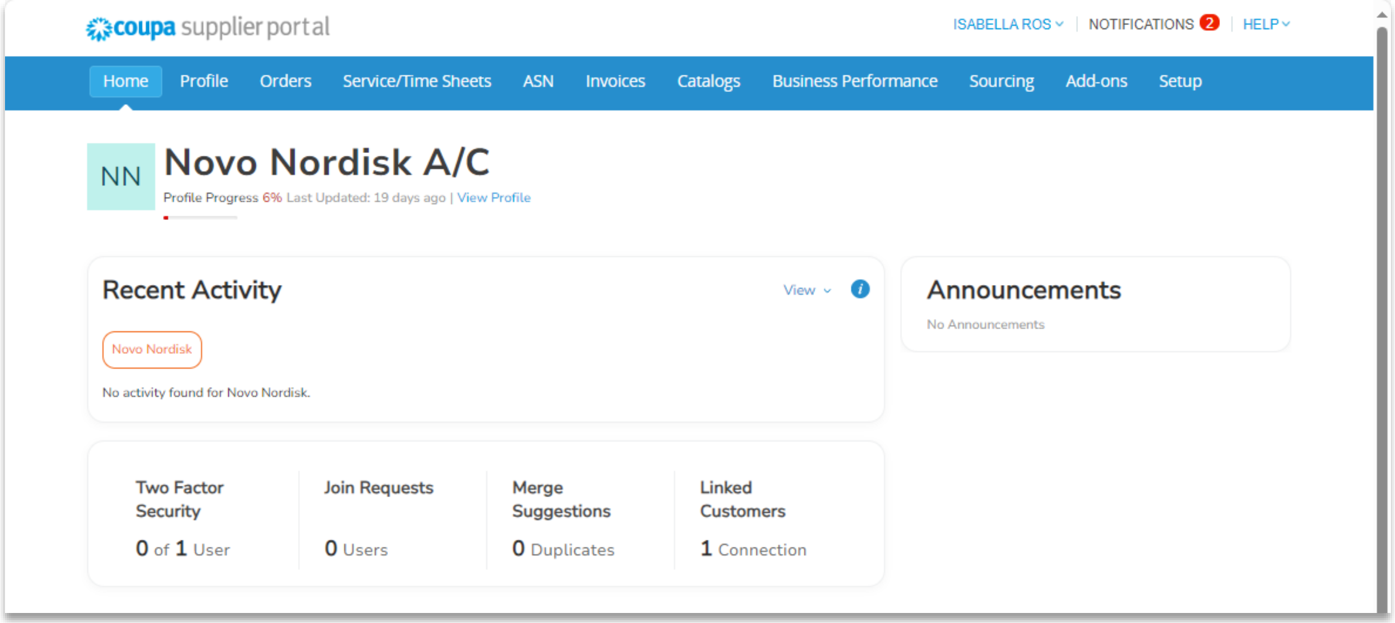
Homepage | Once your account is created you will be taken to the homepage of CSP

CSP Homepage

Your account has now been created and you will be taken to the **homepage** of CSP.

You can now view the status of your invoices (e.g. send via PDF) with Novo Nordisk.

Before you can use CSP to submit invoices and create invoices from purchase orders, you must add your **banking (payment) information,** so it will be reflected on the invoice Novo Nordisk receives from your CSP account.



Bank Information | You must add your bank information before you can use CSP to invoice Novo Nordisk (1/3)

Adding bank information in CSP

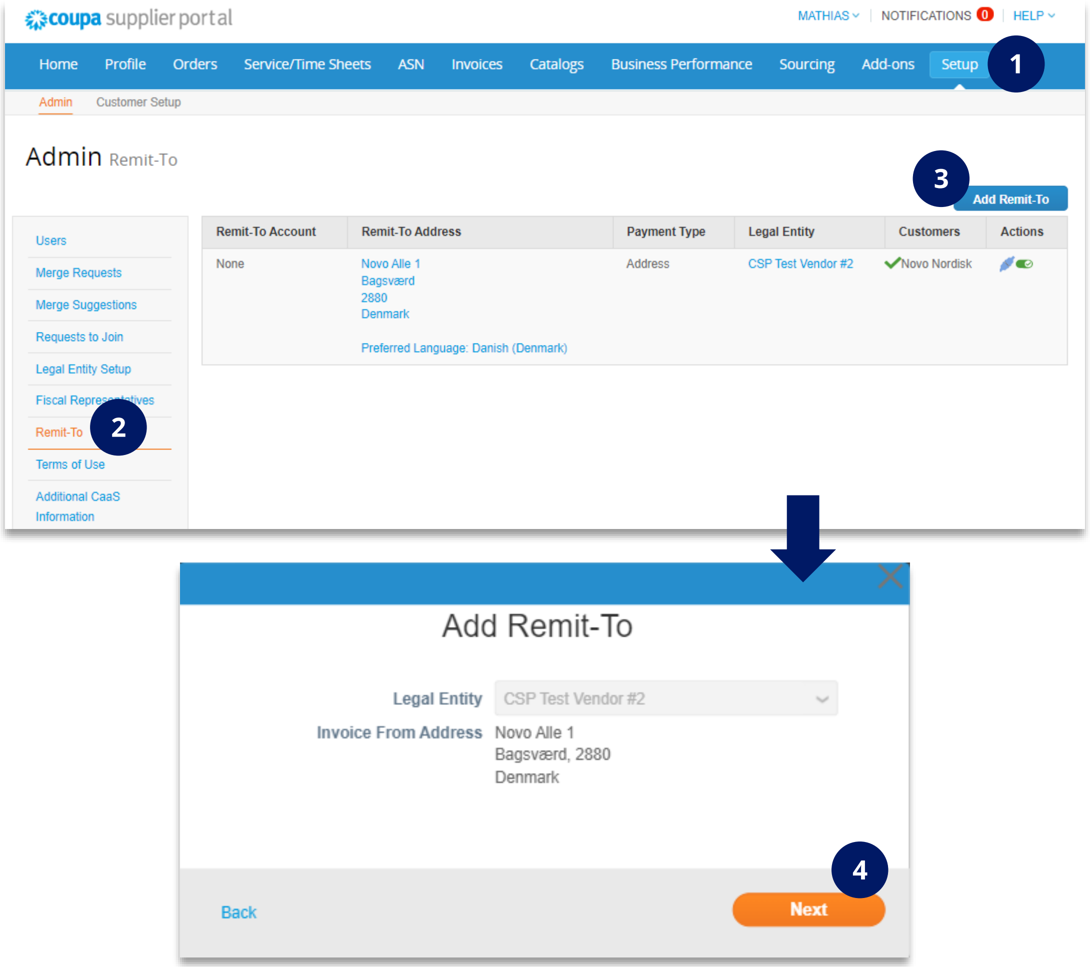
It is possible to view status of other invoices previously submitted (e.g. sent as PDF), but to use CSP to submit digital invoices you must add bank information (remit-to)

1. Go to **Setup**

2. Click on **Remit-to** on the left side

3. Click **Add Remit-to**

4. Click on **Next** in the pop-up window

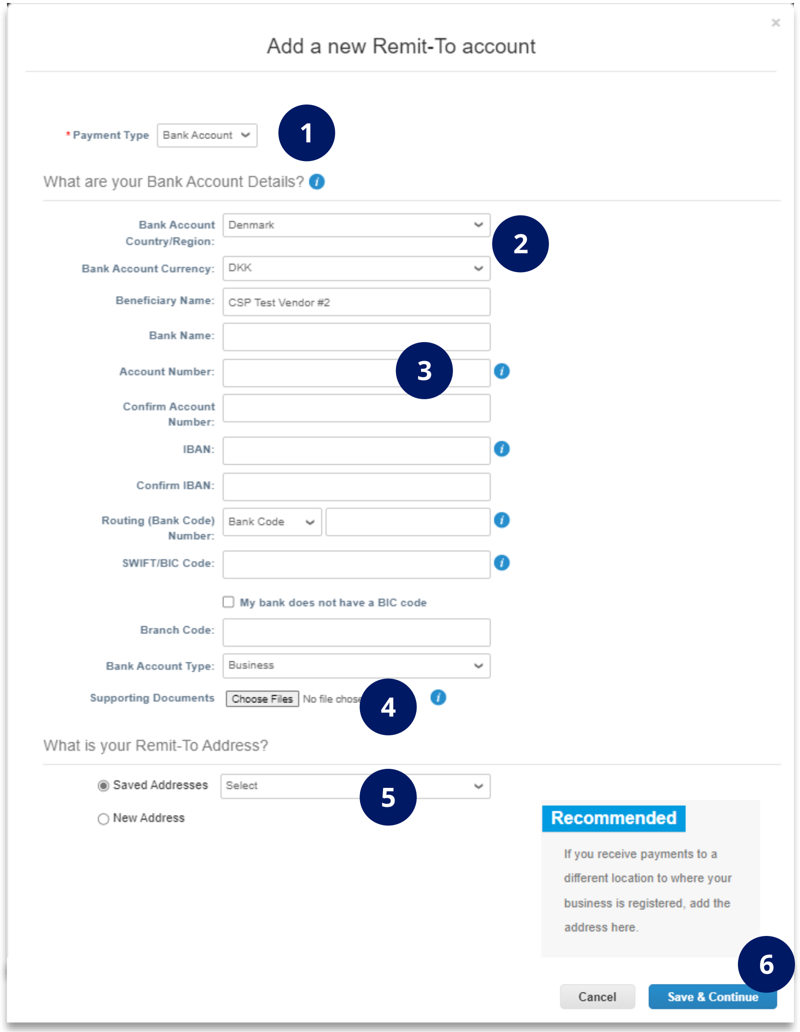


Bank Information | You must add your bank information before you can use CSP to invoice Novo Nordisk (2/3)

Adding bank information in CSP

Fill out the relevant fields for your company's bank information (remit-to)

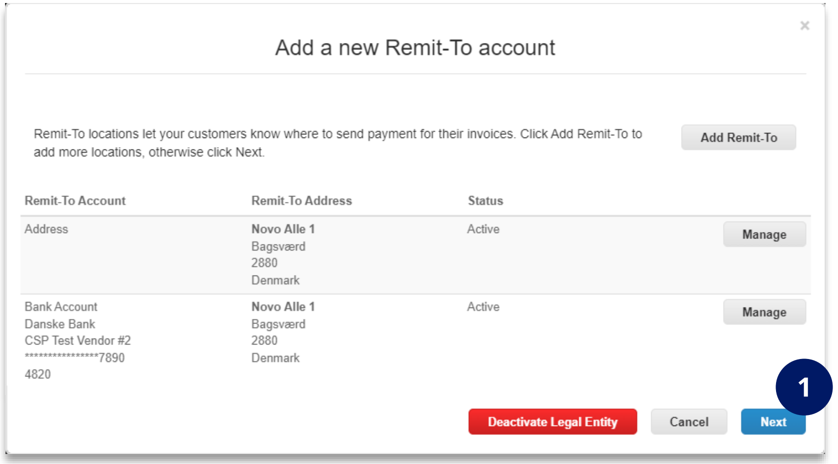
1. Select **Payment Type** (bank account is standard)
2. Select **country** and **currency**
3. Fill out the **details of your bank** (account numbers)
4. If available, upload **supporting documentation** that confirms the bank details are correct
5. Select **remit-to address** (existing or new)
6. Click **save and continue**

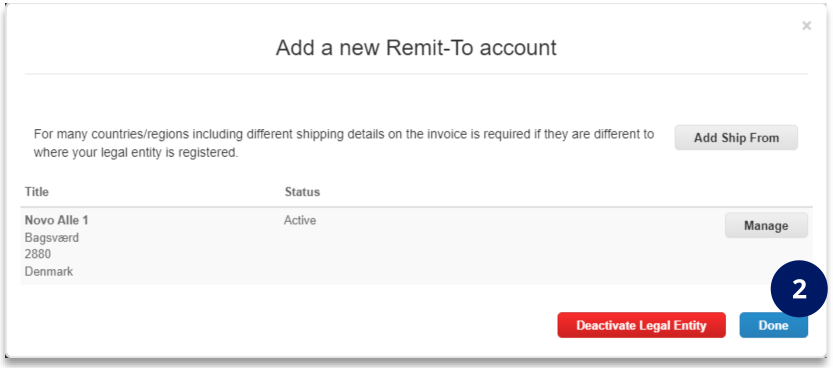


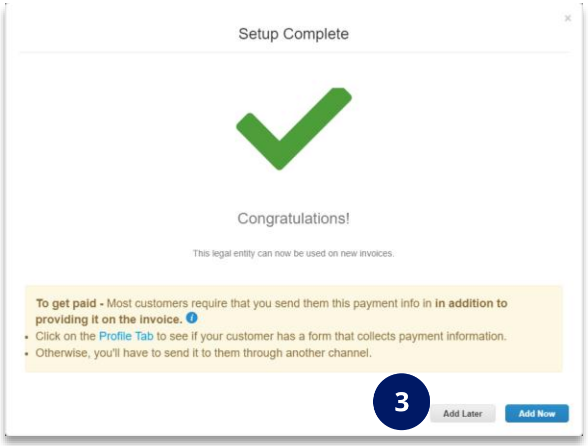
Bank Information | You must add your bank information before you can use CSP to invoice Novo Nordisk (3/3)

Adding bank information in CSP

1. Click on **Next**
2. Click on **Done**
3. Click on **Add Later**







With the steps completed, you are all set up to start using CSP with Novo Nordisk

On the next slides you can see how to **view the status of your invoices** and how to **create an invoice from a purchase order** (flip PO)

LOGIN WITH EXISTING ACCOUNT

Login | If you already have an existing account to CSP, use the invitation to log-in to and connect to Novo Nordisk

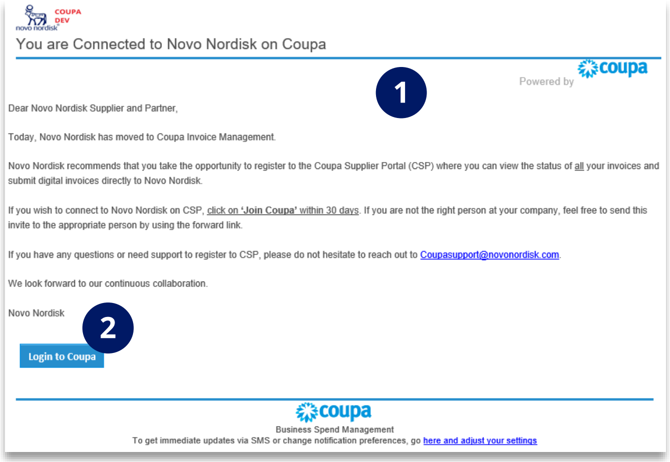
Email invitation from Novo Nordisk

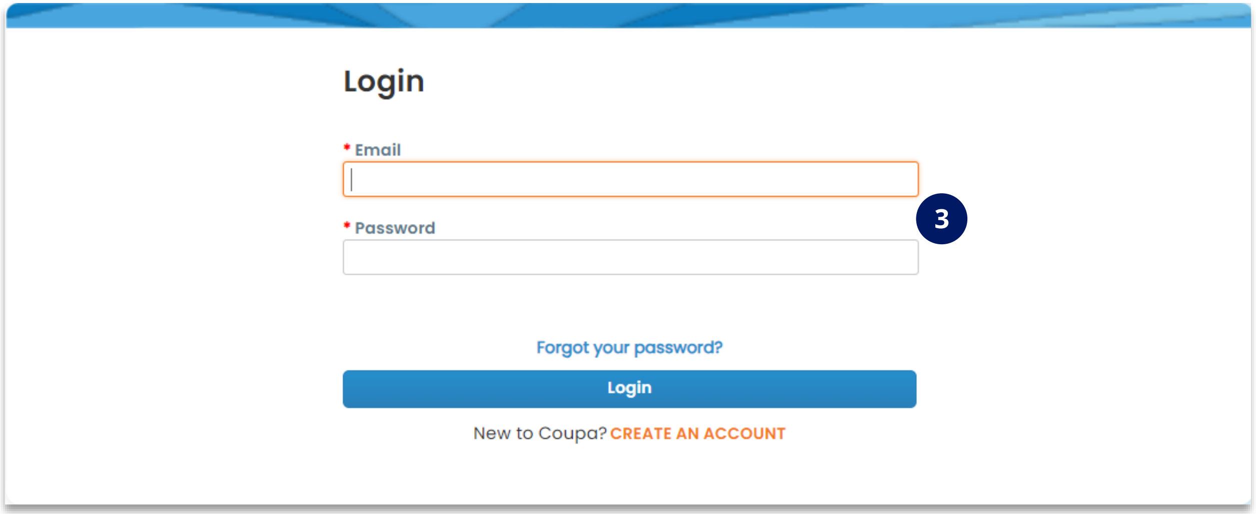
1 You will receive an email like the picture

2 Click on **Login to Coupa**

Login page to CSP

3 Use your existing account information to log into CSP

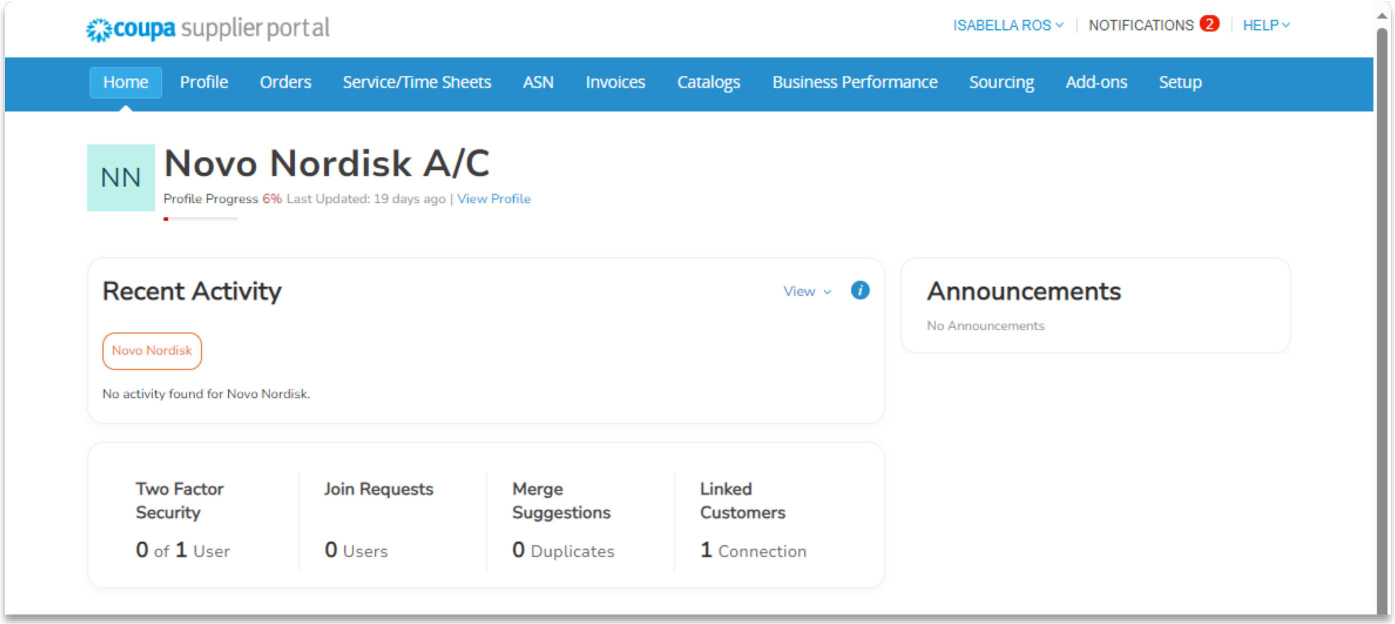




Homepage | Once you log-in to your existing account you will be taken to the homepage of CSP

CSP Homepage

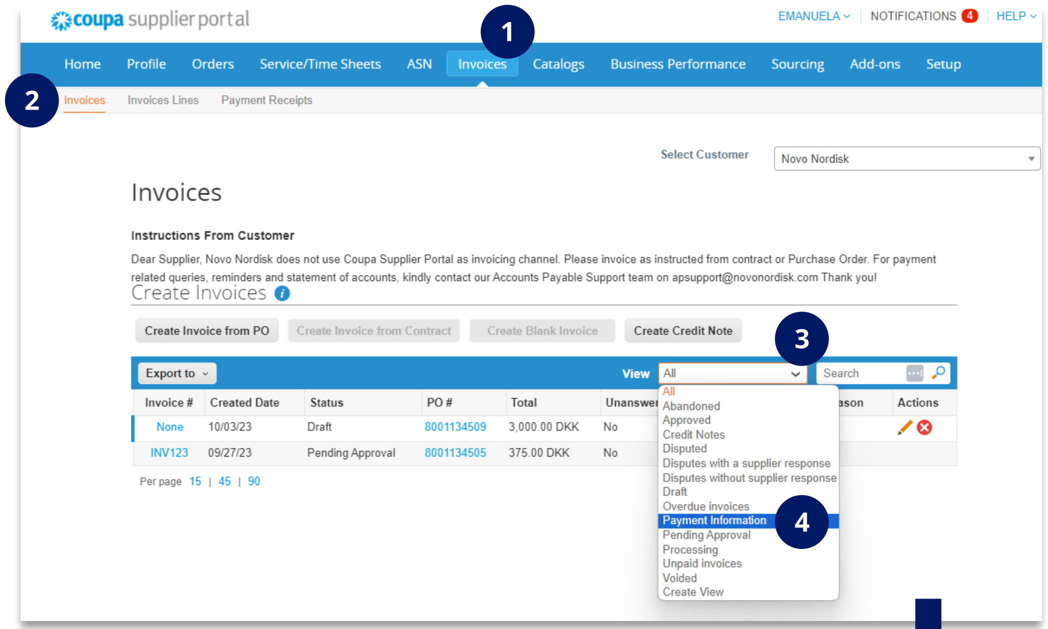
You are now taken to the homepage and can **begin to use CSP**

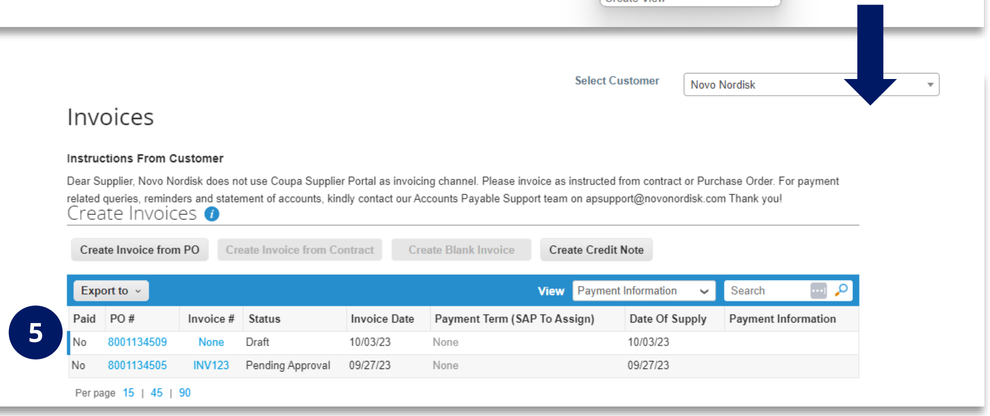


VIEW THE STATUS OF YOUR INVOICES

Invoice status | Follow the status on your invoices on CSP

1. Go to **Invoices**
2. Click **Invoices** subtab
3. Click on the **View** drop down
4. Select the view for “**Payment Information**”
5. You will see a new column named “**Paid**” where you can see if the **invoice has been paid** by Novo Nordisk



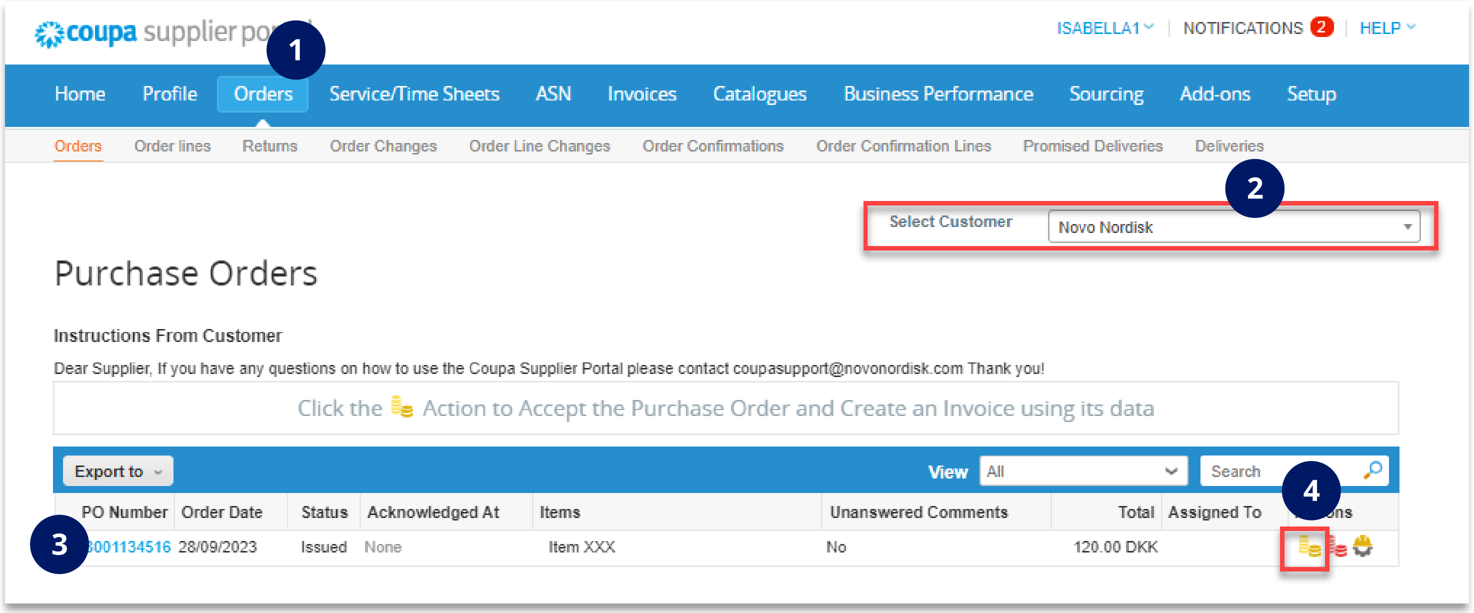


CREATE INVOICE FROM PURCHASE ORDERS (PO)

PO Flip | You can submit an invoice to Novo Nordisk directly from the purchase order received on CSP (1/2)

You can create an invoice directly from a purchase order and submit it to Novo Nordisk (PO flip)

1. Go to the **Order** tab
2. Select **Novo Nordisk** as a costumer
3. Locate the correct **Purchase Order** to turn into an invoice
4. Press the **Yellow Coins** under **Actions** to create an **Invoice** from the Purchase Order



PO Flip | You can submit an invoice to Novo Nordisk directly from the purchase order received in CSP (2/2)

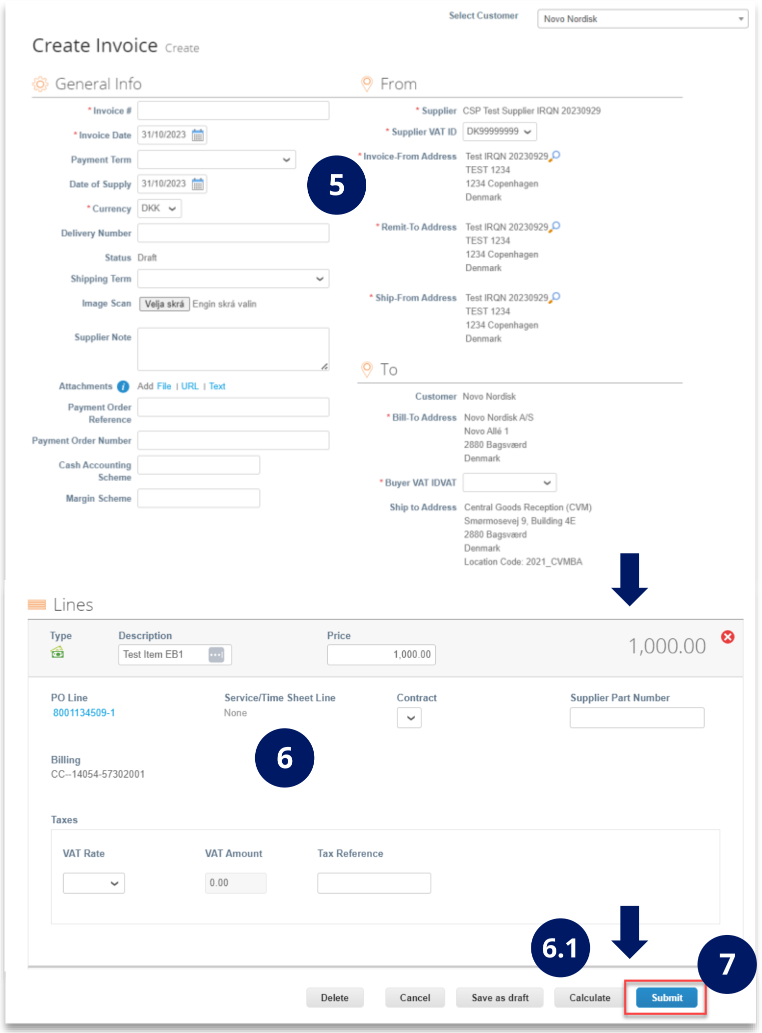
5 Fill in all **required fields in "General Info"**, marked with *

6 Add the details for the goods/service on the **Line(s)**

- Details from the purchase order are **transferred** to the line(s)
- You can add **VAT rates if applicable**

6.1 If extra charges are added, you can press "**Calculate**" before submitting the invoice

7 **Submit** the invoice



HOW TO GET HELP

Get help | What do I do if I need help?

Guidance material from Coupa

1. Click on this link to access Coupa's **frequently asked questions regarding CSP:** FAQ | Coupa Suppliers

2. Click on this link to access Coupa's frequently asked questions regarding **Invoicing in CSP**: Invoices FAQ | Coupa

3. Click on this link to access Coupa's **video guides on CSP:** CSP Videos | Coupa

Help from Novo Nordisk

A. We are here to help you, so please **reach out to CoupaSupport@novonordisk.com** for assistance on signing up to CSP and all other invoice related questions


novo nordisk®
Thank you
Abigail Conteh
Abigail has obesity and lives
in the United Kingdom