

Purpose:

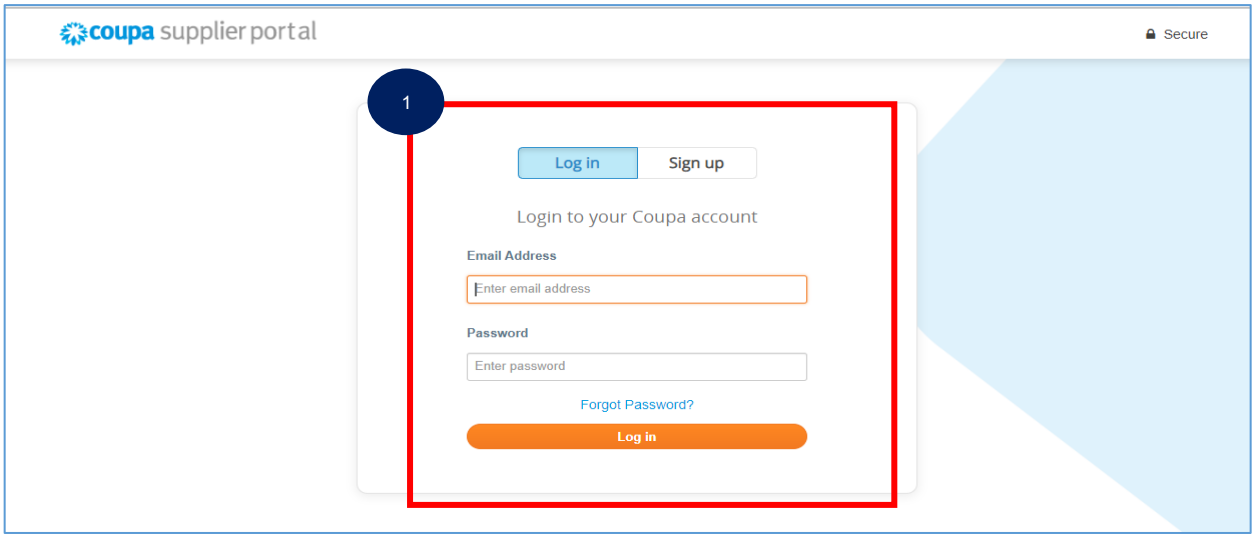
The Coupa Supplier Portal (CSP) provides suppliers with the opportunity to create Hosted catalogs that are purchasable by Novelis. Strong catalog content is one of the building blocks for getting the most out of Coupa and your relationship with Novelis. Maintenance of a hosted catalog requires the supplier to update a CSV file whenever something changes, however the catalog items are only active in the CSP once Novelis validates and approves the changes.

Content:

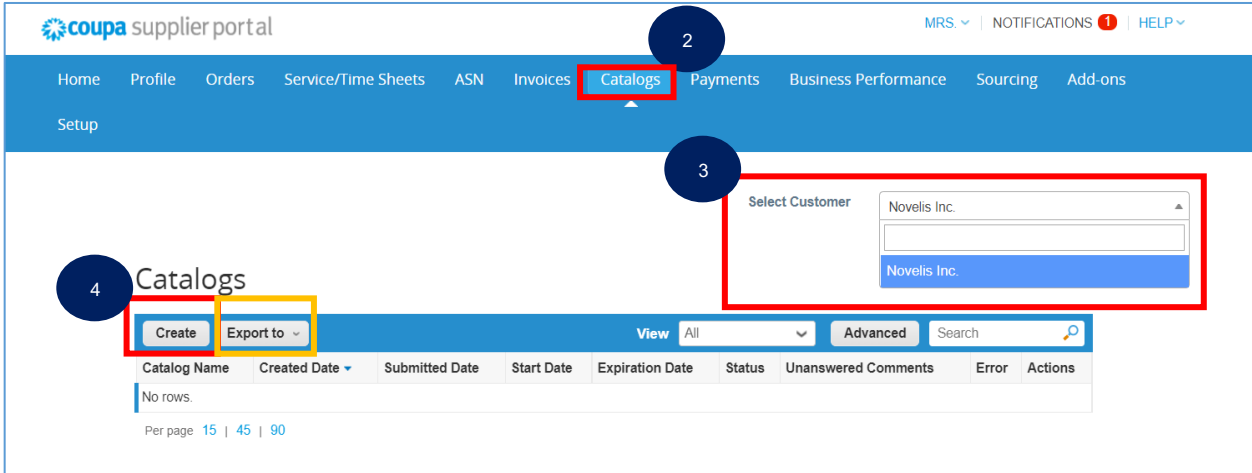
1. Inside the CSP
2. Catalog Creation
 - a. Catalog Details
 - b. Adding Items Individually
 - c. Bulk Loading Items
3. Catalog Maintenance
 - a. Making Updates
 - b. Review & Submit
4. FAQ's

1. Inside the CSP

1. You will log in to the Coupa Supplier Portal <https://supplier.coupa.com/>



2. Suppliers will select the Catalog tab at the top to access the screen where they can create new catalogs or edit existing ones.



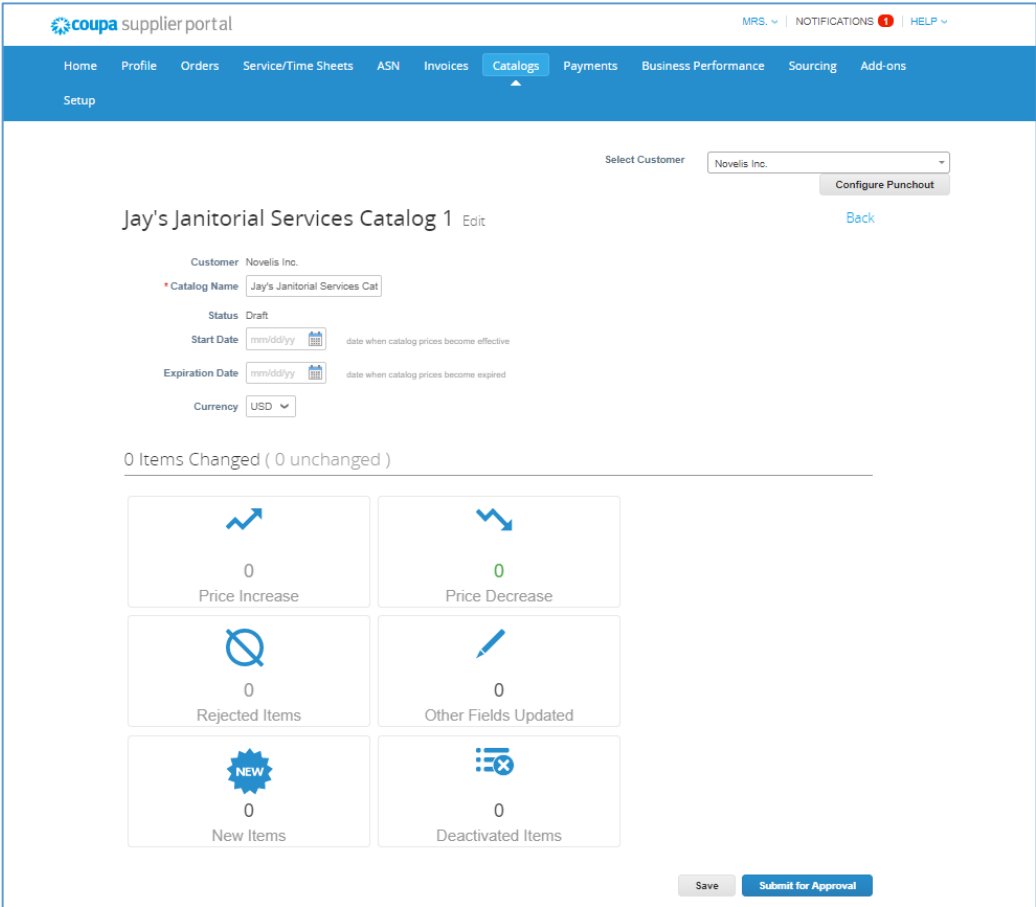
3. Users must confirm that Novelis is the selected customer in the dropdown box. If they are your only Coupa customer, it will populate automatically for you.

- 4. Select **“Create”** to start building your catalog. **“Export to”** will create a report of all your catalogs with the above column headers.

2. Catalog Creation

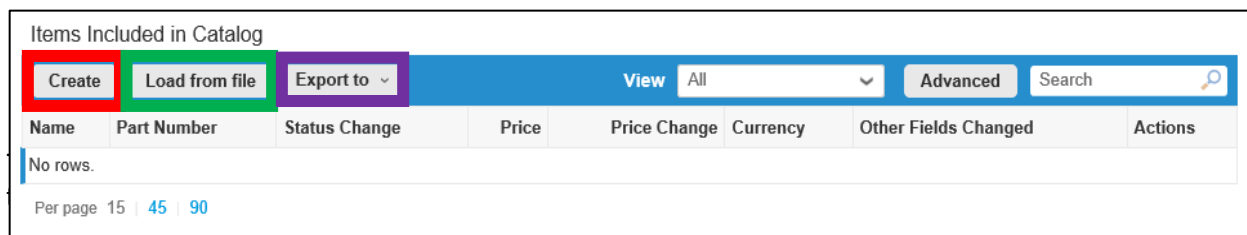
Catalog Details

When a user selects ‘Create’ they will be taken to the catalog creation page. Fields marked with an asterisk (*) are required to be filled out by you. Your Catalog will remain in draft status until it is reviewed and approved by NOVELIS and published.



The screenshot shows the 'Catalog Details' page in the Coupa Supplier Portal. At the top, there is a navigation bar with 'coupa supplier portal' on the left and 'MRS.' | NOTIFICATIONS 1 | HELP on the right. Below the navigation bar, there are tabs for 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Payments', 'Business Performance', 'Sourcing', and 'Add-ons'. The 'Catalogs' tab is selected. Below the tabs, there is a 'Setup' section. In the 'Setup' section, there is a 'Select Customer' dropdown menu with 'Novelis Inc.' selected. To the right of the dropdown menu is a 'Configure Punchout' button. Below the dropdown menu, there is a 'Back' link. The main content area is titled 'Jay's Janitorial Services Catalog 1' with an 'Edit' link. Below the title, there are several fields: 'Customer' (Novelis Inc.), '* Catalog Name' (Jay's Janitorial Services Cat), 'Status' (Draft), 'Start Date' (mm/dd/yy) with a calendar icon and a tooltip 'date when catalog prices become effective', 'Expiration Date' (mm/dd/yy) with a calendar icon and a tooltip 'date when catalog prices become expired', and 'Currency' (USD). Below the fields, there is a summary section titled '0 Items Changed (0 unchanged)'. This section contains six cards: 'Price Increase' (0), 'Price Decrease' (0), 'Rejected Items' (0), 'Other Fields Updated' (0), 'New Items' (0), and 'Deactivated Items' (0). At the bottom right of the page, there are 'Save' and 'Submit for Approval' buttons.

Adding Items Individually



1. Click **“Create”** to add items individually. This is a much more time-efficient approach when you have a few items to add a time. If loading more than 20 items, consider using the “Load from file” approach.
2. Click **“Load from file”** to access the CSV (Comma Separated Value) file for bulk uploads. This option allows you to upload multiple items at one time.

Note: Remember to keep the file name the same as how it was downloaded or else the upload may fail

3. Click **“Export to”** to create a report for the catalog items with the above column headers.

The next page contains a list of fields that are used to add a new item to the catalog. Fields with an asterisk (*) are mandatory and are required to be filled out before moving forward.

Catalog Item Create

*** Name**

*** Description**

*** Unit of Measure**

Purchasable

Manufacturer Name

Manufacturer Part Number

MFR Name

MFR Part Number

Material Characteristics



No file chosen

Supplier Item Attributes

*** Part Number**

Auxiliary Part Number

Manufacturer

Lead Time

UNSPSC

Contract

Pricing Type

*** Price**



*** Currency**

Savings %

Order Increment

Minimum Order Quantity

Availability

Availability Date  

- ***Name:** Use a short, basic description of the item because everything in this box will appear on the requisition line (character limit is 255). You must use a unique name for each item you add.
- ***Description:** This is where you can add more detail (the character limit is 4,000). A user will be able to read this description by clicking on the item and finding it on the product information screen.
- ***UOM:** You will need to confirm your units of measure with NOVELIS beforehand because the code needs to exist within Coupa. Click the Excel link to the left for the current list.
- **Image:** Images enhance a user's buying experience and are highly recommended, even if not required. Click "Browse" to find the saved image on your computer or USB drive and click "Open" to attach it. They can be saved as either a .jpg or a .png.
- **Purchasable:** When this is checked, users will be able to search for and purchase this particular item.

- **Manufacturer Name:**

- **Manufacturer Part Number:**

- **MRF Name:**

- **MRF Part Number:**

- **Material Characteristics:**

Supplier Item Attributes

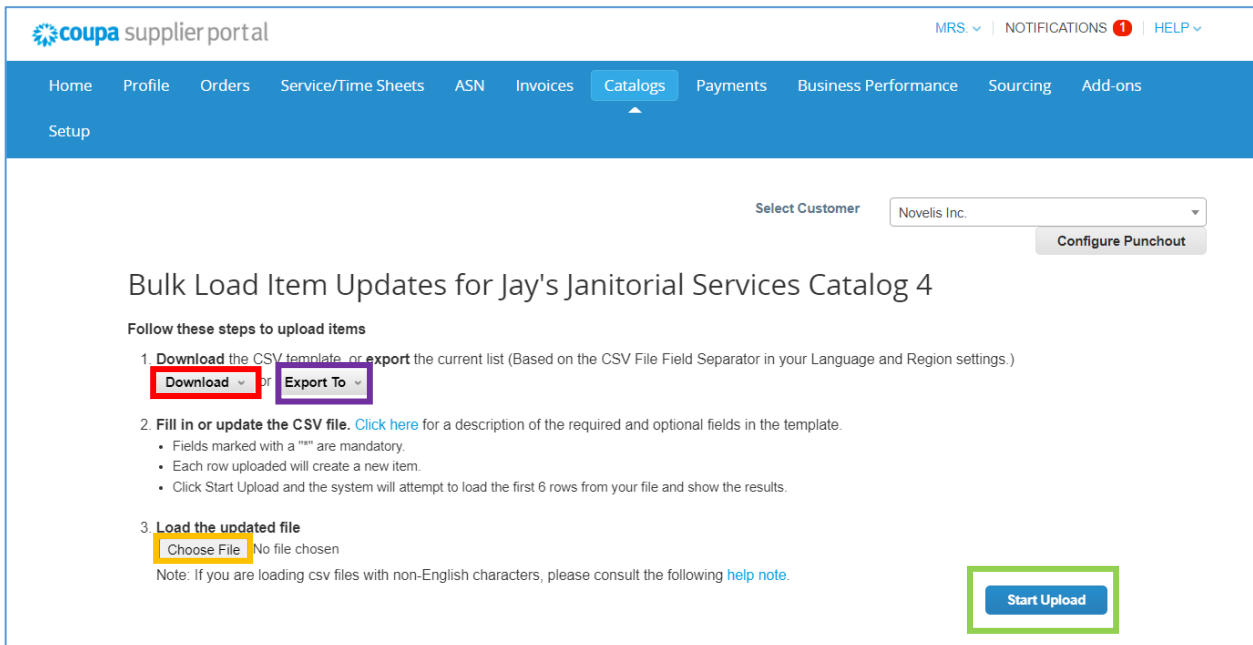
- ***Part Number:** This is the supplier's part number, not NOVELIS's.
- **Auxiliary Part Number:** This is the supplier's auxiliary part number
- **Manufacturer:** Relevant if you are reselling a good made by someone else.
- **Lead Time:** Time from order placement to receipt of goods.
- **UNSPSC Code:** As with UOM, you will need to confirm these with NOVELIS prior to uploading.
- **Contract:** Make sure that each item corresponds to the correct contract with NOVELIS (if multiple exist).
- **Pricing Type:** Select the appropriate pricing type based on your agreement.

- ***Price:** This should be the price before shipping and taxes and is per your defined UOM.
- ***Currency:** The default currency will appear here. This cannot be edited.
- **Savings %:** Input the expected savings percentage for the catalog item
- **Order Increment:**
- **Minimum Order Quantity:** Minimum quantity needed to fulfill the order
- **Availability:** A dropdown option that gives the stock availability status (In stock/ Out of Stock/ Backordered)
- **Availability Date:** Date when the catalog items will be available

Once all applicable fields are complete the user will select save to add the item to their catalog

Bulk Loading Items

You can upload multiple catalog items for the supplier by using CSV flat file. You have to choose the 'load from file' option. Click on the **Download button** to download the CSV template.



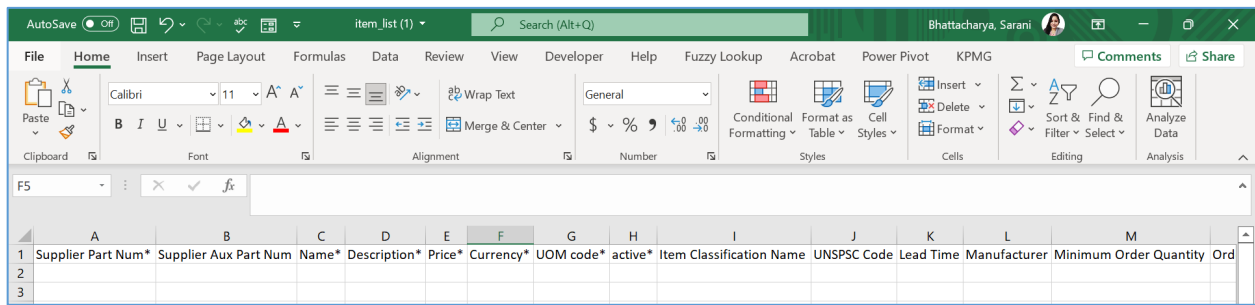
The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. Below the navigation bar, there is a 'Setup' section. The main content area is titled 'Bulk Load Item Updates for Jay's Janitorial Services Catalog 4'. It includes a 'Select Customer' dropdown menu set to 'Novelis Inc.' and a 'Configure Punchout' button. The instructions for uploading items are as follows:

1. **Download** the CSV template or **export** the current list (Based on the CSV File Field Separator in your Language and Region settings.)
The 'Download' and 'Export To' buttons are highlighted with red and purple boxes, respectively.
2. **Fill in or update the CSV file.** [Click here](#) for a description of the required and optional fields in the template.
 - Fields marked with a "*" are mandatory.
 - Each row uploaded will create a new item.
 - Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.
3. **Load the updated file**
The 'Choose File' button is highlighted with a yellow box, and the text 'No file chosen' is displayed next to it.

Note: If you are loading csv files with non-English characters, please consult the following [help note](#).

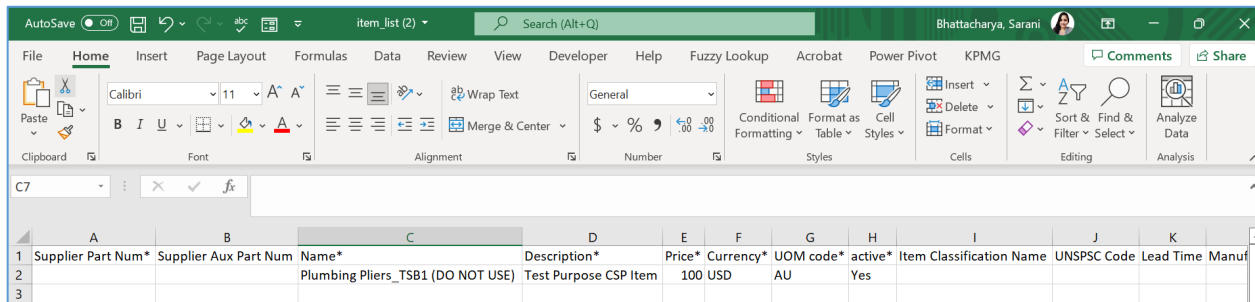
The 'Start Upload' button is highlighted with a green box.

The **downloaded spreadsheet** (screenshot above) will contain the fields on the previous slide in addition to more optional items. The required fields will be marked with an asterisk. **Do not edit the column headers, this will cause the upload to fail.**



When adding an image using the bulk load file, you will need to enter the web address of where the image is stored into the Image URL column. This is different from the process you would go through for adding or editing an item individually in the previous slide.

When you have existing items on a catalog with Novelis already, you can click **“Export To>CSV Current List”** to check those items.



To upload your populated, excel file, click **“Choose File,”** to browse the file for it and then **“Open”** to attach it. Click **“Start Upload”** to initiate the data population process. You will have a chance to verify the data before finalizing the upload. Click **“Finish Upload”** at the bottom of the page to finish the process. You will then be taken to a confirmation page, which will confirm that the upload was successful.

Use Pack Weight	No	No
Pack Quantity		
Pack Weight		
Pack Weight UOM		
Net Weight		
Net Weight UOM		
Receive Catch Weight	No	No
Item Number		
MFR Name		
MFR Part Number		
Material Characteristics		

Finish Upload
Cancel

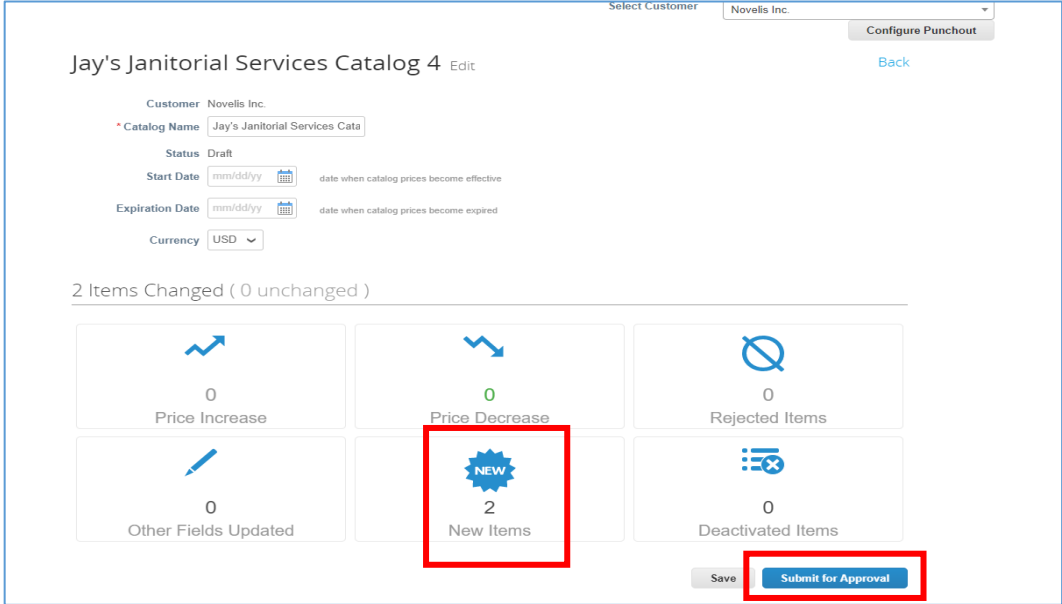
For new uploads, the **“New Items”** icon should match the number of items you loaded. The other indicators become more helpful when you make updates. You can open and edit any individual item by clicking the pencil icon. Click the red X if you need to delete an item.

If everything looks OK, click **“Submit to buyer”** to start the NOVELIS approval process for getting this catalog activated in Coupa.

Verify Data

The first rows of your upload have been loaded. All changes or additions are highlighted in orange. After reviewing the results, click Finish Upload to continue the upload or Cancel to stop the upload and discard any changes. The CSV Field Separator is the Comma (,) character. You can change it in the [Language and Region Settings](#).

	Row 1 New	Row 2 New
Supplier Part Num*	NV11	NV12
Supplier Aux Part Num		
Name*	Plumbing Pliers_TSB1 (DO NOT USE)	Plumbing Pliers_TSB2 (DO NOT USE)
Description*	Test Purpose CSP Item	Test Purpose
Price*	100	200
Currency*	USD	USD
UOM code*	AU	AU
active*	Yes	Yes
Item Classification Name		
UNSPSC Code		
Lead Time		
Manufacturer		
Minimum Order Quantity		
Order Increment		
Contract Number		
Contract Term		
Savings %		
Availability		
Availability Date		
Manufacturer Name		
Manufacturer Part Number		



Select Customer: **Novelis Inc.** [Configure Punchout](#)

Jay's Janitorial Services Catalog 4 [Edit](#)

Customer: **Novelis Inc.**

Catalog Name: **Jay's Janitorial Services Cata**

Status: **Draft**

Start Date: date when catalog prices become effective

Expiration Date: date when catalog prices become expired

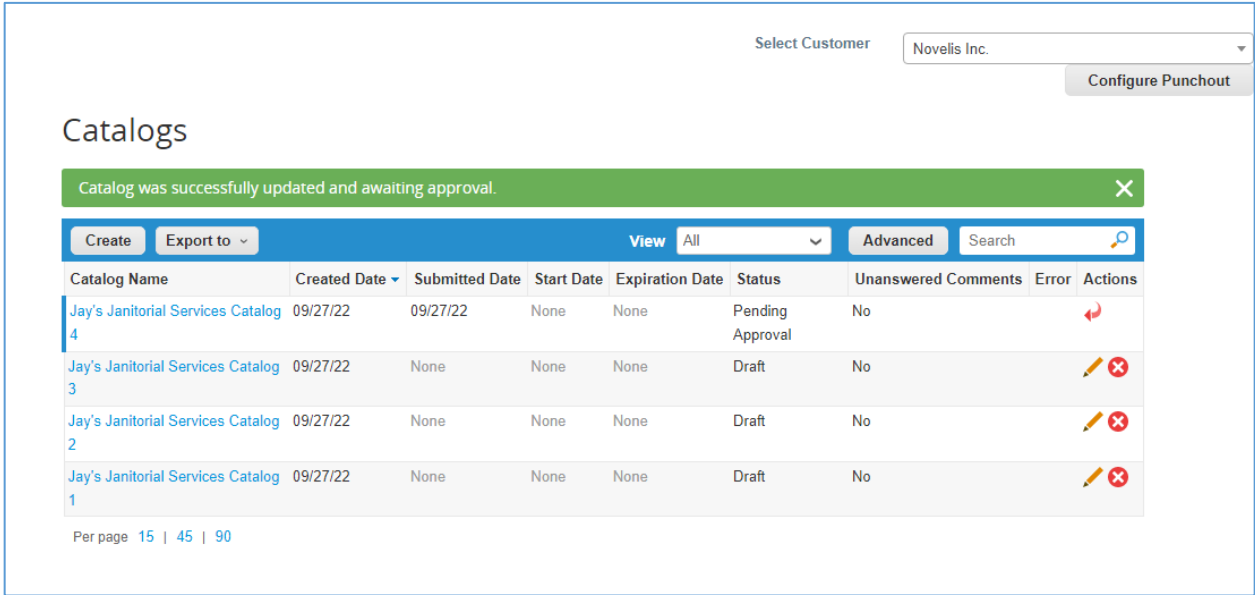
Currency: **USD**

2 Items Changed (0 unchanged)

- Price Increase: 0
- Price Decrease: 0
- Rejected Items: 0
- Other Fields Updated: 0
- New Items: 2**
- Deactivated Items: 0

[Save](#) [Submit for Approval](#)

You'll see a green flash message, confirming your submission and your status will change from **"Draft"** to **"Pending Approval."**



Select Customer: **Novelis Inc.** [Configure Punchout](#)

Catalogs

Catalog was successfully updated and awaiting approval. [X](#)

[Create](#) [Export to](#) [View](#) All [Advanced](#)

Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions
Jay's Janitorial Services Catalog 4	09/27/22	09/27/22	None	None	Pending Approval	No		Refresh
Jay's Janitorial Services Catalog 3	09/27/22	None	None	None	Draft	No		Edit Delete
Jay's Janitorial Services Catalog 2	09/27/22	None	None	None	Draft	No		Edit Delete
Jay's Janitorial Services Catalog 1	09/27/22	None	None	None	Draft	No		Edit Delete

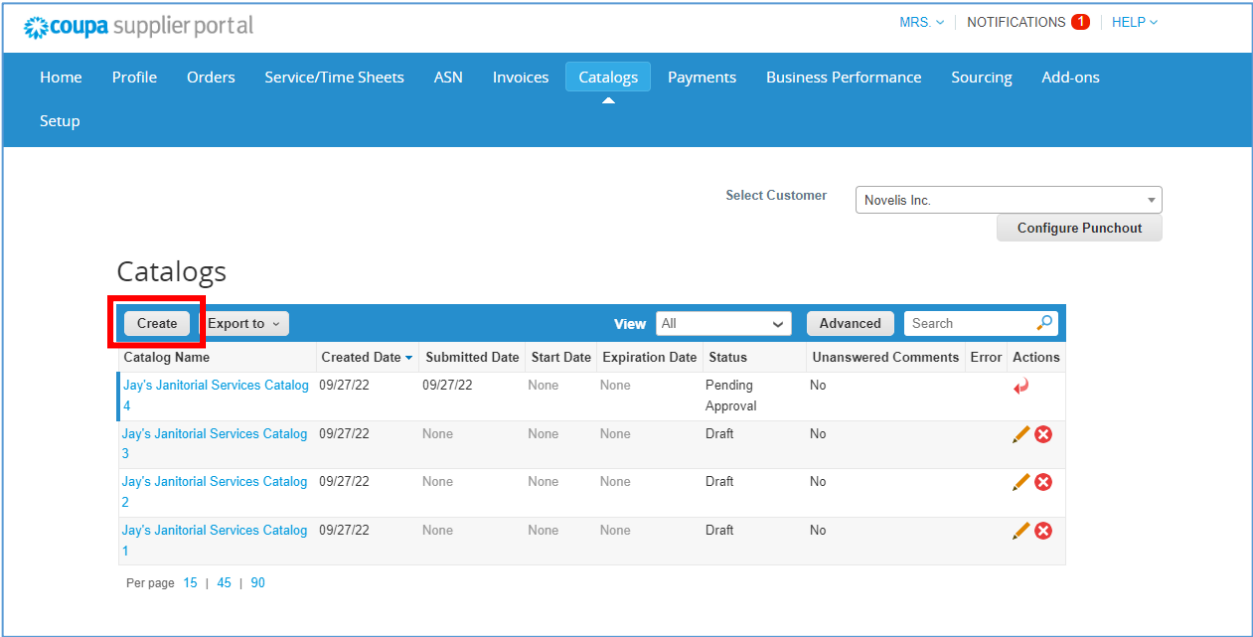
Per page 15 | 45 | 90

Once it's approved, the status will change from **"Pending Approval"** to **"Accepted by Customer"** and your items will immediately become purchasable for Novelis Users.

3. Catalog Maintenance:

Making Updates

1. Users will not be able to edit an approved catalog. Instead, users will create a new catalog. As you did to create a new catalog, click **“Create.”** You will not have the option to edit your existing catalog.

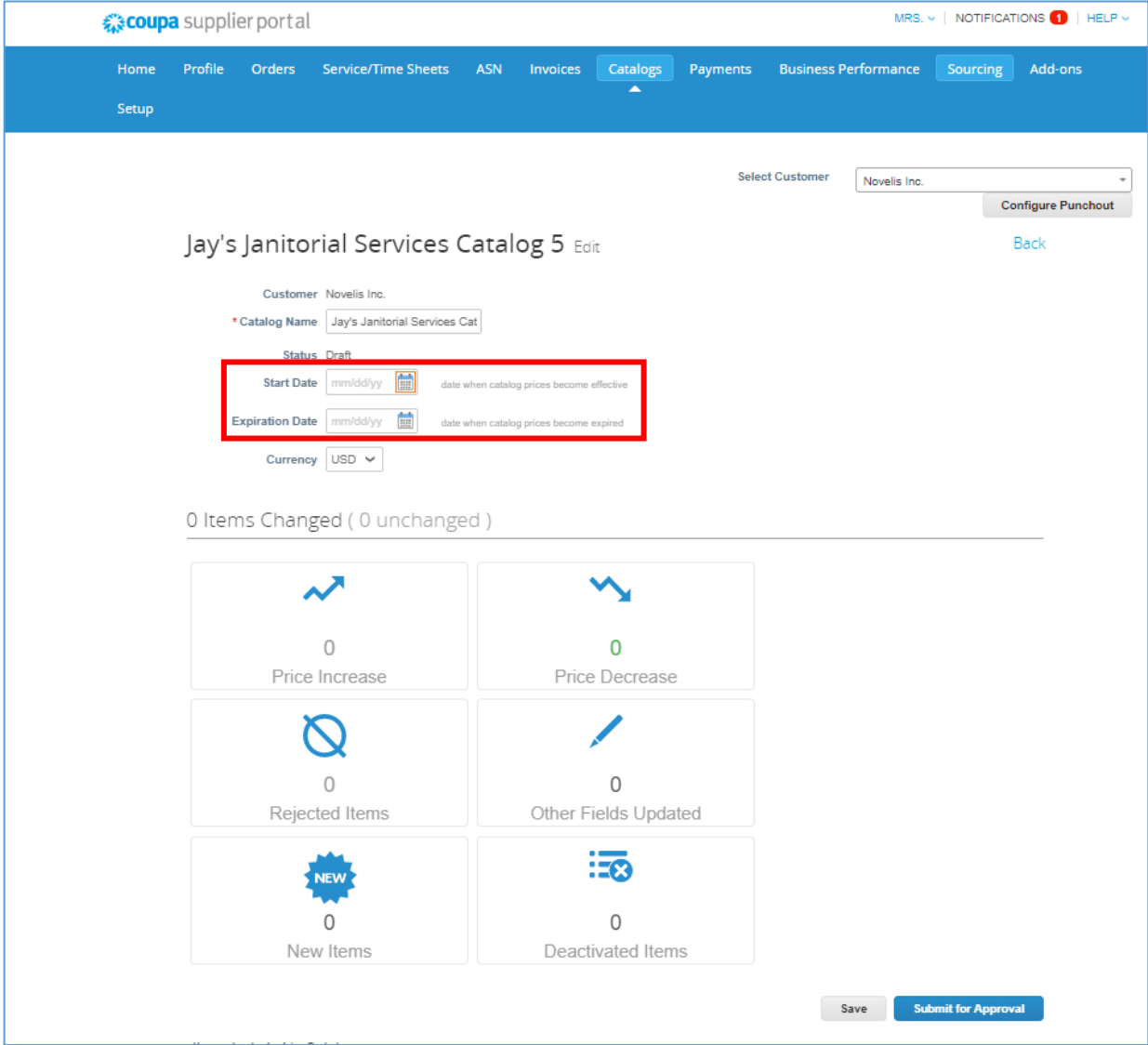


The screenshot shows the 'Catalogs' page in the Coupa Supplier Portal. At the top, there is a navigation bar with 'Catalogs' selected. Below the navigation bar, there is a 'Select Customer' dropdown menu set to 'Novelis Inc.' and a 'Configure Punchout' button. The main content area is titled 'Catalogs' and contains a table with the following columns: Catalog Name, Created Date, Submitted Date, Start Date, Expiration Date, Status, Unanswered Comments, Error, and Actions. The 'Create' button is highlighted with a red box. The table contains four rows of catalog data.

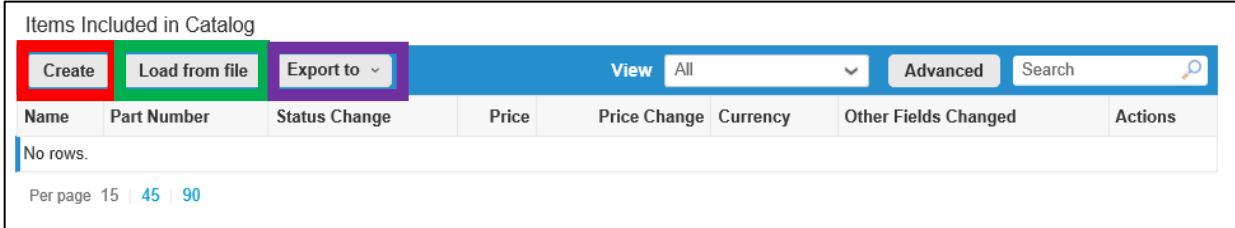
Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions
Jay's Janitorial Services Catalog 4	09/27/22	09/27/22	None	None	Pending Approval	No		
Jay's Janitorial Services Catalog 3	09/27/22	None	None	None	Draft	No		
Jay's Janitorial Services Catalog 2	09/27/22	None	None	None	Draft	No		
Jay's Janitorial Services Catalog 1	09/27/22	None	None	None	Draft	No		

Per page 15 | 45 | 90

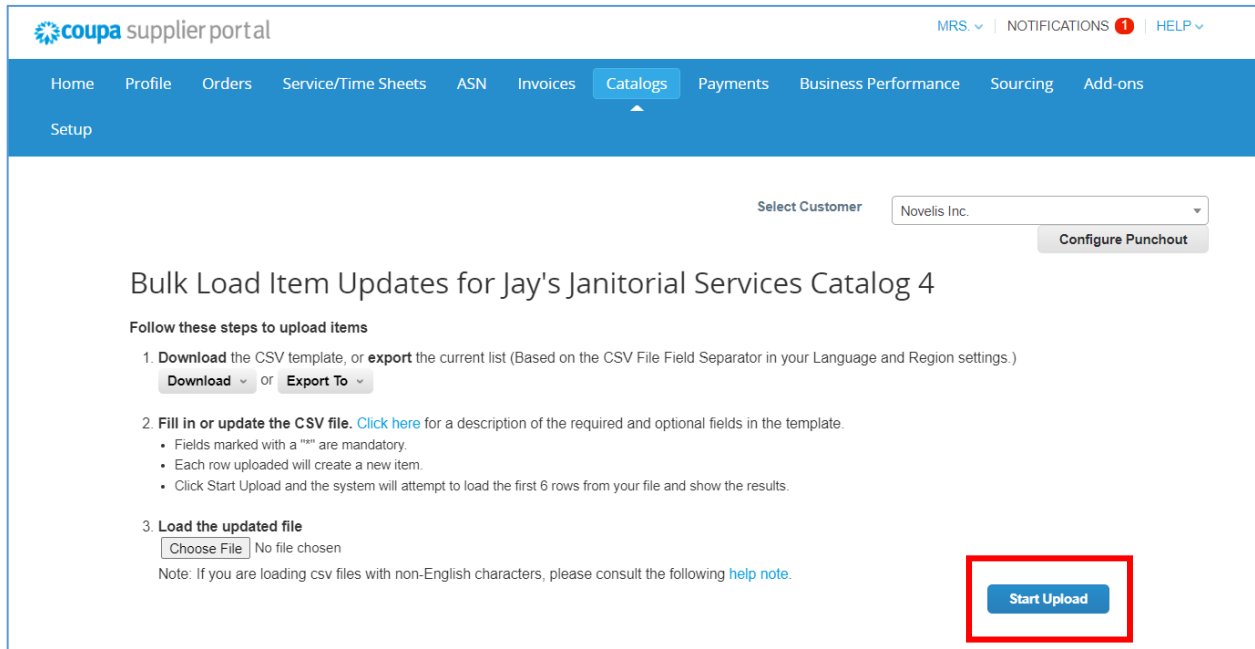
2. Update the term length for when you want the changes to take effect, if not immediately



3. Users can either add a new item individually or do a bulk upload



- For bulk uploads, you can work off your initial spreadsheet to save time. Just make corrections to existing lines, deactivate lines, or add new lines. Attach the new file and click **“Start Upload”**



coupa supplier portal

MRS | NOTIFICATIONS 1 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices **Catalogs** Payments Business Performance Sourcing Add-ons

Setup

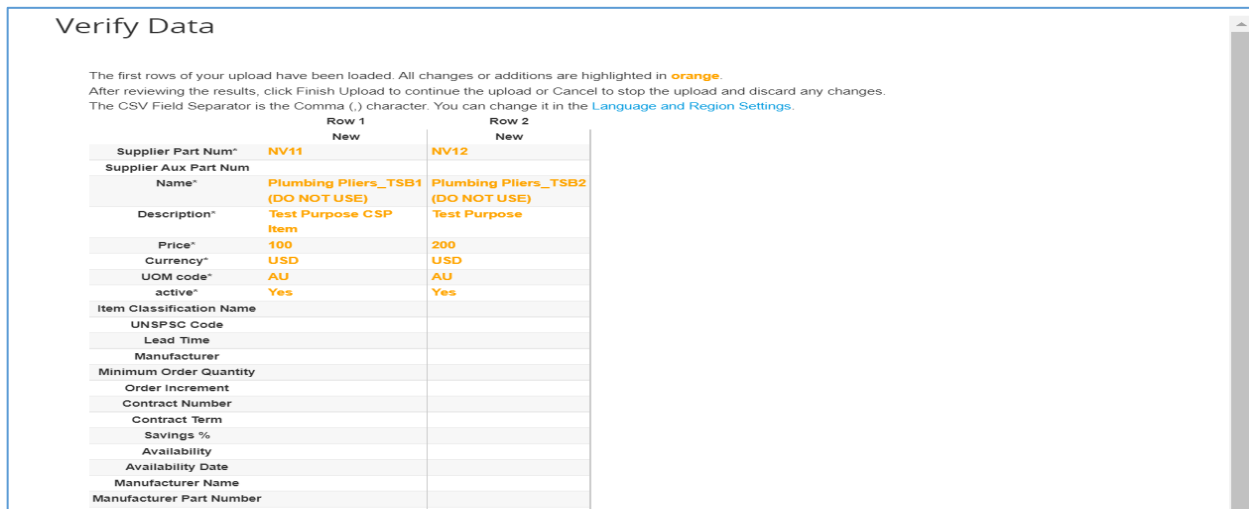
Select Customer: Novelis Inc. Configure Punchout

Bulk Load Item Updates for Jay's Janitorial Services Catalog 4

Follow these steps to upload items

- Download the CSV template, or export the current list (Based on the CSV File Field Separator in your Language and Region settings.)
 or
- Fill in or update the CSV file. [Click here](#) for a description of the required and optional fields in the template.
 - Fields marked with a "*" are mandatory.
 - Each row uploaded will create a new item.
 - Click Start Upload and the system will attempt to load the first 6 rows from your file and show the results.
- Load the updated file
 No file chosen
 Note: If you are loading csv files with non-English characters, please consult the following [help note](#).

Review & Submit



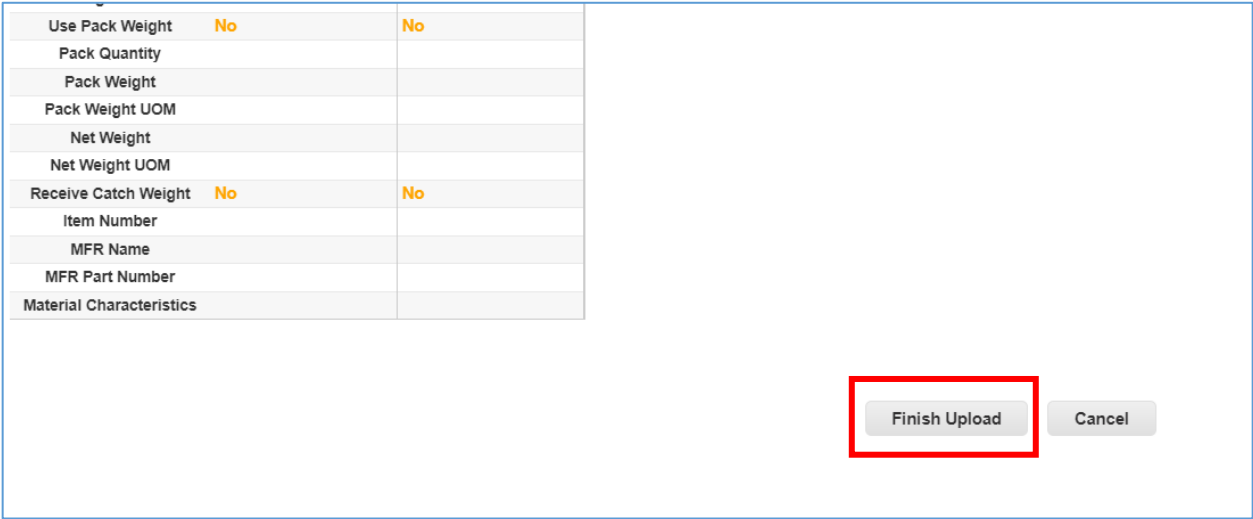
Verify Data

The first rows of your upload have been loaded. All changes or additions are highlighted in orange.
 After reviewing the results, click Finish Upload to continue the upload or Cancel to stop the upload and discard any changes.
 The CSV Field Separator is the Comma (,) character. You can change it in the [Language and Region Settings](#).

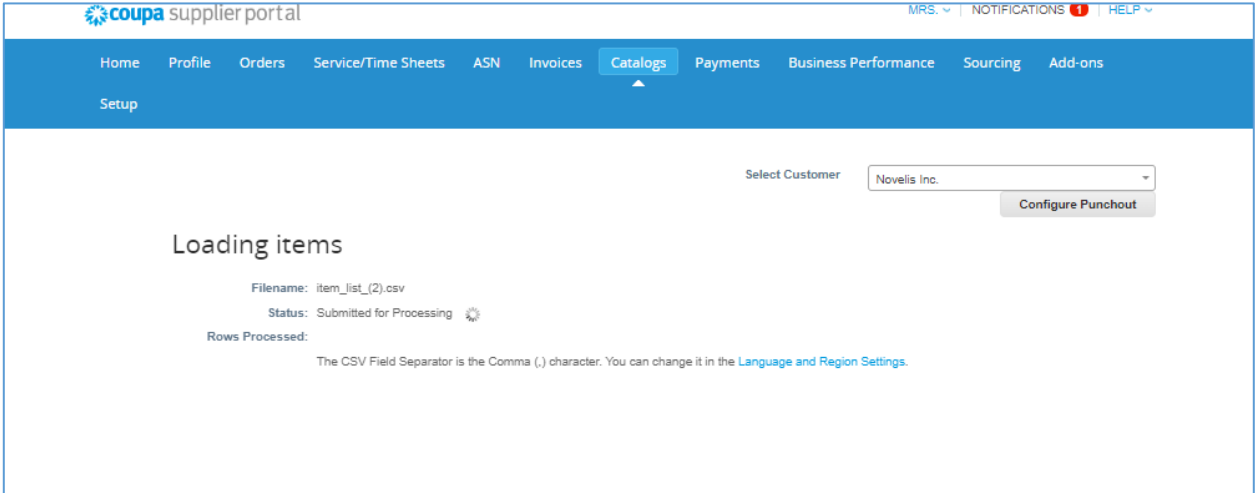
	Row 1 New	Row 2 New
Supplier Part Num*	NV11	NV12
Supplier Aux Part Num		
Name*	Plumbing Pliers_TSB1 (DO NOT USE)	Plumbing Pliers_TSB2 (DO NOT USE)
Description*	Test Purpose CSP Item	Test Purpose
Price*	100	200
Currency*	USD	USD
UOM code*	AU	AU
active*	Yes	Yes
Item Classification Name		
UNSPSC Code		
Lead Time		
Manufacturer		
Minimum Order Quantity		
Order Increment		
Contract Number		
Contract Term		
Savings %		
Availability		
Availability Date		
Manufacturer Name		
Manufacturer Part Number		

- After you start the upload, you will have an opportunity to verify your changes. New items and the changes to existing items will be highlighted in orange.

2. If everything looks OK, click to finish the upload at the bottom of your screen.

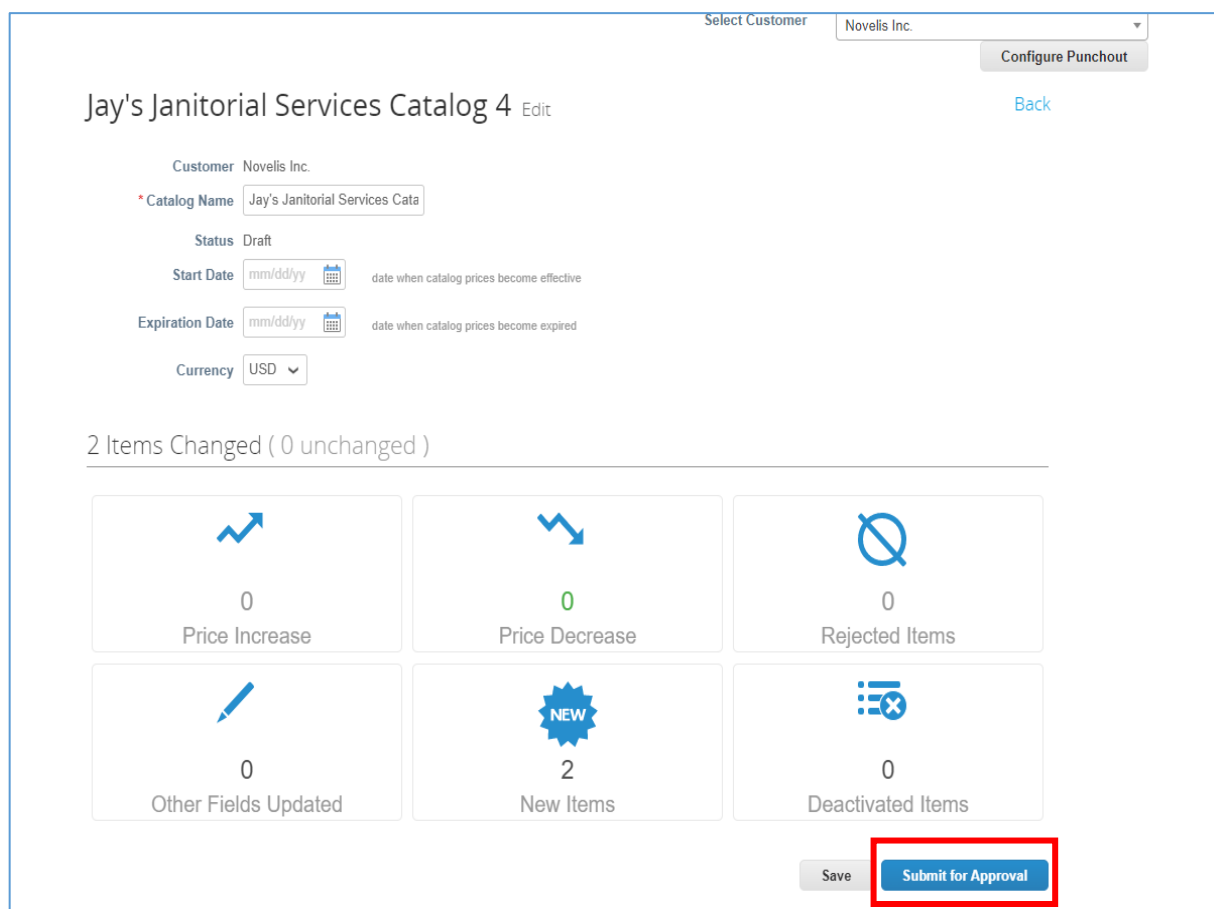


3. You should receive a confirmation that the upload was successful, highlighting the number of rows processed, the number added, and the number updated, as pictured below.



NOTE: The catalog home page icons will also reflect the changes you've made. It will summarize the number of items with "Price Increases," "Price Decreases," "Updated Fields," "New Items" and "Deactivated Items."

4. Click **"Submit for Approval"** when you are ready to activate the Novelis approval process. The status will change to "Pending Approval," as it did during the creation process. If the catalog has a future start date, the status will read "Pending Activation" until the designated start date.



Select Customer: Novelis Inc. [Configure Punchout](#)

Jay's Janitorial Services Catalog 4 [Edit](#) [Back](#)

Customer: Novelis Inc.

* Catalog Name: Jay's Janitorial Services Cata







Status: Draft

Start Date: date when catalog prices become effective

Expiration Date: date when catalog prices become expired

Currency: USD

2 Items Changed (0 unchanged)

 0 Price Increase	 0 Price Decrease	 0 Rejected Items
 0 Other Fields Updated	 2 New Items	 0 Deactivated Items

[Save](#) [Submit for Approval](#)

4. Frequently Asked Questions

<u>Questions</u>	<u>Answers</u>
At what point should we consider the bulk upload method over adding items individually within the CSP?	Unless you are adding less than twenty items, we recommend using the bulk upload option for both speed and ease of maintenance purposes.
Are fields in the CSV file case sensitive?	Yes. For this reason, you need to be very careful to check and make sure you haven't created a new item when you intended to update an already existing one. Trailing and leading spaces will also create new items.
What if the image attached to the bulk load URL changes?	Coupa will automatically update the image if it ever changes. This is one of the main benefits of entering a URL as opposed to adding a saved image as an individual item update.
Which browser(s) does Coupa support?	Coupa supports the following browsers: Microsoft Internet Explorer 11, Microsoft Edge 80, Mozilla Firefox 73, and Google Chrome 80. Coupa also supports mobile browsers such as Safari and Chrome.
Am I able to delete an obsolete item that's stored in the "Items offered to Novelis" section?	You will not be able to delete items once they've been approved by NOVELIS. You will only be able to deactivate them. They will not be visible to NOVELIS users if they are deactivated.
Does NOVELIS have the ability to edit the catalogs after activation?	Yes. If you need to request a quick change, a NOVELIS user can make this edit in Coupa and the change will be reflected in the CSP.
When will our catalog become active for NOVELIS users?	It becomes active after NOVELIS has approved your submitted catalog. The status of

your catalog will read, "accepted by the customer."