COUPA SUPPLIER PORTAL

Supplier Handbook

FARFETCH

WHAT IS COUPA SUPPLIER PORTAL?

Coupa Supplier Portal (CSP) makes Procurement and your life easier!

CSP allows our suppliers to follow every step of the process, creating a more interactive experience.

This guide will help you to understand the benefits of CSP and explain how the platform works.

THE PROCESS



SIGN UP

1. You'll receive an email with an invitation to join CSP. You should click on "Join Coupa".

2. Finish setting up your account by filling the required information.



HOMEPAGE



Notifications: Updates to POs, invoices, etc. Orders: Access all POs sent by FARFETCH. Invoices: Access all invoices issued to FARFETCH. Setup: Access profile and account settings. Improve Your Profile: Information FARFETCH wants to share with you.

ORDERS

1. Make sure to select FARFETCH as a customer in the top right corner.

2. Check the Orders table where you can explore through the views dropdown menu and searching.

3. You can even start creating that PO's invoice right away by clicking on the yellow coins icon.

4. Open any PO to check more details.

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INVOICING

1. In an invoice, you should fill all required fields, but pay extra attention to:

> Invoice Number which should only be alphanumeric and should match the number in the invoice attachment.
> Invoice Date should also match with the one in the invoice attached.

> There should be only one attachment.

2. The invoice lines will be automatically filled from the ones in the PO, but you are free to change the quantity and price if the invoiced values are different from the ordered ones.

3. At the end, and as a safety check, you should click on "Calculate" to ensure that the total invoiced value is correct. After the value is confirmed, click on "Submit".

4. The invoice will be reviewed by FARFETCH's Accounts Payable team. In case there are any actions to be taken, you'll receive notifications in the CSP portal and through email.

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INVOICES

1. You can check the status of any of the invoices submitted.

"Approved" means there's no need for action. The invoice will be paid based on payment terms.

> "Disputed" is when FARFETCH has asked to change certain information.

"Pending Approval" happens when the invoice is being validated by FARFETCH.

> "Processing" means that the invoice is being sent to FARFETCH. This usually lasts only a few minutes after submission.

> "Voided" is when FARFETCH or the supplier has cancelled the invoice.

2. For instance, if there is a disputed invoice, you can click "Resolve" and then check why it was disputed.

3. You can then select "Correct Invoice" and edit certain fields and resubmit, or "Void" which will permanently cancel the invoice.

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PAYMENT

1. In the Invoices table, choose the view called "Payment Information".

2. You'll be able to check every invoice payment terms, invoice date and supply date.

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SETUP

1. You can change information such as:

- > Users
- > Merge Requests
- > Legal Entity Setup
- > Fiscal Representatives
- > Remit-To
- > Terms of Use
- > Payment Preferences
- > Static Discounting

2. Also, you can invite other people from your organization to have access to CSP.

Merge Requests	Procurement Fartetch	ASNS	Fartetch
Legal Entity Setup Fiscal Representatives Remit-To Terms of Use Payment Preferences Static Discountion	Edit	Admin Business Performance Catalogues Involces Orders Pay Me Now Payments Profes Service/Time Sheets Sourcing	
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