



SAVAGE IS USING COUPA PROCURE TO PAY

Savage is now using Coupa as our Procure-To-Pay (P2P) system. Coupa P2P allows our suppliers to interact with Savage in a few distinct ways. This change will affect how you receive purchase orders and submit invoices to Savage.

What is Coupa & What Does This Mean for Suppliers?

Coupa is a cloud-based procure-to-pay system that Savage uses to create purchase orders that we send to your company. We also expect your company to use a Coupa transmission method to send us invoices against the PO's. Coupa offers flexible options that will allow your company to interact with Savage in the way that works best for your organization. Your company will be able to monitor each PO and invoice and more importantly give your company greater visibility to our buyers which can increase your volume.

How Will Suppliers Interact with Savage Through Coupa?

There are several methods in Coupa for how Savage will submit purchase orders to suppliers. Invoices can be submitted to Coupa via the same methods. It is highly recommended the same method is utilized for both purchase orders and invoices. These methods are defined below.

cXML – This format allows the supplier to receive purchase orders using a standard Order Request cXML document. All necessary information from the PO is contained within the document. Set up and testing requires tech support and often is set up in conjunction with a hosted or punchout ecommerce catalog.

Suitable for suppliers with a high transaction volume

Coupa Supplier Portal (CSP) – Suppliers can receive PO's and create invoices when logged in to a free custom company portal. Suppliers can also maintain a hosted catalog from the CSP. Suppliers are sent an invitation by Savage to set up and/or connect using the CSP. Click [here](#) to learn more about the CSP.

Suitable for suppliers with a low to medium transaction volume

Email / Supplier Actionable Notifications (SAN) – Suppliers receive PO's sent as an HTML attachment in an email. There are actionable buttons in the body of the email which allow the supplier to Acknowledge, Add Comments, and Create corresponding invoice(s).

Suitable for suppliers with a low to medium transaction volume

Catalogs Overview

Catalogs contain the supplier's items and/or services provided to Savage. There are two options for Catalogs in Coupa, Hosted and Punchout:

1. **Hosted Catalog** – A collection of items that are searchable directly from the Coupa home page. Suppliers can maintain the catalog of items in Coupa through the Coupa Supplier Portal (CSP).
2. **Punchout Catalog** – Savage users can order items directly from a supplier's website via a link/icon shown on Savage's Coupa home page. Punchout catalogs use cXML to transmit orders and invoices.

What's Next?

The next step is to confirm which of the three options is best for your Company. If you want additional information about one or more of the methods just let us know. We would be happy to send you individual guides that will provide greater detail on any of the PO/Invoice transmission methods. Please reach out to us at procurement@savageco.com and we will be happy to assist you with any questions about Coupa.