



## Supplier Profile

Beginning **(ENTER GO-LIVE DATE)**, all **WestRock**'s transactions (Purchase Orders and Invoices) will be managed in Coupa.

Coupa provides several methods for exchanging purchasing documents and we would like to work with you to configure the optimal solution.

Please fill out this form in its entirety, and return back to [yourname@theshelbygroup.com](mailto:yourname@theshelbygroup.com)

### Section 1: General Company Information

Supplier Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>

### Section 2: Company Contacts

#### Account Manager

Name	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

#### Accounts Receivable Contact – Person responsible for invoice questions

Name	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

#### Technical Contact – Primary contact for cXML

Name	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

#### Contact within **WestRock**

Name	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

### Section 3: Background Questions

Current State	
1. If more than one, how many accounts do you manage for WestRock?	
2. If you support multiple WestRock accounts, how do you determine which account applies to an order?	
3. How do you process purchase orders (PO's) today?	
4. How do you process invoices today?	
5. Are you using the Coupa Supplier Portal for customers other than WestRock?	
6. Does WestRock provide data files to facilitate the order or invoice process, e.g., ship-to addresses and/or requestor data?	
7. If not listed in the contact section, who is your primary contact for managing the WestRock data?	
8. Do you provide item prices, item nos., SKU nos. or other components of static catalogs to WestRock?	
9. If not listed in the contact section, who is your primary contact for managing item prices, or item nos. and/or SKU nos. or other components of static catalogs?	
10. Do you currently support punchout catalog capabilities?	
11. Do you provide reports to WestRock?	
12. If question 11 is yes, who is the primary contact for the reports?	
System/Support	
1. How do we send Purchase Orders if your system is down?	

### Section 4: Catalog Information (If not applicable, please move to Section 5)

Please select **\*ONE\*** option below by indicating your company's preference with an 'X' then complete the required configuration information.

- Option#1:  
Hosted** *Hosted catalogs are collections of items that are searchable directly from the Coupa Home page. You can create a catalog using the Coupa catalog template (.csv) and then upload it into Coupa. Your customers can upload hosted catalogs directly within Coupa.*
- Option#2:  
Punch-Out** *With a punchout, Coupa users follow a link to the supplier's ecommerce website, where they shop as normal. When a user goes to check out, they're brought back to Coupa, with the items they chose in their Coupa cart.*

Coupa supports cXML Punchout in accordance with the standard cXML Punchout guidelines per [www.cxml.org](http://www.cxml.org). For those Suppliers requested to support a Punchout solution by their Buyer, you need to provide the following Punchout configuration information:

Section continued on next page.

Test Environment		Production Environment	
Supplier's Punchout URL (ie. https://test.punchout.com/host.aspx)		Supplier's Punchout URL (ie. https://punchout.com/host.aspx)	
Shared Secret		Shared Secret	
Buyer Domain (ie. NetworkID)	Buyer Identity (-ie. 12345-T)	Buyer Domain (ie. NetworkID)	Buyer Identity (-ie. 12345)
Supplier Domain (ie. DUNS)	Supplier Identity (ie. 1234567-T)	Supplier Domain (ie. DUNS)	Supplier Identity (ie. 1234567)

Punchout-specific Questions/Requirements (skip this section if cXML is not supported)	
1. How will you determine which items to put on the punchout site?	
2. Can we specify items we do/don't want on the site?	
3. How many punchout sites do you support for WestRock?	
4. Do you customize catalogs based on user type?	
5. Do you require a list of Addresses and/or Users?	

Please attach the following in your email reply, alongside this questionnaire:  
(Please X the box if completed)

**UNSPSC List** – That may be sent on the cXML Punchout Order Message  
*\*Suggested to provide a list of UNSPSC codes based on the spend data spanning the last 12-18 months\**  
 If only one UNSPSC, enter it here:

**Units of Measure (UoM) List** – Code, description, number of decimal places allowed  
 If only one UoM, enter it here:

**Supplier Logo** in .png or .jpg format. Image will be scaled to 150x50 pixels.

## Section 5: Purchase Order Processing Options

Please select **\*ONE\*** option below by indicating your company's preference with an 'X' then complete the required configuration information.



	<b>Option #1: Coupa Supplier Portal (CSP)</b> Provide email to receive CSP registration.	Test	
		Production	

**Option #2: cXML Purchase Order Integration**

Coupa supports cXML version 1.2.014 as well as prior versions. Coupa strives to support the baseline cXML functionality as referenced on [www.cxml.org](http://www.cxml.org). When cXML is selected, Coupa requires suppliers to support the OrderRequest document and the synchronous Request-Response transaction (Status Code 200). The standard cXML User's Guide is available at [cxml.org](http://cxml.org) and examples can be provided upon request.

*Section continued on next page.*

Supplier please provide the following configuration information:

Test Environment		Production Environment	
Supplier's Secure Order Posting URL <small>(ie. https://testorder.supplier.com/host.aspx)</small>		Supplier's Secure Order Posting URL <small>(ie. https://order.supplier.com/host.aspx)</small>	
Shared Secret		Shared Secret	
Buyer Domain (ie. NetworkID)	Buyer Identity (-ie. 12345-T)	Buyer Domain (ie. NetworkID)	Buyer Identity (-ie. 12345)
Supplier Domain (ie. DUNS)	Supplier Identity (ie. 1234567-T)	Supplier Domain (ie. DUNS)	Supplier Identity (ie. 1234567)

PO-specific Questions/Requirements (skip this section if cXML is not supported)	
1. Do you need location/address IDs in the cXML?	
2. Do you require a list of Ship-to Addresses and/or Users?	
3. Do you need all the shipping terms that might be sent in the cXML?	
4. Will you do anything with payment terms sent in the cXML?	
5. Do you provide email acknowledgements of POs?	
6. Do you support cXML change orders?	
7. If using cXML, will the supplierPartAuxiliaryID (SPAID) be provided in the Punchout Order Message?	
8. If you also provide a punchout, what do you do with POs not created with a punchout (i.e., what are the considerations around off-catalog items)?	
9. Who is the technical contact we work with if the POs are failing?	

## Section 6: Invoicing Options

	<b>Option #1: Coupa Supplier Portal (CSP)</b>	Test	
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Provide emails to receive registration.	Production <input style="width: 350px; height: 30px;" type="text"/>
<input style="width: 50px; height: 30px;" type="checkbox"/> Option #2: cXML and CSP Provide emails to receive CSP registration. *	Test <input style="width: 350px; height: 30px;" type="text"/> Production <input style="width: 350px; height: 30px;" type="text"/>

\*A one-time remit-to address configuration is required on the CSP.

**URL to Post cXML Invoices**

Test	<input style="width: 600px; height: 25px;" type="text" value="https://clientinstance-test.coupahost.com/cxml/invoices"/>
Production	<input style="width: 600px; height: 25px;" type="text" value="https://clientinstance.coupahost.com/cxml/invoices"/>

Section continued on next page.

Invoice-specific Questions/Requirements (skip this section if cXML is not supported)	
1. Can you send the remit-to address and address ID in the cXML that matches the address ID configured on the Coupa Supplier Network?	
2. Do you support cXML credit memos?	

## Section 7: Ownership

**Document Owner (Person completing this document)**

Name	<input style="width: 95%; height: 25px;" type="text"/>
Email address	<input style="width: 95%; height: 25px;" type="text"/>
Telephone Number	<input style="width: 95%; height: 25px;" type="text"/>