**Cooper Standard**

# Pi, powered by Coupa Frequently Asked Questions (FAQs) for Suppliers

### What is Purchasing Indirect (Pi), powered by Coupa and how will it impact my role as a supplier?

Pi, powered by Coupa is an eProcurement platform powered by Coupa – a leading cloud-based procurement tool. As a supplier, Pi will streamline the Procure-to-Pay (P2P) process and create a more effective way to review Purchase Orders (POs) and create invoices.

### What types of purchases will Pi be used for?

Pi will be used for Indirect Purchases and Capital Equipment & Tooling.

### Are there fees that I will incur as a result of Pi?

There are no fees, regardless of the selected connection method (SAN, CSP, cXML).

### I have opted to connect with Cooper Standard via Supplier Actionable Notifications (SAN). How does this impact my ability to acknowledge POs and submit invoices?

When Cooper Standard creates a PO, it is automatically sent to the email address designated by the supplier. Within the email, there are buttons to either acknowledge the PO, add a comment, or create the invoice (see image below).
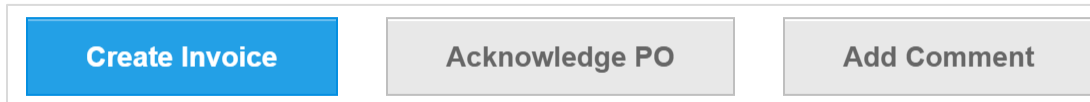


By clicking the "Create Invoice" option, you are taken to a page where you can enter invoice details and add an attachment (if applicable).

### I have opted to connect with Cooper Standard via Coupa Supplier Portal (CSP). How does this impact my ability to acknowledge POs and submit invoices?

When Cooper Standard creates a PO, it is automatically sent to the email address designated by the supplier AND automatically uploaded into CSP. You can acknowledge the PO either within the email options or within CSP. For CSP, click under "Orders" and then select the gold coins next to the applicable PO to create the invoice.

| Status | Acknowledged | Items | Unanswered Comments | Total | Actions |
|--------|--------------|-------|---------------------|-------|---------|
| Issued | None | 1 Each of Docking Station | Yes | 89.00 USD | |
| Issued | None | Laptop - Travel/Lightweight | No | 951.93 USD | |

Additionally, you can click within the PO and find options for "Acknowledge" and "Create Invoice."
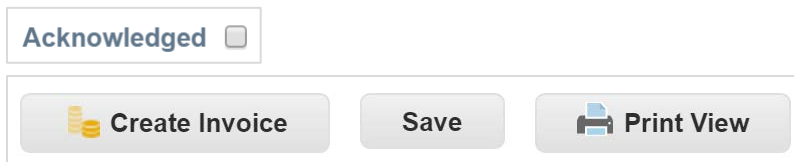


### I have opted to connect with Cooper Standard via cXML Transmission. How does this impact my ability to acknowledge POs and submit invoices?

When Cooper Standard creates a PO, it is automatically transmitted to the supplier via cXML integration. As the supplier, you will send your invoice information in an Invoice Detail Request cXML Format and post the file directly into Coupa (Pi) via an HTTP post. Pi will automatically create the invoice once the information is received in the cXML format.

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### I've submitted the invoice. Now what happens?

Once the invoice has been submitted, one of two things will happen. (1) Pi will automatically check whether the invoice matches the PO and the receipt; if 3-way matching passes, the invoice is automatically approved and the data is sent to SAP for payment (OK-to-Pay). (2) If there is a tolerance/matching failure, AP will review the invoice and work with the original requester and delegated authority to determine whether the invoice should be approved or denied. Within CSP, you will be able to see whether the status is Approved, Disputed, Voided, On Hold, etc.

### Can I edit, void, or delete a submitted invoice?

No; once an invoice has been submitted, it cannot be changed. However, you can ask Cooper Standard to reject or void the existing invoice and create a new one.

### Can I create an invoice without a Purchase Order?

No; all invoices must be PO-backed. If the invoice is not PO-backed, it will be rejected.

### How do I invoice against a Blanket Purchase Order?

If you've opted for SAN, you can invoice multiple times within the original email containing the Blanket PO. If you've opted for CSP, you can either invoice multiple times via the original PO email OR generate multiple invoices against the same PO within the portal. If you've opted for cXML, you can transmit invoice information multiple times for the same PO.

### How do I create a credit memo?

Within CSP, select the red coins next to the associated PO to create the credit memo.

SAN and cXML suppliers should create an invoice for a negative amount to indicate that it's a credit memo.

### Can I switch my connection method from SAN to CSP?

Yes; Cooper Standard will need to send you an invitation in order to create a free CSP account.

### If I have a CSP account, can I add additional users to the portal?

Yes; from the menu, select "Admin," then choose the User tab and click "Invite User."

### Who should I contact if I have questions about Pi or if I'm interested in uploading/modifying a hosted catalog?

Please contact the appropriate Cooper Standard Corporate Buyer:

- MRO: Doug Glaser – doug.glaser@cooperstandard.com; 248-596-6457
- Professional Services: Tracy David – tracy.david@cooperstandard.com; 248-596-6386
- IT: Cyrus Famili – cyrus.famili@cooperstandard.com; 248-596-6012
- Mexico: Graciela Reyes – graciela.reyes@cooperstandard.com; +52 871-729-0787