

Supplier Resources

Managing Catalogs



June, 2019

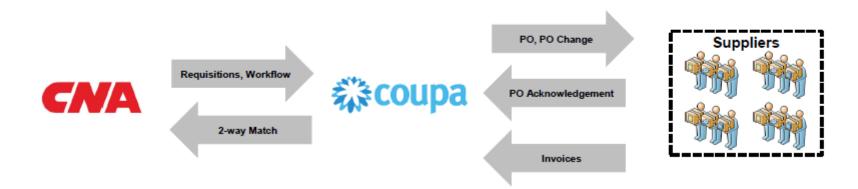
Introducing Coupa



What is Coupa

CNA has selected Coupa as the technology platform to streamline the procure-to-pay processes and enable electronic transactions.

- Coupa is a leading E-Procurement platform, connecting buyers with their suppliers
- "Coupa is an internet based solution capable of accommodating a variety of different systems" (plug and play)
- The Coupa Supplier Portal (CSP) will be utilized by CNA to request indirect materials and services, create and communicate purchase orders, and to receive invoices from suppliers
- The Coupa Supplier Portal (CSP) is free, there is no cost for suppliers





How Will You Benefit?

By working with CNA electronically, you will increase your order-taking efficiency, reduce mistakes and delays fulfilling orders, and maintain a better presence with CNA.

- Efficient Invoice Processing (PO Flip)
- Instant visibility into Purchase Order and Invoice Status
- Reduced Manual Paper Transaction
 Processing





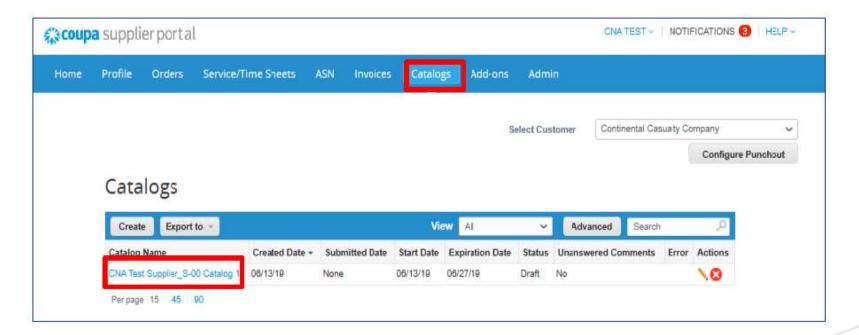
Viewing and Managing Catalogs



Viewing/Managing Catalogs

After initial setup with CNA, you can manage catalog update requests from the CSP

- Select Catalogs from the top menu bar to view your CNA catalog information and available actions:
 - Create: Create an updated catalog request
 - Export to: Export catalog details to CSV or Excel
- Click on the Catalog Name to view the list of individual catalog items





Viewing/Managing Catalogs

- Click on the Item Name in your catalog to view the detailed item page
- You can either bulk upload catalog item updates via
 Load from File or individually via Create
- Click Submit to buyer when catalog updates, additions, or changes are complete to automatically send for CNA Review

5 Items Changed (0 unchanged)						CNA Test Supplier_S-00 Catalog 1 Edit				Ba
0 t 0 t Price Increase Price Decr		0 her Fields Updat	G New It		0 Deactivated Items	Customer Continental Casualty Company Catalog Name CNA Test Supplier_S-00 Status Draft				
Items Included in Catalog Create Load from file Export to ~	-65	View 2		-	Submit to buyer	Start Date 06/13 Expiration Date 06/21 Currency USD 4 Items Changed (19 data when estate	g prizes become explicit		
Name Red Stamp Ink Pad #3 - 4 1/4" x 7 1/2" - Use with Rubber Stamp		New New	7.30 12.00	USD USD	10	🕗 0 1	01	00	Q 4	0
-	12340	new	12.00	USD	10			-		
Photococy paper Installation services	123567	New	5,000.00	USD	10	Price Increase	Price Decrease	Other Fields Undated	New Items	Deartivated Items
and a state of the second		New :	5,000.00 12.00	USD USD	\0 \0	Price Increase	Price Decrease	Other Fields Updated	New Items	Deactivated Items



Thank You

Please direct any questions to: suppliers@cna.com



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