

## Supplier Resources

Managing Catalogs



June, 2019

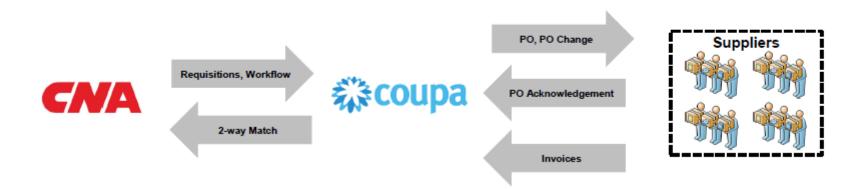
# Introducing Coupa



### 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





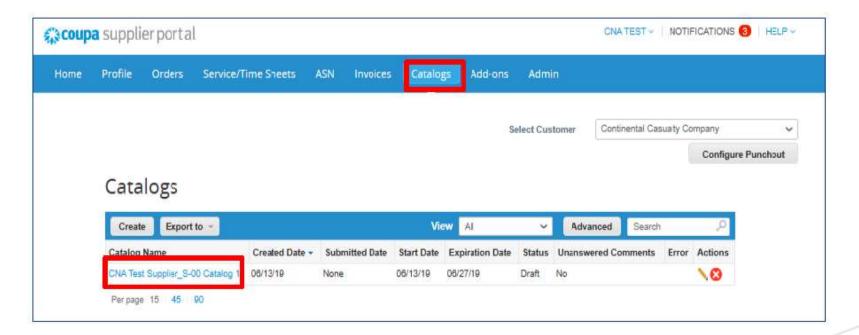
# Viewing and Managing Catalogs



## 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				
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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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