



Supplier Resources

Managing Catalogs

June, 2019



Introducing Coupa

CNA

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

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, **Catalogs** (highlighted), Add-ons, and Admin. The page title is 'Catalogs'. Below the title, there are controls for 'Create', 'Export to', 'View' (set to 'All'), and 'Advanced' search. A 'Select Customer' dropdown is set to 'Continental Casualty Company', with a 'Configure Punchout' button. The main table lists catalog entries with columns: Catalog Name, Created Date, Submitted Date, Start Date, Expiration Date, Status, Unanswered Comments, Error, and Actions. One entry is highlighted: 'CNA Test Supplier_S-00 Catalog 1' with a status of 'Draft' and 'No' unanswered comments. The footer shows 'Per page 15 | 45 | 90'.

Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions
CNA Test Supplier_S-00 Catalog 1	08/13/19	None	08/13/19	08/27/19	Draft	No		 

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)

Price Increase: 0 ↑

Price Decrease: 0 ↓

Other Fields Updated: 0

New Items: 5

Deactivated Items: 0

Save Submit to buyer

Items Included in Catalog

Create Load from file Export to View All Advanced Search

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
Red Stamp Ink Pad #3 - 4 1/4" x 7 1/2" - Use with Rubber Stamp	S-0000000535	New	7.30		USD		
Photocopy paper	12345	New	12.00		USD		
Installation services	123567	New	5,000.00		USD		
Laptop charger	345677	New	12.00		USD		
HP Inkjet Cartridge	987123	New	50.00		USD		

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CNA Test Supplier_S-00 Catalog 1 Edit Back

Customer Continental Casualty Company

Catalog Name CNA Test Supplier_S-00

Status Draft

Start Date 06/13/19 date when catalog prices become effective

Expiration Date 06/27/19 date when catalog prices become expired

Currency USD

4 Items Changed (0 unchanged)

Price Increase: 0 ↑

Price Decrease: 0 ↓

Other Fields Updated: 0

New Items: 4

Deactivated Items: 0

Save **Submit to buyer**



Thank You

Please direct any questions to: suppliers@cna.com



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