



## Supplier Profile

Starting in April 2020 all of WestRock 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 to the best of your ability, and return to [jousley@theshelbygroup.com](mailto:jousley@theshelbygroup.com).

### Section 1: General Company Information

Supplier Name	
Address	
City	
State	
Zip	

### Section 2: Company Contacts

#### Account Manager

Name	
Title	
Phone	
Email	

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

Name	
Title	
Phone	
Email	

#### Technical Contact – Primary contact for Punchout Assistance

Name	
Title	
Phone	
Email	

#### Contact within WestRock

Name	
Title	
Phone	
Email	



### Section 3: Background Questions

Current State	
1. 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 (POs) 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 numbers, SKU numbers, 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, item numbers and/or SKU numbers, or other components of static catalogs?	
10. Do you currently support punchout catalog capabilities?	
11. Do you provide reports to WestRock?	
12. If the answer to 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 uploading 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.*

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 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 and Invoice Processing Options

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

<input type="checkbox"/> <b>Option #1: Coupa Supplier Portal (CSP)</b> Provide email to receive CSP registration.	<b>Test</b>	<input type="text"/>
	<b>Production</b>	<input type="text"/>

**Option #2: Other**  
 Provide additional information on your preferred enablemethod

## Section 7: Ownership

Document Owner (Person completing this document)	
Name	<input type="text"/>
Email address	<input type="text"/>
Telephone Number	<input type="text"/>