



SUPPLIER AWARENESS PACK

Description

This awareness pack explains what Coupa is and what the Distell implementation roadmap entails. It also give a high level overview of what you can expect as a Valued Supplier in the upcoming weeks, as well as an overview of the modules that will go live and when they will go live.

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What is Coupa?

Coupa is a business spend management system Distell is implementing to transform the way we source goods and services, contract, procure, invoice and pay

As a leading **Software as a Service (SaaS)** solution, Coupa offers a **unified spend management suite** designed to help **increase control** and **optimise savings**

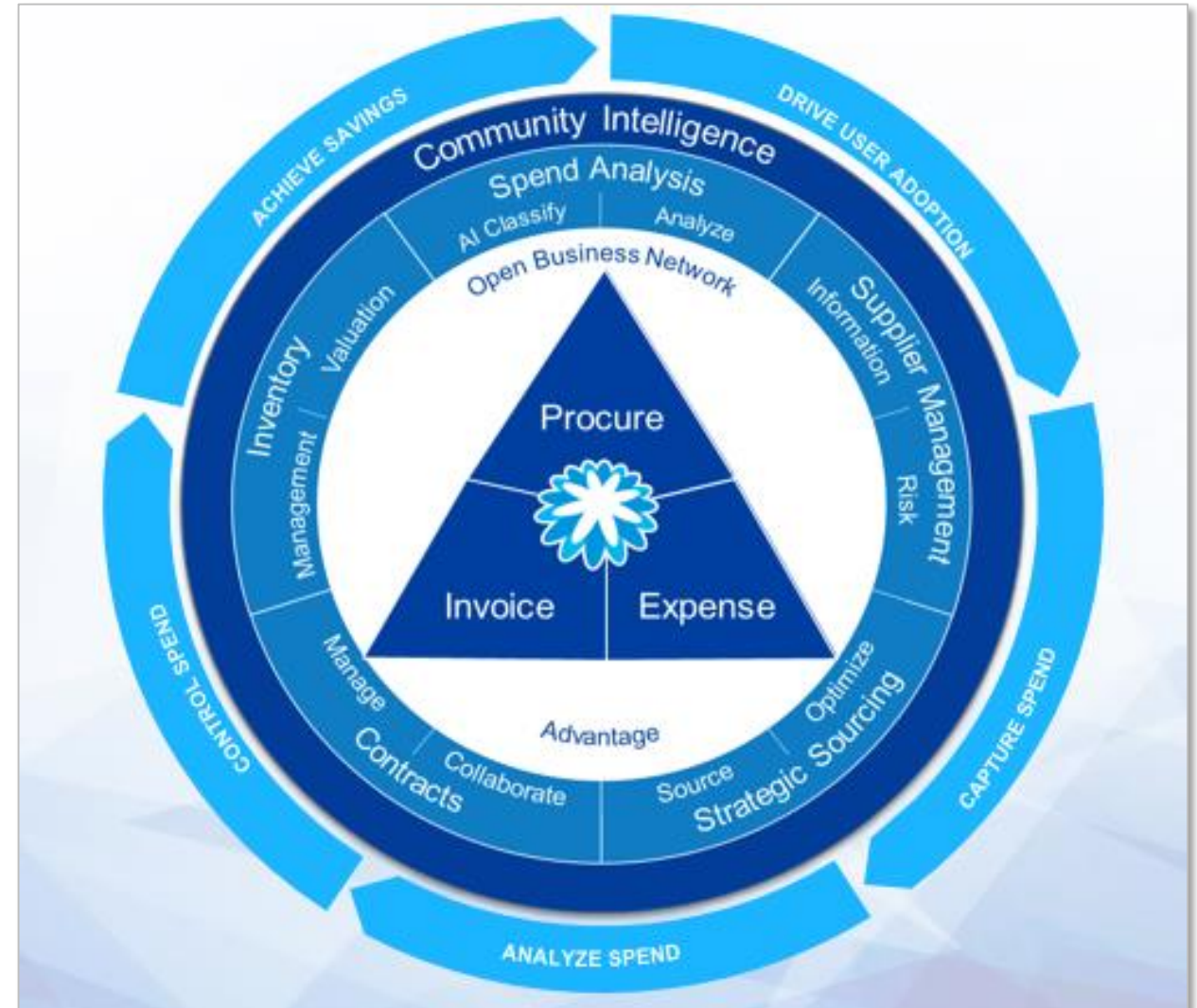


Coupa has developed a suite of applications to help **increase compliance, efficiency, and visibility**:



What are some of the benefits of adopting Coupa?

- ☐ **Adherence** and **compliance** to the Distell's Procurement policy;
- ☐ **Streamlining** and **standardisation** of procurement processes -best practices;
- ☐ **Simplify** the end-to-end procurement process;
- ☐ **Ability for suppliers to track purchase orders and payment of invoices online**
- ☐ **No cost for suppliers** to register on the Coupa Supplier Portal



Distell's Management, have heard you asking for a better way to improve your supply chain experience, making it easier and user friendly

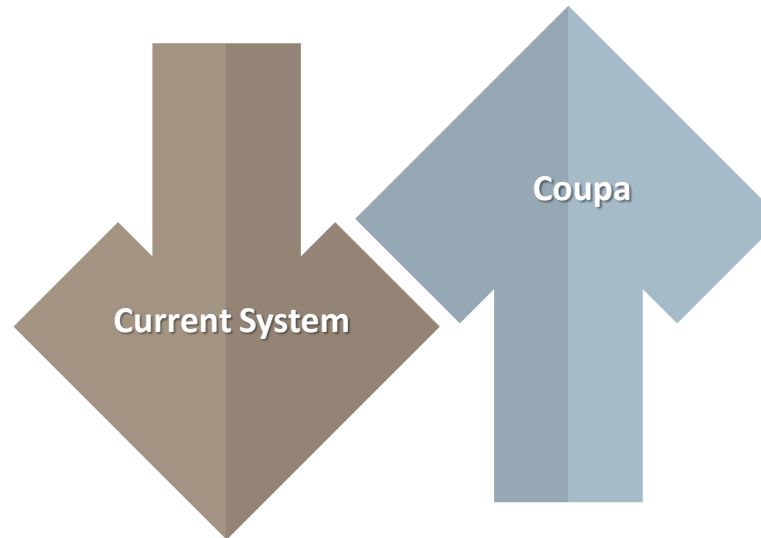
CURRENT SYSTEM

Suppliers feel that the current system is restricting them from engaging with Distell.

Some of the issues raised:

- Subscription fees
- Joining fee
- Onboarding progress not visible
- Catalogues are difficult to manage

With your feedback in mind, we went to market and Coupa was successful in providing the necessary requirements



COUPA

Coupa was found to be easier and user friendly.

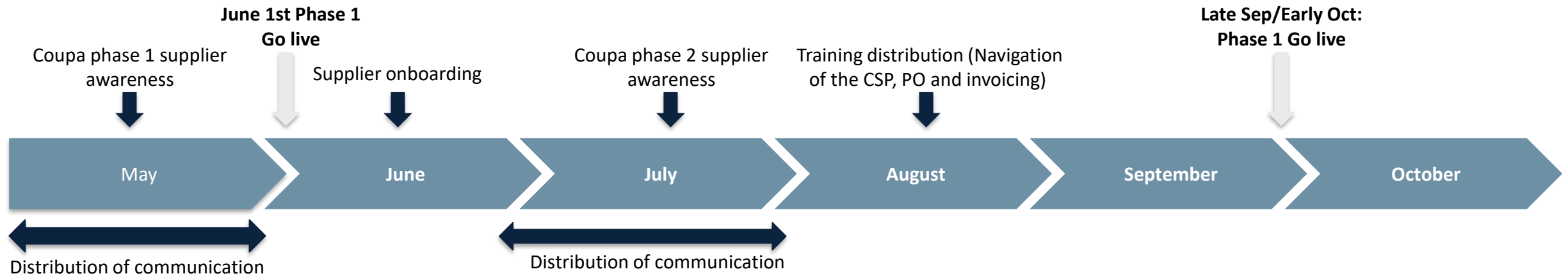
Features within Coupa enabled easier communication between Distell and suppliers.

Coupa also enables tracking of purchase orders and payment of invoices electronically

Coupa will solve the following:

- Coupa is free for suppliers
- Catalogues can be managed on the supplier portal
- Onboarding/registration only takes a few minutes

Project Roadmap and Functionality Impacted by Each Phase



Phase 1 will go live in July

Distell is implementing Coupa in a phased approach.

Supplier Information Management (SIM), Sourcing functionality (Tenders) and Contracts Lifecycle Management (CLM) will be the first Coupa modules to be launched.

SIM will support requesting, approving and maintaining information about suppliers:

such as financial information, certifications, and contact information, through the use of online forms, approval workflows, notifications, and integrations to financial systems

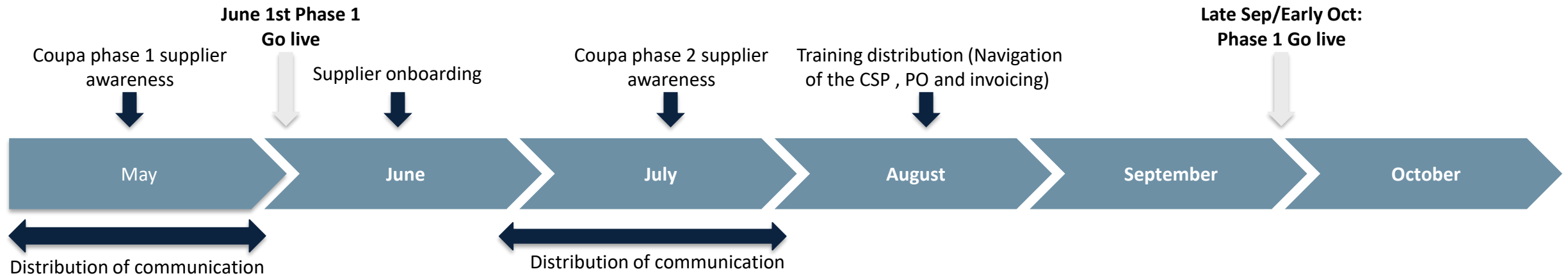
Sourcing will support Distell's tender process:

the creation in Coupa, the sending to suppliers, managing supplier responses and the adjudicating thereof in Coupa

CLM will support internal contract authoring, collaborating and review followed by supplier reviews.

On completion of the contract, spend may be automatically tracked against the contract record for payments

Project Roadmap and Functionality Impacted by Each Phase



Phase 2 will go live in October

Following the launch of Supplier Information Management (SIM), Sourcing functionality (Tenders) and Contracts Lifecycle Management (CLM); Distell will go live with the Procure to Pay (P2P) module.

P2P will support:

The creation of purchase orders (on or off catalogue), to the receipting of goods and/ or services, and processing of invoice for payments – enabling visibility of purchases, invoice and payments and improving cycle time turnarounds.

The Coupa Supplier Information Management Process Explained

Process Objective: The Coupa SIM solution provides Distell suppliers with a self-service capability to manage and update their own organizational information (e.g. contact details, BBBEE certification) on the occurrence of changes (e.g. certificate expiry).



Master Data Administrator

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Charles, in the Master Data Team, receives a notification that Delicious Liquors **information** has been **approved** and **creates** them as a supplier on **ERP**, which **activates** Delicious Liquors as a supplier in both **ERP** and **Coupa**.

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Charles, the **Master Data administrator** receives an email notification from Coupa requesting he **reviews** and **approve** John's **banking details** and conducts an initial due diligence check.



Master Data Administrator

4

John, receives the email notification supplier request form on the **Coupa Supplier Portal** and eagerly completes and submits the form, along with the required supporting documentation. All gets reviewed and vetted for any potential risks.



Supplier

1

I am John, a new supplier from Delicious Liquors, and I want to sell alcohol to Distell. Let me go to the **Distell Corporate website** and fill out and submit the **New Supplier Onboarding Webform**.



Supplier

2

Oh look, I got a **request** from Coupa to **provide more information** to Distell, how cool! Let me **get the information**, **complete** the form and **submit**. That was so easy!



Supplier

3

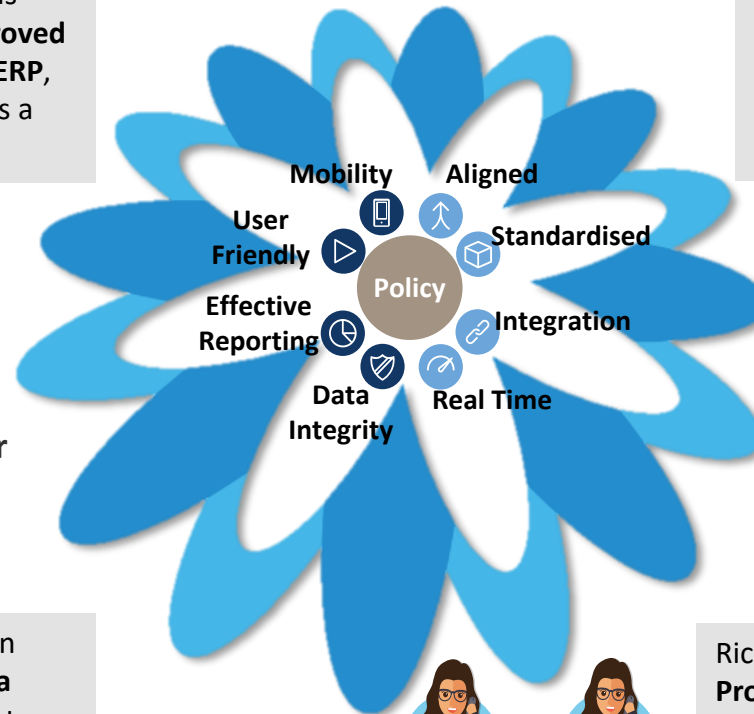
Ricky, the **HIVE Buyer**; Anita, the **Procurement Manager**; Steven the **Legal Manager** and Susan from **SHERQ** (if required) receive a email notification from Coupa requesting that they review and approve John's supplier request form; which they happily do.



Procurement Manager



Legal Manager



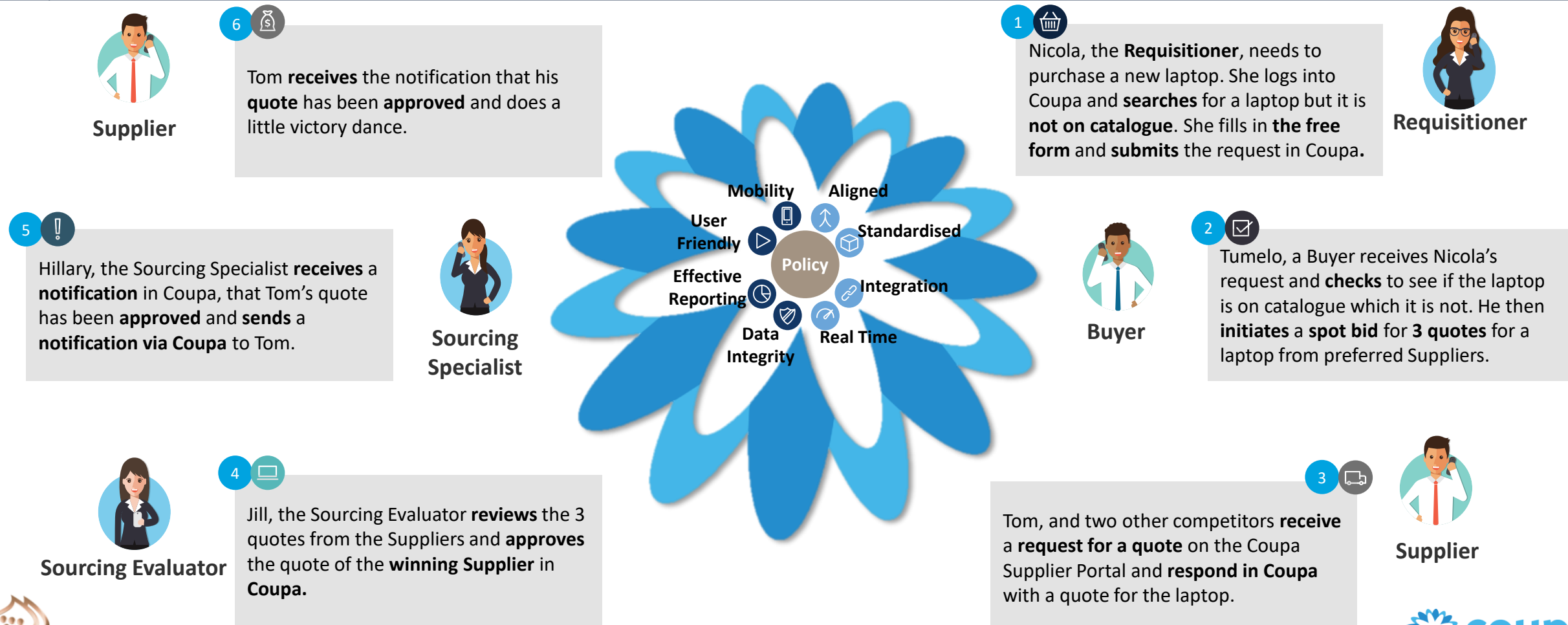
HIVE Buyer



SHERQ

The High-level Sourcing Process (Not on Catalogue) Explained

Process Objective: Following a structured process that ensures all legal requirements are met, in order to procure commodity, services or capex – strategic sourcing .



Need additional support or have questions? You can...

1 Visit the Distell Website



For more information about Coupa and how we will be engaging with suppliers you can visit our website: <https://www.distell.co.za/suppliers>

2. Refer to the Quick Reference Guides

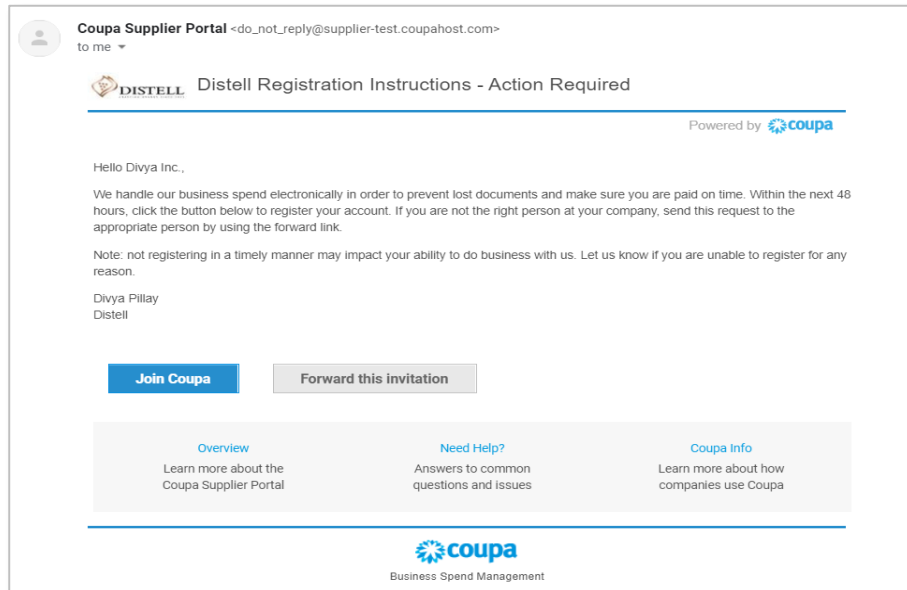


Distell has developed Quick Reference Guides that will help you find solutions fast. To access these visit the Distell website and look under the suppliers tab or follow the link in the email that will be sent to you post go-live on 1 June.

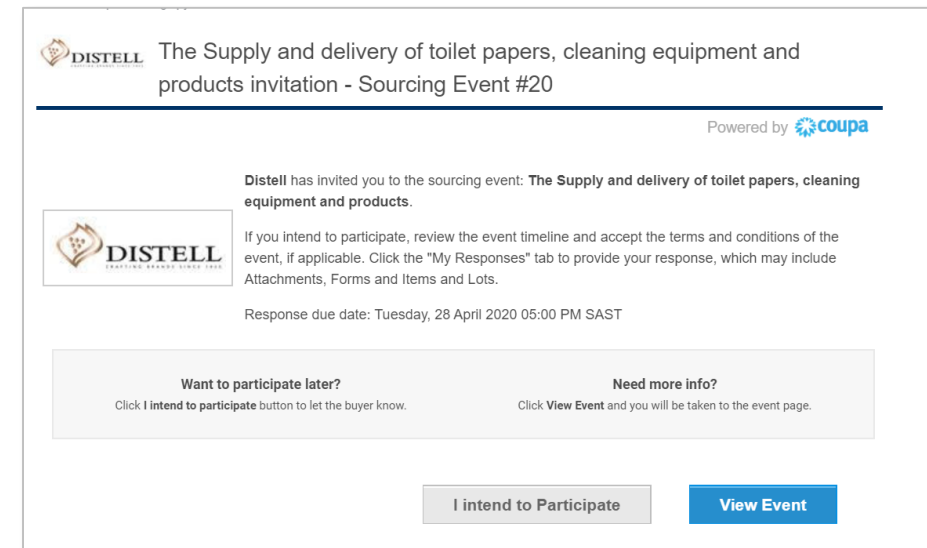
3. Email Us



Alternatively send us an email suppliers@distell.co.za and we will get back to you **within 24 hours of receipt.**



- 1 Look out for a Coupa Registration invitation email from 'do_not_reply@Distell.coupahost.com' in your mailbox and complete required fields on the Coupa Supplier Portal
- 2 If you do not receive an invite then please send an email to suppliers@distell.co.za



- 3 Once you have registered, keep a look out – Distell will soon be using the Coupa to send out tenders.



TOGETHER
TOWARDS
TOMORROW

»»» **END- THANK YOU**