



NOVOLEX SUPPLIER ONBOARDING

Supplier onboarding with Novolex is facilitated via the Coupa Supplier Portal. There are no Supplier fees associated with onboarding via the Coupa Supplier Portal nor using any of its features to access and manage PO/Invoice/Payment data. Suppliers are simply required to enroll in an electronic PO distribution method (CSP, SAN, cXML, or Readable PDF), electronic Invoice transmission method (CSP, SAN, cXML, or Readable PDF), and Digital Payment (ACH). Onboarding in this manner optimizes the procure-to-pay lifecycle by reducing processing times for purchase orders, invoices and payments, while increasing visibility of related data.

Coupa Supplier Portal (CSP)

Coupa Supplier Portal (CSP) allows Suppliers to view POs online, set up delivery methods, create pricing lists, send invoices and advance ship notices (ASNs), and check payment status/information, all with no Supplier fees.

Supplier Actionable Notification (SAN)

Supplier Actionable Notification (SAN) allows Suppliers to act on POs directly from email notifications for Novolex POs created in Coupa, with options to acknowledge, create an invoice from, or add a comment to a PO.

Commerce Extensible Markup Language (cXML)

cXML allows Suppliers to automate the exchange of PO and invoice data through a direct connection between the Supplier fulfillment system and Coupa. IT resources are typically required to enable cXML.

Readable PDF

Readable PDF allows Suppliers to receive POs via email and submit invoices via email. PDF invoices will only be accepted by Novolex if they are sent in a readable PDF format and sent to MyInvoices@Novolex.com.

Supplier Onboarding Benefits		
Area	Manual/Paper PO, Invoice, & Payment Documents	Coupa/Electronic PO, Invoice, & Payment Data
Automation	<ul style="list-style-type: none"> Paper/Fax/Scan documents may be un-readable, causing payment or fulfillment delays Manual entry errors may occur during processing Invoices/POs may be lost in handling steps 	<ul style="list-style-type: none"> POs can be submitted electronically in real time directly to supplier Supplier can submit invoices electronically in real time directly to Novolex
Security	<ul style="list-style-type: none"> Risk that paper may be lost or mishandled No confirmation that receiving party has received either through mail or fax 	<ul style="list-style-type: none"> Able to view status of P2P data in real time Risk of lost documents avoided through electronic storage
Costs	<ul style="list-style-type: none"> Cost for printing, handling and mailing paper POs, invoices and checks is expensive More human capital is needed to perform manual entry and problem resolution 	<ul style="list-style-type: none"> No charge for supplier use of Coupa Electronic processing reduces handling costs Electronic data in standardized formats reduces exceptions and use of human capital
Speed of Transmission	<ul style="list-style-type: none"> Paper invoices lead to delays in processing because of time lag involved in mailing, receipt of documents, manual entry and human error 	<ul style="list-style-type: none"> Coupa delivers PO, invoice, and payment data/details in real time with limited human Intervention
Proof of Transaction	<ul style="list-style-type: none"> No confirmation paper PO/invoice has delivered Checking status of PO, invoice and payment may take days or weeks as receipt and processing occurs 	<ul style="list-style-type: none"> All submissions are tracked and status of submissions are available to view in real time
Improved Dispute Resolution	<ul style="list-style-type: none"> Disputes records must be located from archive, copied, faxed or emailed to authorized party Some information may not available More delays while dispute is researched 	<ul style="list-style-type: none"> All information in a secure electronic format Customer and supplier can view all related PO, invoice and payment data Fewer disputes and quicker resolution
Improved Reporting	<ul style="list-style-type: none"> Data may not be available for reporting Data may not be as reliable because manual entry was involved 	<ul style="list-style-type: none"> Supplier can run reports as needed No technical expertise needed for reporting Supplier has better control over tracking, preparing and reconciling account receivables



FREQUENTLY ASKED QUESTIONS (FAQs)

Are there any fees associated with using Coupa?

Our Coupa Supplier Portal is free of charge to suppliers doing business with Novolex. If you were previously budgeting for electronic transactions with Novolex and the SAP/Ariba system, those transaction costs will go away when we move to Coupa.

Which Novolex locations will this affect?

We are deploying the Coupa procure-to-pay system to our business units in a phased approach. The initial go-live on February 1, 2023 will impact Novolex Shields, General Packaging Products (GPP), International Converter, and Corporate business units...including locations at Caldwell OH, Chicago IL (GPP), Iuka MS, Shawano WI, and Yakima WA. Onboarded Suppliers will be notified via email in advance of additional Novolex locations going live with Coupa. In the meantime, Suppliers should continue legacy PO/Invoice/Payment processes with Novolex locations that have NOT YET went live with Coupa.

Is Novolex known by other business names?

Novolex has grown significantly over the years our entities may be listed in your system under legacy business names. Business unit names we currently use publicly are Bagcraft, De Luxe, Duro, Eco- Products, Heritage, Hilex, Polar Pak, Shields and Waddington. A complete list Novolex business entity names is as follows.

A&J Plastics Limited	General Packaging Products, Inc.	Precision Packaging Products, Inc.
Accutech Films, Inc.	GMG International, Inc.	Vegware Holdings Ltd
Bagcraft Papercon III, LLC	Hamilton Hong Kong Holding Limited	Vegware Limited
Bridge-Gate Holdings, LLC	Hilex Poly Co. LLC	Vegware Packaging, Inc.
Burrows Dutch Holding B.V.	Holfeld Plastics Limited	Waddington Europe Limited
Burrows Hong Kong Holding Limited	Innopak Hong Kong Holding Limited	Waddington Group, Inc.
Burrows Netherlands B.V.	International Converter, LLC	Waddington North America, Inc.
D.G.W. Trajectum B.V.	Novolex Bagcraft, Inc.	WFB Holdings, Inc.
De Luxe Group Corporation	Novolex Heritage Bag, LLC	Wisconsin Film & Bag, Inc.
Deltaform Limited	Novolex Holdings, LLC	WNA American Plastic Industries, Inc.
DeLuxe Produits de Papier Inc.	Novolex Shields, LLC	WNA Comet West, Inc.
DHP De Rio Bravo, S. De R.L. De C.V.	Novolex UK Holdings, Ltd	WNA Cups Illustrated, Inc.
Direct Plastics Ltd.	Packaging Enhancing Technologies, LLC	WNA Holdings, Inc.
Duro Hilex Poly, LLC	Papercon Canada Holding Corp.	WNA Hopper Plastics, Inc.
Eco-Products, PBC	Par-Pak Europe Limited	WNA, Inc.
Eureka CaterWare B.V.	Parpak, Inc.	
General Distribution Import Company, LLC	Polarpak Company	

What if I do not currently receive POs from Novolex locations?

The use of purchase orders ensures our Suppliers are paid on-time and accurately. If your business is not receiving purchase orders from Novolex, there may be a valid reason why; however, most purchases are and should be PO-based.

Why is EDI not an invoicing option?

Coupa currently supports cXML with no cost. EDI transactions require a third party and may incur costs for both Novolex and/or the supplier.



Getting Started

How do I get started?

Completing the Supplier Onboarding Invitation via the Coupa Supplier Portal (CSP) is the first step in the process. This includes providing contact, remit, banking, and payment information, which creates a Supplier record in the Novolex instance of Coupa for your company. In order to generate the Supplier Onboarding Invitation, the Supplier needs to provide Novolex with the name, email, and phone number of the appropriate onboarding contact at your company who will complete the Supplier Onboarding Invitation.

What if I am already a Coupa supplier?

If you are already a Coupa-enabled supplier, you can link to Novolex but will still need to complete the Novolex-specific onboarding form.

Resources Requirements and Training

What resources are required for me to come onboard?

Minimal resources are needed to complete the Supplier Onboarding process. Suppliers simply need to have access to the Internet, a primary email address, and ACH banking information.

Do I need to install any software?

Coupa is a cloud-based solution and no software installation is needed to use it.

How will I be trained? What support is available?

Coupa is extremely easy to use. In addition to Novolex support, Coupa also has a variety of resources to support Supplier success. Simply click on the links below to access related resources.

[Coupa Supplier Success Portal](#)

[Coupa Supplier Success Webinars](#)

Contacts

Who can I contact at Novolex regarding Coupa?

For additional information about Coupa and the supplier-onboarding process, please contact Suppliers@Novolex.com and one of our Supplier Enablement Specialists will be in touch the same day.

PLEASE DO NOT CONTACT NOVOLEX OPERATIONS FOR SUPPORT