



THE NOVOLEX COUPA SUPPLIER PORTAL

The Novolex Coupa Supplier Portal provides many benefits to suppliers and Novolex alike. You can elect to enroll in one of two options depending on the size of your business.

Process Efficiency: Conducting our Procure-to-Pay (P2P) activities via our Coupa Supplier Portal will improve the procurement lifecycle by reducing processing times for purchase orders, invoices and payments, and increasing visibility of related data.

Purchase Orders: Novolex purchase orders will be transmitted to suppliers via our Coupa Supplier Portal. You will receive POs from our Coupa Supplier Portal based on the method you selected when configuring your account.

Invoices: Supplier invoices will be transmitted electronically to Novolex via our Coupa Supplier Portal or based on the method you selected when configuring your account. A Novolex purchase order will be required for all invoices submitted for payment.

Two options to fit your needs: Compare the two options to see which one works best for your company.

Coupa Supplier Portal (CSP)

Our Coupa Supplier Portal (CSP) is a free tool for suppliers to easily transact electronically. CSP simplifies the management of customer orders, relationships and related documents. Our CSP allows you to view purchase orders online, set up delivery methods, create pricing lists, send invoices and advance ship notices (ASNs), and check payment status/information.

cXML

For high-volume supplier-customer relationships, Coupa offers similar benefits to our Coupa Supplier Portal through cXML data integration. cXML requires integration of purchase orders and invoices directly with your fulfillment system. IT resources are typically required to complete the cXML setup. Once complete, orders and invoices flow seamlessly between supplier and customer systems.

Procure-to-Pay Process	Coupa Supplier Portal (CSP)	cXML
IT Capabilities	Limited IT infrastructure	Robust IT infrastructure
PO Volumes	<1,000 Purchase Orders/year	>1,000 Purchase Orders/year
Invoice Volumes	<1,000 Invoices/year	>1,000 Invoices/year
Supplier AR Process	Centralized or decentralized ordering process	Centralized ordering process

Other Options: CSP and cXML are the most common options. Under certain circumstances, Novolex will allow invoices to be sent in a readable PDF format to Coupa InvoiceSmash.



FREQUENTLY ASKED QUESTIONS (FAQs)

What is Coupa?

Coupa is the leading provider of cloud-based Procure-to-Pay (P2P) solutions. Coupa enables businesses to optimize spend under management, streamline order and invoicing processes, and provide visibility for ongoing improvement. For more information visit coupa.com

How does my business benefit from a Procure-to-Pay Platform?

Supplier use of our Coupa Supplier Portal is a free, flexible, web-based service. Using the Coupa Supplier Portal to receive electronic POs and send electronic invoices reduces costs associated with document handling, improves processing times and helps ensure on-time Payment. Our Coupa Supplier Portal also provides suppliers with increased visibility into PO, invoice and payment data, and the ability to maintain contact, remittance and banking information.

Benefits of a Procure-to-Pay Platform		
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 • Limited ability to focus on exceptions/root causes 	<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 • Paperless processing on both sides
Security	<ul style="list-style-type: none"> • Risk that paper may be lost during manual transmission • 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"> • There is no confirmation that paper PO/invoice has reached receiving party • 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 be 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



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.

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. Please contact our Supplier Enablement Team to discuss how your business process will fit in to the new environment. You may contact us at Suppliers@Novolex.com.

What if I do not want to submit my invoices via the Coupa Supplier Portal?

Novolex is eliminating paper invoice and PO processing as a new company standard. Use of our Coupa Supplier Portal benefits both Novolex and suppliers, as it allows Novolex to streamline the Accounts Payable process and improves our ability to pay your invoices in a timely manner. Adoption of electronic PO, invoice and payment options will be taken into account for all future purchasing, contracting and sourcing events. We understand that there may be some supplier relationships that do not fit the desired model, in which case please contact us at Suppliers@Novolex.com to discuss alternatives.

Which Novolex locations will this affect? You have businesses by many names.

Novolex has grown significantly over the years and some paperwork such as invoices may retain legacy business names that appear in your accounting systems. Business unit names we currently use publicly are Bagcraft, De Luxe, Duro, Eco-Products, Heritage, Hilex, Polar Pak, Shields and Waddington. A complete Novolex business entity list can be found here:

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 Hopple Plastics, Inc.
Eco-Products, PBC	Par-Pak Europe Limited	WNA, Inc.
Eureka CaterWare B.V.	Parpak, Inc.	
General Distribution Import Company, LLC	Polarpak Company	

If the name of the Novolex entity you do business with is not either a name used publicly or in the list above, please contact your procurement representative or email Suppliers@Novolex.com.



What is your current primary purchasing system?

Novolex currently has multiple ERP systems. Because of this, we will be implementing our Coupa Supplier Portal via a phased ERP-by-ERP approach. The first ERP system targeted for Coupa implementation is SAP. Orders will continue to initiate directly from our other ERP systems until those systems are live within our Coupa Supplier Portal.

Getting Started

How do I get started?

Getting registered on our Coupa Supplier Portal (CSP) is the first step towards adopting a Procure-to-Pay. Novolex will generate a system invitation for your company to begin the process.

What if I am already a Coupa supplier?

If you are already a Coupa-enabled supplier, you will still need to complete the Novolex registration. Our Coupa Supplier Portal will generate a system invitation for your company to begin the process.

How am I selected for the Coupa Supplier Portal or cXML?

Election of enrollment in our Coupa Supplier Portal or cXML is a supplier decision. However, cXML customers tend to be high-volume transactions, with more formal IT resources available for setup, configuration, testing and maintenance. CSP Suppliers work well for small- to medium-sized businesses with decentralized processes and fewer monthly transactions.

Why is EDI not an option? I use EDI with my other customers.

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

Resources Requirements and Training

What resources are required for me to come onboard?

Minimum resources are needed to receive electronic POs, send electronic invoices and receive digital payments. Suppliers must have access to the Internet and a primary email address.

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 your success.

[View Coupa Success Portal](#)

[View Coupa Success Video](#)

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