

DÜRR GROUP.

**Supplier Training
Material**

- Contract Management -

November 2024
Bietigheim

Introduction to Coupa

What does the Coupa introduction mean for suppliers of the Dürr Group?

The goal is to equip the Dürr Group with global and modern state-of-the-art procurement processes. For this reason, the new, modern purchasing platform Coupa is being implemented.

➤ For you as a supplier, this opens up a new form of collaboration with the Dürr Group. This includes:



A new approach for **Supplier Management** (with the Coupa Supplier Portal - CSP)



A new approach to **collaboration in contract creation**



A new approach to **participate in sourcing events** (Standard Sourcing & CSO)

With this training material, we want to provide you with a guide that shows how the respective collaboration between you and the Dürr Group can be successfully implemented.



Introduction to Coupa

How does this affect our collaboration?

You and your teams will conduct the Source-to-Contract process in the future via the new Coupa system.

Sourcing

- Receiving invitations to new sourcing events
- Electronic submission of your offers and responses, possibly with the support of questionnaires and attachments
- Participation in electronic auctions
- Use of chat functions within the sourcing events to clarify questions



Contracting

- Receiving invitations for online coordination of terms and conditions with the buyers from the Dürr Group
- Easy integration of multiple stakeholders on the supplier side
- Receiving framework agreements as an electronic copy



Supplier Management

- Creation and maintenance of your supplier master data via [Coupa Supplier Portal](#)
- Questionnaires or certificates can be sent directly to the Dürr Group via the portal.
- Address and contact details can be updated directly by the supplier

Introduction to Coupa

Overview of Coupa portals and applications.

The new Coupa system includes various portals and applications, which are summarized here.

 Sourcing-Response Portal-	 Coupa Sourcing Optimization (CSO)	 Contract Collaboration	 Coupa Supplier Portal (CSP)
<ul style="list-style-type: none"> For simple tenders 	<ul style="list-style-type: none"> For complex Tenders eAuctions 	<ul style="list-style-type: none"> Contract management 	<ul style="list-style-type: none"> Für das Lieferantenmanagement
<ul style="list-style-type: none"> Enables suppliers to submit their tenders Used for standard tenders with up to 300 items 	<p><i>Details to follow</i></p>	<ul style="list-style-type: none"> Access via the Contract Collaboration Portal Processing contracts as a supplier Communication via messenger functionality 	<ul style="list-style-type: none"> Enables suppliers to easily transmit and maintain supplier master data Certificates and other documents can be transmitted
<p style="text-align: center;">Login-Link</p> <p>https://duerr.coupahost.com/sessions/supplier_login</p>	<p style="text-align: center;">Login-Link</p>	<p style="text-align: center;">Login-Link</p> <p>Individuell via E-Mail mit One-Time-Password</p>	<p style="text-align: center;">Login-Link</p> <p>https://supplier.coupahost.com/sessions/new</p>

Note: The above-mentioned portals and applications are independent solutions within the Coupa system. Therefore, separate user data is required for the use of the portals.



Introduction to Coupa

You will receive a portal and/or application-specific invitation.



Sourcing-Response Portal-



Dürr Sourcing Event - Supplier Trainings #692 Invitation

[Redacted] has been invited by Dürr to participate in a sourcing event for **Supplier Trainings**.

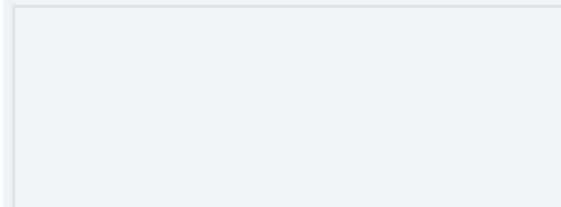
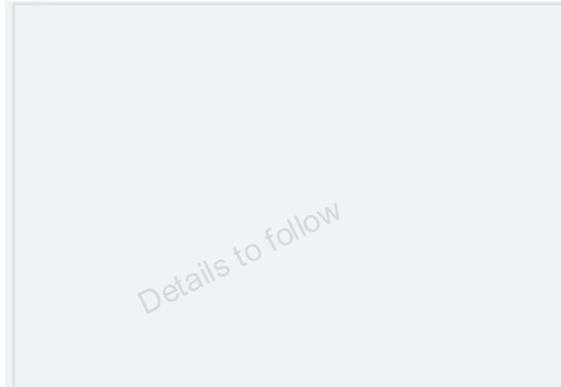
Dear Sir or Madam,

You are invited to quote for the above-mentioned event. All relevant information is stored in the Coupa Event which you can access by logging in with your Credentials (Username and Password). Please follow the link provided in this message below by clicking on any of the two buttons. This will lead you to the Coupa Event Portal. Please utilize the integrated chat functionality in Coupa to contact Dürr regarding this tender.

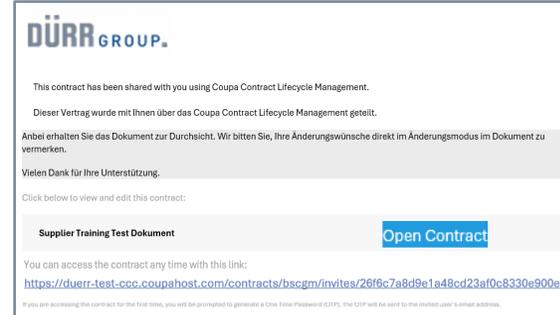
Information on standard sourcing events can be found in the **Standard Sourcing** document.



Coupa Sourcing Optimization (CSO)



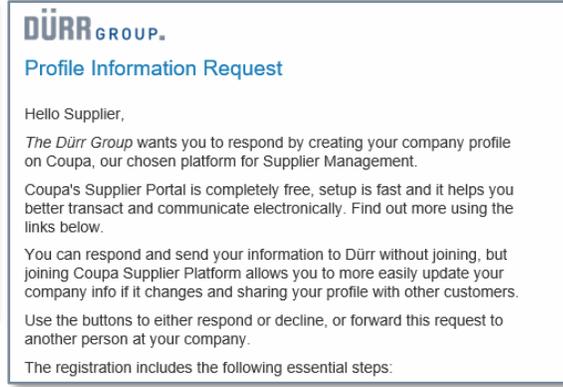
Contract Collaboration



Information on the contract cooperation in Coupa can be found in the **Contract Management** document.



Coupa Supplier Portal (CSP)



Information on supplier management in Coupa can be found in the **Supplier Management** document.

Contracting – Contract co-operation in Coupa

How do I access contracts via Coupa?

In future, contracts and non-disclosure agreements will be available via Coupa Contract Collaboration.

 Sourcing-Antwortportal-	 Coupa Sourcing Optimization (CSO)	 Contract Collaboration	 Coupa Supplier Portal (CSP)
<ul style="list-style-type: none">For simple tenders	<ul style="list-style-type: none">For complex tenderseAuctions	<ul style="list-style-type: none">For contract processing	<ul style="list-style-type: none">For supplier management
<ul style="list-style-type: none">Allows suppliers to submit their offers.Used for Standard-Tenders with up to 300 items	<ul style="list-style-type: none">Enables suppliers to submit their offersxx	<ul style="list-style-type: none">Access via the Contract Collaboration PortalProcessing contracts as a supplierCommunication via messenger functionality	<ul style="list-style-type: none">xx
<p>Login-Link</p> <p>https://duerr.coupahost.com/sessions/supplier_login</p>	<p>Login-Link</p>	<p>Login-Link</p> <p>Customised via email with one-time password</p>	<p>Login-Link</p>

Note: The above-mentioned portals and applications are independent solutions in the Coupa system. Separate user data is therefore required to use the portals.



Contracting - Contract cooperation in Coupa

Access to a Coupa contract shared by the buyer.

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First email to review and, if necessary, amend the contract document.

This contract has been shared with you using Coupa Contract Lifecycle Management.

Dieser Vertrag wurde mit Ihnen über das Coupa Contract Lifecycle Management geteilt.

Anbei erhalten Sie das Dokument zur Durchsicht. Wir bitten Sie, Ihre Änderungswünsche direkt im Änderungsmodus im Dokument zu vermerken.

Vielen Dank für Ihre Unterstützung. Beispiel

Click below to view and edit this contract:

Supplier Training Test Dokument Open Contract

1 You can access the contract any time with this link:
<https://duerr-test-ccc.coupacloud.com/contracts/bscgm/invites/26f6c7a8d9e1a48cd23af0c8330e900e>

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Hello Supplier,
One Time Password for accessing Supplier Training Test Dokument is
OTP: OOTiYfWCanU=

2 Generate OTP Verify OTP

Good morning Julia Czechowska! A one-time password has been successfully generated and sent to your email address. Enter the one-time password to verify.

VERIFY ONE-TIME PASSWORD

gk4t7i+PGx4=

Verify New one-time password

4

To participate in a contract collaboration, the Dürr Group must invite you.

You will then receive an access link to the Coupa Collaboration Portal by email. In the portal, you can review and possibly adjust the contract. Only after the final coordination of the document, the signature process takes place via DocuSign.

1. You will receive an email from your Dürr Group-purchaser with a link to the portal. The red-marked area of the screenshot may contain an individually created message from your Dürr Group buyer. Please check this in advance and then click on "Open Contract".

2. For security reasons, you will then be prompted to generate a One Time Password (OTP). Click on the "Generate OTP" button for this. Do not close this window.

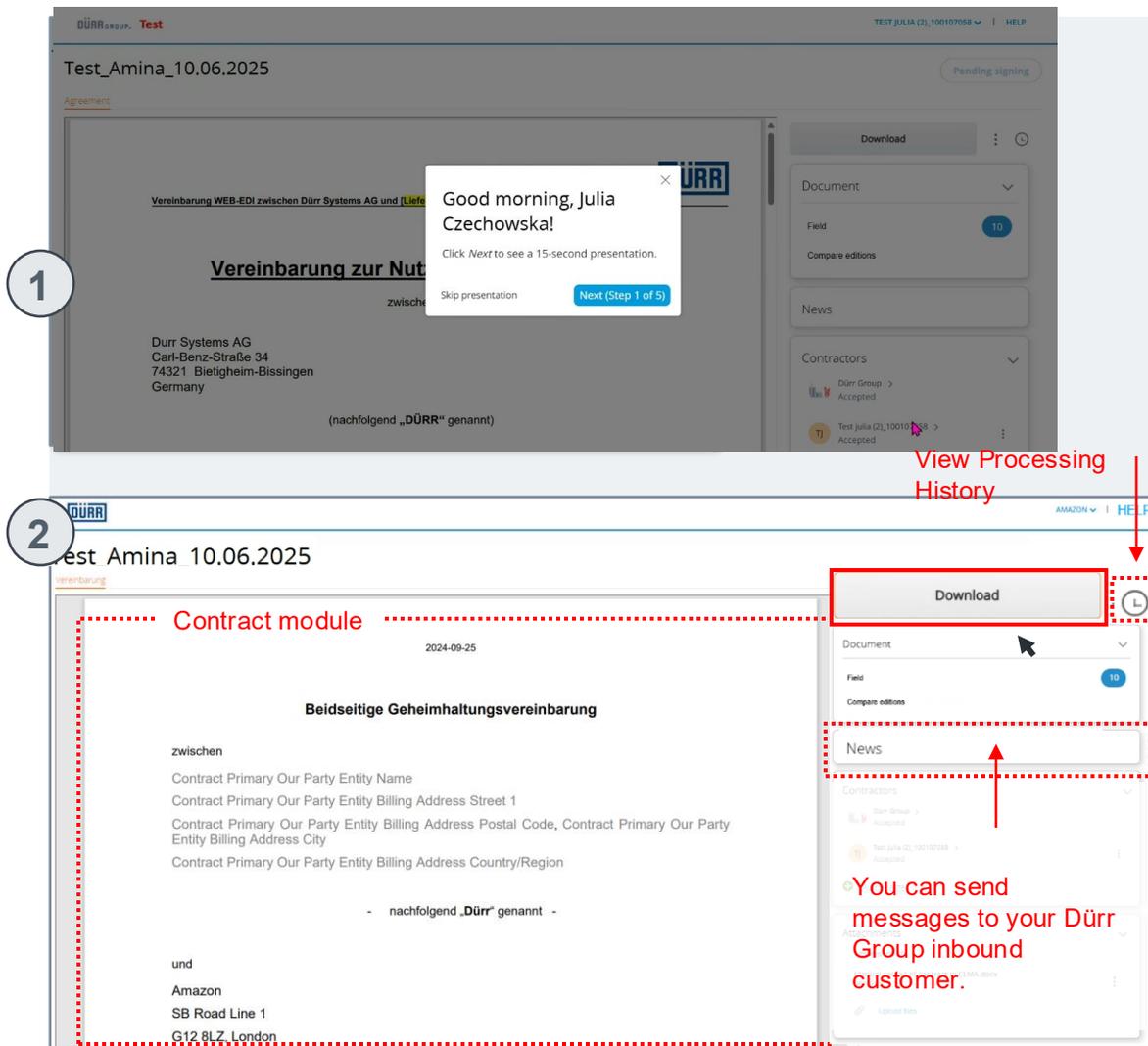
3. The OTP will be sent to your email address. Copy the OTP.

4. Then return to the login window. Please enter your received OTP in the gray field and confirm your entry with the green button "Verify".

Note: For renewed document access, a new OTP may need to be generated.

Contracting – Contract cooperation in Coupa

View and edit a contract in Coupa (1/2)



After verifying your One Time Password according to the previous slide, a pop-up window appears when using the Coupa contract module for the first time with the option to start a 15-second tour to introduce the module.

1. You can start this by clicking the "Next (1/5)" button or skip it at any time by clicking the "Skip tour" button or end it prematurely.
Note: You can call up the tour again at any time later via the "Help" button at the top right of the module.

2. In the contract module, you can view and review the contract. Please download the document as a Word file to incorporate adjustments. Click on the "Download document" button and select the option "Download for editing".

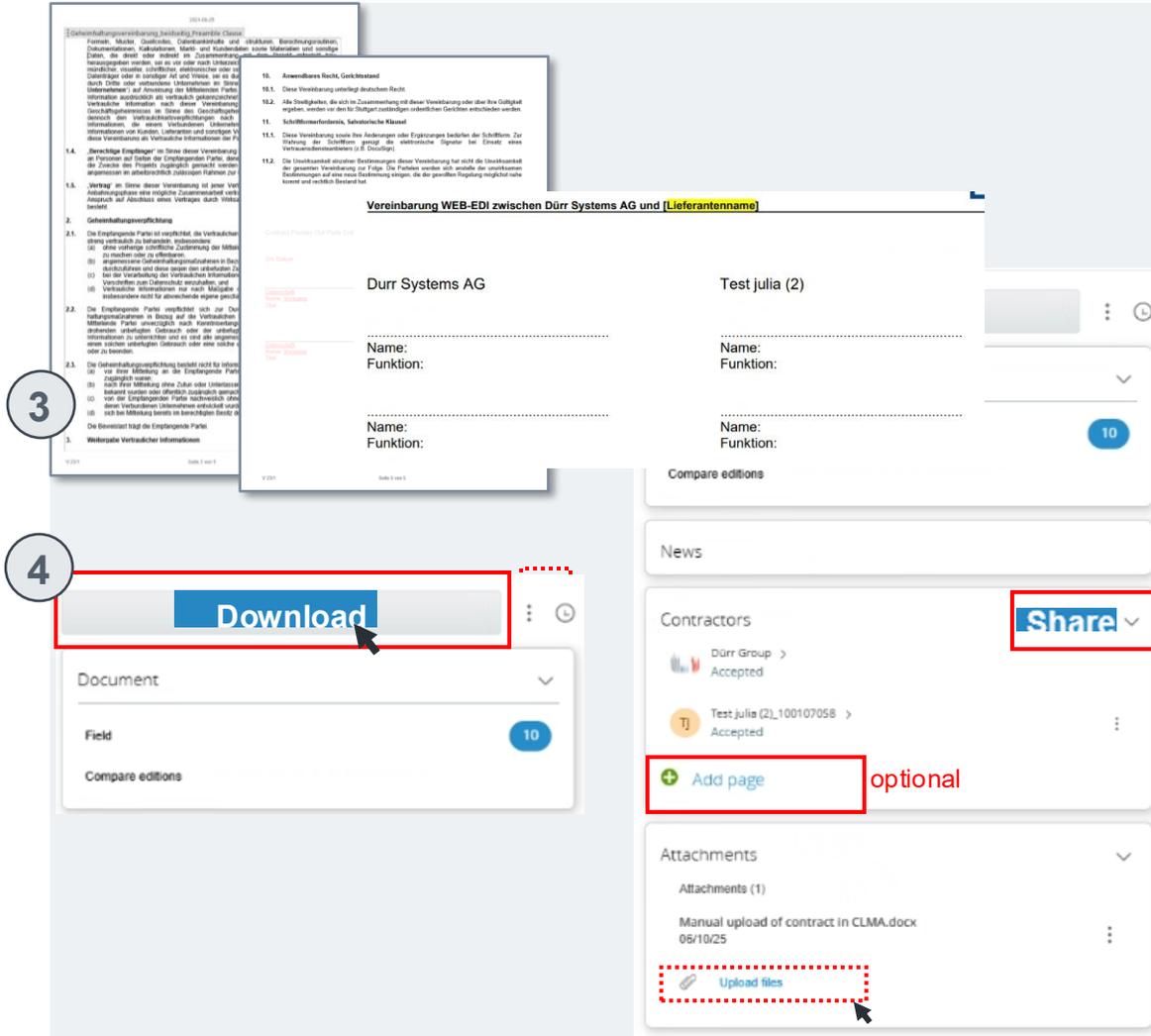
Remark: The download button will then change to the "Upload" button.

Note: Use the marked "Messages" field to communicate with your Dürr Group buyer. The status "Drafts" indicates that the shared contract document is not yet the final document.

Please switch to the next page for the next steps.

Contracting – Contract cooperation in Coupa

View and edit a contract in Coupa (2/2)



3. Please open the downloaded contract version in Microsoft Word, to make **desired changes**. **Save the edited document**. At this step, no signature is necessary. Please do not use the "Track Changes" option in Microsoft Word, as this may cause disruptions in Coupa.
4. Then upload the edited contract document in the Coupa Contract Collaboration Portal. Use the newly appeared "**Upload**" button.
Note: If you do not want to make any changes, you can skip steps 3 and 4.

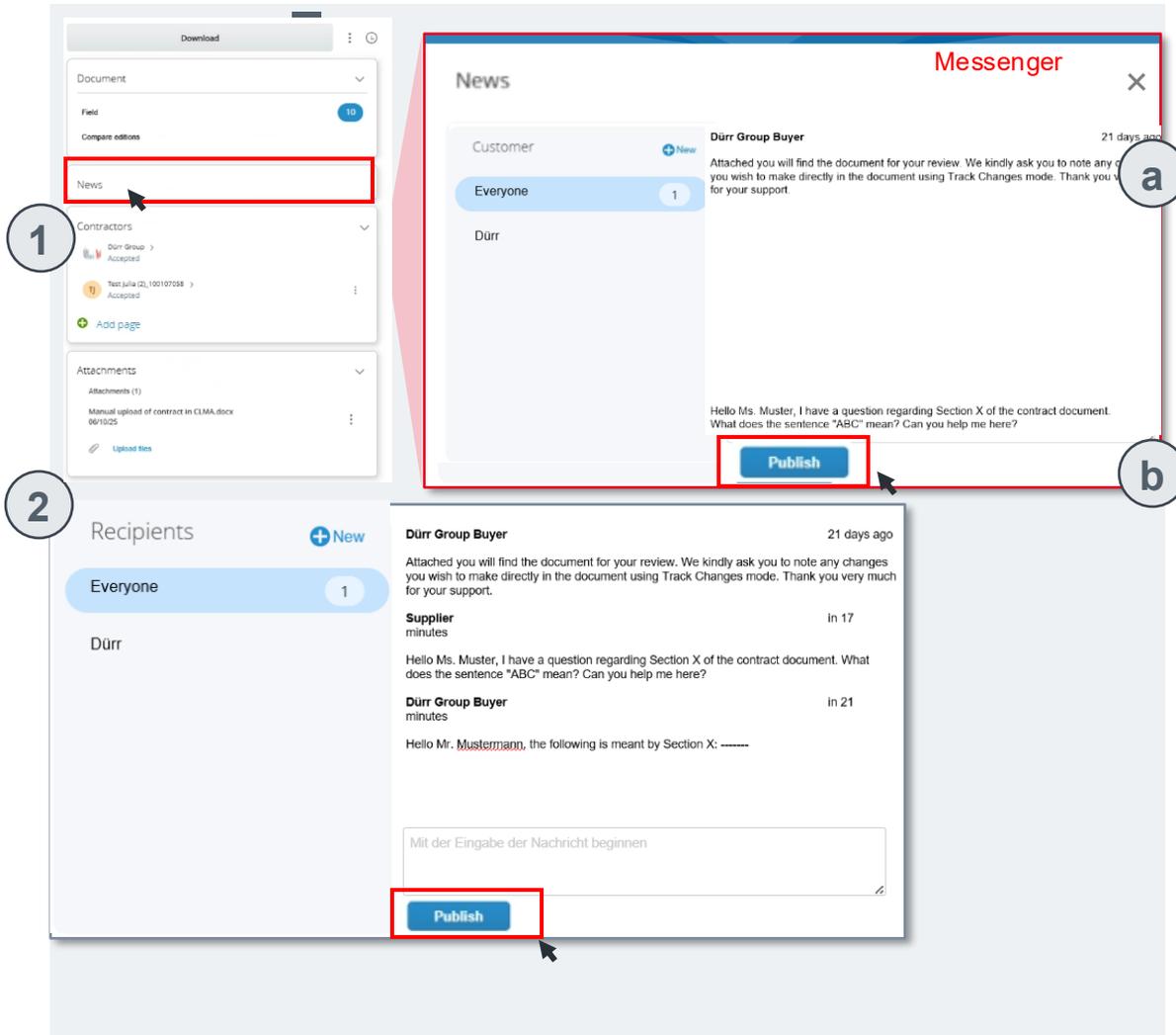
Optional: Before uploading the edited contract document, you can add additional parties to whom the contract document should be sent. You can also upload additional documents via the "Attachments" area and the "**Add files**" button..

5. After reviewing the contract draft and making any adjustments, please send the document back to the Dürr Group. Click on the "**Share**" button.

Note: The lock signals to you and the Dürr Group that you are currently making an edit to the contract document. Adjustments for other parties are locked until you submit the document via "**Share**".

Contracting – Contract cooperation in Coupa

Communicate with Dürr buyer via Messenger.



You can communicate with your Dürr Group buyer via the Messenger in the Coupa Contracting Portal or send and receive messages.

1. Click on the "Messages" field in the Coupa Contracting Portal.

a. The Messenger will then open, showing you any received messages per recipient.

b. If you want to send a message to your Dürr Group buyer, e.g. to ask a question about the contract document, formulate it in the provided text field. Click on the "Post" button to send the message to the desired recipient.

2. As soon as you receive a response or another message from your Dürr Group buyer, it will be displayed in the Messenger.

Contracting – Contract Cooperation in Coupa

Signing a contract (1/3).

The image shows a DocuSign email and the document review interface. The email header says "Mail to Sign the contract document" and contains a blue banner with a "REVIEW DOCUMENT" button. Below the email, a "DocuSign Enterprise Account" section contains a list of fields to be completed. The document interface shows a "Finish" button with a dropdown arrow, a "Finish later" button, and a list of options: "Print and sign", "Assign to another person", "Decline to sign", "Help + Support", "Information about DocuSign", "Show history", "Show certificate (PDF)", "Session information", and "Report abuse".

1 DocuSign Enterprise Account

Name of supplier contact,
Complete with DocuSign: Test contract supplier view 2
Thank You, DocuSign Enterprise Account

Do Not Share This Email
This email contains a document that you are not intended to share with others.

Drag and drop fields from the left panel onto the document

2

Finish

Finish later
Print and sign
Assign to another person
Decline to sign

Help + Support
Information about DocuSign
Show history
Show certificate (PDF)
Session information
Report abuse

English (US)

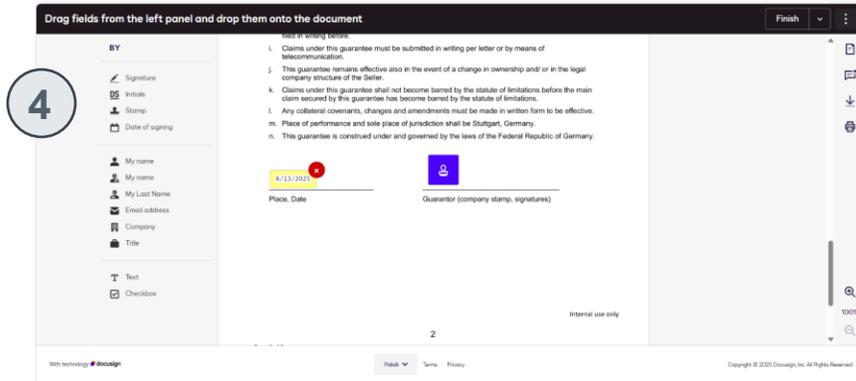
After you have submitted the contract document with any adjustment requests to the Dürr Group, it will be reviewed there. If further negotiation rounds are necessary, they will take place via the Collaboration Portal. After the contract is approved, the signature process is initiated via DocuSign. Proceed as follows:

1. You will receive an email from your Dürr Group buyer with a link to the final contract document to review it and then sign it electronically. Please click on "**Review Document**".
2. You will be redirected to DocuSign and find instructions in the blue banner that guide you through the signature process. You will find the following options:
 - a. You can adjust the language of the user interface to your preferences.
 - b. The "**Other Actions**" button opens additional applications via a drop-down menu.
 - c. The yellow "**Next**" button takes you to the document review.

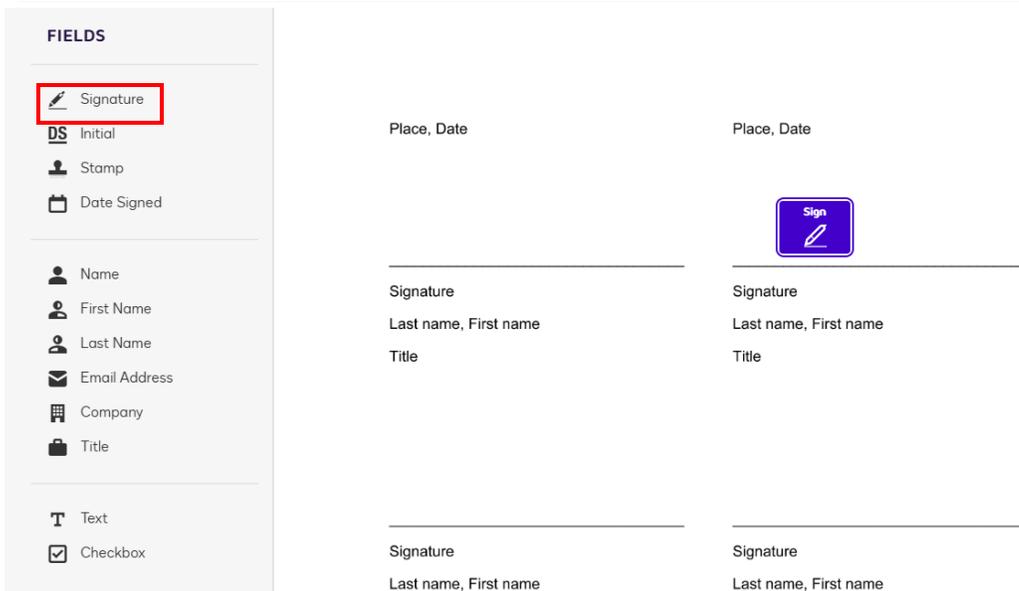
Please switch to the next page for the next steps

Contracting – Contract Cooperation in Coupa

Signing a contract (2/3).



3. Please review the contract document.
4. To place your signature at the end of the document, please click on the **"Signature"** button. Drag the appearing field to the desired location and click again.
5. By clicking at the desired location, a signature window opens. Please fill in the marked mandatory fields (*).
6. Create your signature by
 - a. Drawing a signature
 - b. Uploading an existing signature
7. Save your entries by clicking on the yellow **"Accept and Sign"** button. The signature will then be placed at the desired location. Repeat the steps for additional signature fields.



6 Please switch to the next page for the next steps.

7

Contracting – Contract Cooperation in Coupa

Signing a contract (3/3).

Drag and drop fields from the left panel onto the document

8 Name

Place, Date

Place, Date

Signature

Signature

Last name, First name

Last name, First name

Title

Title

Signature

Signature

Last name, First name

Last name, First name

9 Finish

Ready to Finish?
You've completed the required fields. Review your work, then select Finish.

8. You can fill in the other fields (e.g. place, date, or name, first name) in a similar way. Click on the corresponding button from the left column and drag it to the desired location.
9. Once you have filled and signed the relevant fields, you can send the contract by clicking on the "Finish" button.

Once all contract parties have completed the document, you will receive a confirmation email with the complete contract document.

Note: If you encounter errors or adjustment needs while reviewing the contract, you can reject the signature via the "Other Actions" tab. It is recommended to add a comment regarding the reason for rejection using the "Text" button in the left column.