

DÜRR GROUP.

Training Material

- Supplier Management -

November 2024
Bietigheim

Supplier Management with Coupa

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1.0

Introduction

1.1 Introduction to Coupa

What does the introduction of Coupa 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.



1.1 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 event to clarify questions



Contracting

- Receiving invitations for online coordination of terms and conditions with buyers
- 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 the Coupa Supplier Portal
- Questionnaires or certificates can be transmitted directly to the Dürr Group via the portal.
- Address and contact details can be updated directly by the supplier

1.1 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"> For supplier management |
| <ul style="list-style-type: none"> Allows suppliers to submit their offers Used for standard tenders with up to 300 items | <p>Details to follow</p> | <ul style="list-style-type: none"> Access via the Contract Collaboration Portal Edit 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>Individually via email with 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.



1.1 Introduction to Coupa

You will receive a portal and/or application-specific information



Sourcing-Response Portal-

DÜRR GROUP. Test

Dürr Sourcing Event - Supplier Trainings #691 Invitation

Supplier Training has been invited by Dürr to participate in a sourcing event for Supplier Trainings.

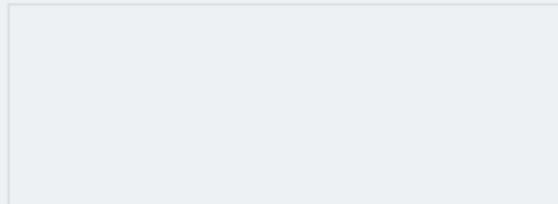
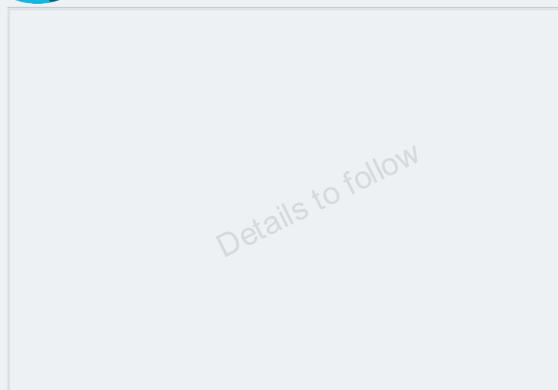
Dear Sir or Madam,

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 buttons. This will lead you to the Coupa Event Portal. Please utilize the integrated chat functionality in Coupa to contact Dürr regarding this tender.

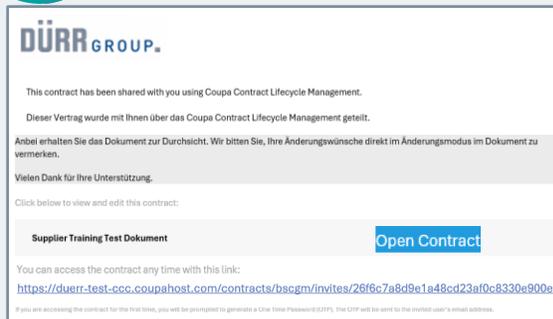
Information on standard sourcing events can be found in the **Standard Sourcing** document.



Coupa Sourcing Optimization (CSO)



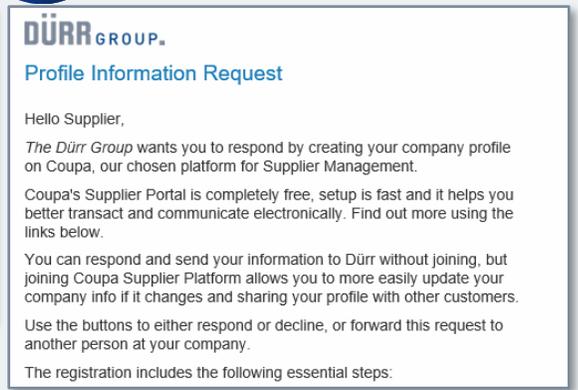
Contract Collaboration



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



Coupa Supplier Portal (CSP)



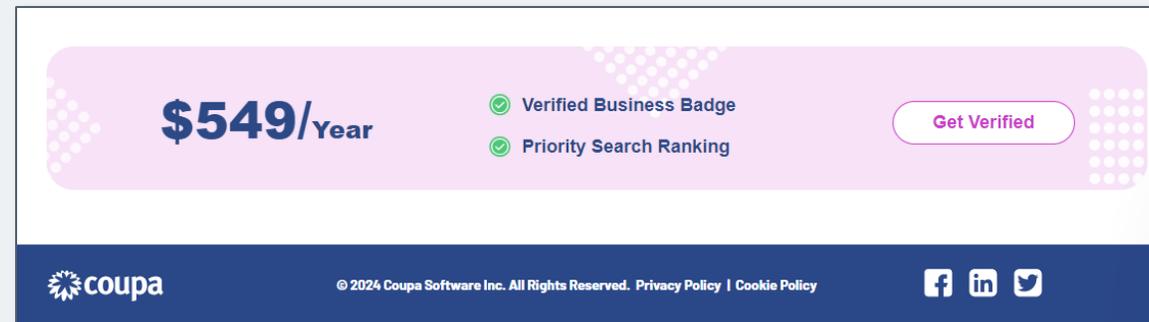
Information on supplier management in Coupa can be found in the **Supplier Management** document.

1.1 Introduction to Coupa

"VERIFIED" status is NOT a prerequisite for collaboration with the Dürr Group.

Coupa offers suppliers the opportunity to manage customers directly in the Coupa Supplier Portal. Here, a so-called "VERIFIED" status is advertised, which offers suppliers increased visibility in the Coupa portal. The purchase of the status has no influence on the supplier decision at the Dürr Group and is therefore not recommended by the Dürr Group.

Please note: The "VERIFIED" status is not a necessary prerequisite for collaboration with the Dürr Group via Coupa! The use of Coupa for collaboration with the Dürr Group is free of charge.



1.2 Introduction to Supplier Management with Coupa

Which portal is used in Coupa for supplier management?

In the future, the Coupa Supplier Portal (CSP) will be used for supplier management.

|  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">Contract management | <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 | <p>Details to follow</p> | <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">Enables suppliers to easily transmit and maintain supplier master dataCertificates and other documents can be transmitted |
| <p>Login-Link</p> <p>https://duerr.coupahost.com/sessions/supplier_login</p> | <p>Login-Link</p> | <p>Login-Link</p> <p>Customised by email with one-time password</p> | <p>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.



1.2 Introduction to Supplier Management with Coupa

How to share your supplier information with the Dürr Group:

DÜRR GROUP.
Profile Information Request

Hello Supplier,

The Dürr Group wants you to respond by creating your company profile on Coupa, our chosen platform for Supplier Management.

Coupa's Supplier Portal is completely free, setup is fast and it better transact and communicate electronically. Find out more links below.

You can respond and send your information to Dürr without joining Coupa Supplier Platform allows you to more easily update your company info if it changes and sharing your profile with other customers.

Use the buttons to either respond or decline, or forward this request to another person at your company.

The registration includes the following essential steps:

1. Completing Company questionnaire (Address Data, Contacts, Company Profile, Certificates).
2. Fulfillment of Supply Chain Due Diligence Act (LkSG) requirements - You will receive a separate invitation mail for each preventive measure in case they apply for your company.
3. Bank Verification - You will be asked to validate your bank details within the bank verification process.

Welcome!
 Dürr Group

You can find a list of the companies in the Dürr Group [here](#).
 Information on data protection [here](#).

Option A **Option B**

Join and Respond **Respond Without Joining**

Note: Please check your spam folder for this e-mail.
You will receive automated reminders to submit your information. After 30 days this request will expire

As a supplier, you are invited to share your supplier information with the Dürr Group. You will receive the invitation email with two options for action:

- A) Use the Coupa Supplier Portal (CSP) as a free tool to submit the form with your supplier information and manage it in the long term. Please start with Chapter 2.1.
- B) Submit your supplier information once via a form by email, without using the Coupa Supplier Portal (CSP). Please start with Chapter 2.2

| Option A (CSP) | Option B (E-Mail) |
|---|--|
| Form can be saved temporarily and continued later. | The form must be completed in one go. NO intermediate saving possible! |
| Several people can edit the form in separate sessions. | |
| Long-term management of your supplier information possible. | Form cannot be changed after submission. |
| Form can be withdrawn after submission. | No registration in the Coupa Supplier Portal required. |

1.2 Introduction to Supplier Management with Coupa

The Coupa Supplier Portal (CSP).

What is the Coupa Supplier Portal (CSP)?

A core element of our new purchasing platform is the so-called Coupa Supplier Portal (CSP), which serves as a central point for supplier master data management. The CSP is a free tool for suppliers to do business with customers using Coupa. The CSP simplifies the management of customers and transactions. The Coupa Supplier Portal is cloud-based software that allows access from any device at any time.

What are the benefits for you as a supplier?:

After your successful registration in the Coupa Supplier Portal (CSP), you have the opportunity to view and update all supplier master data for the Dürr Group. In addition, you can manage content and settings for each additional customer, including viewing orders, setting up delivery methods, creating catalogs, sending invoices and advance shipping notices (ASNs), checking transaction status, and more.

2.0

Option A: Share Supplier Information via the Coupa Supplier Portal (CSP)

DÜRR GROUP.

Profile Information Request

Hello Supplier,

The Dürr Group wants you to respond by creating your company profile on Coupa, our chosen platform for Supplier Management.

Coupa's Supplier Portal is completely free, setup is fast and it helps you better transact and communicate electronically. Find out more using the links below.

You can respond and send your information to Dürr without joining, but joining Coupa Supplier Platform allows you to more easily update your company info if it changes and sharing your profile with other customers.

Use the buttons to either respond or decline, or forward this request to another person at your company.

The registration includes the following essential steps:

1. Completing Company questionnaire (Address Data, Contacts, Company Profile, Certificates).
2. Fulfillment of Supply Chain Due Diligence Act (LkSG) requirements - You will receive a separate invitation mail for each preventive measure in case they apply for your company.
3. Bank Verification - You will be asked to validate your bank details within the bank verification process.

Welcome!

DÜRR Group

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Information on data protection [here](#).

Option A

Join and Respond

Respond Without Joining

2.1 Use Existing CSP Account

You can connect an existing CSP account with the Dürr Group.

If you already have a CSP account with another customer than the Dürr Group, you are welcome to use it.

Important: A specific email address is stored for your CSP account with the Dürr Group. If you want to use a different email address (e.g., of an existing CSP account), you cannot connect with the Dürr Group in the CSP. **Please send your Dürr Group buyer an email with your corresponding contact details (email address to be stored, company name, contact name at Dürr Group) promptly if necessary.**

To learn more about using the Coupa Supplier Portal (CSP), please read the chapter "Extra: First Steps in the Coupa Supplier Portal (CSP)".

2.1 Using an existing CSP account

Log in to the Coupa Supplier Portal (CSP) (1/2)

1

DÜRR GROUP.

Profile Information Request

Hello Supplier,

The Dürr Group wants you to respond by creating your company profile on Coupa, our chosen platform for Supplier Management.

Coupa's Supplier Portal is completely free, setup is fast and it helps you better transact and communicate electronically. Find out more using the links below.

You can respond and send your information to Dürr without joining, but joining Coupa Supplier Platform allows you to more easily update your company info if it changes and sharing your profile with other customers.

Use the buttons to either respond or decline, or forward this request to another person at your company.

The registration includes the following essential steps:

1. Completing Company questionnaire (Address Data, Contacts, Company Profile, Certificates).
2. Fulfillment of Supply Chain Due Diligence Act (LkSG) requirements - You will receive a separate invitation mail for each preventive measure in case they apply for your company.
3. Bank Verification - You will be asked to validate your bank details within the bank verification process.

Welcome!

DÜRR Group

You can find a list of the companies in the Dürr Group [here](#).
Information on data protection [here](#).

Option A

Join and Respond

Respond Without Joining

Option A:

If you decide to use your existing CSP account, please proceed as follows to share your supplier information with the Dürr Group:

1. Please click on the "**Join and Respond**" button in the invitation email to access the Coupa Supplier Portal (CSP) and connect with the Dürr Group.

Note: Please check your spam folder for this email.

Please switch to the next page to read the ongoing process description.

2.1 Use Existing CSP Account

Log in to the Coupa Supplier Portal (CSP) (2/2)

Create an account

Monster Foods is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Monster Foods so you're ready to do business together.

* Business Name
241023_Test Supplier_MM55

Your legal business name (or legal personal name if an individual)

* Email
durr.coupa.supplier+Training2024@gmail.com

* First Name
Max

* Last Name
Mustermann

* Password

* Confirm Password

Use at least 8 characters and include a number and a letter.

* Country/region
▼

* Tax Registration ⓘ
#####

I do not have a Tax ID

I accept the [Privacy Policy](#) and [Terms of Use](#)

Create an account

Already have an account? **Log in**

3

https://supplier.couphost.com/sessions/new

Login

Email

Continue

New to Coupa? **CREATE AN ACCOUNT**
Forgot your password?

Deutsch (Deutschland)

Language settings

4

coupa supplier portal

Login

* Email
durr.coupa.supplier+Training@gmail.com

* Password

Login

New to Coupa? **CREATE AN ACCOUNT**
Forgot your password?

- If you are already registered in the Coupa Supplier Portal (CSP) and want to use the same email address, please click on the orange text **"LOG IN"**.
- Enter the email address of your CSP account in the designated field and click on the **"Continue"** button.
- You will then be asked to enter your password for the Coupa Supplier Portal (CSP). Then click on the **"Log in"** button.

You will now be redirected to the questionnaire for submitting your supplier information.

Note: If you want to use an existing account for your registration, whose email address is not yet stored with the Dürr Group, please inform us in advance. Only then can you be connected with the Dürr Group in the CSP.

Please switch to the next page to read the ongoing process description.

2.1 Use Existing CSP Account

Submit supplier information via questionnaire to the Dürr Group.

Beispielhafte Screenshots

5. Wir haben bereits einige Informationen aus Ihrem öffentlichen Profil vorausgefüllt.

6. Address Details

Please maintain Street Name and Number in Street Address field.

Primary Contact

Contact Purpose

Select Some C

* First Name

Test Liefera

* Please upload Drawing Part responses here.

Datei auswählen Drawing_...nswers.xlsx

* Last Name

C

* Email address

Code of Conduct Supplier Dürr group

duerr-code-of-conduct-suppliers-en.pdf

duerr-code-of-conduct-suppliers-de.pdf

Mobile Phone

US/Canada

* I confirm compliance with the Code of Conduct Supplier Dürr-Group

When entering yo

Further information on data protection and the responsible contact persons of the companies of the Dürr Group can be found in our [Privacy Policy](#).

Work Phone

US/Canada

Ablehnen Übermitteln

7

- Basic data from your existing CSP account is automatically transferred to the form (e.g., address, primary contact details). Please check these for their currency and adjust if necessary.
- Also, pay attention to the instructions within the questionnaire. Fill in all marked mandatory fields (*) and upload the required documents. Within the questionnaire, you must scroll several times to view all requested information.
- Note: These are example screenshots or excerpts of the questionnaire to be filled out.

Finally, click on the blue "Submit" button at the end of the questionnaire. Please note that this button will only become functional once all marked mandatory fields (*) have been filled.

With the successful submission of the completed questionnaire, a green banner "Your information has been submitted" appears.

Please switch to the next page to read the ongoing process description.

2.1 Use Existing CSP Account

Submit supplier information via questionnaire to the Dürr Group.

Powered by 

DÜRR GROUP.

Profile info was recently updated for Dürr Group in Coupa

Hello JAKUB,

Your company's profile was recently updated in Coupa and sent to Dürr Group. This profile information is important and may include details such as payee information, tax registration, and compliance certification.

Please help us ensure security and notify your customer if this change is inaccurate or unexpected. If the change was expected, you can ignore this message.

Thank you!

9

Manage your profile and more with Coupa


Orders


Invoices


Payments

To your CSP- account Create your own account


Geschäftsausgabenmanagement

Powered by 

DÜRR GROUP.

The profile information submitted to Dürr Group has been approved

Hello JAKUB,

The information regarding your company profile that you sent to your customer, Dürr Group, was recently approved.

This generally means that the information was correct. As a result, your new information is now active, so you will soon be able to start transactions (or continue transactions with the new information).

No further action is required. However, you can click below to view additional details.

Manage your profile and more with Coupa


Orders


Invoices


Payments

To your CSP- account Create your own account


Geschäftsausgabenmanagement

8. After submitting your supplier information, you will receive a confirmation email about the update of your profile data. Your information will now be reviewed (approved) by the Dürr Group.
9. Once your information has been fully reviewed, you will receive another confirmation email with the information "The profile info submitted to Dürr has been approved". No further action is required afterward. You can view additional information via your CSP account or the link in the email.

Note: You can continue to manage your supplier information afterward via the Coupa Supplier Portal (CSP).

2.2 First-time Registration in CSP

Registration in the Coupa Supplier Portal (CSP) (1/3)

1

DÜRR GROUP.

Profile Information Request

Hello Supplier,

The Dürr Group wants you to respond by creating your company profile on Coupa, our chosen platform for Supplier Management.

Coupa's Supplier Portal is completely free, setup is fast and it helps you better transact and communicate electronically. Find out more using the links below.

You can respond and send your information to Dürr without joining, but joining Coupa Supplier Platform allows you to more easily update your company info if it changes and sharing your profile with other customers.

Use the buttons to either respond or decline, or forward this request to another person at your company.

The registration includes the following essential steps:

1. Completing Company questionnaire (Address Data, Contacts, Company Profile, Certificates).
2. Fulfillment of Supply Chain Due Diligence Act (LkSG) requirements - You will receive a separate invitation mail for each preventive measure in case they apply for your company.
3. Bank Verification - You will be asked to validate your bank details within the bank verification process.

Welcome!

DÜRR Group

You can find a list of the companies in the Dürr Group [here](#).
Information on data protection [here](#).

Option A

Join and Respond

Respond Without Joining

Option A:

Setting up the Coupa Supplier Portal (CSP) is very easy for you. Upon receiving the invitation email from the Dürr Group, proceed as follows for the first-time registration:

1. Please click on the **"Join and Respond"** button in the invitation email to access the Coupa Supplier Portal and connect with the Dürr Group.

Note: Please check your spam folder for this email.

Please switch to the next page to read the ongoing process description

2.2 First-time Registration in CSP

Registration in the Coupa Supplier Portal (CSP) (2/3)

2 Create an Account

Monster Foods is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Monster Foods so you're ready to do business together.

*** Business Name**

Your legal business name (or legal personal name if an individual)

*** Email**

*** First Name** *** Last Name**

*** Password** *** Confirm Password**
Use at least 8 characters and include a number and a letter.

*** Country/Region** *** Tax ID**
I do not have a Tax ID

I accept the [Privacy Policy](#) and the [Terms of Use](#)

Create an Account

[Already have an account? LOG IN](#)
[Forward this to someone](#)

5

coupa Your Contact Info

*** First Name** *** Last Name**

Work Phone

Country/Region Area/City Local Extension

Business Website

 I do not have a website

*** Country/Region of Primary Address**

Next

4

Email Verification
 We sent a one time verification code to

Didn't receive the Verification Code? [Request a New Code](#)

Next

- Now fill in the marked mandatory fields (*) and set your personal password.
- Also, activate the checkbox to accept the privacy policy and terms of use. Then click on the **"Create an Account"** button.
- For the confirmation of your account, a one-time verification code will be sent to your stored email address. Copy this and paste it into the designated field in the registration process. Then click on the **"Continue"** button.
- A process for filling in your company profile will be initiated. First, enter your contact information or the marked mandatory fields (*). Then click on the blue **"Continue"** button.

Please switch to the next page to read the ongoing process description.

2.2 First-time Registration in CSP

Registration in the Coupa Supplier Portal (CSP) (3/3).

6

7

Note

If you are not the right person to provide this information, please invite another user to join this account and complete your company profile

6. In the next step, enter your contact address or also the marked mandatory fields (*)

7. Note: Alternatively, you can skip this step for now. Click on the text "Skip for now". Further information on completing your profile can be found in Chapter 4.0.

The Dürr Group now requests additional information from you. Please click on the blue **"Navigate there"** button.

Remark: Alternatively, you can skip this step for now. Click on the text **"Skip for now"**. Further information on completing your profile can be found in Chapter 4.0.

You will now be redirected to the questionnaire for submitting your supplier information.

Note: In step 6, you can invite users to complete your company profile (see note on the left).

Please switch to the next page to read the ongoing process description.

2.2 First-time Registration in CSP

Submit supplier information via questionnaire to the Dürr Group.

Beispielhafte Screenshots

8

9

10

8. Basic data from your existing CSP account is automatically transferred to the form (e.g., address, primary contact details). Please check these for their currency and adjust if necessary.
9. Also, pay attention to the instructions within the questionnaire. Fill in all marked mandatory fields (*) and upload the required documents. Within the questionnaire, you must scroll several times to view all requested information. Note: These are example screenshots or excerpts of the questionnaire to be filled out.
10. Finally, click on the blue **"Submit"** button at the end of the questionnaire. Please note that this button will only become functional once all marked mandatory fields (*) have been filled.

With the successful submission of the completed questionnaire, a green banner "Your information has been submitted" appears.

Please switch to the next page to read the ongoing process description.

2.1 Use Existing CSP Account

Submit supplier information via questionnaire to the Dürr Group.

Powered by coupa

DÜRR GROUP.

Profile info was recently updated for Dürr Group in Coupa

Hello JAKUB,

Your company's profile was recently updated in Coupa and sent to Dürr Group. This profile information is important and may include details such as payee information, tax registration, and compliance certification.

Please help us ensure security and notify your customer if this change is inaccurate or unexpected. If the change was expected, you can ignore this message.

Thank you!

12

Manage your profile and more with Coupa

Orders

Invoices

Payments

To your CSP- account Create your own account

coupa
Geschäftsausgabenmanagement

Powered by coupa

DÜRR GROUP.

The profile information submitted to Dürr Group has been approved

Hello JAKUB,

The information regarding your company profile that you sent to your customer, Dürr Group, was recently approved.

This generally means that the information was correct. As a result, your new information is now active, so you will soon be able to start transactions (or continue transactions with the new information).

No further action is required. However, you can click below to view additional details.

Manage your profile and more with Coupa

Orders

Invoices

Payments

Zu Ihrem CSP-Konto Create your own account

coupa
Geschäftsausgabenmanagement

11. After submitting your supplier information, you will receive a confirmation email about the update of your profile data. Your information will now be reviewed (approved) by the Dürr Group.

12. Once your information has been fully reviewed, you will receive another confirmation email with the information "The profile info submitted to Dürr has been approved". No further action is required afterward.

(Note): You can still manage your supplier information subsequently via the Coupa Supplier Portal (CSP).

3.0

Option B: Submit Supplier Information via Email Form

DÜRR GROUP.

Profile Information Request

Hello Supplier,

The Dürr Group wants you to respond by creating your company profile on Coupa, our chosen platform for Supplier Management.

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You can respond and send your information to Dürr without joining, but joining Coupa Supplier Platform allows you to more easily update your company info if it changes and sharing your profile with other customers.

Use the buttons to either respond or decline, or forward this request to another person at your company.

The registration includes the following essential steps:

1. Completing Company questionnaire (Address Data, Contacts, Company Profile, Certificates).
2. Fulfillment of Supply Chain Due Diligence Act (LkSG) requirements - You will receive a separate invitation mail for each preventive measure in case they apply for your company.
3. Bank Verification - You will be asked to validate your bank details within the bank verification process.

Welcome!

DÜRR Group

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Information on data protection [here](#).

Join and Respond

Option B
Respond Without Joining

3.0 Share Supplier Information with Dürr Group

Registration in the Coupa Supplier Portal (CSP) (1/4)

1

Profile Information Request

Hello Supplier,

The Dürr Group wants you to respond by creating your company profile on Coupa, our chosen platform for Supplier Management.

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3. Bank Verification - You will be asked to validate your bank details within the bank verification process.

Welcome!

DÜRR Group

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Information on data protection [here](#).

Join and Respond

Option B
Respond Without Joining

Option B:

If you do not want to work with the Coupa Supplier Portal, you can also submit your supplier information via a one-time form to the Dürr Group. Upon receiving the invitation email from the Dürr Group, please proceed as follows:

1. Please click on the "**Respond Without Joining**" button in the invitation email to access the form or questionnaire.

You will now be redirected to the questionnaire for submitting your supplier information.

Note: Please check your spam folder for this email.

Please switch to the next page to read the ongoing process description.

3.0 Share Supplier Information with Dürr Group

Registration in the Coupa Supplier Portal (CSP) (4/4)

2

Verwalten Sie Ihr Profil und mehr mit Coupa. [Eigenes Konto erstellen](#)

Beispielhafte Screenshots

DÜRR GROUP.

Supplier Basic Info Direct-...

Lieferanteninformationen
241023_Supplier_CR55

*Supplier Name (In Latin)
241023_Test Supplier_MF

Please limit to maximum 70 cha...

Supplier Name (In Local)
Please limit to maximum 70 cha...

Address Details
Please maintain Street Name...

*Primäre Adress...

Adresszwecke
Zentrale Lager

*Region
Land/Region
Deutschland

Bundesstaat/Regi
Hessen - HE

ISO-Code (Bundes...

*ISO 3834 - Quality management in welding

Gültigkeitsdatum
TT.MM.JJ

*Ablaufdatum
31.12.2025

*Anhänge
Hinzufügen Datei
TEST_ISO_3834_-_Quality_management_in_weldin...

Beschreibung

Drawing Parts

Please download the Drawing part questions and provide responses in file

Drawing_Part_Questions.xlsx

*Please upload Drawing Part responses here.

Datei auswählen Drawing_...nswers.xlsx

Legal Notice

Code of Conduct Supplier Dürr group

duerr-code-of-conduct-suppliers-en.pdf
duerr-code-of-conduct-suppliers-de.pdf

*I confirm compliance with the Code of Conduct Supplier Dürr-Group

Further information on data protection and the responsible contact persons of the companies of the Dürr Group can be found in our [Privacy Policy](#).

Ablehnen **Übermitteln**

3

- Also, pay attention to the instructions within the questionnaire. Fill in all marked mandatory fields (*) and upload the required documents. Within the questionnaire, you must scroll several times to view all requested information. Note: These are example screenshots or excerpts of the questionnaire to be filled out.
- Click on the **"Submit"** button at the end of the questionnaire. Please note that this button will only become functional once all marked mandatory fields (*) have been filled.

With the successful submission of the completed questionnaire, a green banner "Your information has been submitted" appears.

Note: You cannot save the form in between and must therefore fill it out in one go. Please also note that you cannot access or make changes to the form after submission.

To manage your supplier data afterward, please use the Coupa Supplier Portal (CSP). Start with Chapter 2.1.

Please switch to the next page to read the ongoing process description.

2.1 Use Existing CSP Account

Submit supplier information via questionnaire to Dürr Group.

4

Powered by coupa

DÜRR GROUP.
Profilinfo wurde kürzlich für Dürr in Coupa aktualisiert

Hallo hhh,

Das Profil Ihrer Firma wurde vor Kurzem in Coupa aktualisiert und an Dürr gesendet. Diese Profilangaben sind wichtig und können u. a. Informationen zum Zahlungsempfänger, zur steuerlichen Erfassung und zur Compliance-Zertifizierung enthalten.

Unterstützen Sie uns bei der Gewährleistung der Sicherheit und benachrichtigen Sie Ihren Kunden, falls diese Änderung ungenau oder unerwartet ist. Falls die Änderung erwartet wird, können Sie diese Nachricht ignorieren.

Vielen Dank!

Ihr Profil und mehr mit Coupa verwalten

Orders

Invoices

Payments

Eigene Konto erstellen

coupa
Geschäftsausgabenmanagement

5

Powered by coupa

DÜRR GROUP.
Die an Dürr übermittelten Profilinfos wurden genehmigt

Hallo haa,

Die Informationen zum Unternehmensprofil, die Sie an Ihren Kunden, Dürr, gesendet haben, wurden vor Kurzem genehmigt.

Dies bedeutet in der Regel, dass die Informationen korrekt waren. Dadurch werden Ihre neuen Informationen aktiviert, sodass Sie in Kürze mit Transaktionen starten (bzw. Transaktionen mit den neuen Informationen fortsetzen) können.

Es ist keine weitere Aktion erforderlich. Sie können jedoch unten klicken, um zusätzliche Details einzusehen.

Ihr Profil und mehr mit Coupa verwalten

Orders

Invoices

Payments

Eigene Konto erstellen

coupa
Geschäftsausgabenmanagement

4. After submitting your supplier information, you will receive a confirmation email about the update of your profile data. Your information will now be reviewed (approved) by the Dürr Group.
5. Once your information has been fully reviewed, you will receive another confirmation email with the information "The profile info submitted to Dürr has been approved". No further action is required afterward.

4.0

Extra: First Steps in the Coupa Supplier Portal (CSP)

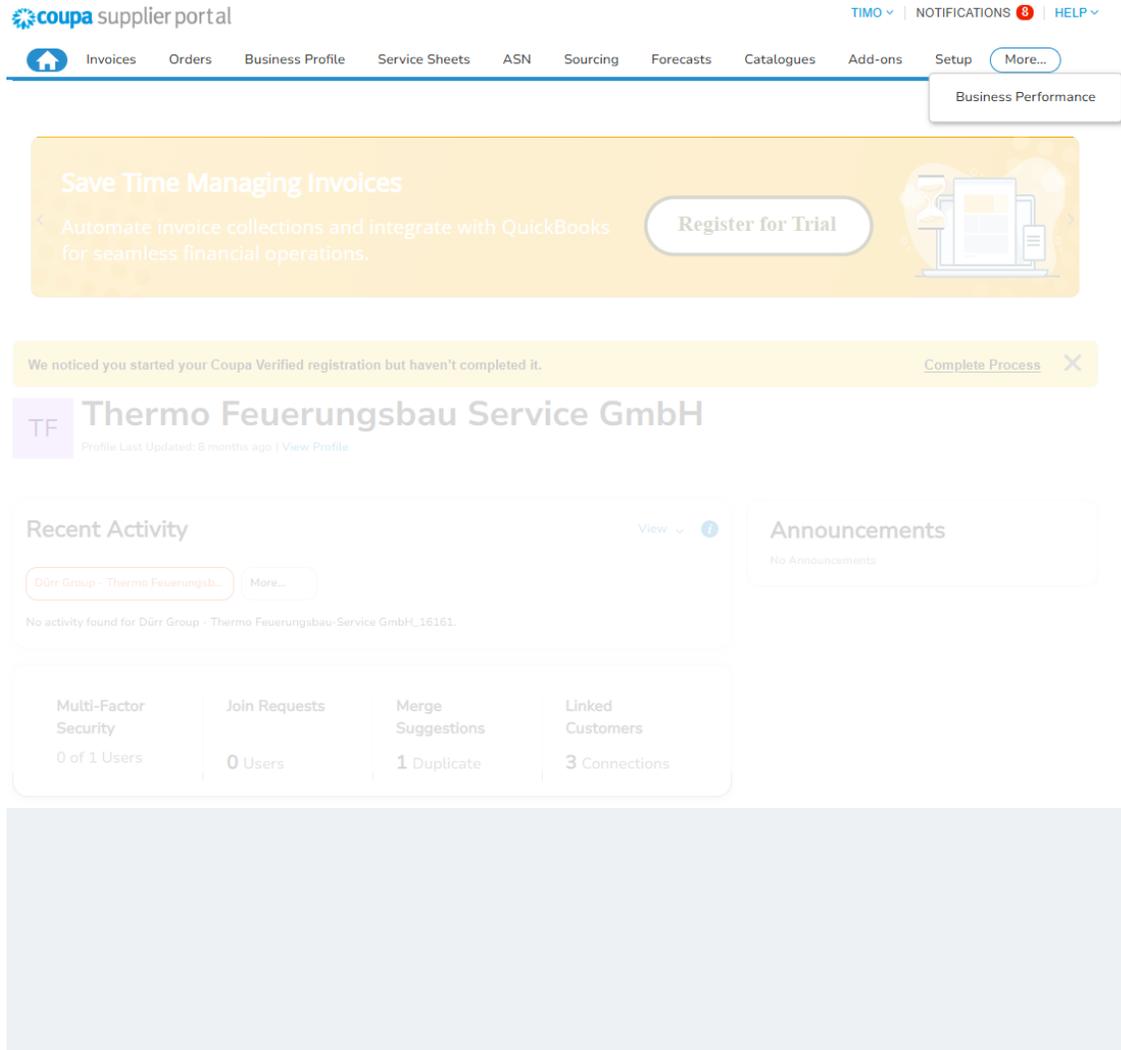


For further information beyond Chapter 4.0, the CSP User Guide from Coupa is available to you:

https://compass.coupa.com/Import/Suppliers/For_Suppliers/Coupa_Supplier_Portal/CSP_Admin_and_User_Guide.pdf

4.0 First Steps in the Coupa Supplier Portal

Contents of the CSP menu bar.



| | Menüpunkt | Beschreibung |
|--------------------------|--|--|
| Applicable to Dürr Group | Homepage  | Here you can complete your public profile, view the list of your customers you are connected with in the CSP, edit your customer-specific company profile, and merge accounts. |
| | Profile | Create, change, and manage your public and customer-specific profiles and specify which transfer address the respective customer should use. |
| | Configuration | Manage your profile, various users, merge requests, and transfer addresses. You can also add fiscal representatives and view/accept terms of use. |

4.0 First Steps in the Coupa Supplier Portal

The Coupa Supplier Portal (CSP)

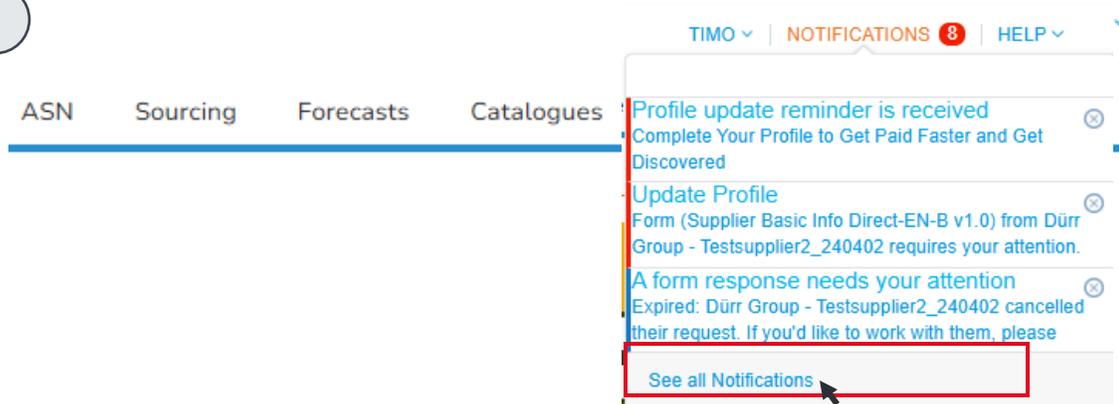
Helpful CSP Tools for Suppliers

- The online help center is available at: <https://supplier.coupa.com/help>
- Online chat and help tour available in the CSP
- Coupa Compass:
https://compass.coupa.com/Import/Suppliers/For_Suppliers/Coupa_Supplier_Portal/CSP_Admin_and_User_Guide.pdf
- Bookmark the CSP login page: <https://supplier.coupa.com>

4.0 First Steps in the Coupa Supplier Portal

You can receive notifications from the Dürr Group.

1



2

My Notifications

View: All

| <input type="checkbox"/> | Message | Received |
|--------------------------|---|------------------|
| <input type="checkbox"/> | Expired: Dürr Group - Testsupplier2_240402 cancelled their request. If you'd like to work with them, please contact them to ask for the form. | 30/05/2025 07:06 |
| <input type="checkbox"/> | Complete Your Profile to Get Paid Faster and Get Discovered | 20/05/2025 00:00 |
| <input type="checkbox"/> | Final reminder from Dürr Group - Testsupplier2_240402: Your information request is still pending. | 14/05/2025 07:09 |
| <input type="checkbox"/> | Third reminder from Dürr Group - Testsupplier2_240402: Your information request is still pending. | 09/05/2025 07:05 |
| <input type="checkbox"/> | Second reminder from Dürr Group - Testsupplier2_240402: Your information request is still pending. | 04/05/2025 07:02 |
| <input type="checkbox"/> | First reminder from Dürr Group - Testsupplier2_240402: Your information request is still pending. | 01/05/2025 07:09 |
| <input type="checkbox"/> | Form (Supplier Basic Info Direct-EN-B v1.0) from Dürr Group - Testsupplier2_240402 requires your attention. | 29/04/2025 14:17 |
| <input type="checkbox"/> | Expired: Dürr Group - Thermo Feuerungsbau-Service GmbH_16161 cancelled their request. If you'd like to work with them, please contact them to ask for the form. | 21/03/2025 07:02 |

Delete Mark as Read

The Dürr Group has the ability to create notifications that appear on your homepage and/or other pages of the CSP. This can highlight important information for collaboration or requirements.

The notifications from the Dürr Group appear in the upper right area of the website.

1. Click on the notification you want to view the full text of. A popup will appear showing you the full information.

Remark: By default, it is only possible to display the three newest notifications.

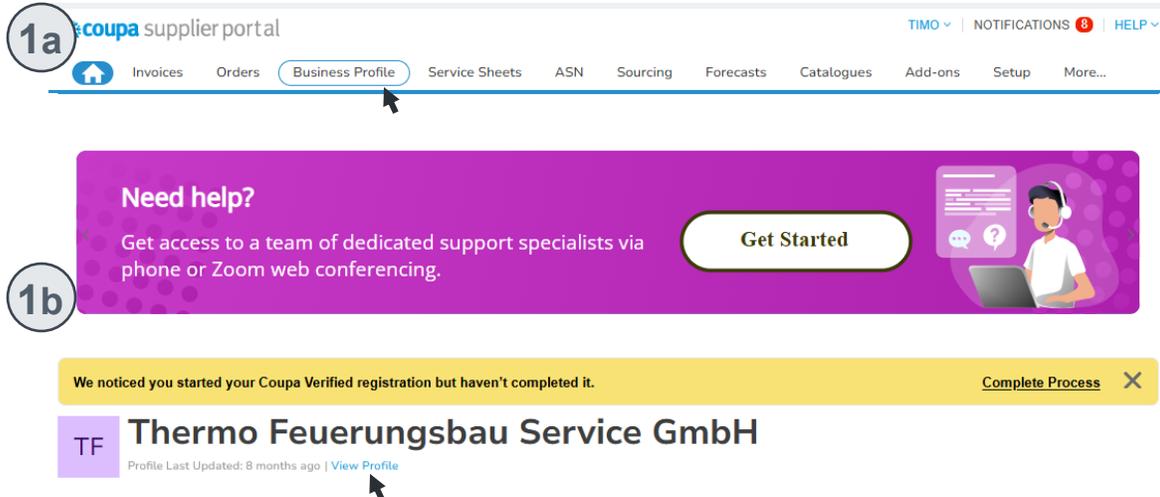
2. To view all notifications with their full text, click on "**View all notifications**". Click on a single message to be redirected directly to the corresponding action field.

With the help of this communication channel, the Dürr Group will:

- Provide necessary information for transactions
- Inform about upcoming orders
- Place reminders regarding the update of supplier information, etc.

4.0 First Steps in the Coupa Supplier Portal

Completing your company profile in the Coupa Supplier Portal (CSP) (1/2)



1a

coupa supplier portal

Business Profile

Need help?

Get access to a team of dedicated support specialists via phone or Zoom web conferencing.

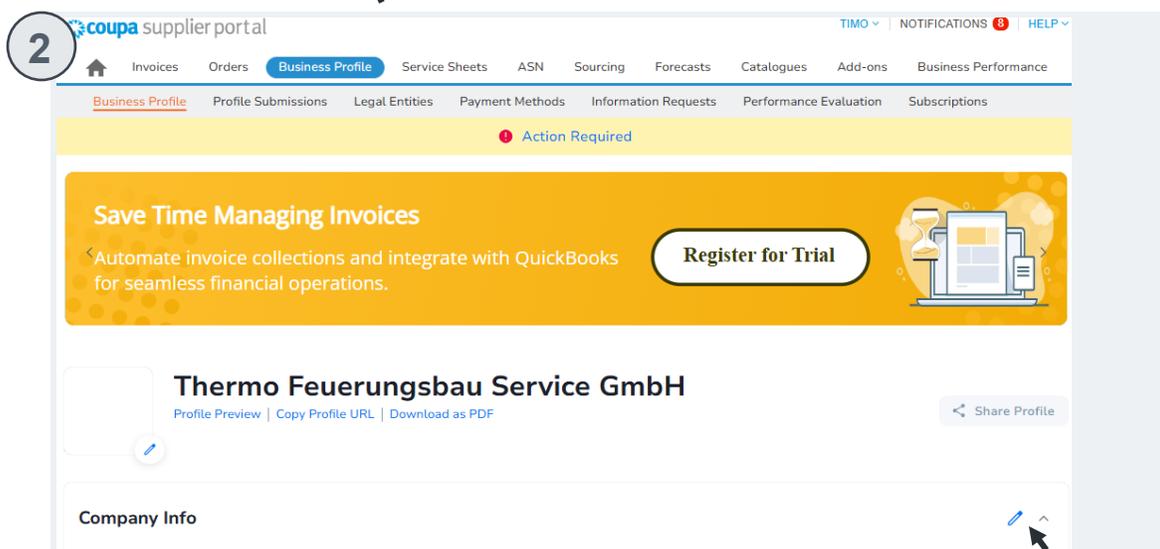
Get Started

1b

We noticed you started your Coupa Verified registration but haven't completed it. [Complete Process](#)

TF Thermo Feuerungsbau Service GmbH

Profile Last Updated: 8 months ago | [View Profile](#)



2

coupa supplier portal

Business Profile

Action Required

Save Time Managing Invoices

Automate invoice collections and integrate with QuickBooks for seamless financial operations.

Register for Trial

Thermo Feuerungsbau Service GmbH

Profile Preview | Copy Profile URL | Download as PDF

Share Profile

Company Info

After successful registration or login, it is recommended to complete your company profile or update existing company data. This is particularly useful so that Coupa buyers looking for items from your category can find you. Please proceed as follows:

1. a. Go to the CSP homepage and click on the text field "View profile".
- b. Click on the "Profil" tab in the menu bar.
2. You will be redirected to your company profile. Please click on the blue "Edit profile" button here.

Please switch to the next page to read the ongoing process description.

4.0 First Steps in the Coupa Supplier Portal

Completing your company profile in the Coupa Supplier Portal (CSP) (2/2)

3

Thermo Feuerungsbau Service GmbH

Company Info

Company Name: Thermo Feuerungsbau Service GmbH

Industry: [Dropdown]

About: [Text Area]

Year Established: [Text Field]

PO Email: test@mail.com

Website: [Text Field]

DUNS: 111111111

Company Size: [Dropdown]

Ownership Type: [Dropdown]

Tax ID

Country/region: Germany

VAT ID: DE123456789

Areas Served: Regional

Germany

Contacts

| Name | Primary Contact | Email | Work Number | Purpose | Actions |
|-----------|-----------------|--------------|-------------|---------|---------|
| Timo Test | No | Pex@durr.com | | | [Edit] |

Addresses

| Address | Primary Address | City | State | Postcode | Country/Region | Actions |
|--------------|-----------------|-----------|-------|----------|----------------|---------|
| Teststreet 2 | Yes | Stuttgart | NM | 71111 | DE | [Edit] |

5

4

3. A new window will open where you can edit the stored company data. Make sure to complete all marked mandatory fields (*).
4. Scroll to the bottom of the page and finally click on the "Save changes" button.

Note: When filling out your company profile, you will find some info buttons.  By clicking with the mouse, information texts with detailed instructions for the respective fields will appear.

Please keep your data regarding address (mandatory fields: address line 1, city, state, postal code, and country) and contact information (mandatory fields: first name, last name, and email address) always up to date.

4.0 First Steps in the Coupa Supplier Portal

Inviting additional users to the CSP

The screenshot shows the 'Invite User' form in the Coupa Supplier Portal. The interface includes a top navigation bar with 'Setup' highlighted, a left sidebar with 'Admin Users' and 'Invite User' selected, and a main form area. The form is divided into sections: 'User Information', 'Phone Number', 'Permissions', and 'Customers'. A table lists existing users, with 'Timo Test' highlighted. At the bottom, 'Cancel' and 'Send Invitation' buttons are visible. Three numbered callouts are present: 1 points to the 'Setup' button in the top navigation; 2 points to the 'Invite User' button in the left sidebar; 3 points to the 'Send Invitation' button at the bottom right.

1

2

3

If several users within your organisation should have access to the CSP, you have the option of adding further users. To invite additional users to the Coupa Supplier Portal (CSP), proceed as follows:

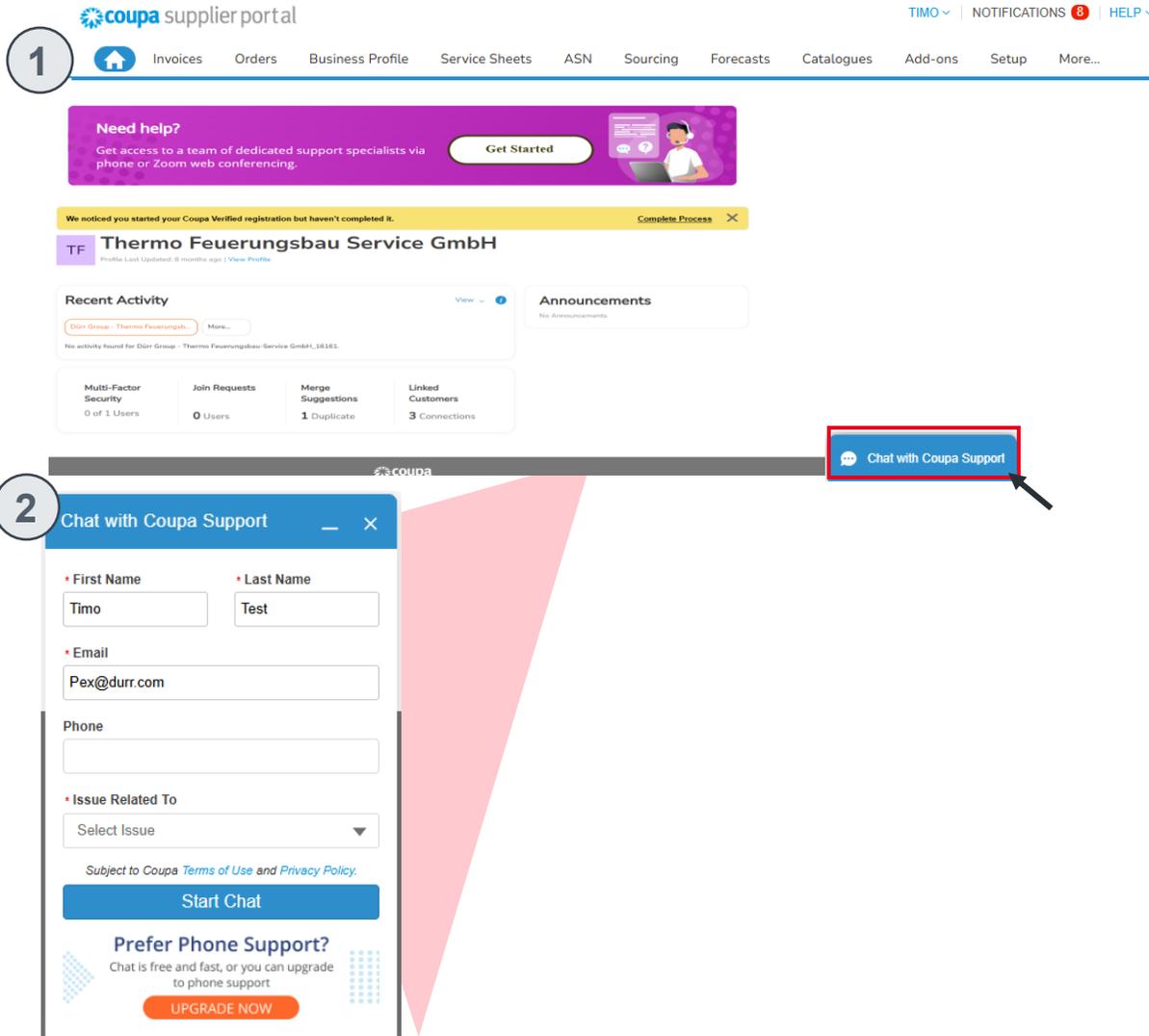
1. Click on the **'Configuration'** button in the menu bar and then on **'Invite users'**.
2. Enter the required contact information of the person to be invited and then assign the selected user the appropriate permissions and customers.
3. Finally, click on the blue **'Send invitation'** button.

The new user will receive an invitation to the Coupa Supplier Portal (CSP) by email.

Note: Users should always be within your organization.

4.0 First Steps in the Coupa Supplier Portal

Coupa Live Support



If technical problems occur when using the Coupa Supplier Portal (CSP), you can use the live support. Proceed as follows:

1. On the lower right side in the CSP, you will find the **"Chat with Coupa Customer Service"** button. Click on it.
2. A first chat window will open. Please check the pre-filled contact information here and complete the marked mandatory fields (*). Then click on the **"Start chat"** button.

Note: The chat support is currently only available in English.