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What is Coupa?

Fieldwood Energy has selected Coupa as the technology platform to streamline the procure-to-pay processes and enable electronic transactions.

- Coupa is a leading E-Procurement platform, connecting buyers with their suppliers
- Coupa is an internet based solution capable of accommodating a variety of different systems (plug and play)
- The Coupa Supplier Portal (CSP) will be used by FWE to request indirect materials and services, create and communicate purchase orders
- The Coupa Supplier Portal (CSP) is free, there is no cost for suppliers
By working with Fieldwood Energy electronically, you will increase your order-taking efficiency, reduce mistakes and delays fulfilling orders, and maintain a better presence with Fieldwood Energy.
Responding to a Sourcing Event

Login to your mail account and locate the mail from Fieldwood Energy as below.

Open the mail and click on View Event button to view the details.
Responding to a Sourcing Event

Click on the checkbox: I intend to participate.
Once selected, a confirmation message appears “Intend to respond is saved.”
Responding to a Sourcing Event

Click on My Response.
Enter the price for all the lines and click on Submit Response to Buyer button.
Responding to a Sourcing Event

Once you click on Submit Response to Buyer, a confirmation message appears “Response submitted to Buyer.”
Prerequisites - Coupa Supplier Portal

It is imperative that all suppliers connect to the Coupa platform to transact with FWE successfully. Each of the below steps must happen before a supplier can properly interact with FWE:

1. Accept Invitation from CSP
   - Will come from “Coupa for Suppliers”
   - Will be delivered to the primary contact
   - Must be a unique email address not yet on file

2. Update Contact Details
   - Notify Supplier Enablement team of key contacts
   - Primary contact, PO email

3. Update Account
   - Add users
   - Update profile
   - Merge accounts

4. Transact with FWE
   - Receive POs
   - Acknowledge Pos
   - Submit Invoices
Connecting to the Coupa Supplier Portal

You will be able to get started on the CSP when you receive an invitation from Fieldwood Energy.

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Fieldwood Energy LLC Registration Instructions - Action Required

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>

4:34 PM (0 minutes ago)

to me →

Fieldwood Energy LLC Registration Instructions - Action Required

Hello Vendor Name

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

Arpit Kedia
Fieldwood Energy LLC

Join Coupa
Forward this invitation
Connecting to the Coupa Supplier Portal

After following the link from the invitation e-mail:

1. Fill in the mandatory fields to provide basic information for your **account** and your company's **public profile**

2. It is mandatory to accept the Terms and Conditions in order to use the CSP

3. You can invite other personnel to the CSP
Connecting to the Coupa Supplier Portal

After joining the CSP and logging in for the first time you will see the welcome screen below. You will be able to see the offerings Coupa has for suppliers by clicking the “next” button.
This is the home page you will see when you log in to the Coupa Supplier Portal.
### Homepage and Profile

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home</strong></td>
<td>View and improve your public company profile, see the list of customers you are connected to, edit your customer-specific company profile, and merge accounts. You can go to the <strong>Home</strong> page from any page by clicking on the <strong>Coupa Supplier Portal</strong> logo/link in the top left corner above the main menu.</td>
</tr>
<tr>
<td><strong>Profile</strong></td>
<td>Create, modify, and manage your public and customer-specific profiles, and specify which remit-to addresses each customer can use.</td>
</tr>
<tr>
<td><strong>Orders</strong></td>
<td>View the purchase orders you received from your customers.</td>
</tr>
<tr>
<td><strong>Service/Time Sheets</strong></td>
<td>View the list of service/time sheets and related purchase order lines.</td>
</tr>
<tr>
<td><strong>ASN</strong></td>
<td>Send advance ship notice, that is, notifications about when you ship items to your customers.</td>
</tr>
<tr>
<td><strong>Invoices</strong></td>
<td>Create and manage invoices to send to your customers.</td>
</tr>
<tr>
<td><strong>Catalogs</strong></td>
<td>Create and manage customer-specific catalogs.</td>
</tr>
<tr>
<td><strong>Admin</strong></td>
<td>Manage users, merge requests, and remit-to addresses, set up electronic invoicing, add fiscal representatives, view and accept the Terms of Use, and set preferred accelerated payment terms.</td>
</tr>
</tbody>
</table>
Homepage and Profile

To edit your supplier information, go to Profile, and choose the profile you would like to update your information for FWE. Here you can edit your PO Method, PO Change Method, contact information, etc.
CSP – Acknowledge a Purchase Order via Orders Section

Using your preferred browser:

1. Login to CSP: Enter your email address and password and click on the login button.

2. Click on the Orders tab.
CSP – Acknowledge a Purchase Order via Orders Section

3. Find the PO Number under Purchase Orders section (you can do it by entering PO# in the search field). Click on the PO Number to View the PO.
CSP – Acknowledge a Purchase Order via Orders Section

4. Click on Acknowledged check box in the PO.

The system will send Fieldwood a message that the Order is marked as send manually and acknowledged.
CSP – Acknowledge a Purchase Order via Notifications

1. If a new PO is received, you will get a notification under notification section. (It shows recent POs)

2. Click on the notification to view and verify the PO details.

3. Click on Acknowledged check box. The Order is marked as send manually and acknowledged.
The Coupa Supplier Portal (CSP) works best in Google Chrome using private browsing. Private browsing guidance can be found at the following link: https://support.google.com/chrome/answer/95464?co=GENIE.Platform%3DDesktop&hl=en

All invoices must clearly reference the following items, if applicable.
* PO#
* Platform Name
* AFE / Well Code / Distribution Code

All invoices should include a copy of the following items, if applicable.
* Approved Requisition / PO
* Bill of Lading
* Proof of Delivery
* Daily Reports
* Timesheets

Invoices submitted without an approved Requisition / PO, Proof of Delivery or missing information may be rejected. Please use the following support channels for help:
We ask that you first reference the supplier training video and manual for technical questions or visit the Coupa Supplier help site at https://success.coupa.com/Suppliers/For_Suppliers. Any questions regarding the following should be sent to the corresponding emails listed below:

| All Purchasing questions regarding price sheets/contracting/sourcing events etc. | purchasing@fwellc.com |
| All vendor questions regarding set up issues/ invoicing problems etc. | vendors@fwellc.com |
| Vendor invoices for payment | invoices@fieldwoodenergy.coupahost.com |
1. You can create invoices directly from POs in the CSP, often referred to as “flipping the PO” or a “PO Flip”.

2. Click Orders from the top menu bar. Find the PO for which you would like to flip in to an invoice.

3. Under the Actions column of the specific PO row, select the yellow coin stack icon.
4. Fill out all necessary invoice information and click Submit, then click Send Invoice to confirm completion.
CSP – Create Invoice from a Contract

1. In the Coupa Supplier Portal, click on the Invoices tab from the top menu bar.

2. Click on “Create Invoice From Contract” button.

3. A window will pop up (select contract), select the contract from drop down and click on create button.
4. Fill out all necessary invoice information and click Submit, then click Send Invoice to confirm completion.

Below are the Invoice statuses available in Coupa:

- **Pending approval** (FWE is processing)
- **Approved** (Invoice has been approved and is awaiting payment run)
- **Voided** (Invoice is voided)
- **Disputed** (Invoice is sent back to supplier for changes)
- **Draft** – Invoice is created but not sent to FWE for approval
CSP – Create Blank Invoice (Non-PO Invoice)

1. In the Coupa Supplier Portal, click on the Invoices tab from the top menu bar.

2. Click on “Create Blank Invoice” button.
3. Fill out all necessary invoice information and click Submit, then click Send Invoice to confirm completion.

Below are the Invoice statuses available in Coupa:

- **Pending approval** (FWE is processing)
- **Approved** (Invoice has been approved and is awaiting payment run)
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- **Draft** – Invoice is created but not sent to FWE for approval
Supplementary information regarding non-PO invoice submission:

1. **You will be required to fill out the appropriate Business Unit for the invoice**
   - Click the dropdown and **select the business unit of the Fieldwood purchaser (whom authorized work)**

2. Although this is generally not encouraged, **you can submit an invoice with lines from multiple POs by clicking “Add line from other PO”**
CSP – Create Blank Invoice (Non-PO Invoice)

Although this is generally not encouraged, you can submit an invoice with lines from multiple POs. This is achieved by either clearing a current PO assignment on the line or picking lines from a PO.

1. Click “Clear” button next to the PO line
2. And/or click “Pick lines from PO” button
3. Click “+” button for lines you would like to add to invoice from other PO
4. Click finish
5. Submit invoice
CSP – Create Credit Note

1. In the Coupa Supplier Portal, click on the Invoices tab.

2. Click on “Create Credit Note” button.

3. Select a reason for creating a credit note, if this credit note is related to an invoice select Resolve and select the relevant invoice from dropdown or else select Other and click on continue button.
4. Fill out all necessary invoice information and click Submit, then click Send Credit Note to confirm.
In order to locate the submitted invoices, navigate to the Invoices tab.
CSP – Resolving an Invoice Dispute

Locate the disputed invoice by checking the status and click on the Resolve icon under Actions.

![Image of CSP supplier portal](image-url)

### Invoices

Instructions From Customer

Invoices should be billed with only one activity period per calendar month. All invoices must clearly reference the following items, if applicable: * PO# * Platform Name * Routing ID * AFE / Well Code All invoices should include a copy of the following items, if applicable: * Approved Requisition / PO * Bill of Lading * Proof of Delivery * Daily Reports * Timesheets Invoices submitted without an approved Requisition / PO, Proof of Delivery or missing information may be rejected.

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#### Create Invoices

- Create Invoice from PO
- Create Invoice from Contract
- Create Blank Invoice
- Create Credit Note

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Created Date</th>
<th>Status</th>
<th>PO #</th>
<th>Total</th>
<th>Unanswered Comments</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>test1122</td>
<td>01/14/20</td>
<td>Disputed</td>
<td>69</td>
<td>425.00</td>
<td>No</td>
<td><img src="resolve-icon" alt="Resolve Icon" /></td>
</tr>
<tr>
<td>smile2</td>
<td>01/13/20</td>
<td>Pending Approval</td>
<td>None</td>
<td>15,000.00</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

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CSP – Resolving an Invoice Dispute

Scroll down and check the reason of dispute and take action accordingly by clicking Void or Correct Invoice button. Supplier can also use the add comment functionality to provide more details on the disputed invoice.

Invoice #test1122

Please review the invoice and determine the resolution option:

**Void**
If this invoice was issued in duplicate or has been already paid for, you can Void this invoice from here.

**Correct Invoice**
If the disputed invoice has some incorrect detail, please choose this option to allow for an in place correction to the invoice.

**General Info**

- **Invoice #**: test1122
- **Invoice Date**: 01/14/20
- **Payment Term**: Net 60
- **Currency**: USD
- **Status**: Disputed
- **Dispute Reason(s)**: Goods/Service pending delivery

**Bill To & Ship To**

- **Supplier**: FWE, testsupplier
- **Invoice From**: FWE Test Supplier
  - 1000 Anywhere St
  - Houston, Texas 77001
  - United States
- **Remit To**: FWE Test Supplier
  - 1000 Anywhere St
  - Houston, Texas 77001
Supplier Actionable Notifications
Supplier Actionable Notifications (SAN) – Homepage

Supplier Actionable Notifications (SAN) allow the suppliers to act on POs directly from email notifications, having the options to acknowledge, create an invoice from, or add a comment to a PO, or create a CSP account if they want to take advantage of the benefits of working with their customers through the CSP.
SAN – Acknowledge a PO

Click on Acknowledge PO button in the email.

A new page opens confirming that the PO is acknowledged.
SAN – Create an Invoice

Click on Create Invoice button in the email to create an invoice for this PO.

If there is no Remit-to address, Supplier can create it by clicking Create New Remit-to.
Enter the address details and click on Create and Use button.
SAN – Create an Invoice

Fill out all necessary invoice information and click Submit, then click Send Invoice to confirm completion.
SAN – Adding a Comment

Click on Add Comment button in the email.

A new page opens with PO details, scroll down and enter comments and click Add Comment.
In order to create a CSP account, Click on Create Account button in the email.

Fill in the mandatory fields to provide basic information for your account and your company's public profile.

It is mandatory to accept Terms and Conditions in order to use the CSP.
Thank You!