

A background image showing two business people in suits shaking hands over a desk. On the desk, there is a laptop displaying a line graph, several sheets of paper with charts, and a pen. The image is slightly blurred and has a dark overlay.

COUPA SUPPLIER GUIDE



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1 INTRODUCTION

Dear suppliers,

we look forward to taking a new approach to manage procurement with you. With the introduction of the cloud-based platform Coupa, the Corporate Procurement department is transforming SIXT SE's indirect procurement and digitises all associated processes, from ordering to payment.

You, as a supplier, benefit from this new approach and so do we, as your customer.

ADVANTAGES FOR SUPPLIERS	ADVANTAGES FOR SIXT	ADVANTAGES FOR BOTH
<ul style="list-style-type: none">+ Faster processing of your invoices+ Increased efficiency by tracking real-time statuses+ Stored payment information that can be updated independently in the Coupa Supplier Portal (CSP)+ E-mail notifications about activities+ Internationality & strengthening of business relationships	<ul style="list-style-type: none">+ OneShop solution for all procurement demands+ Extended range of functions from Spend Reporting to Contract Management+ Facilitated collaboration with suppliers+ Increased efficiency and transparency of procurement processes	<ul style="list-style-type: none">+ Reduction in lead times and efforts+ Paperless order and invoice creation+ A tool for standardized procurement processes, from ordering to payment+ Complete and consistent order and invoice information

We value the cooperation with you very much and are interested in making the source-to-pay process chain as efficient and transparent as possible. Hence, for the collaboration in Coupa, SIXT and each supplier individually agree on the technical and procedural connection types for the transmission of invoices, orders and catalogue data. This is the basis for an effective utilisation of the tool.

The following supplier guide is divided into three sections, which deal with the different options for data transmission in Coupa.

If you have any further questions, please visit our website at <https://procurement.sixt.com/coupa/> or visit the [Coupa Success Portal](#). Of course, you can also contact us by phone or e-mail. All the required contact information can be found on our website.

We are happy to assist you with the integration of the electronic procurement solution and will also assist you at a later point in time. We look forward to a digitised collaboration with you!

**Your
SIXT Procurement**

In the following we would like to give you a step-by-step guidance on the procedures to set up the different connection types for Coupa. Furthermore, we will depict the advantages and disadvantages of the respective options.



The different connection types for order transmission, invoicing, as well as catalogue and master data maintenance can be technically combined in any combination, but should be checked for plausibility first.

2 CONNECTION VIA E-MAIL (SAN)

The connection via e-mail is the easiest way to start the collaboration via Coupa. With this option, we only need the e-mail address to which our orders should be sent to. Please provide the e-mail address to be used via procurement-services@sixt.com. Our operational procurement team will then create your contact in the system so that all orders will be sent directly to this mailbox in future. This connection method is particularly suitable for suppliers who only occasionally do business with SIXT.


ORDER TRANSMISSION	INVOICING (electronic)	CATALOGUE MANAGEMENT	MASTER DATA
✓	✓	✗	✗

2.1 ORDER TRANSMISSION


After your e-mail address has been stored, all orders can be processed via your mailbox. The Coupa application is always the sender of the incoming order mail. The mail subject contains information about the ordering company and the purchase order number. You will find the same information, together with function buttons, at the beginning of the mailbody.

The order e-mail is an action-authorised notification (SAN - Supplier Actionable Notification). Using the function buttons at the beginning or at the end of the message enables you to confirm incoming orders directly in the e-mail or to send a comment back to the Coupa system of SIXT.

The *Create invoice* button also gives you direct access to the CSP (Coupa Supplier Portal), where you can send an electronic invoice to SIXT via PO-Flip. Here, the order data is mirrored as an invoice. You can find out more about this in the section *Billing (SAN)*.



SXT Dienstleistungen GmbH & Co. KG Purchase Order #SIXT-000000000470


Powered by 

Create Invoice

Acknowledge PO

Add Comment

Create Account



PURCHASE ORDER

SAN Supplier

PO NUMBER	SIXT-000000000470
DATE	02/18/20
PAYMENT TERMS	
SHIPPING TERMS	

2.2 INVOICING

To send your invoice, please use the *Create invoice* button in your order mail.

Create Invoice

Acknowledge PO

Add Comment

Create Account

When you press the button, a window appears in which an invoice sender can be selected.

Choose Invoice-From Address

No invoice from addresses to choose from.

To add a new address click Create New Remit-To.

Cancel

Create New Remit-To

If no sender is available yet, a sender can be created using the button *create new payee*. The following data must be entered for this purpose:

Company Information

Supplier SAN Supplier

*** Country**

United States

Address

Remit to name

*** Line 1**

Line 2

*** City**

County

*** Postal Code**

Preferred Language

English

Tax Registration

Tax Country

United States

Tax ID

Not For Cross-Border Invoices ☐

Banking Information

NOTE: Banking information is required for compliant invoicing when indicated (with a '*'). Otherwise, banking info here is not required and will remain private

Bank Name:

Beneficiary Name:

Bank Account Number:

Transit Code Type:


Transit Code:


IBAN:


SWIFT Code:

The entry is completed by "Create and use". Thereafter, a template to enter the invoice data opens up. The data from the order which are relevant for the invoice are mirrored and automatically inserted into the invoice (PO-Flip). In addition, the payee is stored.


You can add your original invoice as a PDF using the *File* button under *Attachments*.

 **Create Invoice** Create

 **General Info**

 **From**

* Invoice #

* Invoice Date 

Payment Term

* Currency

Status

* Image Scan Keine ausgewählt

Supplier Note

* Supplier

Supplier VAT ID

* Invoice-From Address
SAN Supplier
SAN street
SAN city, SAN 000
United States

* Remit-To Address
SAN Supplier
SAN street
SAN city, SAN 000
United States

Attachments [Add File](#) | [URL](#) | [Text](#)

In the *lines* section, you can enter all items with your own tax rate. To do this, place a check mark for *line-level taxation*.

Lines

Line Level Taxation

Type	Description	Qty	UOM	Price	
	<input type="text" value="SAN Test"/>	<input type="text" value="1"/>	<input type="text" value="Each"/>	<input type="text" value="10.00"/>	10.00

PO Line

SIXT-000000000470-1

Contract

Period

Supplier part number

Billing

44305

Add Tag

Click the *Calculate* button at the end of the input form to automatically calculate the sales tax amount and the invoice amount including VAT, based on the existing invoice data. Once you have reviewed all your entries and pre-filled boxes, you can send the invoice to our Coupa application using the *Submit* button.

Total Taxes

Lines Net Total	10.00
Misc	<input type="text"/>
Tax	<input type="text"/> <input type="text"/> % <input type="text" value="0.000"/>
Tax Reference	<input type="text" value="Enter a tax reason description."/>
Tax	<input type="text"/> <input type="text" value="0.000"/> % <input type="text" value="0.000"/>
Total Tax	0.00
Net Total	10.00
Total	10.00

Email me status updates for invoices I create this way ☒

Delete

Cancel

Save as draft

Calculate

Submit

2.3 CATALOGUE MANAGEMENT

With a connection via e-mail (SAN) you do not have the option of independently managing catalogue data. Our operational procurement team creates a static catalogue for you, which is based on the contractually negotiated conditions. If there are changes to your product range or prices, please send them to us by e-mail: [procurement-services\[at\]sixt.com](mailto:procurement-services[at]sixt.com).

2.4 MASTER DATA MAINTENANCE

With a connection via e-mail (SAN) you do not have the option of independently maintaining your master data. If there are any changes to these data, please send them to [kreditorenhro\[at\]sixt.com](mailto:kreditorenhro[at]sixt.com).

3 CONNECTION VIA THE COUPA SUPPLIER PORTAL (CSP)

The CSP platform offers an extensive range of options to process transactions. After registering in the CSP, you have the possibility, to view all the orders and their statuses, maintaining catalogues and master data or confirm orders. This connection is recommended if you have more than one transaction per week with SIXT.

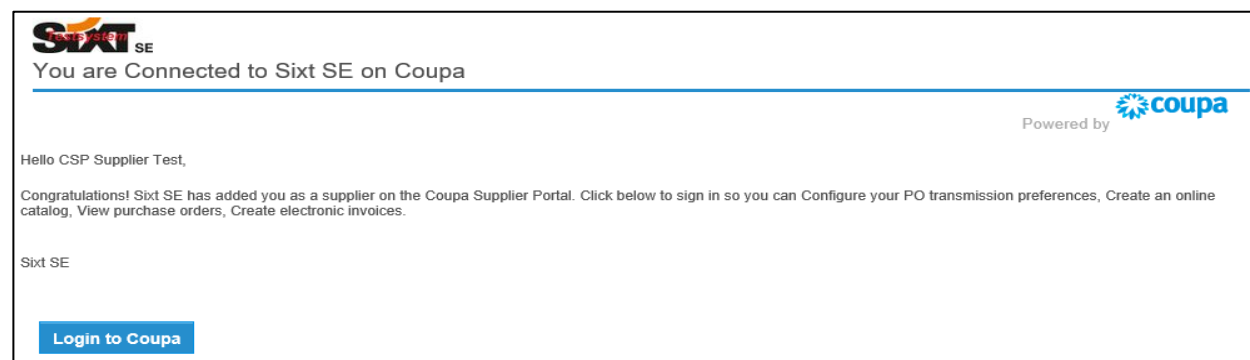
ORDER TRANSMISSION	INVOICING (electronic)	CATALOGUE MANAGEMENT	MASTER DATA
✓	✓	✓	✓

3.1 REGISTRATION IN THE CSP

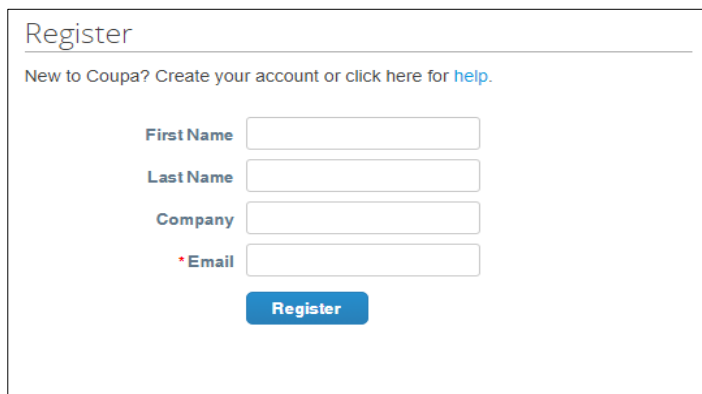
There are different options to register in the Coupa Supplier Portal, which we will be explained to you below. Please note that you can only use the portal's full range of functions once you have linked your account with SIXT (or another customer) in the portal.

3.1.1 LINKING TO SIXT SCENARIO 1: CSP INVITATION FROM SIXT

SIXT sends you an invitation for the CSP. You will receive an e-mail with a link and instructions on how to proceed. If you accept the invitation, you will be taken to the CSP homepage. Here, you will create a new account and log in. You are then automatically connected to SIXT and can use the full range of functions of the CSP.



Enter the information required to register on the Coupa homepage.

A screenshot of the Coupa Register form. The form is titled "Register" and includes a link for new users: "New to Coupa? Create your account or click here for [help](#)." Below this, there are four input fields: "First Name", "Last Name", "Company", and "Email" (marked with a red asterisk). A blue "Register" button is positioned at the bottom of the form.

3.1.2 LINKING TO SIXT SCENARIO 2: INDEPENDENTLY CREATED INVITATION

Go to the CSP homepage (<https://supplier.coupahost.com/>) and create a new account. After you have successfully registered and logged in, you can start managing your master data and settings in the system.

You subsequently inform our procurement team that you have registered in the portal and that you want to connect with us. Our operational procurement team then connects your company with SIXT directly in the Coupa CSP supplier directory.

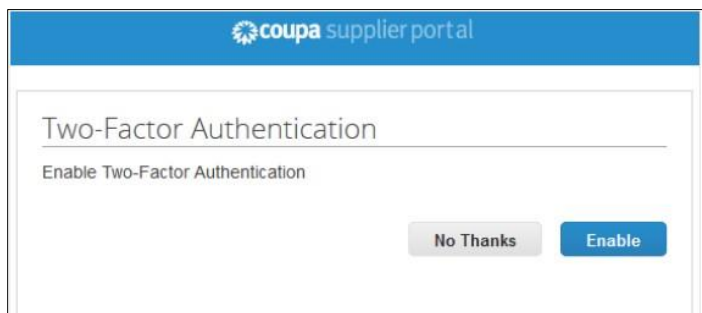


If you want additional users to have access to the account you created, you can add your colleagues:

- During the registration process: Use the opportunity to invite your colleagues directly on the homepage.
- If you have already created an account, you can add colleagues via the menu item *Admin* and the button *Invite User*.

3.2 TWO-FACTOR AUTHENTICATION

You have successfully registered in the CSP and can now use all the portal's functions. When you log in for the first time, you will have the option of two-factor authentication. If you want to make use of this option, you can do this via the *Open Google Authenticator* app or via *SMS*. If you do not want to activate the two-factor authentication, bypass the note with the *No Thanks* button.

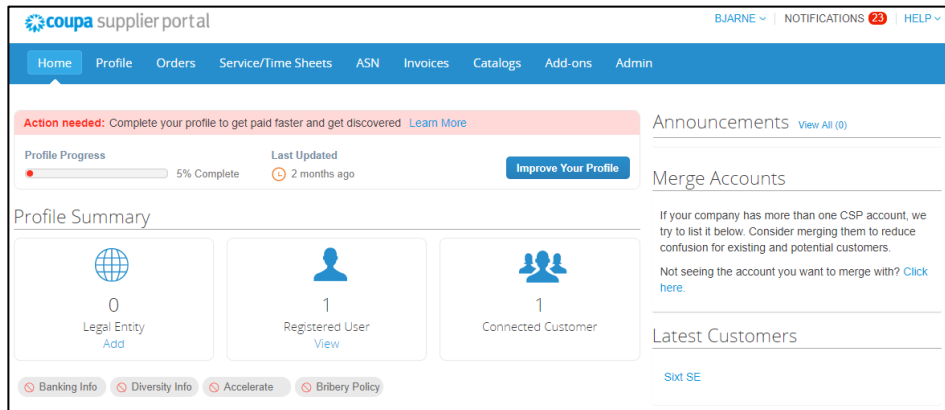
A screenshot of the Coupa supplier portal's Two-Factor Authentication screen. The header shows the "coupa supplier portal" logo. The main heading is "Two-Factor Authentication" with a subheading "Enable Two-Factor Authentication". At the bottom, there are two buttons: "No Thanks" and "Enable".

If you would like to set up two-factor authentication at later point in time, you can do this via the account settings.

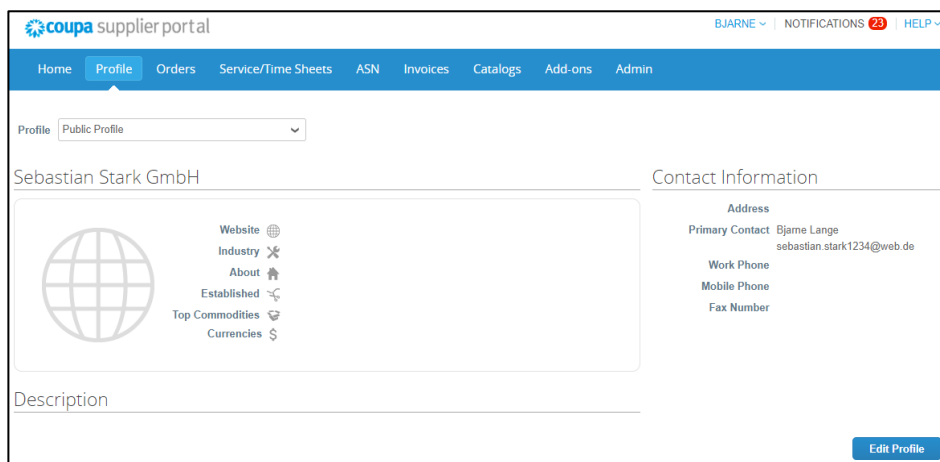
3.3 STORAGE AND MANAGEMENT OF YOUR MASTER DATA

After you have registered for the CSP, complete the information about your company. You can make your changes directly on the homepage using the *Improve your profile* button or the *Profile* button in the menu.

Option 1: Editing the profile on the homepage











Option 2: Editing the profile via the menu item Profile



There is generally a distinction between two profiles

Public profile: contains general information about your company (e.g. name, logo, field of activity, number of employees, profiles in social networks, or contact information). With the public profile, you enable other companies to find your company in the *supplier portal directory* and connect with you. The publicly available information is stored in the *General information* area.

Customer-specific company profile: contains general, credit-related information, such as address, contact person, and contact options as well as information on company identification (DUNS and VAT ID). Please note: Changes to the customer-specific company profile are forwarded directly to SIXT and updated in our master data system. Data for the customer specific company profile are stored in the *Company information* area.

General Information	Address
<p>* Name <input type="text" value="Sebastian Stark GmbH"/></p> <p>Logo  Select</p> <p>Profile Background  Select</p> <p>Industry <input type="text" value="Select an Option"/></p> <p>Year Established <input type="text"/></p> <p>Short Description <input type="text"/></p> <p>Full Description <input type="text"/></p> <p>Registered Users <input type="text" value="sebastian.stark1234@web.de"/> + Add New</p> <p>Web Site <input type="text"/></p> <p>LinkedIn Profile  <input type="text" value="http://www.linkedin.com/company/99595"/></p> <p>Facebook Profile  <input type="text" value="http://www.facebook.com/yourcompany"/></p> <p>Twitter Profile  <input type="text" value="http://www.twitter.com/yourcompany"/></p>	<p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Postal Code <input type="text"/></p> <p>Country <input type="text" value="United States"/></p>
	<p>Primary Contact</p> <p>* First Name <input type="text" value="Bjarne"/></p> <p>* Last Name <input type="text" value="Lange"/></p> <p>* Email <input type="text" value="sebastian.stark1234@web.de"/></p> <p>Work Phone  <input type="text" value="+1 201-555-5555"/></p> <p>Mobile Phone  <input type="text" value="+1 201-555-5555"/></p> <p>Fax Number  <input type="text" value="+1 201-555-5555"/></p> <p>PO Delivery Email <input type="text"/></p>

After you have made all the changes, click on **Save**.

3.4 SETTING UP ELECTRONIC INVOICING

Another advantage of the CSP is the option of electronic invoicing using PO-Flips. This is a function that enables you to generate an invoice from a received order. The received order data are mirrored, which helps to avoid errors and ensures the conformity and completeness of your invoice. The created invoice data can then be sent directly to SIXT via the portal, which enables faster processing of the invoice.

To send invoice data to SIXT in the CSP via PO-Flip, you must first set up the electronic invoicing. Open the menu item *Administrator* and then click on the button *Set up electronic invoicing* on the left-hand side of the page.

Admin Legal Entity Setup	
<p>Users</p> <p>Merge Requests</p> <p>Legal Entity Setup</p> <p>Fiscal Representatives</p> <p>Remit-To</p> <p>Terms of Use</p> <p>Coupa Accelerate Preferences</p> <p>SFTP Accounts</p> <p>cXML Errors</p>	<p>Add Legal Entity</p> <p>Legal Entity</p> <p>Let's get your company setup for electronic invoicing! We'll walk you through what's needed & keep it as short as possible.</p> <p>The first thing you'll need to do is add a legal entity.</p> <p>Please note, if you are a European Company, or have any operations in Europe, and you are based in one country but are registered for VAT in more than one country, you must complete your fiscal representatives before you set up your legal entity. Once you set those up, follow the E-Invoicing Setup to continue.</p>

[START] Use the *Legal Entity Setup* button to start the process of storing the required data. A window will open to enter your company data.

Fill in the fields on the following pages and confirm your entries using the *Continue* button. Please have the following company data ready:

- Name of the legal entity
- Country

The screenshot shows a web form titled "Where's your business located?". At the top, there is a yellow informational box stating: "Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible." Below this, the form has two input fields: "Legal Entity Name" (marked with a red asterisk) and "Country" (a dropdown menu). To the right of these fields is a grey box with the text: "This is the official name of your business that is registered with the local government and the country where it is located." At the bottom right, there are two buttons: "Cancel" and "Continue".

[STEP 1] You store general information about your company here. Please have the following information ready:

- Board (names of board members)
- Legal structure of the company
- Registered office
- Chairman of the board
- Registered court
- Commercial register number

[STEP 2] In the next step, you have the option of excluding specific customers from seeing the information you entered. Then continue with the following entries:

- Information on the return address

Tell your customers about your organization

Which customers do you want to see this?

☒ All

☒ Sixt SE

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country United States

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents.

☒ Use this address for Remit-To

☒ Use this for Ship From address

- Information on the banking details

Where do you want to receive payment?

1234

* Payment Type

Bank Account

Banking information

Bank Account Country: United States

Bank Account Currency:

Bank Name:

Beneficiary Name:

Routing (Bank Code) Number: Routing Numt

Account Number:

Confirm Account Number:

IBAN:

SWIFT/BIC Code:

Bank Account Type: Business

RECOMMENDED

Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations).

Bank address

Address Line 1:

Address Line 2:

City:

State: Select an Option

Postal Code:

What is your Remit-To Address?

Address Line 1 Test street

Address Line 2

City Test city

State

Postal Code Test

Country United States

14

- Information on the tax ID

What is your Tax ID? i

Country United States ×

Tax ID

☐ I don't have Tax ID Number

Add additional Tax ID

Miscellaneous

Invoice From Code i

Preferred Language English (US) ▼

Please note: the following information is not automatically transmitted to SIXT. We only receive these data when invoicing.

- Country bank account
- Currency
- Bank name
- Name of the beneficiary
- Bank code
- Account number
- IBAN
- SWIFT/BIC
- Type of bank account
- Bank address

Confirm your entry with the respective button.

[STEP 3] You have the option of adding further payees in the next step. If you do not wish to do so, click on *Next*.

Where do you want to receive payment? ×

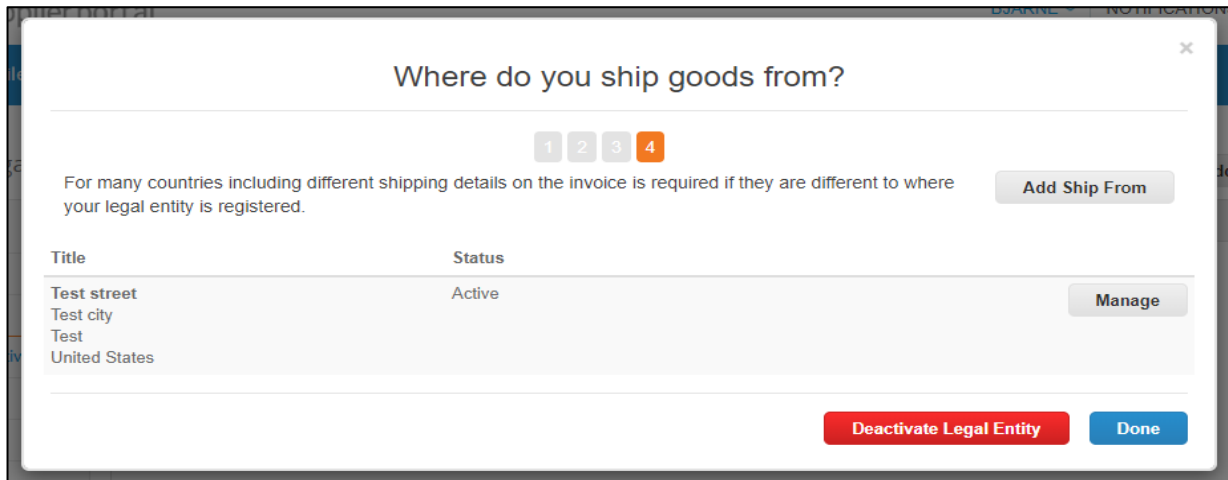
1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.
Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	Test street Test city Test United States	Active	Manage

Deactivate Legal Entity
Cancel
Next

[STEP 4] In the final step, you enter the sender address for your deliveries. Once all the data has been stored, you return to the overview of electronic invoicing and can manage your existing data.



Where do you ship goods from?

1 2 3 4

For many countries including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status
Test street Test city Test United States	Active

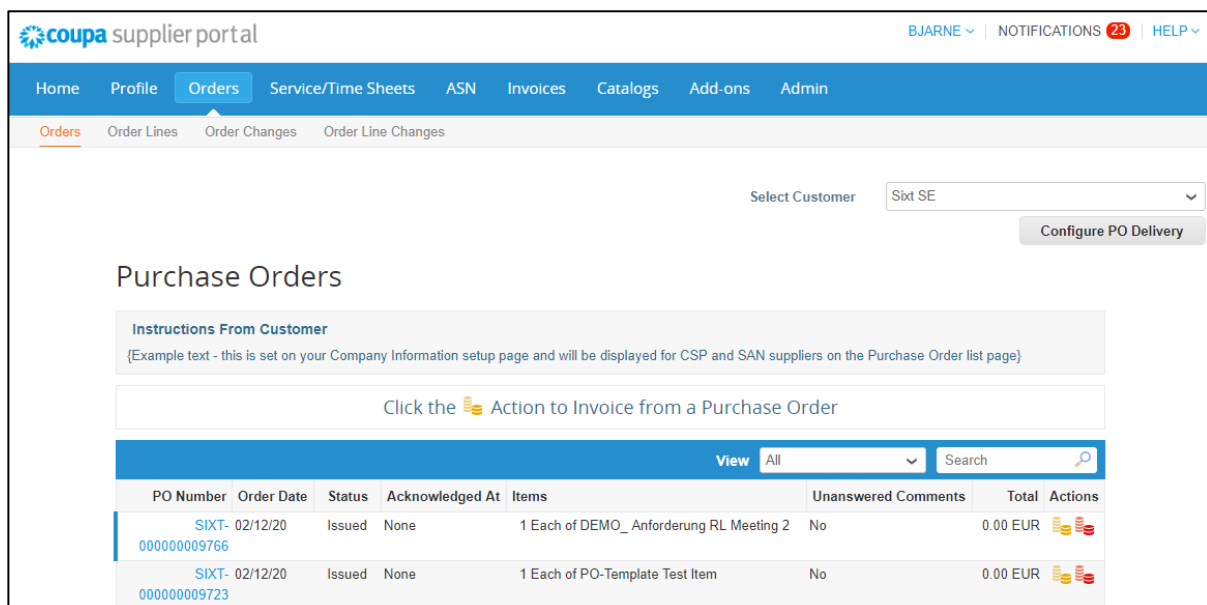
Manage

Deactivate Legal Entity Done

After all the data has been entered, you can use electronic invoicing in the CSP. For more information on the PO-Flip function see the section Invoicing.

3.5 ORDER TRANSMISSION

You can use the menu item *Orders* to manage and process incoming orders. To open the order overview with all incoming orders, click on the *Orders* button in the menu. You can also be informed for every order by e-mail or SMS (see the Account settings section for more information).



coupa supplier portal

BJARNE | NOTIFICATIONS 23 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Orders Order Lines Order Changes Order Line Changes

Select Customer Sixt SE

Configure PO Delivery

Purchase Orders


Instructions From Customer
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the Action to Invoice from a Purchase Order



View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
SIXT- 02/12/20 000000009766	02/12/20	Issued	None	1 Each of DEMO_ Anforderung RL Meeting 2	No	0.00 EUR	
SIXT- 02/12/20 000000009723	02/12/20	Issued	None	1 Each of PO-Template Test Item	No	0.00 EUR	

If you click on an order number, the respective order opens and you get detailed information about the respective order.

You can use the symbols  to directly create an invoice (PO-Flip) or a credit note. To do so, the process described in the section Setting up electronic invoicing must be completed. Some orders require confirmation. If you do not object to the order within one day, we assume that you have accepted the order.


3.6 INVOICING

You can use the buttons  and  in the order overview to create an invoice or a credit note for an order (PO-Flip). In the entry screen for invoicing, you will find all the information that you have entered in the course of Setting up electronic invoicing on the right-hand side. On the left-hand side you will find invoice-related information, such as invoice number, payment conditions, or currency. Please fill in all the mandatory fields marked with an asterisk and attach the corresponding invoice as a PDF document. Please also specify a service time.


Select Customer Sixt SE ▼

Configure PO Delivery

Create Invoice Create

 **General Info**

* Invoice #

* Invoice Date 02/18/20 

Payment Term K000_Sofort fällig


* Currency EUR ▼

Status Draft

* Image Scan Datei auswählen Keine ausgewählt


Supplier Note

Attachments Add [File](#) | [URL](#) | [Text](#)


 **From**

* Supplier Unbekannter Lieferant | Unknown Supplier


Supplier Tax ID None

* Invoice From Address Test Supplier Name 


Test street
Test city, Test
United States


* Remit-To Address Test Supplier Name 

Test street
Test city, Test
United States



* Ship From Address Test Supplier Name 

Test street
Test city, Test
United States

Please also fill in the following specifications and check the pre-filled fields. Lines that are not required can be deleted using the  button. You can add non-order-related items using the *Add item* button.

 **Lines**

☐ Line Level Taxation


Type	Description	Qty	UOM	Price	0.00 
	DEMO_Anforderung RL	1	Each ▼	0.00	

PO Line
SIXT-000000009766-1

Contract
▼

Supplier Part Number

Billing
44800

 Add Tag

Various buttons are available to you at the end of the entry form. You can save the invoice with the entries by clicking the *Save as draft* button. By clicking the *Calculate* button, you can have the sales tax amount and the invoice amount including VAT based on the entered invoice data calculated for you. Once you have entered and checked all invoice-relevant fields, you can send the invoice to our Coupa application.

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In the next step, please confirm sending the invoice again using the *Send invoice* button. You can use the *Continue editing* button to return to the invoice editing mode.

Are You Ready to Send?


You're about to send an invoice to **Sixt SE** for a total amount of **1,000.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.







Continue Editing

Send Invoice



Please do not send invoices in paper form, but rather use the options described in this manual. If this is not possible, you can also send the invoice to SIXT by means of the options described in the point *Further invoicing options*

Via the *Invoices* menu, you can have an overview listing all the invoices sent to the customer. The corresponding status is displayed for each invoice (e.g. draft, pending approval, approved, paid). As long as the invoice is in draft mode, it can be edited using the pencil icon on the right-hand side of the overview or delete it using the  button. You can also create a credit note in this overview.

Invoices						
Instructions From Customer {Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}						
Create Invoices 						
<div>Create Invoice from PO</div> <div>Create Invoice from Contract</div> <div>Create Blank Invoice</div> <div>Create Credit Note</div>						
<div>Export to </div> <div>View <div>All</div> <div>Search</div></div>						
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
Test_Invoice	02/18/20	Pending Approval	SIXT-000000000265	1,000.00 EUR	No	
222	11/06/19	Pending Approval	SIXT-000000000246	10.00 EUR	No	
None	10/11/19	Draft	SIXT-000000000241	10.00 EUR	No	 

3.7 CREATE CREDIT NOTES

After you click the *Create credit note* button in the *Invoices* section, the *Credit note* window opens. Here you can define the reason for the creation of the credit note.

Credit Note

If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.

Reason ☒ Resolve issue for invoice number

☐ Other (e.g. rebate)

Cancel Continue

If you decide on Option 1 and wish to create the credit note based on an invoice, please select the invoice you want to correct with the credit note in the dropdown menu. Thereafter, specify whether the selected invoice should be completely or only partially offset by the credit note and confirm the creation of the credit note by clicking the *Create* button.

Credit Note

How do you want to correct invoice "Test_Invoice" ?

☒ Completely cancel the invoice with a credit note

☐ Adjust invoice with a credit note

Cancel Create

A window opens to create the amending documents. Please fill in all necessary information and check the pre-filled fields.

Create Credit Note Create

This credit note applies to invoice [Test_Invoice](#). When approved, the credit will fully cancel the invoice's impact to the transaction.

General Info

* Credit Note #

* Credit Note Date

Payment Term

* Currency

Status

Original Invoice #

Original Invoice Date

* Image Scan Keine ausgewählt

Supplier Note

From

* Supplier

Supplier Tax ID

* Invoice From Address

Remit-To Address

* Ship From Address

In the *Lines* section at the bottom of the form, you can see the content of the amended invoice again. At this point, please check all the details again carefully, for example the total amount of the credit note or the VAT rate.

Finally, send the credit note to the customer using the *Transmit* button.

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3.8 CATALOGUE MANAGEMENT

A basic distinction is made between two types of catalogues: a *static catalogue* and a *punchout catalogue*.

A static catalogue is a collection of items, which our employees can search directly on the Coupa homepage. To use a static catalogue, the supplier must first create a CSV file with a defined structure. This file can be uploaded and released by the supplier in the Coupa Supplier Portal or sent to SIXT by mail.



In the first case, the catalogue is sent electronically to the Coupa system by SIXT and must be accepted by the responsible buyer. In the second case, a SIXT employee uploads and releases the catalogue in Coupa. In both cases, the catalogue and the contract are linked on an item level.

You can create and maintain your catalogues on the Coupa Supplier Portal. Open the menu item *Catalogues* and select the customer for whom you wish to create or edit a catalogue. There are different options here:

- Manual creation of a catalogue via the CSP
- Uploading of catalogue data by the supplier
- Uploading of catalogue data by SIXT

3.8.1 MANUAL CREATION OF A CATALOGUE VIA THE CSP

Open the menu *Catalogues*. You can create a new catalogue by clicking the *Create* button.

Catalogs									
Create		Export to ▾		View All ▾		Advanced		Search 	
Catalog Name	Created Date ▾	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions	
Test Supplier Sixt Catalog 28	02/12/20	02/12/20	None	None	Accepted by Customer	No			

Fill in all the required fields and confirm your entries with the *Save* button. You can use the *Create* button to add new items to a catalogue.

Test Supplier Sixt Catalog 29
Edit
Back

Customer Sixt SE

* Catalog Name Test Supplier Sixt Catalog 29

Status Draft

Start Date date when catalog prices become effective

Expiration Date date when catalog prices become expired

Currency USD

0 Items Changed (19 unchanged)

0 ↑
Price Increase

0 ↓
Price Decrease

0
Other Fields Updated

0
New Items

0
Deactivated Items

Save Submit to buyer

Items Included in Catalog

Create Load from file Export to View All Advanced Search

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Actions
No rows.							

Per page 15 45 90

If you want to create a catalogue item, enter all necessary information and specify the preferred settings for the item. Please ensure that you enter your items as accurately and correctly as possible and to update them regularly.

Catalog Item
Create

Item Type Item

* Name

* Description

* Unit of Measure Barrel

Purchasable

Manufacturer Name

Manufacturer Part Number

Quantity description

Datei auswählen Keine ausgewählt

Supplier Item Attributes

* Part Number

Auxiliary Part Number

Manufacturer

Lead Time

UNSPSC Code

Contract

Pricing Type Fixed Price

* Price

* Currency USD

Savings %

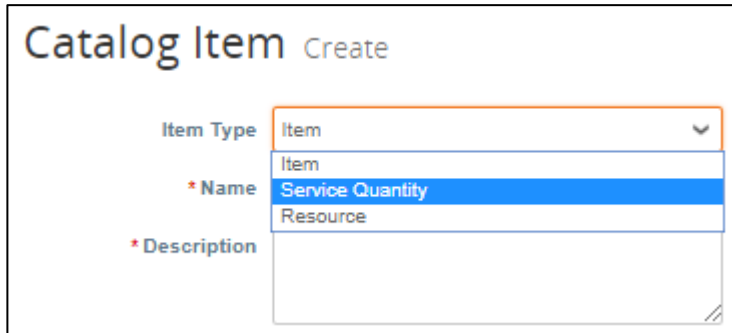
Order Increment

Minimum Order Quantity

Lead time
Number of days

Cancel Save

Instead of an item, you can also specify a *Service quantity* or a *Resource* as the item type.



When you have finished the creation of your catalogue, send it to the responsible buyer using the *Send to buyer* button. Once the approval has been given, the articles will be visible to our employees on the procurement platform.



Please ensure that you add an appropriate photo to each stored item. This is the only way to guarantee that the system can be used conveniently.

3.8.2 UPLOAD VIA CSV FILE

The basis for a static catalogue is a CSV file with a defined structure. A corresponding template can either be downloaded by the supplier from the Coupa Supplier Portal or from the Coupa application of Sixt.

You can find the file to download the CSV file as follows:

1. Open the menu item *Catalogues*
2. Use the *Create* button to create a new catalogue or open an existing catalogue
3. In the *Items contained in the catalogue* area, click the *Load from file* button
4. Open the *CSV template* link



The catalogue file has commas as field separators and uses the UTF-8 Unicode character set. Both are not standard settings in European MS Excel and may need to be set up for you first. Using other software to edit the CSV file for a static catalogue can also be helpful, e.g. **LibreOffice**.

Please ensure that *Unicode (UTF-8)* is stored as the character set.

Subsequently fill in the respective fields for each item. All mandatory fields are marked with an asterisk in the header.

Datei Bearbeiten Ansicht Einfügen Format Extras Daten Fenster Hilfe								
Liberation Sans 10								
C1	Supplier Aux Part Num							
	A	B	C	D	E	F	G	H
1	Item Type	Supplier Part Num*	Supplier Aux Part Num	Name*	Description*	Price*	Currency*	UOM code*
2								
3								
4								

When saving the item, the user is asked whether the CSV format or the ODF format should be used. Please always select CSV format here.

Confirm File Format

This document may contain formatting or content that cannot be saved in the currently selected file format "Text CSV".

Use the default ODF file format to be sure that the document is saved correctly.

☒ Ask when not saving in ODF or default format

Use ODF Format

Use Text CSV Format

Now upload the CSV file to the Coupa Supplier Portal. To do this, open the *Catalogues* tab in the menu and then click the *Create* button. In the *Items contained in the catalogue* area, click the *Load from file* button. You subsequently have the option of selecting the file you have prepared using the *Choose file* button and uploading it to the system via *Start upload*.

3.9 ACCOUNT SETTING IN THE CSP

To edit your account settings, click on your name at the top of the page. In the *My account* area, you have the option of adjusting general settings (e.g. changing your password), defining notifications of new processes in the Coupa Supplier Portal (online, by e-mail, or by SMS), or adjusting settings for security and two-factor authentication.

coupa supplier portal

USER NAME

NOTIFICATIONS 9

HELP

Home

Profile

Orders

Service/Time Sheets

ASN

Invoices

Catalogs

Add-ons

Admin

Account Settings

Notification Preferences

Log Out

4 CONNECTION VIA CXML

cXML means *commerce eXtensible Markup Language* and is a protocol for the exchange of data in electronic business transactions. Your IT/ERP system will be connected to the SIXT IT/ERP system.

This enables automatic, electronic exchange of orders and invoice data. The procurement organisations, suppliers and service providers can thus communicate in one, transparent standard language.

cXML can be used for the data transfer of the following documents:

- Procurement requisitions
- Orders
- Requests
- Payments
- Contracts
- Invoices
- Catalogues

Since the connection via cXML requires more integration efforts, we recommend using this method if you carry out more than 100 transactions per week with SIXT or if you want to automate your order and invoice processing chain.

Please provide us with all the information listed below so that we can make the cXML connection in our Coupa entity.



The following sections provide basic information on the cXML connection. For more information on cXML, please find out more on the [Coupa Success Portal](#) or <http://xml.cxml.org/current/cXMLUsersGuide.pdf>.

4.1 ORDER TRANSMISSION

7 parameters are required to set up electronic order transmission in Coupa:

Order URL	Server address of the supplier to which the cXML order is sent.
SIXT domain	Freely selectable parameters of the sender (customer); usually: "DUNS" or "NetworkID"
SIXT identity	Freely selectable identity of the sender (customer); either DUNS number (313641901) or a NetworkID (e.g. Coupa)
Supplier domain	Freely selectable parameters of the recipient (supplier); usually: "DUNS" or "NetworkID"
Supplier identity	Freely selectable identity of the recipient (supplier); Either DUNS number or a NetworkID of the supplier
Shared Secret	Password for the order transmission via cXML
Protocol	The protocol used for the data exchange ("cXML")

The specified parameters must be coordinated with the supplier and stored on both ends (Coupa customer application /receiving server of the supplier).

After being stored in the supplier's master record, Coupa sends an order as an electronic data record to the server address of the supplier, identified by the stored URL. When the data record is imported into the ERP system, an order is created which the supplier confirms, delivers, and invoices.

4.2 INVOICING

To use the cXML interface, send an "InvoiceDetailRequest" to Coupa via a secure http connection. It is important here that there is (at least) one order or contract for each invoice issued.

An invoice can be assigned to several orders.

The following fields are used by Coupa when sending the "InvoiceDetailRequest" document:

CXML invoice Supplier domain	Freely selectable parameters of the sender (supplier); usually: "DUNS" or "NetworkID"
CXML invoice Supplier identity	Freely selectable parameters of the sender (supplier); either DUNS number or a NetworkID of the supplier
CXML invoice Customer domain	Freely selectable identity of the recipient (customer); usually: "DUNS" or NetworkID
CXML invoice Customer identity	Freely selectable identity of the recipient (customer); either DUNS number or a NetworkID of the customer
CXML invoice secret	Password for the order transmission via cXML

The five specified parameters must be coordinated with the supplier and stored on both ends (sending server of the supplier and Coupa customer application).

After the parameters have been stored in Coupa, the application is ready to receive invoices from the supplier via cXML. The URL of the Coupa application to which the supplier must send its cXML invoices is: <https://sixt.coupahost.com/cxml/invoices>.

4.3 CATALOGUE MANAGEMENT (PUNCHOUT CATALOGUE)

A basic distinction is made between two types of catalogues: a *static catalogue* and a *punchout catalogue*.

If the supplier uses a punchout catalogue to display its items in Coupa, the user in the Coupa customer system is forwarded via a link to a catalogue in the supplier's external online shop, where a contractually agreed range of products, including the negotiated prices, is available.

The user selects the desired items and places them in a shopping cart. At the checkout, the user automatically returns to the Coupa system and the contents of the shopping cart are transferred from the online catalogue to Coupa. All items in the shopping cart are now available for an order request to be created in Coupa.

To link the Coupa customer system to a supplier's online catalogue, the necessary connection parameters must first be agreed:

Punch URL	Address of the server, on which the online catalogue can be found.
Domain	Freely selectable parameters of the supplier; usually: "DUNS" or "NetworkID"
Identity	Freely selectable identity of the supplier; either DUNS number (e.g. 324335611) or a NetworkID (e.g. Coupa)
Secret	Password to access the online catalogue
Sender domain	Freely selectable parameters for the inquirer; either DUNS number or a NetworkID of the customer
Sender identity	Freely selectable identity of the customer; either DUNS number (e.g. 313641901) or a NetworkID (e.g. ACANTIS)
Protocol	The protocol used for the data exchange ("cXML")

Please note: When connecting a punchout catalogue to the Coupa entity of SIXT, the items in your catalogue are not displayed in the requestor's Coupa search results. The requester is only provided with a link to your online shop at the end of the results list.

4.4 EXAMPLES OF CXML TRANSMISSION

In the following we provide some example codes for cXML transmission

4.4.1 ORDER TRANSMISSION

The Coupa system sends a cXML document (OrderRequest) via an http/HTTPS interface to the URL stored in the supplier's master record for order transmission.

At the beginning of the cXML document are the details of the document version, as well as the ID of the user data transmission (payload) and the time stamp.

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.2.014/cXML.dtd">
<cXML xml:lang="en-US" payloadID="xy16360260.000482@stg658utl1.int.coupahost.com" timestamp="2018-01-19T12:11:00+01:00">
```

This is followed by the header information, which contains the connection data from the supplier's master data.

```
<Header>
    <From>
        <Credential domain="KundenDomain">
            <Identity>KundenIdentitaet</Identity>
        </Credential>
    </From>
    <To>
        <Credential domain="LieferantenDomain">
            <Identity>LieferantenIdentität</Identity>
        </Credential>
```

```

    </To>
  <Sender>
    <Credential domain="KundenDomain">
      <Identity>KundenIdentitaet</Identity>
      <SharedSecret>passwort</SharedSecret>
    </Credential>
    <UserAgent>Coupa Procurement 1.0</UserAgent>
  </Sender>
</Header>

```

The OrderRequestHeader section contains the actual order data, such as currency, total price, delivery and billing address, delivery conditions, and contact details.

```

<Request>
<OrderRequest>
<OrderRequestHeader orderID="0000000001" orderDate="2000-01-01T00:00:00+01:00" type="new">
  <Total>
    <Money currency="EUR">150.0</Money>
  </Total>
  <ShipTo>
    <Address isoCountryCode="DE" addressID="79">
      <Name xml:lang="en">Musterkunde</Name> <PostalAddress name="default">
        <DeliverTo>Max Mustermann</DeliverTo>
        <Street>Musterstrasse 123</Street>
        <City>Musterstadt</City>
        <State>Musterbundesland</State>
        <PostalCode>12345</PostalCode>
        <Country isoCountryCode="DE">Germany</Country>
      </PostalAddress>
      <Email name="default">max@mustermann.de</Email>
    </Address>
  </ShipTo>
  <BillTo>
    <Address isoCountryCode="DE" addressID="10056">
      <Name xml:lang="en">Musterkunde</Name>
      <PostalAddress name="default">
        <Street>Musterstrasse 123</Street>
        <Street></Street>
        <City>Musterstadt</City>
        <State>Musterbundesland</State>
        <PostalCode>12345</PostalCode>
        <Country isoCountryCode="DE">Germany</Country>
      </PostalAddress>
    </Address>
  </BillTo>

  <Shipping>
    <Money currency="EUR">0.0</Money>
    <Description xml:lang="en-US">DAP - Delivered At Place</Description>
  </Shipping>
  <Contact role="endUser">
    <Name xml:lang="en">Max Mustermann</Name>
    <Email name="default">max@mustermann.de</Email>
  </Contact>
</OrderRequestHeader>

```

This is followed by the item details of the order (section ItemOut with item number, quantity, article number of the supplier, price per unit, unit, product group, account assignment, and item value).

```

<ItemOut quantity="12" lineNumber="1">
  <ItemID>
    <SupplierPartID>000001</SupplierPartID>
  </ItemID>

```

```

<ItemDetail>
<UnitPrice>
<Money currency="EUR">12.5</Money>
</UnitPrice>
<Description xml:lang="en">Musterartikel</Description>
<UnitOfMeasure>EA</UnitOfMeasure>
<Classification domain="UNSPSC">000001</Classification>
</ItemDetail>
<Distribution>
<Accounting name="Anlage/Invest">
<Segment type="Warengrp" id="CBN" description="Warengrp"/>
<Segment type="Typ" id="01" description="Typ"/>
<Segment type="EKArt" id="Anlage" description="EKArt"/>
<Segment type="Element" id="100000000001-0001-0001" description="Element"/>
<Segment type="Sachkto" id="Dummy" description="MusterSachkonto"/>
</Accounting>
<Charge>
<Money currency="EUR">150.0</Money>
</Charge>
</Distribution>
</ItemOut>
</OrderRequest>
</Request>
</cXML>

```

There is an additional ItemOut section for each additional item in the order.
You can find further information on cXML orders here:

https://success.coupa.com/Suppliers/For_Suppliers/Purchase_Orders/02_cXML_Purchase_Orders

4.4.2 INVOICE TRANSMISSION

The Coupa system receives a cXML document in the form of an InvoiceDetailRequest from the supplier's server. The header data correspond to the format of an OrderRequest. Besides the invoice number, the header contains the invoice date and the payment conditions of the order reference.

```

<InvoiceDetailRequest>
<InvoiceDetailRequestHeader
invoiceID="3492"      purpose="standard"      operation="new"
invoiceDate="2009-05-01T11:45:51-07:00">
<InvoiceDetailHeaderIndicator />
<InvoiceDetailLineIndicator isAccountingInLine="yes" />
<PaymentTerm payInNumberOfDays="30" />
</InvoiceDetailRequestHeader>
<InvoiceDetailOrder>
<InvoiceDetailOrderInfo>
<OrderReference>
<DocumentReference payloadID="123" />
</OrderReference>
</InvoiceDetailOrderInfo>

```

The InvoiceDetailItem section contains the quantity, the unit of measure, the unit price, the description, and the total price of the invoice item. This is followed by the total amount of the invoice and the tax details.

```

<InvoiceDetailItem invoiceLineNumber="1" quantity="1">
<UnitOfMeasure>EA</UnitOfMeasure>

```

```

<UnitPrice>
<Money currency="USD">365</Money>
</UnitPrice>
<InvoiceDetailItemReference lineNumber="1">
<Description xml:lang="en">TestArtikel</Description>
</InvoiceDetailItemReference>
<SubtotalAmount>
<Money currency="USD">365</Money>
</SubtotalAmount>
</InvoiceDetailItem>
</InvoiceDetailOrder>
<InvoiceDetailSummary
<SubtotalAmount>
<Money currency="USD">365</Money>
</SubtotalAmount>
<Tax>
    <Money currency="USD">8</Money>
    <Description xml:lang="en">total tax</Description>
    <TaxDetail purpose="tax" category="CA" percentageRate="8.25"
    taxPointDate="2009-04-24T11:45:51-07:00">
    <TaxableAmount>
    <Money currency="USD">365</Money>
    </TaxableAmount>
    <TaxAmount>
    <Money currency="USD">8</Money>
    </TaxAmount>
    <TaxLocation xml:lang="en">CA</TaxLocation>
    </TaxDetail>
</Tax>

<SpecialHandlingAmount>
<Money currency="USD">5</Money>
</SpecialHandlingAmount>
<ShippingAmount>
<Money currency="USD">30</Money>
</ShippingAmount>
<NetAmount>
<Money currency="USD" />
</NetAmount>
</InvoiceDetailSummary>
</InvoiceDetailRequest>

```

Invoices can come in very different forms. The invoice document shown is a concrete example. More examples can be found in the Coupa Success Portal under the following link:

https://success.coupa.com/Suppliers/Integration_Resources/Sample_Invoices

4.4.3 PUNCHOUT CATALOGUE

Request | PunchoutSetupRequest

The request of a punchout catalogue from the Coupa customer application takes places with the assistance of a cXML message from the PunchOutSetupRequest. In the header, this message contains the connection parameters stored on the punchout page, as well as the data of the requesting user and the URL of the target server at the supplier.

```
<Header>
  <From>
    <Credential domain="KundenDomain">
      <Identity>KundenIdentitaet</Identity>
    </Credential>
  </From>
  <To>
    <Credential domain="LieferantenDomain">
      <Identity>LieferantenIdentität</Identity>
    </Credential>
  </To>
  <Sender>
    <Credential domain="KundenDomain">
      <Identity>KundenIdentitaet</Identity>
      <SharedSecret>passwort</SharedSecret>
    </Credential>
    <UserAgent>Coupa Procurement 1.0</UserAgent>
  </Sender>
</Header>

<Request>
<PunchOutSetupRequest operation="create">
<BuyerCookie></BuyerCookie>
<Extrinsic name="FirstName"></Extrinsic>
<Extrinsic name="LastName"></Extrinsic>
<Extrinsic name="UniqueName"></Extrinsic>
<Extrinsic name="UserEmail"></Extrinsic>
<Extrinsic name="User"></Extrinsic>
<Extrinsic name="BusinessUnit">COUPA</Extrinsic>
<Contact role="endUser">
<Name xml:lang="en-US"></Name>
<Email></Email>
</Contact>
<BrowserFormPost>
<URL>https://123.coupahost.com/punchout/checkout/4</URL>
</BrowserFormPost>
</PunchOutSetupRequest>
</Request>
```

Response | PunchoutSetupResponse

The addressed server using PunchoutSetupRequest responds with a status code and, in case of success, with its URL.

```
<?xml version="1.0" encoding="UTF-8"?>
```

```

<?DOCTYPE cXML SYSTEM "http://xml.cxml.org/schemas/cXML/1.1.010/cXML.dtd">
<cXML version="1.1.007" xml:lang="en-US" payloadID="xy@abc.com" timestamp="2003-01-12T08:03:00">
<Response>
<Status code="200" text="OK" />
<PunchOutSetupResponse>
<StartPage>
<URL>https://mygreatpunchoutsite.com/punchoutLogin.asp</URL>
</StartPage>
</PunchOutSetupResponse>
</Response>
</cXML>

```

More examples can be found in the Coupa Success Portal under the following link:

https://success.coupa.com/Suppliers/For_Suppliers/Catalogs/Punchout_Catalogs

Shopping cart transmission | Punchout Order Message

The Punchout Order Message contains the information stored by the user in the shopping basket of the external online shop and transmits it to the Coupa system, which has started the communication between the two systems via Punchout Setup Request. The message contains the total value of the shopping cart, the freight and packaging costs, VAT, and the details of the individual selected items (article number, description, quantity, unit, price, currency, and product group). The Punchout Order Message in the following example only contains one item.

```

<Message deploymentMode="production">
  <PunchOutOrderMessage>
    <BuyerCookie></BuyerCookie>
    <PunchOutOrderMessageHeader operationAllowed="edit"
      quoteStatus="final">
      <Total>
        <Money currency="USD">325.38</Money>
      </Total>
      <Shipping>
        <Money currency="USD">53.50</Money>
        <Description xml:lang="en-US">Unknown</Description>
      </Shipping>
      <Tax>
        <Money currency="USD">21.88</Money>
        <Description xml:lang="en-US">Unknown</Description>
      </Tax>
    </PunchOutOrderMessageHeader>
    <ItemIn quantity="1">
      <ItemID>
        <SupplierPartID>AM2692</SupplierPartID>
        <SupplierPartAuxiliaryID>A_B:5008937A_B:
        </SupplierPartAuxiliaryID>
      </ItemID>
      <ItemDetail>
        <UnitPrice>
          <Money currency="USD">250.00</Money>
        </UnitPrice>

```

```
<Description xml:lang="en-US">Artikel</Description>
<UnitOfMeasure>EA</UnitOfMeasure>
<Classification domain="UNSPSC">41106104
</Classification>
<ManufacturerName />
<LeadTime>0</LeadTime>
</ItemDetail>
</ItemIn>
</PunchOutOrderMessage>
</Message>
```

If the PunchoutOrderMessage has been successfully transmitted, the items are displayed in the Coupa shopping cart and are thereby available for the creation of an order request.

5 FURTHER INVOICING OPTIONS

In addition to the preferred options for invoicing SIXT described above, there is another option that we would like to explain to you briefly below. If you have any questions, please contact our operational procurement department; all contact information can be found on our website:

<https://procurement.sixt.com/>.

If, for technical or procedural reasons, you cannot send your invoices to SIXT using one of the options provided via Coupa, you have the option of sending your invoices in a PDF format to eingangsrechnungenpdf@sixt.com. If known, please indicate a contact person and the cost centre on the invoice so that it can be processed as quickly as possible.



Please do not send invoices in paper form, but rather use the options described in this manual. If this is not possible for you, you can also send us your invoice by e-mail.
