



Coupa 供应商门户培训

2021 年 5 月

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Coupa 简介

卡博特 CSP 供应商培训

什么是 Coupa?

Coupa 是一款基于云端的用户友好型电子采购和供应商协作软件。作为我们的合作伙伴，您可以零成本访问供应商门户网站，它通过直观用户界面带来更强可见性，实现更佳可控、更少错误和更快付款，让您从中获益匪浅。

使用 Coupa 供应商门户网站，您可以：

- 查看并确认采购订单/变更订单
- 提交发票并监控付款状态
- 创建目录
- 参加寻源采购活动
- 管理您的联系人/汇款信息

您将如何从中受益匪浅？

通过与卡博特的电子化合作，您可以提高接单效率，创建发票，减少履行订单时的错误和延误，并与卡博特用户保持更好的关系。

好处众多，包括但不限于：

- 高效的采购订单接收和确认
- 高效的发票处理
- 直接创建 PO 支持发票
- 自动准确地将发票传送给适当的分支机构
- 即时了解采购订单、时间表、发票、付款信息和目录处理状态，以及卡博特用户的联系详细信息
- 减少甚至消除手动纸质交易处理
- 强大的报告能力



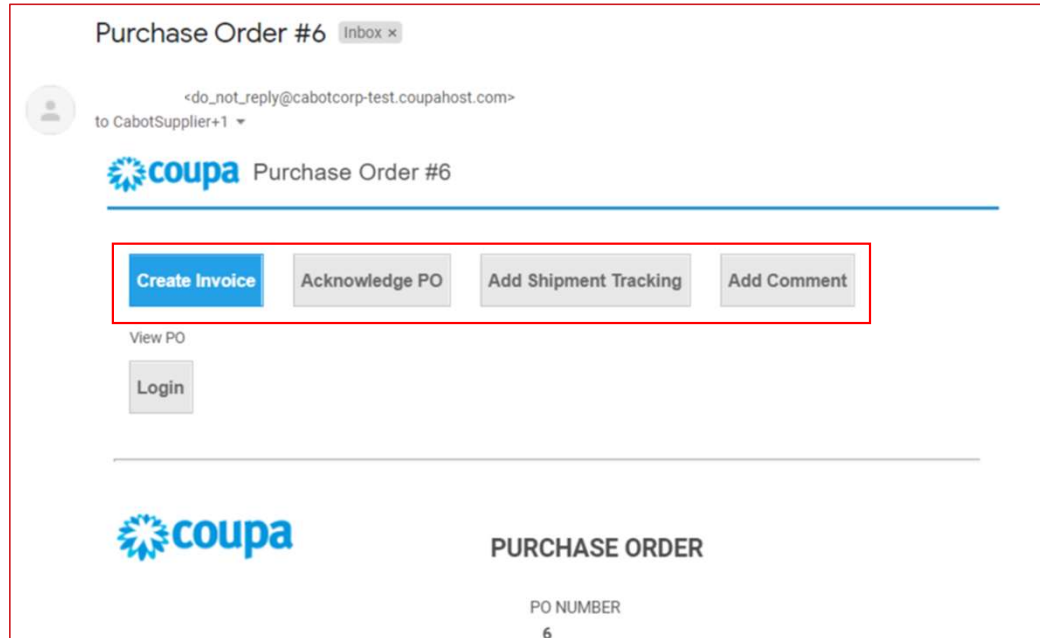
SAN 对比 CSP

卡博特 CSP 供应商培训

供应商可操作通知

您可以使用供应商可操作通知（Supplier Actionable Notifications, SAN）直接从 PO 电子邮件中创建发票、确认或评论 PO。要启用 SAN，您必须将电子邮件设置为默认 PO 方法，而且卡博特必须在您的供应商记录上启用 SAN。

当从 SAN 创建发票时，您会跳转至一个与 Coupa 供应商门户登录页面类似的登录页面，但是可访问的信息非常有限，不会有任何发票或 PO 历史，也不允许进行任何报告。





CSP 供应商资料和账户设置

卡博特 CSP 供应商培训

通过 Coupa 连接到卡博特

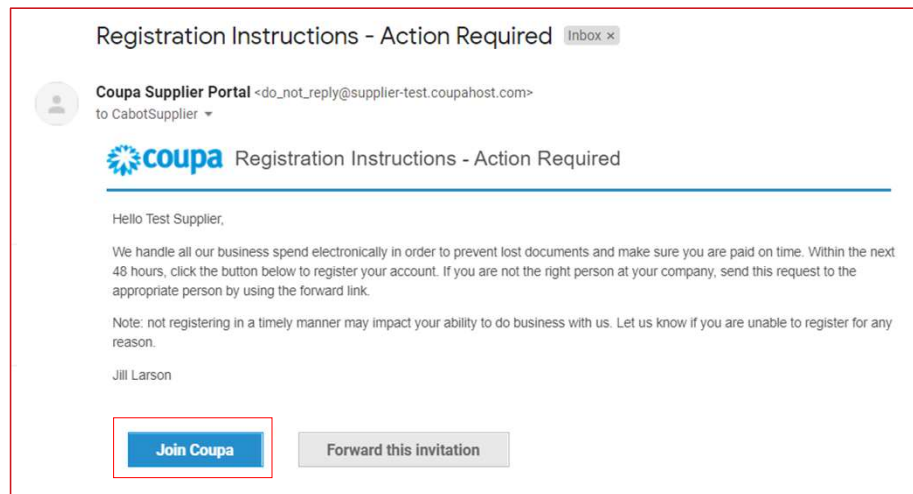
所有供应商都需连接 Coupa 平台才能与卡博特成功交易，这一点至关重要。

下面是最初的电子邮件邀请（来自卡博特），用于设置您的 Coupa 供应商门户账户，以便在 Coupa 上与卡博特进行交易。（电子邮件发自）

在卡博特向您发出加入 Coupa 供应商门户 (CSP) 的邀请后，请查看接收邀请的收件箱，然后点击其中链接确认其请求，以便在 Coupa 上与您作为供应商的您互动。

确认此链接并选择“**Join and Respond**”（加入并回复）后，您将在 Coupa 供应商门户上创建一个新的登录帐户，以接收采购订单 (PO) 并向卡博特发送发票。

如果邀请误发给贵公司的其他人员，请告知您的卡博特联系人或访问 supplier.communication.cn@cabotcorp.com 联系卡博特。



 **注意：确保卡博特拥有贵公司的正确电子邮件联系方式**

通过 Coupa 连接到卡博特

- 在 Coupa 供应商门户网站上填写您的信息，创建新的账户
- 查看并接受隐私政策和使用条款
- 点击“Submit”（提交）

在这一步，您还可以选择将邀请转发给公司的其他员工

Join the Coupa Supplier Portal

Validate the information below and create the password for your account. [Click here for help.](#)

* First Name

* Last Name

* Company

* Email

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

* Password Confirmation

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

Forward your invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to colleague's email below (must have same email domain).

Forward email

启用电子发票

您需要添加法律实体信息以及汇款地址，才能启用电子发票

- 从顶部菜单栏点击“Setup”（设置）选项卡，然后从左侧菜单中选择“Legal Entity Setup”（法律实体设置）
- 点击“Add Legal Entity”（添加法律实体）
- 输入您的法律实体信息
- 点击“Continue”（继续）

The screenshot displays the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Sourcing'. The 'Setup' option is highlighted in the 'Add-ons' section. Below this, the 'Admin' section is visible, with 'Legal Entity Setup' selected in the left-hand menu. The main content area shows a table with columns for 'Legal Entity', 'Invoice From', and 'Remit-To Accounts'. A table entry for 'Test Supplier' is visible, with details for 'Address' (987 Broadway, Dallas, TX, 87564, United States). A modal window titled 'Where's your business located?' is open, featuring a form with the following fields:

Field	Description
* Legal Entity Name	Text input field
Country/Region	Dropdown menu

Below the form, there is a note: "This is the official name of your business that is registered with the local government and the country/region where it is located." At the bottom of the modal, there are 'Cancel' and 'Continue' buttons.

启用电子发票 - 添加汇款地址

- 从顶部菜单栏点击“Setup”（设置）选项卡，然后从左侧菜单中选择“Remit-to”（收款）
- 点击“Add Remit-To”（添加收款人）
- 填写发票地址详细信息
- 输入尚未提供给卡博特的任何银行信息或付款详细信息

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Sourcing'. Below this, there are 'Add-ons' and 'Setup' tabs. The 'Setup' tab is active, and the 'Admin Remit-To' page is displayed. The page features a table with columns for 'Remit-To Account', 'Remit-To Address', 'Payment Type', 'Legal Entity', 'Customers', and 'Actions'. A red box highlights the 'Add Remit-To' button in the top right corner of the table. To the left of the table is a sidebar menu with options like 'Users', 'Merge Requests', 'Legal Entity Setup', 'Fiscal Representatives', 'Remit-To' (highlighted with a red box), 'Terms of Use', and 'Payment Preferences'. A modal window titled 'Add a new Remit-To account' is open, showing a form with fields for 'Address Line 1', 'Address Line 2', 'City', 'State', 'Postal Code', 'Country/Region', and 'Code'. A 'Recommended' note on the right side of the modal states: 'If you receive payments to a different location to where your business is registered, add the address here.'

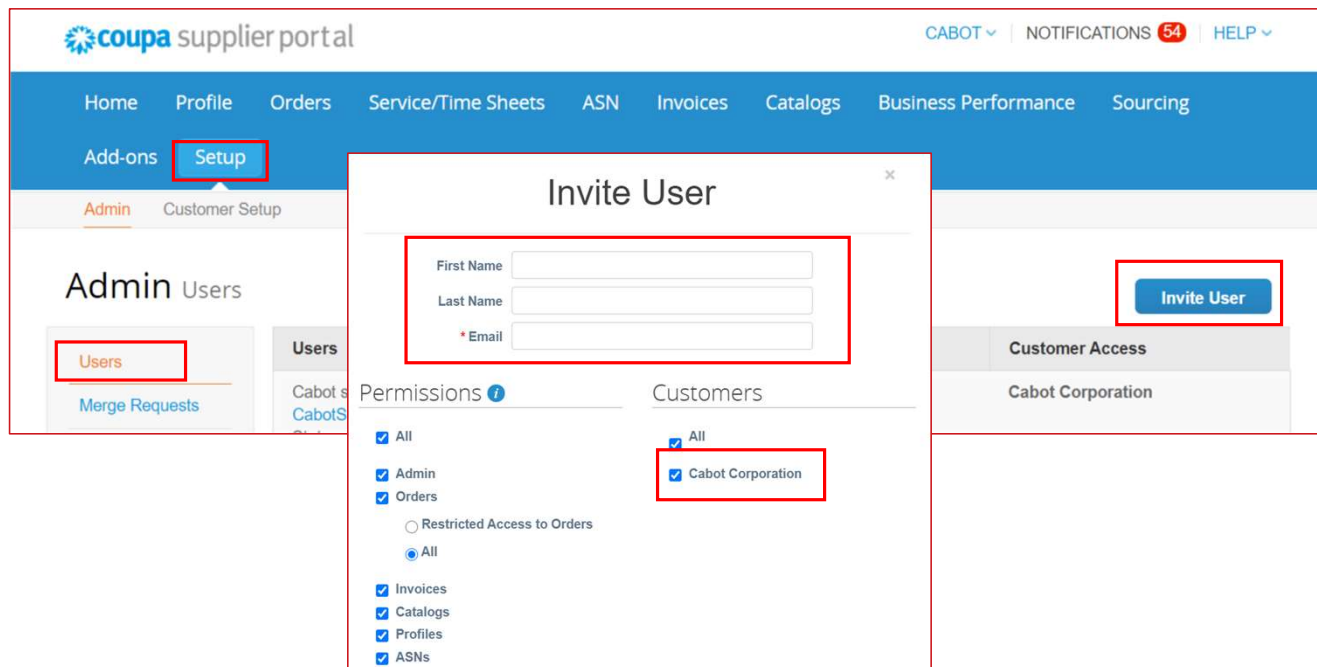


注意：确保卡博特存有您当前的收款地址，以免在 Coupa 中出现处理延误

添加用户

如果需要，您可以允许其他用户访问您的供应商账户以执行所有任务

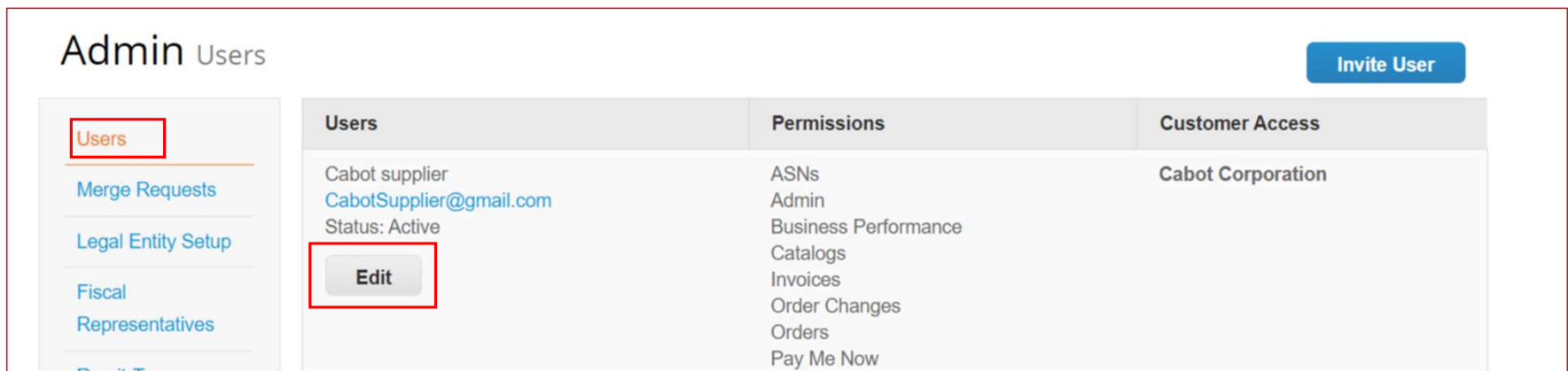
- 从顶部菜单栏中选择“Setup”（设置），然后单击“Users”（用户）选项卡，然后单击“Invite User”（邀请用户）
- 在“Invite User”（邀请用户）弹出窗口中至少输入员工的电子邮件地址，然后单击“Send Invitation”（发送邀请）
- 您可以通过勾选/取消勾选“Customers”（客户）部分的客户名称框来限制对特定客户的访问



编辑用户

如果需要，您可以编辑现有的用户

- 从顶部菜单栏中选择“Admin”（管理），然后点击“Users”（用户）选项卡
- 点击“Edit”（编辑）
- 查看和编辑用户信息
- 在“Permissions”（权限）部分中启用或禁用权限
- 您可以通过勾选/取消勾选“Customers”（客户）部分的客户名称框来限制对特定客户的访问
- 点击“Save”（保存）



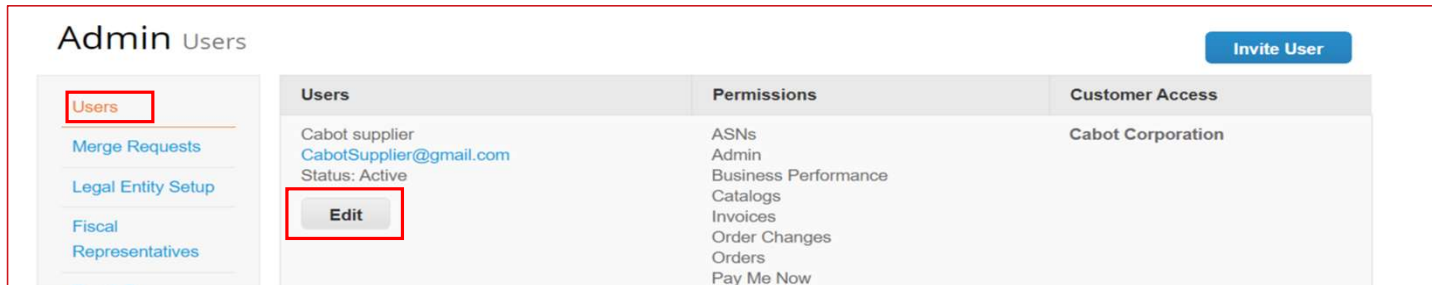
The screenshot displays the 'Admin Users' management interface. On the left, a sidebar contains navigation options: 'Users' (highlighted with a red box), 'Merge Requests', 'Legal Entity Setup', 'Fiscal', and 'Representatives'. The main content area is divided into three columns: 'Users', 'Permissions', and 'Customer Access'. The 'Users' column shows details for a user named 'Cabot supplier' with email 'CabotSupplier@gmail.com' and status 'Active'. Below this information, the 'Edit' button is highlighted with a red box. The 'Permissions' column lists various system functions such as ASNs, Admin, Business Performance, Catalogs, Invoices, Order Changes, Orders, and Pay Me Now. The 'Customer Access' column shows 'Cabot Corporation'.

Users	Permissions	Customer Access
Cabot supplier CabotSupplier@gmail.com Status: Active Edit	ASNs Admin Business Performance Catalogs Invoices Order Changes Orders Pay Me Now	Cabot Corporation

员工解雇

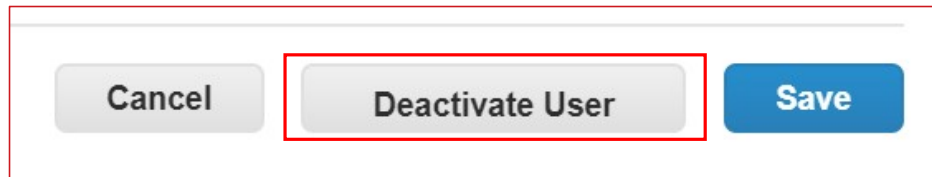
如果可访问 CSP 的员工与贵公司终止关系，CSP 管理员需负责撤销该员工的访问权。

- 从顶部菜单栏中选择“Setup”（设置），然后点击“Users”（用户）选项卡
- 点击“Edit”（编辑）
- 选择“Deactivate User”（停用用户）



The screenshot shows the 'Admin Users' interface. On the left, there is a sidebar with a menu where 'Users' is highlighted. The main content area displays a table with columns for 'Users', 'Permissions', and 'Customer Access'. The 'Users' column contains the text 'Cabot supplier', 'CabotSupplier@gmail.com', and 'Status: Active'. Below this text is an 'Edit' button. The 'Permissions' column lists various system functions like 'ASNs', 'Admin', 'Business Performance', etc. The 'Customer Access' column shows 'Cabot Corporation'. An 'Invite User' button is located in the top right corner.

Users	Permissions	Customer Access
Cabot supplier CabotSupplier@gmail.com Status: Active Edit	ASNs Admin Business Performance Catalogs Invoices Order Changes Orders Pay Me Now	Cabot Corporation



The screenshot shows a dialog box with three buttons: 'Cancel', 'Deactivate User', and 'Save'. The 'Deactivate User' button is highlighted with a red box.



CSP 供应商活动

卡博特 CSP 供应商培训

接收/查看采购订单

无论 PO 交付偏好是什么（电子邮件、cXML 等），您都可以访问 CSP 中所有未结 PO

- 从顶部菜单栏选择“Orders”（订单）
- 页面刷新后，从采购订单列表中选择适用的 PO 号。您也可以使用搜索栏来查找 PO
- 点击 PO 编号超链接，查看完整的 PO 详细信息

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders' (highlighted), 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Sourcing'. Below this, there are sub-menus for 'Add-ons' and 'Setup'. The main content area shows 'Purchase Orders' for 'Cabot Corporation'. A table lists orders with columns for PO Number, Order Date, Status, Acknowledged At, and Items. The first row, CPO00000072, is highlighted. To the right, a detailed view of this order shows a total of 200.00 USD and buttons for 'Create Invoice', 'Save', and 'Print View'. The 'Create Invoice' button is highlighted. Below this, there is a 'Comments' section with an 'Add Comment' button, which is also highlighted.

PO Number	Order Date	Status	Acknowledged At	Items
CPO00000072	04/21/21	Issued	None	5 Each of HP Business S Load - Notebook carrying
CPO00000071	04/21/21	Issued	None	50 Each of HP Business

确认采购订单

在具体的 PO 详细信息页面上，选择“**Acknowledged**”（已确认）复选框以确认收到 PO

卡博特将在其 Coupa 系统中收到相关确认

Purchase Order #CPO00000072

Status Issued - Sent via Email

Order Date 04/21/21

Revision Date 04/21/21

Requester Varsha Pachisia

Email varshapachisia@kpmg.com

Payment Term N60

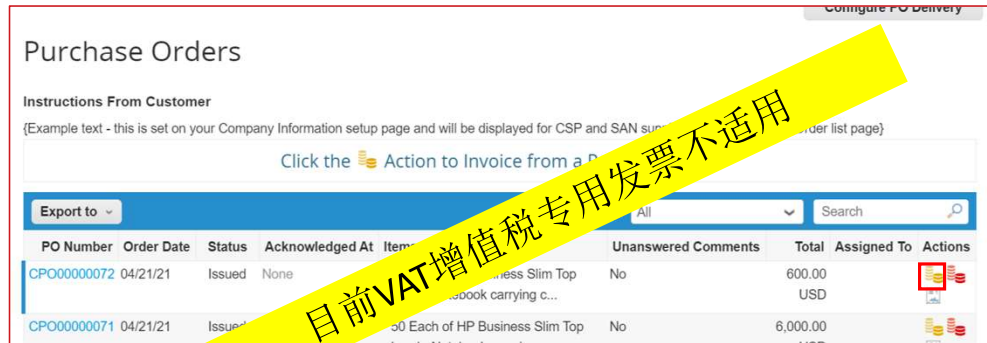
Attachments None

Acknowledged

Assigned to

创建 PO 支持发票

- 在顶部菜单栏中选择“Orders”（订单）
- 在具体 PO 行的“Actions”（行动）栏下，选择黄色硬币堆图标，将 PO 转为发票。随后您将进入发票创建界面
- 选择一个收款地址和发货地址
 - 如果没有出现正确的收款地址，点击放大镜图标，然后点击“Create”（创建）



目前VAT增值税专用发票不适用

The screenshot shows the 'Choose Invoicing Details' dialog box. It has several fields: 'Legal Entity' (Test Supplier), 'Invoice From' (123 Main St, San Francisco, CA 95159, United States), '* Remit-To' (Select), and '* Ship From Address' (123 Main St, San Francisco, Ca). The '* Remit-To' and '* Ship From Address' fields are highlighted with red boxes. There are 'Add New' buttons next to the dropdown menus. A 'Cancel' button is at the bottom right.

创建 PO 支持发票

在发票创建界面，填写所有必要的信息（所有必填字段都注有星号）

- 在“Invoice #”（发票编号）字段中按您自己的发票编号惯例填写发票编号
- 附上您组织的发票文件
- PO 中的详细信息会自动填充到发票草稿中
- 核实标题和各行中自动填充的发票信息，如有必要请调整

目前VAT增值税专用发票不适用

 注意：您可以根据需要添加多个发票附件或只开具某一 PO 的部分发票

创建 PO 支持发票

- 如果需要，在“Price”（价格）栏中更新价格
- 如果需要，在“Qty”（数量）栏中更新数量

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	HP Business Slim Top Load - Notebook carrying case - 14.1" - for Elite c1030, EliteBook 83X G7, 845 G7; EliteBook x360; Pro c640; ZBook Firefly 14 G7	5	Each	120.00	600.00

PO Line: CPO0000072-1 [Clear](#) Cont: Supplier Part Number:

Billing: 10012020 1000-No-10015852

[Add Line](#) [Pick lines from PO](#)

目前VAT增值税专用发票不适用

创建 PO 支持发票

- 如果适用，添加任何运输、处理和税收信息
 - 您可以通过以下任意方式在适当的部分添加适用的税收信息：
 - 手动输入税率
 - 手动输入税额 (\$)
 - 点击“Calculate”（计算），以在添加所有额外费用后更新发票总额

Totals & Taxes

Lines Net Total 600.00

Shipping

Tax % 0.000

Tax Reason Description

Misc

Tax % 0.000

Tax Reference Enter a tax reason description

Total Tax 0.00

Net Total 600.00

Total 600.00

Delete Cancel Save as Draft **Calculate** Submit

目前VAT增值税专用发票不适用

创建 PO 支持发票

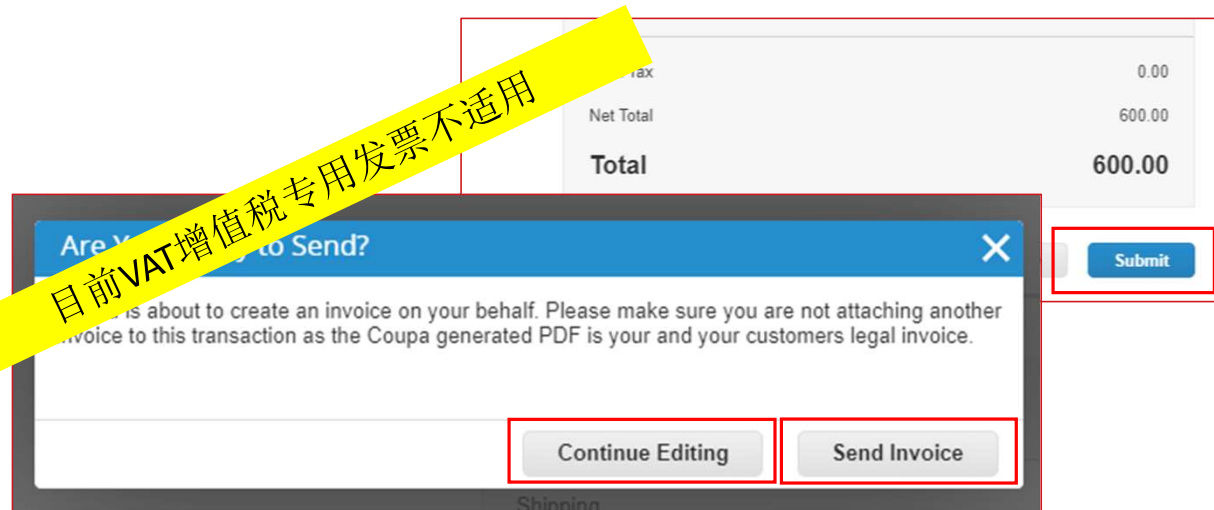
- 输入要提供给卡博特的任何必要评论，然后点击“Add Comment”（添加评论）
- 如有必要，请添加其他附件



The image shows a screenshot of a 'Comments' form. At the top left, there is a speech bubble icon and the word 'Comments'. To the right, there is a 'Mute Comments' link with a dropdown arrow. Below this is a large text input field with the placeholder text 'Enter Comment'. Underneath the input field, there is a small text label 'Send Comment to' followed by a placeholder '@name (ex. @JohnSmith)'. Below that is an 'Attachments' section with a 'URL' input field. At the bottom right of the form is a grey 'Add Comment' button. A prominent yellow diagonal banner with black text '目前VAT增值税专用发票不适用' is overlaid across the center of the form.

创建 PO 支持发票

- 当您填妥发票上的所有信息后，点击“Submit”（提交）
- 点击“Submit”（提交）后，会出现一个弹出窗口，向您确认是否准备好发送发票。**提交后，除非卡博特提出异议，否则不能通过 CSP 编辑发票**
- 如果您希望返回编辑，请点击“Continue Editing”（继续编辑）
- 点击“Send Invoice”（发送发票），将确认填妥的发票发送给卡博特



创建非 PO 支持发票

- 从顶部菜单栏中点击“**Invoices**”（发票）
- 点击“**Create Blank Invoice**”（创建空白发票）
- 填写发票抬头详细信息

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Invoices' section is active, showing a 'Select Customer' dropdown set to 'Cabot Corporation'. Below this, there are instructions from the customer and a 'Create Invoices' section with three buttons: 'Create Invoice from Contract', 'Create Blank Invoice' (highlighted with a red box), and 'Create Credit Note'. A table below shows a list of invoices with columns for Invoice #, Created Date, Status, PO #, Total, Unanswered Comments, Dispute Reason, and Actions.

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	04/21/21	Draft	CPO00000072	600.00 USD	No		
INV12 SSS	04/21/21	Pending Approval	None	20,000.00 USD	No		
INV5 SSS	04/21/21	Pending Approval	CPO00000072	2,500.00 USD	No		
Testv1+12	04/21/21	Pending Approval	None	400.00 USD	No		
Testv1+15b	04/21/21	Voided	CPO00000070	600.00	No		



注意：必须填写正确的请求人姓名和电子邮件才能提交非 PO 支持发票。

创建非 PO 支持发票

- 填写各行详细信息（类型、描述、数量[仅限基于数量]、UOM[仅限基于数量]、价格、合同）
- 如果适用，添加任何运输、处理和税收信息
- 点击“Submit”（提交）和“Send Invoice”（发送发票）

The screenshot shows a software interface for creating a non-PO invoice. The interface is divided into several sections:

- Lines:** A table for entering item details. The first row shows: Type (Qty), Description, Qty (1.000), UOM (Atmospheres), Price (0.00), and a checkbox for Line Level Taxation (0.00).
- Totals & Taxes:** A section for entering shipping, handling, and tax information. It includes fields for Shipping, Tax, Handling, Tax, Misc, and Tax, each with a dropdown menu and a percentage field (0.00%).
- Summary Table:** A table showing the total tax and net total. The values are: Total Tax (0.00), Net Total (0.00), and Total (0.00).
- Buttons:** At the bottom, there are buttons for Delete, Cancel, Save as Draft, Calculate, and Submit. The Submit button is highlighted with a red box.

A yellow diagonal banner across the center of the screenshot reads: 目前VAT增值税专用发票不适用 (Currently VAT special invoice is not applicable).

创建贷记单

- 从顶部菜单栏中点击“**Invoices**”（发票）
- 点击“**Create Credit Note**”（创建贷记单）
- 填写发票抬头详细信息

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Invoices' section is active, showing a 'Select Customer' dropdown set to 'Cabot Corporation'. Below this, there are instructions from the customer and a 'Create Invoice' section with buttons for 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. The 'Create Credit Note' button is highlighted with a red box. A yellow diagonal banner across the page reads '目前VAT增值税专用发票不适用'. Below the buttons is a table of invoices.

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	04/21/21	Draft	CPO00000072	600.00 USD	No		
INV12 SSS	04/21/21	Pending Approval	None	20,000.00 USD	No		
INV5 SSS	04/21/21	Pending Approval	CPO00000072	2,500.00 USD	No		
Testv1+12	04/21/21	Pending Approval	None	400.00 USD	No		
Testv1+15b	04/21/21	Voided	CPO00000070	600.00	No		

创建贷记单

- 填写各行详细信息（类型、描述、数量[仅限基于数量]、UOM[仅限基于数量]、价格、合同）
- 如果适用，添加任何运输、处理和税收信息
- 点击“Submit”（提交）和“Send Invoice”（发送发票）



注意：贷记单各行可以是负数或正数，但贷记单总额应为负数。

查看和管理目录

- 从顶部菜单栏中选择“Catalogs”（目录），以查看您的卡博特目录信息和可用操作*
 - **Export to**（导出为）：将目录详细信息导出为 CSV 或 Excel
 - 点击 **Catalog Name**（目录名称），查看各个目录项目的列表
 - 点击目录中的 **Item Name**（项目名称），查看详细的项目页面
- *注意：只有未提交给卡博特买家进行审批的 **Draft**（草稿）状态的目录才可以直接编辑或删除

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Catalogs' menu item is highlighted with a red box. Below the navigation bar, the 'Catalogs' page is shown, featuring a table of catalog entries. The 'Test Supplier Catalog 4' entry is highlighted with a red box. A detailed view of 'Test Supplier Catalog 4' is shown in a separate window, displaying the supplier name 'Test Supplier', status 'Accepted by Customer', start date '04/20/21', and end date '04/21/21'. Below this, the 'Items Included in Catalog' section shows a table with columns: Name, Part Number, Status Change, Price, Price Change, Currency, Other Fields Changed, Reject Reason, and Actions. The 'Monitor' item with part number '123456VP' and price '100.00' is highlighted with a red box.

Catalog Name	Created Date	Submitted Date	Start Date	Expiration Date	Status	Unanswered Comments	Error	Actions
Test VP1	04/21/21	04/21/21	04/21/21	04/21/21	Pending Approval	No		
Test 420	04/20/21	04/20/21	04/20/21	04/20/21	Pending Approval	No		
Test Supplier Catalog 4	04/20/21	04/20/21	04/20/21	04/21/21	Accepted by Customer	No		
test-cata1	04/16/21	04/16/21	04/16/21	04/16/21	Pending Approval	No		
Test Supplier Catalog 2	04/09/21	04/09/21	04/09/21	04/09/21	Pending Approval	No		
Test Supplier	04/09/21	04/09/21	04/09/21	04/09/21	Pending Approval	No		

Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Changed	Reject Reason	Actions
Monitor	123456VP		100.00		USD			

查看和管理目录

- 点击 **Create**（创建）创建一个更新目录请求
- 输入目录信息，包括开始和结束日期
- 您可以通过 **Load from File**（从文件加载）批量上传目录项目更新，或通过 **Create**（创建）单独上传
- 当目录更新、添加或更改完成后，点击“**Submit for Approval**”（提交进行审批），以自动发送给卡博特进行审核

The screenshot displays the 'Catalogs' management interface. On the left, a table lists existing catalogs, with 'Test VP1' highlighted. The main area shows the 'Test Supplier Catalog 7' form, which includes fields for Customer (Cabot Corporation), Catalog Name (Test Supplier Catalog 7), Status (Draft), Start Date, Expiration Date, and Currency (USD). The 'Submit for Approval' button is highlighted in red. Below the form, the 'Items Included in Catalog' section shows a table with columns for Name, Part Number, Status Change, Price, Price Change, Currency, Other Fields Changed, Reject Reason, and Actions. The table is currently empty, and the 'Load from file' button is highlighted in red.

Catalog Name	Created
Test VP1	04/21/21

Create **Export to**

Test Supplier Catalog 7 Edit

[Back](#)

Customer: Cabot Corporation

* Catalog Name:

Status: Draft

Start Date: date when catalog prices become effective

Expiration Date: date when catalog prices become expired

Currency:

Save **Submit for Approval**

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	Reject Reason	Actions
No rows.								

Per page 15 | 45 | 90



后续步骤

卡博特 CSP 供应商培训

CSP 启用的后续步骤

- 务必接受 Coupa 供应商门户的电子邮件邀请
- 接受邀请后，核实并填写 CSP 资料和账户信息，以及任何信息更新请求
- 查看培训和入职材料及通信，完成请求的供应商信息确认或更新，即主要联系信息、PO 电子邮件、所需的认证或文件
- 与您的应收账款团队协调以便开具发票（若尚未如此操作）
- 联系卡博特采购团队，讨论 PunchOut 目录或托管目录设置的可能性

其他资源

– 一般信息:

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Get_Started_with_the_CSP/03_CSP_Videos

– Coupa 供应商门户登录: <https://supplier.couphost.com/>

– 供应商启用: 请联系卡博特采购团队建立托管目录: supplier.communication.cn@cabotcorp.com。

开票要求

中国国内供应商（金税发票）

备注栏信息要求：**CPOxxxxxxx***（数字x固定八位,加*做分割） 例如：**CPO00000853*** **CPO00000853-1173***
OP-xxxxx-xxxxx*（数字位数不固定加*做分割） **OP-01300-121613***
ON-xxxxx-xxxxx*（数字位数不固定加*做分割） **ON-02178-2894***

订单号码之后加*以做区分，开票请严格按照订单内容开票（包括数量，单价，单位）

卡博特高性能材料（天津）有限公司需要在CP订单最后注明-1173或者-2109，这个信息可以在订单Bill to 中找到

如果是没有订单的发票，请在备注栏提供**卡博特申请人**的姓名

Print Email



Cabot Corporation PURCHASE ORDER / PURCHASE ORDER

MARCO POLO INTERNATIONAL LLC
532 Broad Hollow Rd. Suite 135
Melville, NY 11747
United States
Attn/Attn: Supplier Contact
abrahem@mar-pot.com

PO NUMBER/ PO NUMBER **ON-02178-2894**
DATE 06/10/21
PAYMENT TERMS/ PAYMENT TERMS N60
SHIPPING TERMS/ SHIPPING TERMS CIP
CURRENCY/ CURRENCY USD
CONTRACT/ CONTRACT
CONTACT

Ship To/ Ship To
CABOT PLASTICS CANADA LP
- 2178
CABOT PLASTICS CANADA LP
707, Boul. Pierre Tremblay
Saint-Jean-sur-Richelieu, QC
J2X 5G5
Canada
Attn:

Bill To/ Bill To
Cabot Plastics Canada LP
Talavera Suite L1.21 Unit 1,2 dan 3
Talavera Office Park
Saint-Jean-sur-Richelieu, Quebec J2X
5G5
Canada
Attn/ Attn: Send invoices to
invoicing-ca@cabotcorp.coupacloud.com

开票要求

中国国外供应商（Readable PDF）

如果供应商无法通过CSP平台开票，请提供可读的PDF，并且直接发送至：

invoices+cn@cabotcorp.coupa.com

Invoice Requirement

English version invoices (Readable PDF)

If the supplier cannot issue the invoice via CSP or use any other E-invoice delivery method. Please send the readable PDF to below Coupa inbox:

invoices+id@cabotcorp.couphost.com (for Indonesia buyer)

invoices+jp@cabotcorp.couphost.com (for Japan buyer)

invoices+cn@cabotcorp.couphost.com (for China buyer)