



*See what's possible™*

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Dear Supplier,

As part of our commitment to continuously improve, offering effective solutions and an excellent level of service to our partners; **Guardian** Industries is implementing new enhanced capabilities utilizing the Coupa application to boost our transaction efficiency and become true preferred partners with our external suppliers. **Coupa** is a leading cloud procurement software company specializing in connecting buyers with their suppliers.

Once fully implemented, we expect Coupa to provide significant benefits to you as our supplier partner, including:

- An intuitive, user-friendly experience that empowers our partners to easily collaborate from the moment of onboarding, to participating in a sourcing event, negotiating contracts, through the ordering process, and finally processing payment of your submitted invoice
- Easier visibility to open orders with Guardian Industries
- Faster invoice-to-pay process with convenient visibility into the status of your invoices/payments
- Improve user experience for our suppliers
- Ability to utilize industry standard digital channels for transaction exchange

Unlike some other e-procurement systems, Coupa is free to use for you as a supplier. There is no licensing or transaction-level fee you will have to pay.

After implementing the **Invoice-To-Pay, Sourcing, Supplier On-boarding and Contract Lifecycle Management** modules in 2020; Guardian will implement the **Requisition-To-Order (R2O)** module at the beginning of 2021 that will be the future platform for managing indirect spend.

The implementation in the US will be executed in four waves.

- **Wave One:** Will implement Coupa in mid-January. Includes Kingsburg, CA; Dewitt, IA; Newbern, TN; and Portageville, MO.
- **Wave Two** Will implement Coupa in the beginning of March. Includes: Carleton, MI; Corsicana, TX; Richburg, SC; Geneva, NY; Tacoma, Covington, LA; Morehead, KY; Ripley, TN; Farmington, MO and Evansville.
- **In Wave Three** (Admin locations) and **Wave Four** (Fabrication facilities) implementation will be completed before the end of April 2021.

The Coupa R2O implementation in Europe will start in Q2 2021, and Latin America and AMEA regions in Q4 2021.

During the R2O implementation in the US, Guardian will provide the following support in order to prepare you for using Coupa:

- Send informational communications and updates Post recorded trainings in Guardian's Supplier Portal
- Distribute quick reference guides

Please share this information with all the members of your organization that interact with us. We welcome your feedback, questions and comments, and our Supplier Enablement Team is happy to support you. You can reach out to them using the following e-mail address: [globalSE@guardian.com](mailto:globalSE@guardian.com)

### **Useful Coupa Resources**

[Coupa Success Portal](#)

[Coupa video tutorials for Suppliers](#)

Thank you,

Guardian Industries Strategic Sourcing & Procurement