



SUPPLIER INFORMATION MANAGEMENT (SIM) - Guide

Version 1.0

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COUPA SIM FOR SUPPLIERS

These training materials will enable you to ...

- ✓ Manage your company information directly with Brenntag via Forms
- ✓ Easily respond to information request from Brenntag with or without the use of Coupa Supplier Portal (CSP)*.
- ✓ Easily update your information in CSP.

Please keep in mind ...

- ✓ Invitations to update your information will always be received by E-Mail
- ✓ Performing updates on your CSP account still needs approval from Brenntag.

*Note: Coupa Registration and usage are free of charge

WHAT IS COUPA?

Coupa is an emergent user-friendly Indirect Procurement software and platform, in which all data is at a glance of a click. Besides being an amazon-like platform when it comes to ordering from customer's side it also gives a huge transparency and structure on PO's from suppliers' side.



What will change for you as a supplier?

As part of Brenntag's digital transformation, we will have a common and harmonized platform to collaborate with suppliers and exchange documents. The establishment of one single platform will help us to automate manual processes within and increase data transparency. The implementation of the new way of working will lead to mutual benefits and help improve the entire procurement process.

WHAT IS THE PURPOSE OF SUPPLIER INFORMATION MANAGEMENT (SIM)?

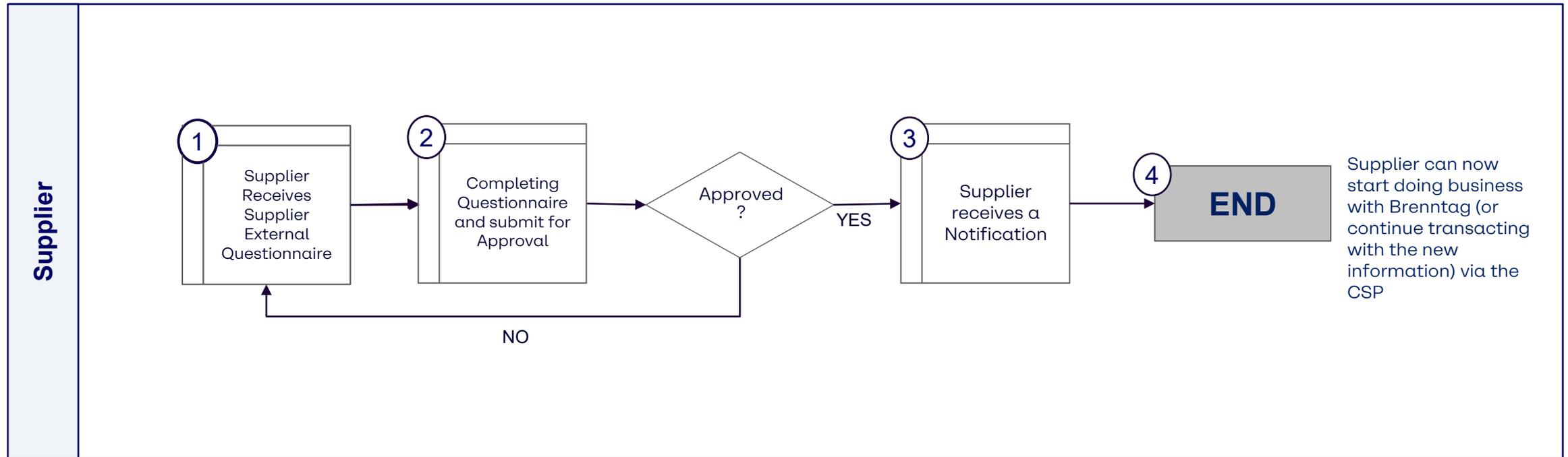
Coupa **Supplier Information Management (SIM)** is a stream-lined process to manage your companies' information directly with Brenntag and have one common source of truth. The process for you as a supplier is executed via **forms**.

- The **Information** or **Update Request** will be sent to you via E-Mail, and you can directly act on it from there
- The **communication** with Brenntag regarding your company information fully **moves to Coupa**, getting rid of phone calls and/ or E-Mails



SUPPLIER CREATION REQUEST FORM

How to interact with Coupa forms

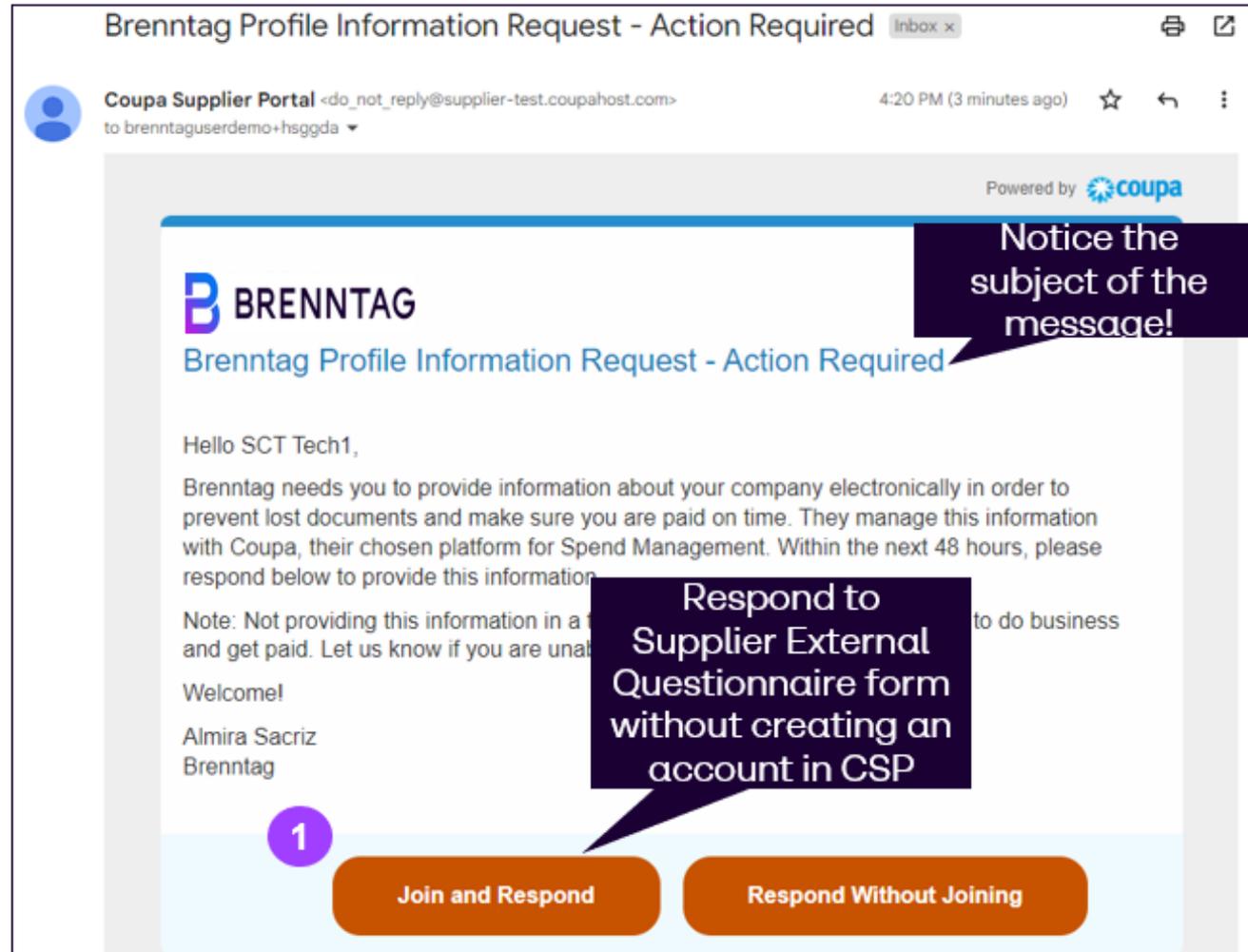


SUPPLIER CREATION REQUEST FORM

Respond via CSP – Step 1: Receiving Information Request E-Mail

To complete the onboarding request for Brenntag, you will receive an email notification prompting you to create the CSP Account and respond to the so-called “**Supplier External Questionnaire**” form

1 Click “**Join and Respond**” Button



SUPPLIER CREATION REQUEST FORM

Respond via CSP – Step 2: Log into the CSP

- 2 You are required to **create an account** in Coupa Supplier Portal (see previous slides)

The supplier e-mail will be pre-populated, but a password has to be created in CSP.

Once done, please click the **“Get Started”** button below.

The screenshot shows the 'Create your business account' page on the Brenntag Coupa Supplier Portal. The page includes the Brenntag logo, the Coupa logo, and a message about digital transformation. The form fields are: 'Email / Log in' (pre-filled with 'noblezcalvin+BrenntagSupplier@gmail.com'), 'Password' (with a strength indicator: 'Use at least 8 characters and include a number and a letter.'), and 'Password Confirmation'. A 'Tick' box is checked for 'I accept the Privacy Policy and the Terms of Use.' An orange 'Get Started' button is at the bottom. Annotations include a purple circle with '2' next to the Password field, and blue boxes with arrows pointing to the 'Email / Log in' and 'Password' fields, the 'Tick' box, and the 'Get Started' button.

B BRENNTAG Powered by coupa

Create your business account

Brenntag is taking the next step in our digital transformation and one part of this is a change in the way we will collaborate with you as our supplier. Part of the transformation is replacing the Indirect Spend Procurement system with a digital solution provided by Coupa.

Email / Log in → Email: noblezcalvin+BrenntagSupplier@gmail.com

Password → Password: [masked] ✔ Use at least 8 characters and include a number and a letter.

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

Click → **Get Started**

[Having an issue with signup?](#)

[Forward this to someone](#)

SUPPLIER CREATION REQUEST FORM

Respond via CSP – Step 3: Provide Business Information

- 3 Fill in Supplier Details. Click “Next” button > “Take Me There” button.

BRENNTAG Powered By **coupa**

Basics Profile

You are one step away from doing business with Brenntag !

Brenntag requires some additional information

Take Me There

BRENNTAG Powered By **coupa**

Basics Profile

Tell us about your business

* Company Name Brenntag Supplier
Your official registered company name

Website

* Country/Region United States

* Address Line 1 street 1

Address Line 2 street 1

* City US

State AK

* Postal Code 0000

Next

SUPPLIER CREATION REQUEST FORM

Respond via CSP – Step 4: Fill in the form

4 You are now log in to CSP and some information here is pre-populated (see Banner)

Please complete the so-called “**Supplier External Questionnaire**” form

Required fields are flagged with red asterisks (*) and need to be completed in order to submit the form.

The screenshot displays the Coupa Supplier Portal interface. At the top, there is a navigation bar with options: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The user is logged in as 'Brenntag' and has a notification icon. The main content area shows the 'Supplier External Questionnaire' form for 'Brenntag Supplier'. A yellow banner indicates that some information has been auto-filled from the user's public profile. The form is divided into sections, with 'SECTION 1: COMPANY DETAILS AND PROFILE' containing the following fields:

- * Company Name:** Brenntag Supplier (Company Legal name)
- Company Doing Business As Name:** (Empty field)
- Parent Company Name:** (Empty field) (Company Legal name)

Note: Potentially known as 'Company Trading As Name' in some countries.

SUPPLIER CREATION REQUEST FORM

Respond via CSP – Step 5: Submit Form Response

- 5 After completing the “**Supplier External Questionnaire**” form, please click the “**Submit for Approval**” button. Make sure that you have populated all the mandatory fields.

SECTION 6: BRENNTAG CODE OF CONDUCT

Please accept the Brenntag Code of Conduct that you can find [HERE](#)

* Do you accept the Brenntag Code of Conduct?

SECTION 7: SUPPLIER REMARK

Remark

Your information has been submitted

5

Decline Save **Submit for Approval**



Note: Click “Save” if you want to save your response and continue your work later. Click “Decline” in case you don’t wish to be onboarded at all

SUPPLIER CREATION REQUEST FORM

Respond via CSP – Step 6: Check the status of your form response

When the “**Supplier External Questionnaire**” form is submitted the status is now “**Pending Approval**” and will also be sent in your **email** with the subject Profile Info Recently Updated for Brenntag on Coupa, validating that the external form has been successfully submitted for approval.

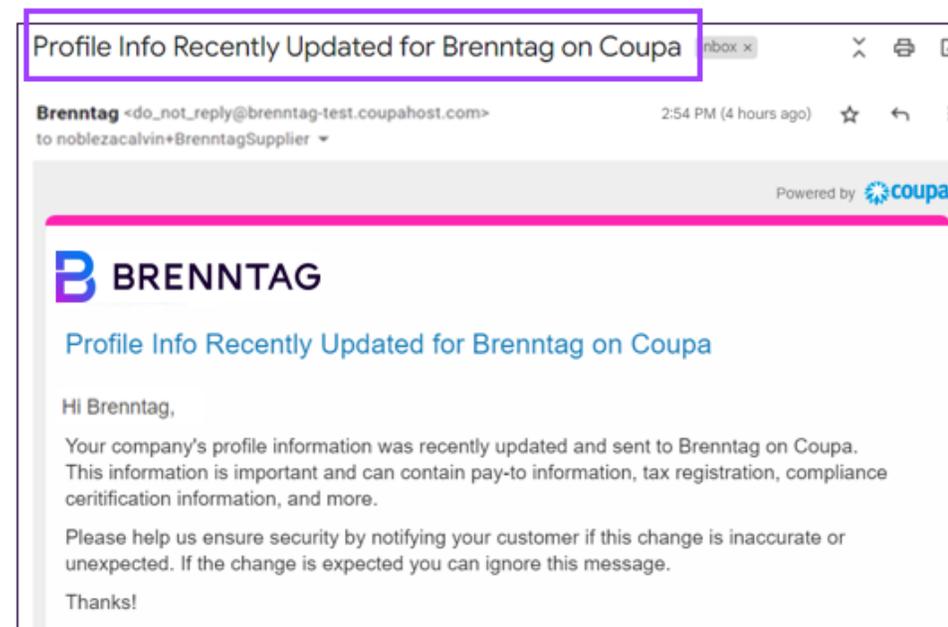
SIM Status

Pending Approval

Supplier Information Brenntag Supplier

SUPPLIER EXTERNAL QUESTIONNAIRE

“Brenntag is the global market leader in chemical and ingredients distribution. We connect our suppliers and customers in value-adding partnerships. We are happy to introduce this channel gathering latest data and confirmations from your company as a standardized way of working for all Brenntag legal entities in all regions with regards to Indirect Procurement.”

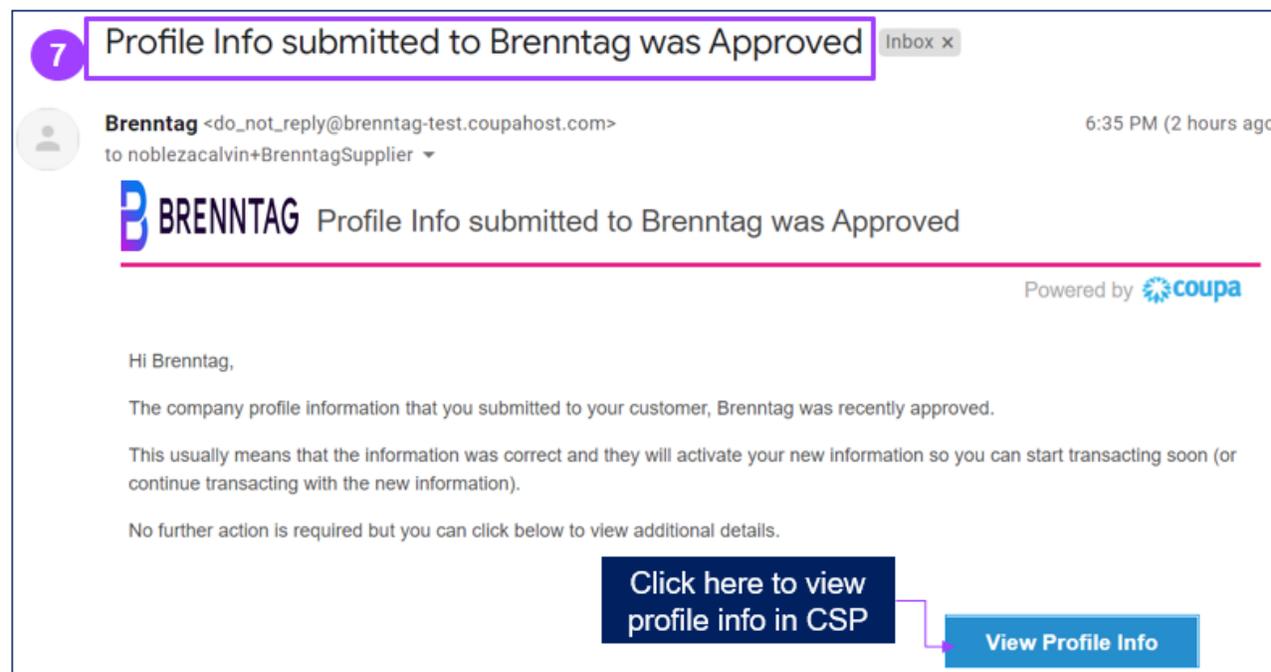
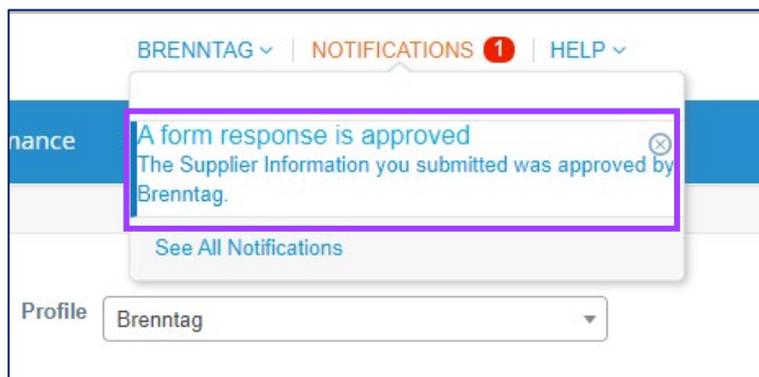


SUPPLIER CREATION REQUEST FORM

Respond via CSP – Step 7: Receiving Approval E-Mail

- 7 You will be notified via CSP/Email that the form response submitted to Brenntag was approved*.

You can now start doing business with Brenntag via the Coupa Supplier Portal.



*See Appendix in case form response submitted is rejected

SUPPLIER CREATION REQUEST FORM

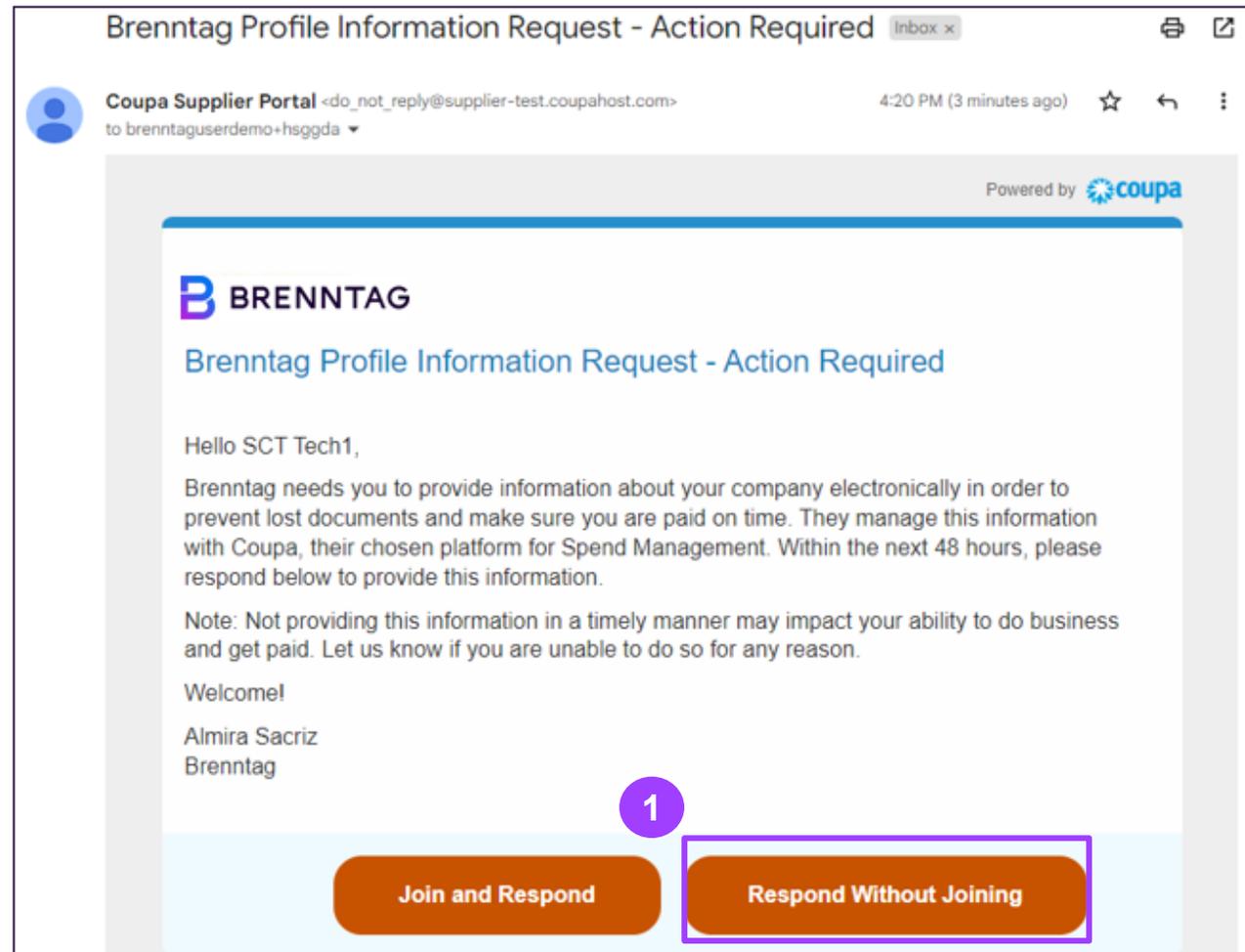
Respond via SAN – Step 1: Receiving Information Requests

A supplier can process Supplier Information forms by using Supplier Actionable Notification (SAN)* as well.

Once the supplier info is requested, an email will be sent to you with a link to redirect to the specific form.

1 To start, click Respond without Joining.

*See Appendix for description of SAN



SUPPLIER CREATION REQUEST FORM

Respond via SAN – Step 2: Process Information Requests

Supplier External Questionnaire will be displayed in a new tab. Some fields are prepopulated from Brenntag Supplier Record.

- 2 Complete the form by updating all necessary fields. Once done, click “Submit”.

SUPPLIER EXTERNAL QUESTIONNAIRE

[Manage your profile and more with Coupa.](#) [Create Your Account](#)


Sign Out

Supplier Information SCT Tech1

SUPPLIER EXTERNAL QUESTIONNAIRE

Brenntag is the global market leader in chemical and ingredients distribution. We connect our suppliers and customers in value-adding partnerships. We are happy to introduce this channel gathering latest data and confirmations from your company as a standardized way of working for all Brenntag legal entities in all regions with regards to Indirect Procurement.

SECTION 1: COMPANY DETAILS AND PROFILE

* Company Name

Company Legal name

Company Doing Business As Name

Note: Potentially known as 'Company Trading As Name' in some countries

Parent Company Name

Company Legal name

Company Registration Number

If applicable in company address country, i.e. 'Handelsregister' in Germany

Decline

Submit

SUBMIT FOR APPROVAL

2

SUPPLIER CREATION REQUEST FORM

Respond via SAN – Step 3: Submit Information Requests

- 3 Upon submitting, a warning message will display. Complete your request by clicking, “OK”.

Once submitted, notifications will be display, validating that the external form has been successfully submitted for approval.

- 4 Same steps as slides 16 & 17 are followed.

brenntag-test.coupa.com says

Warning. You will not able to access or make changes after you submit.
Submit response now to form: Supplier External Questionnaire?

3

OK

Cancel

Your information has been submitted

Supplier Information SCT Tech1

SUPPLIER EXTER

"Brenntag is the global market partnerships. We are happy to working for all Brenntag legal

SECTION 1: COM

* Company Name SCT Tech1

Company Legal name

Learn more about Coupa

Create Your Account

Manage your profile and n with Coupa.

Insight Opportunity Col

Coupa will ask you, if you want to create an account in CSP to better manage form responses. It's free of charge, but not mandatory*.



Note: When processing forms without joining the CSP, you won't be able to access any old forms, once they have been submitted.

SUPPLIER INFORMATION UPDATE REQUEST FORM

Request for Update from the Supplier

It is possible to perform **updates on your CSP account** at any moment. These updates need to be approved by Brenntag.

- 1 In Information Requests tab, you can adjust your profile information. Click **Update Info**.
- 2 Now, instead of grayed out, the data fields will be editable. Complete the form by updating all necessary fields.
- 3 After performing your necessary updates, click **Submit for Approval**

The screenshot shows the Coupa Supplier Portal interface. At the top, there's a navigation bar with 'Home', 'Profile', 'Orders', and 'Service/Time Sheets'. Below this is a sub-navigation bar with 'Your Profile' and 'Information Requests' (highlighted with a purple box). The main content area is titled 'SECTION 1: COMPANY DETAILS AND PROFILE' and contains several form fields: '* Company Name' (AS Co.), 'Company Legal name', 'Company Doing Business As Name' (AS Ltd. Co.), and 'Parent Company Name' (TEST). A purple box highlights the 'Update Info' button. Below this is another section titled 'SUPPLIER EXTERNAL QUESTIONNAIRE' with a text block. A second purple box highlights the 'Company Name' field in this section. At the bottom right, there are three buttons: 'Decline', 'Save', and 'Submit for Approval' (highlighted with a purple box and a '3' in a circle).



Note: Required fields marked with asterisks (*) are the fields that are mandatory to complete in order to be able to submit the form.

SUPPLIER INFORMATION UPDATE REQUEST FORM

Request for Update from Brenntag (1/3)

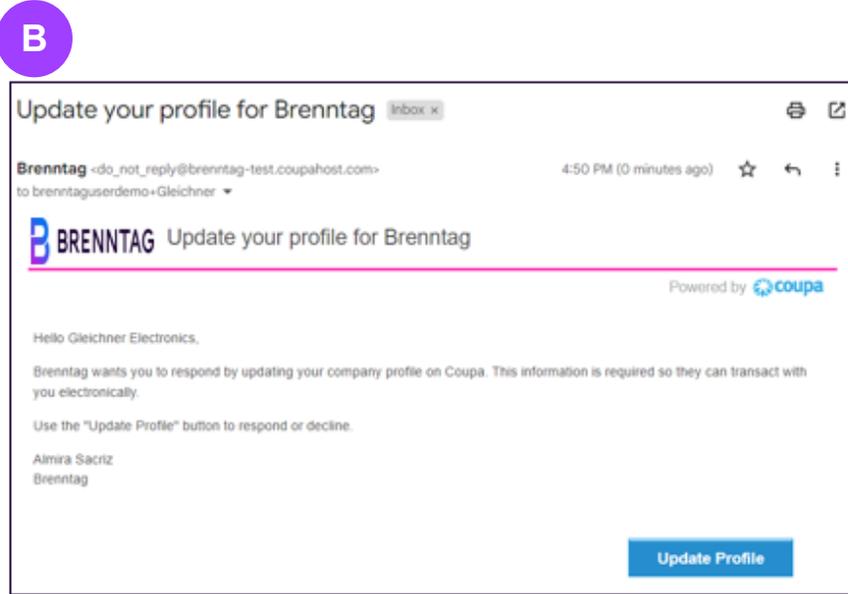
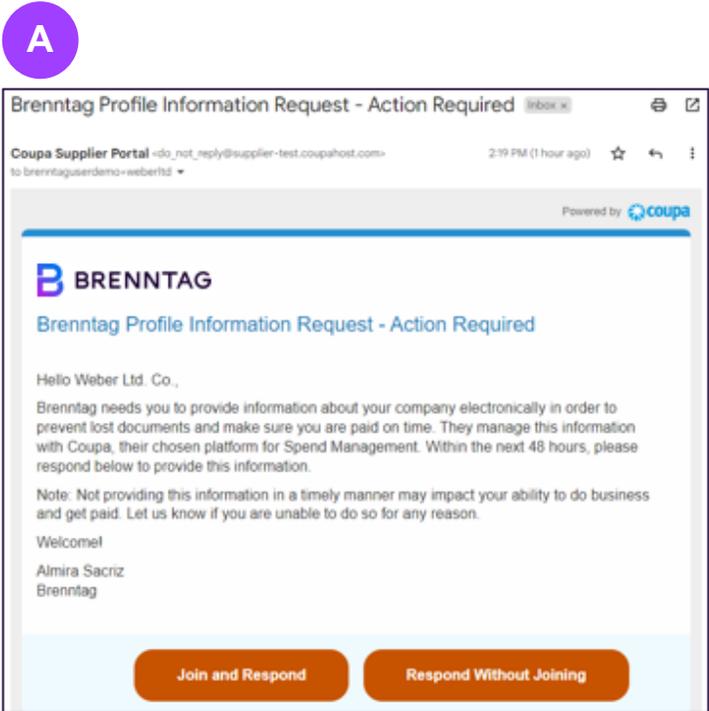
It is possible to perform updates on your CSP account at any moment. **However, it is also possible that profile updates are requested from Brenntag side.** If requested by Brenntag, you will be notified both by email and within the CSP profile page (through notifications)

A Supplier has not joined CSP yet:

You will receive an email notification saying that Brenntag requests you to update your profile information. Choose Join and Respond or Respond without Joining*

B Supplier already joined CSP:

Click Update Profile to be forwarded to your CSP page



*In the case that you chose to respond to onboarding without joining the Coupa Supplier Portal, you can complete and submit the form back to Brenntag via Supplier Actionable Notification (Email). See Appendix for the detailed process



SUPPLIER INFORMATION UPDATE REQUEST FORM

Request for Update from Brenntag (2/3)

- 1 You will be forwarded to **Information Requests** tab where Supplier External Questionnaire is displayed.
- 2 Complete the form by updating all necessary fields.
- 3 Click **Submit**.

The screenshot shows the Coupa Supplier Portal interface. At the top, the user is logged in as DONNIE with 3 notifications. The navigation menu includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, and Sourcing. The 'Profile' tab is active, and the 'Information Requests' sub-tab is highlighted with a purple box and a '1' in a purple circle. Below the navigation, the user's profile is identified as 'Brenntag'. A green checkmark message states: 'We have auto-filled some information from your Public Profile.' The main content area is titled 'Supplier Information' for 'Gleichner Electronics' and 'SUPPLIER EXTERNAL QUESTIONNAIRE'. A descriptive paragraph follows: 'Brenntag is the global market leader in chemical and ingredients distribution. We connect our suppliers and customers in value-adding partnerships. We are happy to introduce this channel gathering latest data and confirmations from your company as a standardized way of working for all Brenntag legal entities in all regions with regards to Indirect Procurement.' Below this, 'SECTION 1: COMPANY DETAILS AND PROFILE' is displayed. The 'Company Name' field is pre-filled with 'Gleichner Electronics' and is highlighted with a purple box and a '2' in a purple circle. The 'Company Doing Business As Name' field is also pre-filled with 'Gleichner Electronics'. At the bottom right, there are two buttons: 'Decline' and 'Submit'. The 'Submit' button is highlighted with a purple box and a '3' in a purple circle.



SUPPLIER INFORMATION UPDATE REQUEST FORM

Request for Update from Brenntag (3/3)

4 Once submitted, notifications will be display in the Supplier External Questionnaire with a **Pending Approval status** and will also sent in your **email** with the subject Profile Info Recently Updated for Brenntag on Coupa, validating that the external form has been successfully submitted for approval.

5 Once approval process is complete, you will receive a **new email notification** that the submitted information **update is already approved***.

The image illustrates the process of submitting and approving a supplier information update form. It shows the Coupa supplier portal interface with a 'Pending Approval' status for a submitted form. Two email notifications are shown: one titled 'Profile Info Recently Updated for Brenntag on Coupa' and another titled 'Profile Info submitted to Brenntag was Approved'. A purple callout box labeled 'FORM STATUS' points to the 'Pending Approval' status in the portal.





B BRENNTAG

Appendix

Supplier Actionable Notification (SAN)

WHAT IS SAN?

SAN stands for **S**upplier **A**ctionable **N**otification

SAN will allow you to act on items processed by Brenntag out of Coupa directly. There is no need to register to an additional portal or remember any new passwords.

The idea is that you can control everything via your E-Mail inbox by Action Buttons.

The service is free – you can register for the CSP at any point later if you wish to no longer use SAN.

With SAN you can:



Receive POs*



Act on received POs*



Fill in onboarding forms

*Covered in Coupa Supplier Portal (CSP) job aid

SUPPLIER ACTIONABLE NOTIFICATION (SAN)

Respond Without Joining CSP

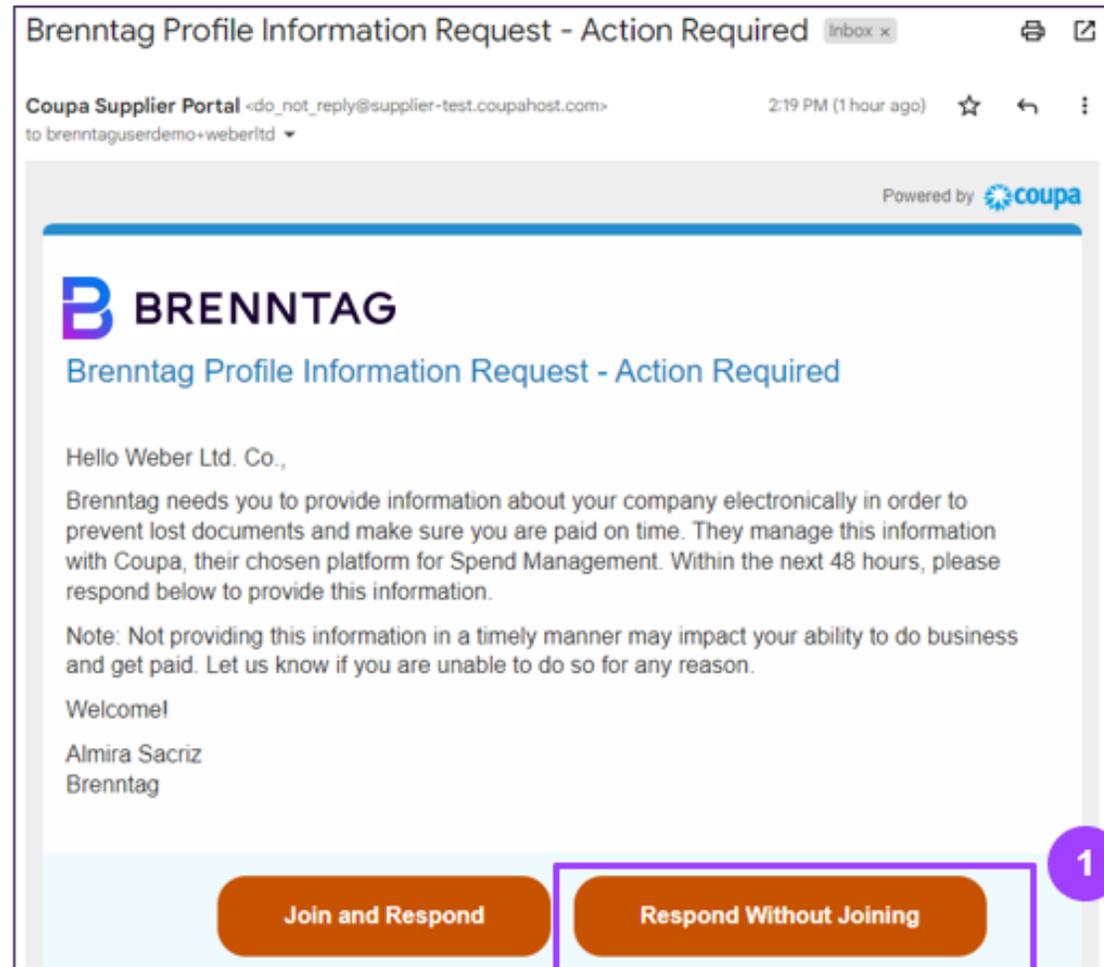
Respond to the Information Request via Supplier Actionable Notification (SAN)

Respond Without Joining Coupa Supplier Portal (CSP)

In the case that you chose to respond to onboarding without joining the Coupa Supplier Portal, you can complete and submit the form back to Brenntag via Supplier Actionable Notification (Email).

To start, go to your email and look for subject, **1 Brenntag Profile Information Request.**

Click on **Respond Without Joining.**



SUPPLIER ACTIONABLE NOTIFICATION (SAN)

Respond Without Joining CSP

Supplier External Questionnaire will be displayed in a new tab. Fields that are already captured on your Brenntag Supplier Record will be prepopulated on the form for your review, but they can be updated again before submission.

- 2 Complete the form by updating all necessary fields.

Fill the required fields marked with asterisks (*) as these fields are mandatory to complete in order to be able to submit the form.

- 3 Once done, click “**Submit**”. Upon submitting, a warning message will display. Complete your request by clicking, “**OK**”



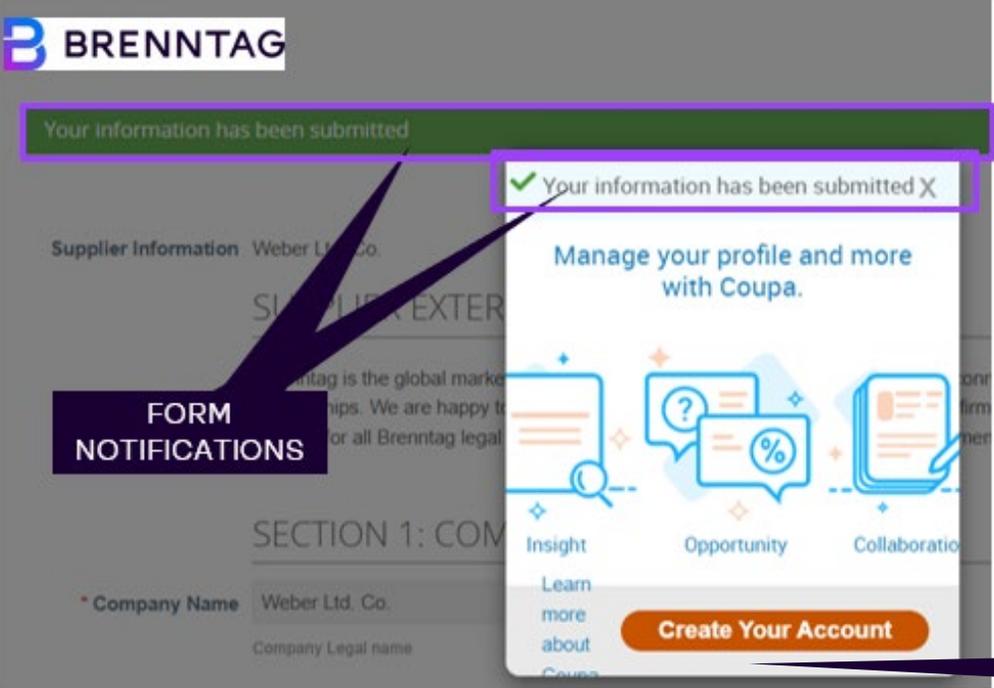
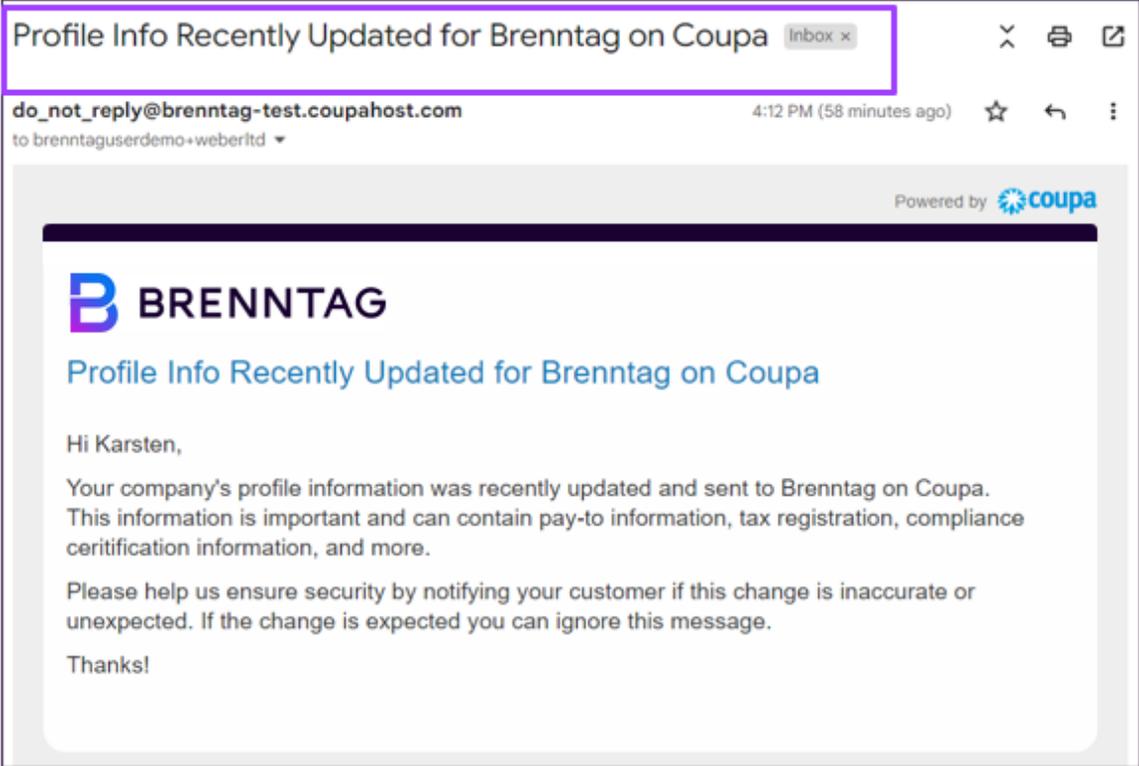
Note: When processing forms without joining the CSP, you won't be able to access any old forms, once they have been submitted.

The screenshot shows the Brenntag Supplier External Questionnaire interface. At the top, there is a navigation bar with the text "Manage your profile and more with Coupa." and a "Create Your Account" button. The Brenntag logo is on the left, and "Sign Out" is on the right. Below the logo, it says "Supplier Information: Weber Ltd. Co.". The main heading is "SUPPLIER EXTERNAL QUESTIONNAIRE". A paragraph of text follows: "Brenntag is the global market leader in chemical and ingredients distribution. We connect our suppliers and customers in value-adding partnerships. We are happy to introduce this channel gathering latest data and confirmations from your company as a standardized way of working for all Brenntag legal entities in all regions with regards to Indirect Procurement." Below this is "SECTION 1: COMPANY DETAILS AND PROFILE". There are three input fields: "Company Name" (with a red asterisk and a red box around it), "Company Legal name", and "Company Doing Business As Name". A red circle with the number "2" is next to the "Company Name" field. A warning dialog box is overlaid on the bottom right, titled "brenntag.coupahost.com says". The message reads: "Warning: You will not be able to access or make changes after you submit. Submit response now to form: Supplier External Questionnaire?". The dialog has "OK" and "Cancel" buttons. To the right of the dialog, there are "Decline" and "Submit" buttons, with a red arrow pointing from the "Submit" button to the "OK" button in the dialog.

SUPPLIER ACTIONABLE NOTIFICATION (SAN)

Respond Without Joining CSP

Once submitted, notifications will be display in the Supplier External Questionnaire and will also sent in your email with the subject **Profile Info Recently Updated for Brenntag on Coupa**, validating that the external form has been successfully submitted for approval.



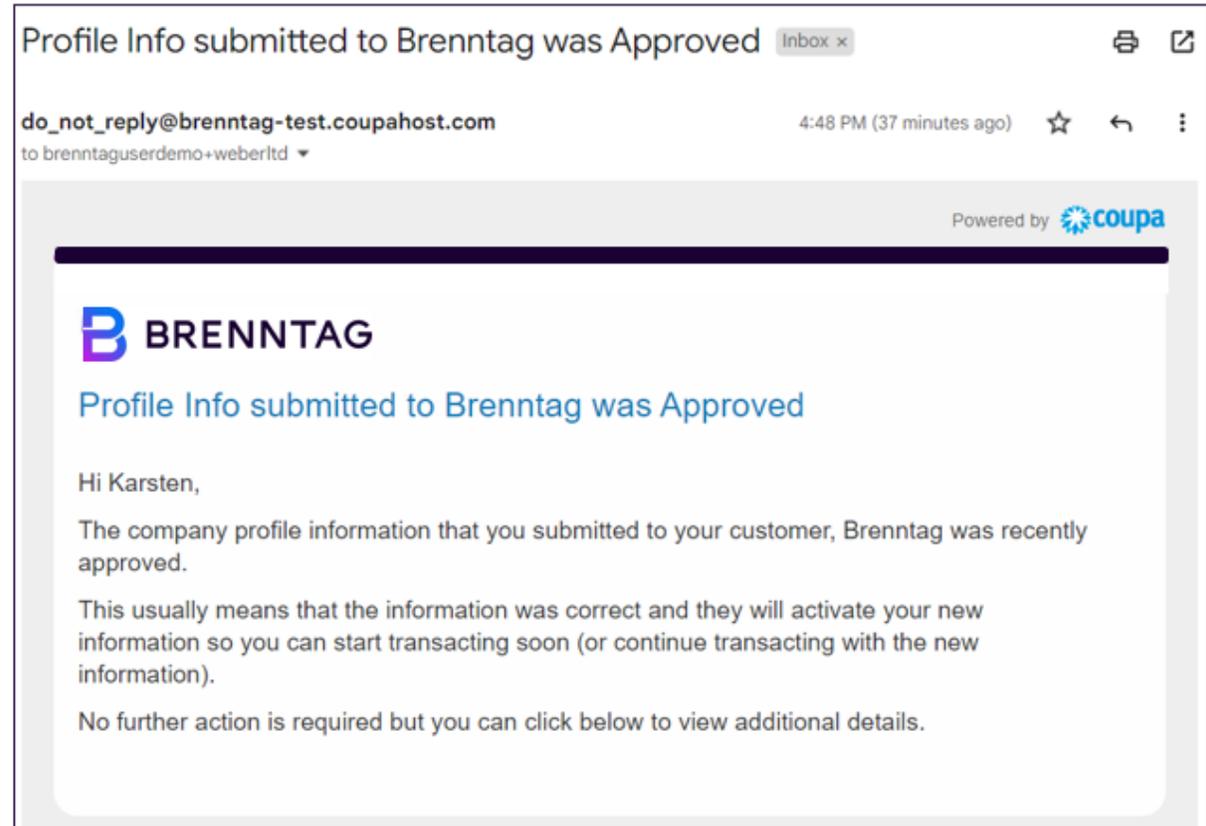
Coupa will ask you, if you want to create an account in CSP to better manage form responses. It's free of charge, but not mandatory.



SUPPLIER ACTIONABLE NOTIFICATION (SAN)

Respond Without Joining CSP

- 4 Once approval process is complete, you will receive a **new email notification** that the submitted information **update is already approved***.



*See Appendix in case form response submitted is rejected

**Form Response submitted is
rejected**

SUBMITTED INFORMATION REJECTED BY BRENNTAG

What if my submission is rejected? (1/2)

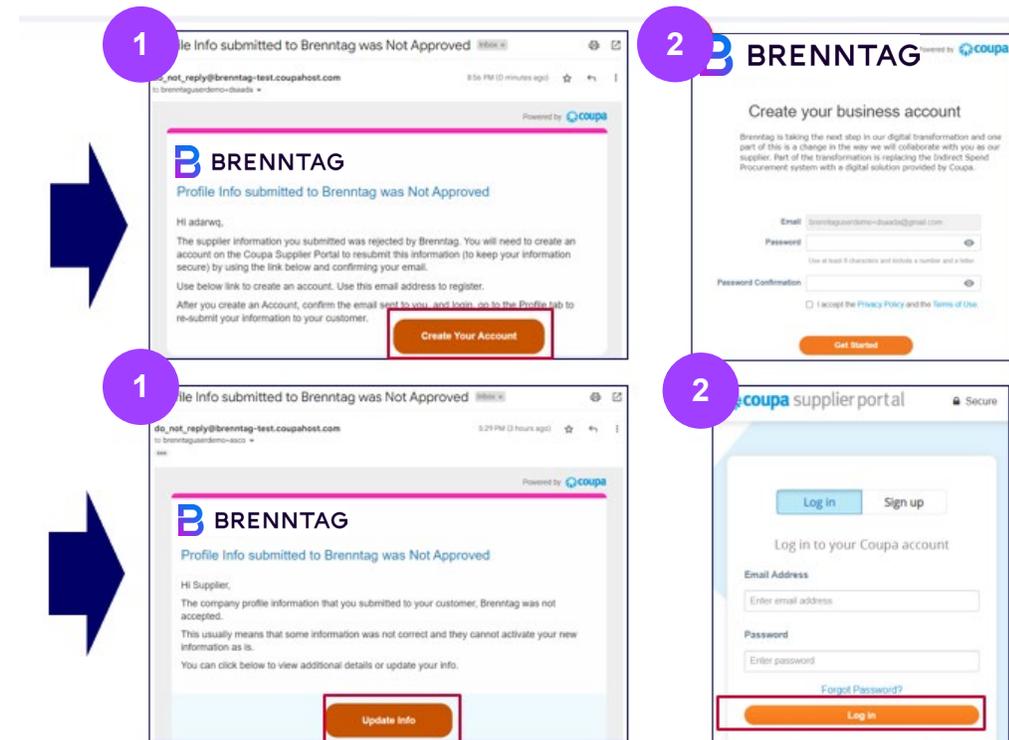
It is also possible that submission gets rejected

A. Supplier has not joined CSP yet:

- 1 Once rejected, you will receive an email notification saying that the submission was not approved. Click on the **Create Your Account** button.
- 2 When you want to re-submit your information, you MUST join the CSP first.

B. Supplier already joined CSP

- 1 Once rejected, you will receive an email notification saying that the submission was not approved. Click on the **Update Info** button.
- 2 Log in to your CSP account to update your information.



SUBMITTED INFORMATION REJECTED BY BRENNTAG

What if my submission is rejected? (2/2)

When logged in to the CSP, you will be redirected to the Information Requests tab displaying **Supplier External Questionnaire**.

3 Scroll down on Supplier External Questionnaire to see the **comment why** your submission was rejected.

4 Perform the required changes and **submit the form for Approval** again.

The screenshot displays the 'Supplier External Questionnaire' interface. At the top right, there are three buttons: 'Decline', 'Save', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a purple circle containing the number '4'. Below the buttons is a 'Comments' section with a notification icon showing '2' comments and a 'Mute Comments' dropdown. Underneath is an 'Enter Comment' text area with a placeholder 'Add File | URL' and a 'Send Comment notification to a user by typing @name (ex. @JohnSmith)' instruction. An 'Add Comment' button is located at the bottom right of the comment section. Below the comment section, a 'Participants' list shows 'Ryan VMD'. A purple circle with the number '3' is placed over the 'supplier' label. Below the participant list, a rejection notification is shown: 'rejected on 10/13/22 at 08:58 AM' and 'rejected for ABCDE reasons'. A purple circle with the number '3' is placed over the 'supplier' label in the notification area.



Thank You!