

The aim of this document to provide an overview of the process to get starting with setting up a punchout catalog in Coupa

Overview

Steps	Description
Initial Contact and Information Gathering	Please provide: Punchout credentials & UNSPSC codes and confirm any SSO requirements
Preparation of Punchout	Compile an overview of the products to be included in the punchout
Validation of Punchout Connection	Validate punchout connection by running agreed test scripts with Sasol.
Validation of Punchout Connection in Production Instance	Conduct final End-to-End (E2E) smoke test in production instance to ensure the connection is ready

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Initial Contact and Information Gathering

Steps	Description
Test Credentials	Use the Supplier questionnaire here to provide general contact information as well as provide credentials for Punchout.
UNSPSC Codes/Units of Measure	<p>Please provide all UNSPSC codes for items on the Punchout. These codes will be necessary for mapping items to Sasol Commodities in Coupa .</p> <p>Please provide all Units of Measure for all items in the Punchout.</p>
Logo/Image	Please provide your company logo/image to be displayed on the Coupa user interface.

Preparation of Punchout

Steps	Description
Punchout Access Requirements	<p>Identify catalog security requirements. For example:</p> <ul style="list-style-type: none">• Should all users be able to order all items from a Punchout?• Should users based on their role, be able to order certain items from a Punchout only? <p>If there are any security requirements identified Sasol will define in Coupa the required configuration and provide any mapping requirements to you.</p>
Punchout Content	Identify which products are appropriate from Punchout.