



OUR **TEAM.** OUR **TIME.**  
***SHERWIN-WILLIAMS***<sup>®</sup>

**View, Acknowledge and comment on PO  
Supplier Actionable Notification (SAN)**

# Coupa Supplier Guide


## Supplier Actionable Notification

The Supplier Actionable Notification is the Purchase Order e-mail you received from Sherwin Williams. When you receive the Supplier Actionable Notification, it will look similar to this:

Valspar Industries GmbH Purchase Order #DEP00535930 Inbox x

Sherwin-Williams <do\_not\_reply@sherwin-test.coupahost.com> to sherwinsupplieremeai+AV

10:51 AM (0 minutes ago)




Valspar Industries GmbH Purchase Order #DEP00535930

### Order Summary


Date 09/11/23  
 PO Total 140.00 EUR  
 Contact Ann Vandekerckhove  
[annvandekerckhove@kpmg.com](mailto:annvandekerckhove@kpmg.com)

Manage Order
Create Invoice

Orders details below



Acknowledge PO



Add Comment

Order DEP00535930 Revision 1

**SHERWIN-WILLIAMS.**

Valspar Industries GmbH

AV demo  
 Attn: supplier demo  
[sherwinsupplieremeai+AV@gmail.com](mailto:sherwinsupplieremeai+AV@gmail.com)

PO NUMBER	DEP00535930
REVISION NUMBER	1
ORDER DATE	09/11/2023
PAYMENT TERMS	
SHIPPING TERMS	
CURRENCY	EUR
REVISION DATE	09/11/2023
VAT ID	DE12455245
CONTACT	Ann Vandekerckhove
CONTACT EMAIL	<a href="mailto:annvandekerckhove@kpmg.com">annvandekerckhove@kpmg.com</a>

<p><b>Ship To</b></p> <p>Valspar Industries GmbH              Friedenstrasse 40              Eschweiler, 52249              Germany              DEU Eschweiler Plant              Attn: Ann Vandekerckhove</p>	<p><b>Bill To</b></p> <p>Valspar Industries GmbH              Clemens-Aliker-Strasse 5              Dresden, 01099              Germany              Attn:</p>
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Line	Description	Delivery Date	Qty	Unit	Incoterms	Incoterms 2010 named places	Price (EUR)	Total (EUR)
1	COVID-19 Antigen Rapid Test, 1 Pack, 2 Tests Total, FDA EUA Authorized OTC at-Home Self Test, Results in 15 Minutes with Non-invasive Nasal Swab, Easy to Use & No Discomfort PART NUM: 534857		2	Each		Port of Bilbao	70.00	140.00
							<b>140.00 EUR</b>	

Unless otherwise set forth in a separate agreement, all purchases made shall be governed exclusively by the Sherwin-Williams Terms and Conditions of Purchase. All suppliers are expected to fully comply in all respects with the Sherwin-Williams Supplier Code of Conduct. Details of the aforementioned terms and policies are available at: <http://suppliers.sherwin-williams.com/s/suppliers/supplier-expectations>

- We remind you that our PO number is a mandatory requirement on your invoice. Without it, there will be a delay in processing your invoice, which may result in a delay in payment.
- **COA REMINDER:** You are respectfully reminded to provide a Certificate of Analysis (CoA) prior to each, and every delivery of your product supplied. The CoA shall be provided to the applicable e-mail address which is indicated on the next page. Absence of an appropriate CoA at the point of goods receipt may result in refusal of the delivery or delays in the goods receipt process until the CoA is provided. Any incurred cost associated with the delays will not be accepted.
- If materials are shipped in drums, the drums must be banded.
- If raw materials are delivered in bulk, the tanks have to be equipped with double handrails. Failure to comply will result in refusal of delivery.
- Any delivery of substance to European Sherwin-Williams sites shall be CLP compliant.
- For all Raw Materials (including intermediates), shipping documentation, delivery notes, product labels and certificates of analysis must clearly reference original production and best before/use by dates.
- Sherwin-Williams internal code for each individual material as specified above must be clearly marked on each container and on the delivery paperwork. Failure to do so may result in the delivery being refused.
- Sherwin-Williams Order number must be clearly noted on the delivery paperwork.
- Warehousing/Opening Times
  - Mo-Th: 7:00-14:00 (Fr: 7:00-10:00)
  - Confirm order within 48 hours
- COA's have to be sent by e-mail to [ac\\_schwester@valsparusa.com](mailto:ac_schwester@valsparusa.com) or by fax to: +49 (2403) 700-264
- Without CoA's goods will not be accepted.
- USt-Ident.Nr./VAT-ID.No. DE: 12455245
- Sherwin-Williams Industries GmbH - Sitz der Gesellschaft: Eschweiler - Amtsgericht Aachen, HRB 10610
- Geschäftsführer: Ezio Peggion, Rolf Eppig, Tyler N. Theil
- Sie können E-Mails im PDF-Format direkt an unsere Buchhaltungsteams schicken an die E-Mail Adresse: [eschweiler\\_accountpayment@valspar.us](mailto:eschweiler_accountpayment@valspar.us)

Supplier expressly undertakes that all chemical substances contained in the products and/or materials supplied under this Agreement (including substances which Supplier does not make or import) comply in all respects with the provisions of

# Coupa Supplier Guide

## Acting on a PO via SAN

With Coupa, suppliers will be able to quickly receive, acknowledge, add comments to, and invoice against purchase orders via the SAN e-mail received from Coupa.

As the supplier you will have the ability to act directly from your inbox when you receive a purchase order (PO) notification email.

The notification email will include action buttons, depending on where you click you will be able to Create Invoice, Acknowledge PO, or Add Comment to the purchase order.

There is no need to be logged into or registered on the Coupa Supplier Portal to utilize this functionality.

*Note: In order to receive purchase orders via email, a PO email address must be present within your supplier record in Coupa. Please contact the supplier enablement team if you are unsure which email address is currently on file at Sherwin Williams or if you'd like to update your PO email address.*



Valspar Industries GmbH Purchase Order #DEP00535930

### Order Summary

Date 09/11/23

PO Total 140.00 EUR

Contact Ann Vandekerckhove  
[annvandekerckhove@kpmg.com](mailto:annvandekerckhove@kpmg.com)

Manage Order

Create Invoice

Order's details below



Acknowledge PO



Add Comment

# Coupa Supplier Guide

## Acknowledge the PO via SAN

Please notify Sherwin Williams that you have received the purchase order by clicking the Acknowledge PO button within the emailed purchase order. Once you click Acknowledge PO, a separate browser tab or window will pop up with a green banner at the top stating "Order acknowledged".

Manage Order

Create Invoice

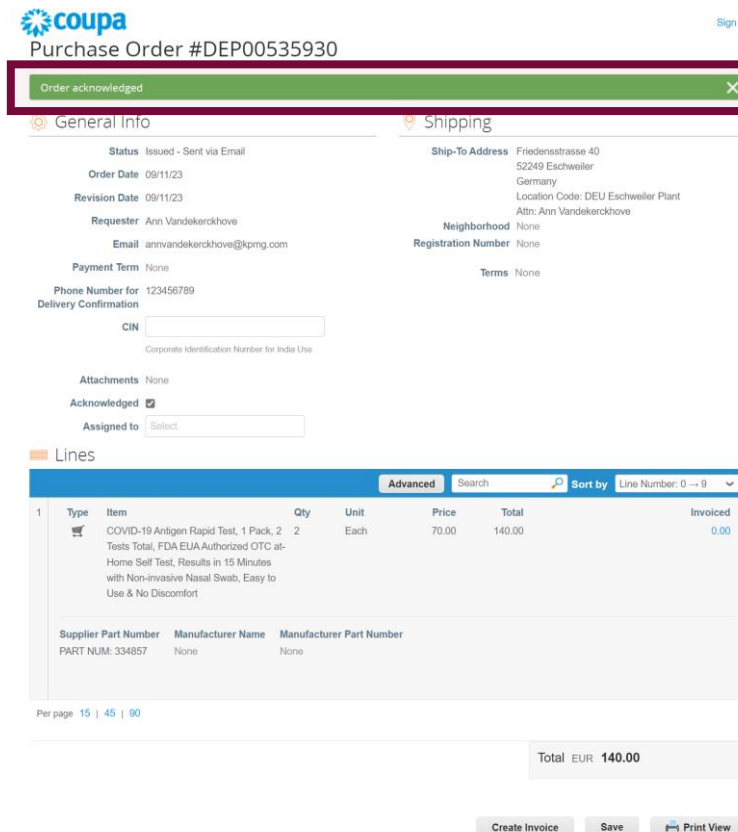
Orders details below



Acknowledge PO



Add Comment



**coupa** Purchase Order #DEP00535930 Sign Out

Order acknowledged

**General Info**

Status: Issued - Sent via Email  
Order Date: 09/11/23  
Revision Date: 09/11/23  
Requester: Ann Vandekerckhove  
Email: annvandekerckhove@kpmg.com  
Payment Term: None  
Phone Number for Delivery Confirmation: 123456789  
CIN:   
Attachments: None  
Acknowledged:   
Assigned to:

**Shipping**

Ship-To Address: Friedensstrasse 40  
52249 Eschweiler  
Germany  
Location Code: DEU Eschweiler Plant  
Attr: Ann Vandekerckhove  
Neighborhood: None  
Registration Number: None  
Terms: None

**Lines**

Type	Item	Qty	Unit	Price	Total	Invoiced
1	COVID-19 Antigen Rapid Test, 1 Pack, 2 Tests Total, FDA EUA Authorized OTC at-Home Self Test, Results in 15 Minutes with Non-invasive Nasal Swab, Easy to Use & No Discomfort	2	Each	70.00	140.00	0.00

Supplier Part Number: PART NUM: 334857  
Manufacturer Name: None  
Manufacturer Part Number: None

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Total EUR 140.00

Create Invoice Save Print View

# Coupa Supplier Guide

## Commenting on a Coupa PO via SAN

The Add Comment button within the emailed purchase order will allow you to add comments to purchase orders you have received.

Once you click Add Comment, a separate browser tab or window will open and there will be a section at the bottom where you can type a comment and then click Add Comment. The comment will be added to the purchase order and the requester will be notified.

Manage Order

Create Invoice

Orders details below



Acknowledge PO



Add Comment

Tests Total, FDA/EMA Authorized OTC at-  
Home Self Test, Results in 15 Minutes  
with Non-invasive Nasal Swab, Easy to  
Use & No Discomfort

Supplier Part Number	Manufacturer Name	Manufacturer Part Number
PART NUM: 334857	None	None

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Total EUR 140.00

Create Invoice

Save

Print View

0 Comments

Mute Comments ^

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment