



GEODIS

A better way to deliver

2025 SEPTEMBER

Coupa S2P Supplier Guide

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GEODIS

1. Context

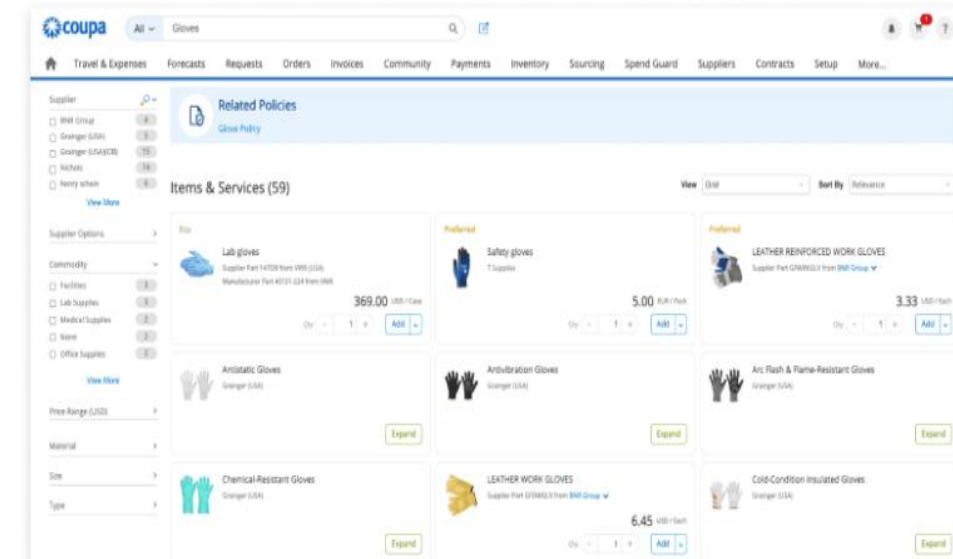
Context



- GEODIS has chosen **COUPA S2P** as indirect purchases management tool (replacing Orfeo Basware for current FF France suppliers).
- As part of our relationship, **you will therefore be required to use COUPA S2P.**
- The deployment of COUPA S2P will be in various phases.
- **The pilot is FF France. Go live: 2025 October 1st**

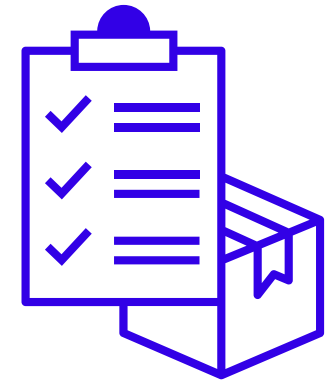
What is COUPA S2P?

- COUPA S2P is a software for **Procurement digitalization**: the aim is to better manage Purchase request, approval, purchase orders, receipts, invoices...
- Coupa S2P proposes also modules for Sourcing events, Contract management and Reporting.
- It is a user friendly and safe tool, enabling quick exchanges, and transparent, between GEODIS and its suppliers.
- More information on www.coupa.com



Advantages of COUPA

- Modern tool, intuitive,
- **Automatization** of tasks, reduced time, full visibility on activity, global reporting,
- Improved collaboration: **information shared in real time**,
- **Improved follow-up of invoices** and payment terms,
- **Security**: audit trail, archiving,
- **CSR** : no paper,
- Coupa is **free** for suppliers



What will change with COUPA



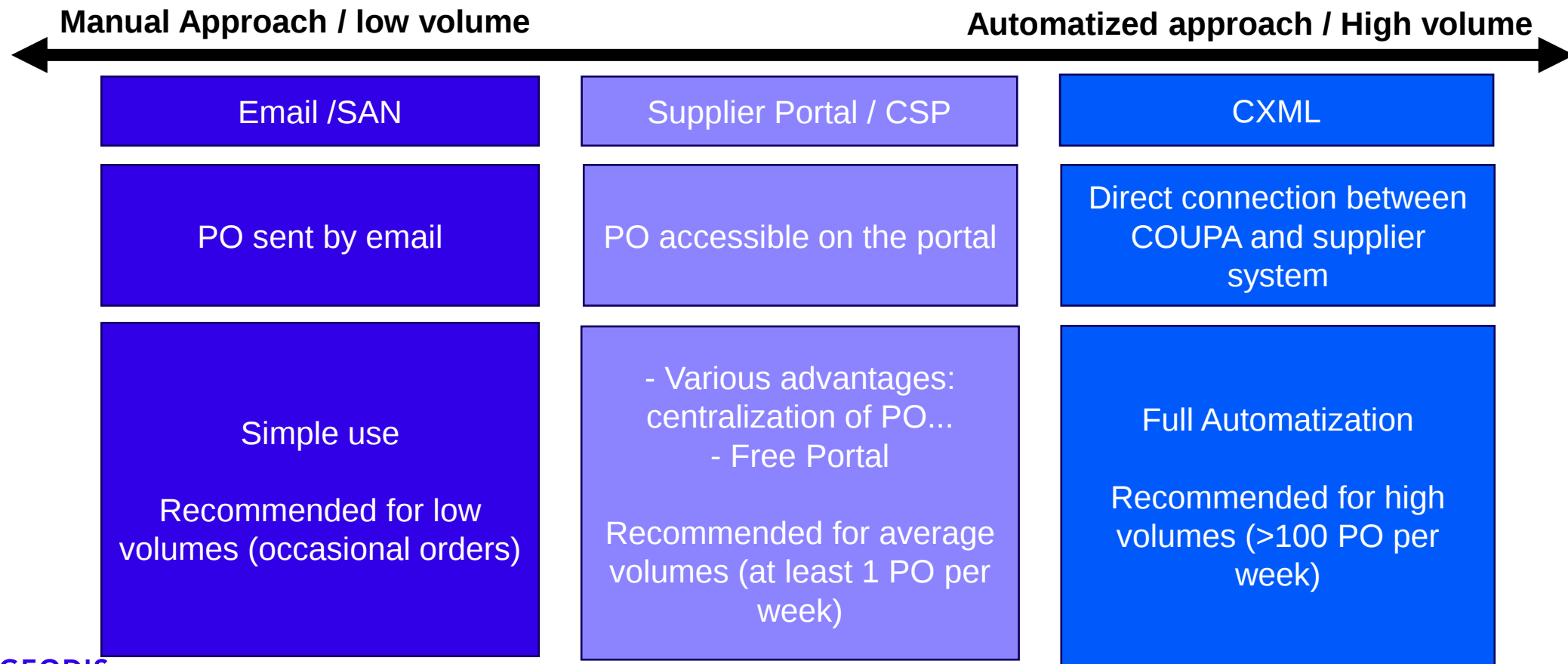
- Possibility to use the [Coupa Supplier Portal](#) « CSP »: cf. slide 18
- [Purchase Order \(PO\)](#) is mandatory.
 - ⚠ Every invoice without Purchase Order won't be managed (« No PO No pay »)
- [Full Automatization](#) when the invoice equals the PO and receipt (3 Way Match)
- Reference to GEODIS supplier [code of conduct](#) on all PO
- PO in French and English

2. Purchase Orders

Purchase Orders



- COUPA proposes several buying channels.
- The choice is made according to volume of transactions



Example of PO

Purchase Order
Number: F0010000585722
Date: 13 January 2026
Version: 1



GEODIS Freight Forwarding

Ship To: GEODIS FF Martinique 01 26 Zone Petite Cocotte Champigny 97224 DUCOS Martinique Attention To: Cindy CEBILE	Supplier: Name of supplier, address, contact
Bill to: GEODIS Freight Forwarding 16 Rue des 2 Cèdres 95700 Roissy-en-France France	Purchase order contact: contact email

Please include this Purchase Order Number on your invoice
Special conditions: Purchase order is compliant with negotiated prices and conditions. Prices do not include tax.

Payment Terms: Z30D - 30 days invoice date -

Item	Description	Qty	Selling Unit	Price	Total
1.	description			104.00 EUR	104.00 EUR
Total Amount, tax excluded					104.00 EUR

Envoyer les factures à: invoicing-fr56393118039@geodis.com
En acceptant cette commande et la réalisation de la prestation, vous déclarez accepter les dispositions du code de conduite Fournisseurs GEODIS, qui est accessible au lien suivant:
[Code de Conduite des Partenaires d'Affaires.pdf](#)

Send invoices to: invoicing-fr56393118039@geodis.com
By accepting this purchase order and the performance of the service, you declare that you agree to comply with the provisions of GEODIS supplier code of conduct, which is accessible at the following link:
[Geodis Business Partners Code of Conduct.pdf](#)



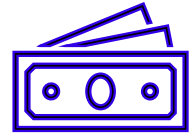
3. Invoices

Invoices

COUPA proposes several ways to manage invoices:

Manual Approach / low volume		Automatized approach / High volume	
Email	SAN	Supplier Portal / CSP	CXML
Invoice sent by email	Possibility to generate the invoice directly from the PO received by email	Possibility to generate the invoice from a PO or contract.	Direct connection between COUPA and supplier invoicing system.
Simple use Recommended for low volumes (occasional invoices)	Simple use Recommended for low volumes (occasional invoices)	- Numerous advantages: centralization of invoices, follow up in real time payment status, management of credit notes... - Free Portal Recommended for average volumes (at least 1 invoice per week)	- Full Automatization. - Quicker management of invoices Recommended for high volumes (>100 invoices per week)

Invoice requirements



GEODIS requires its suppliers to **comply with all relevant local requirements** pertaining to invoices. Examples:

- Company Name and Address
- Invoice Number and Date
- GEODIS Billing and Delivery Address
- Product and/or Service Description
- Amount and Currency

...

RK: In all cases, **the GEODIS PO Number is mandatory**. If it is missing, **the invoice will not be processed**

Invoice requirements

- The recommended format is PDF (non-editable)
- A PDF file must contain only one invoice, and only the invoicing data; any supporting document must be in a separate PDF file
- However, multiple PDF files can be sent simultaneously in one email
- The following additional attachment formats are also accepted:

JPEG, JPG

TIFF, TIF

E2B

ESXML

FatturaPA

Finvoice

OFD

OIO

UBL (OIOUBL)

/ EHF

Svefaktura

ZUGFeRD

Invoicing address

- Starting from 2025 October 1st, invoices by email must be sent to the following address:

invoicing-fr96393118039@geodis.com

4. Catalogs

Catalogs

- COUPA offers the possibility to set up **catalogs**
- There are several formats: catalog in Coupa, on supplier website...
- It enables to **optimize the user experience**: easy search of products/services, images, user-friendly...
- The set up is nevertheless complex, and the maintenance also, so a certain **volume of PO** is needed to justify it.

The set up of a catalog must be done **with** GEODIS.

Please contact Group Procurement Department via email:
geodis-supplier-qualification@geodis.com



Office Supplies



Office Furniture



Safety Supplies



IT Hardware

5. Coupa Supplier Portal CSP

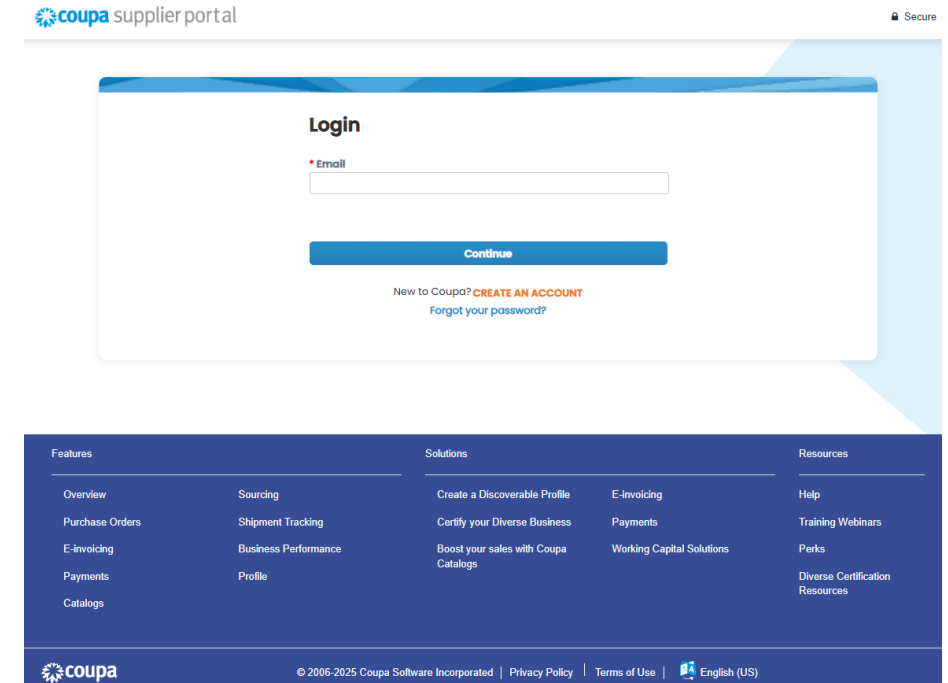
COUPA Supplier Portal (CSP)

COUPA proposes a **dedicated access** for suppliers, via the **CSP**.

It's the better way to follow your activity with GEODIS (and other clients using COUPA) in a unique site:

- Receipt of PO
- Invoice creation, directly from PO
- Dispute management, credit note,
- Paiement follow-up,
- Company information management,
- Free and secure access to CSP

The use of CSP is not mandatory.



CSP Homepage

Mains tabs:

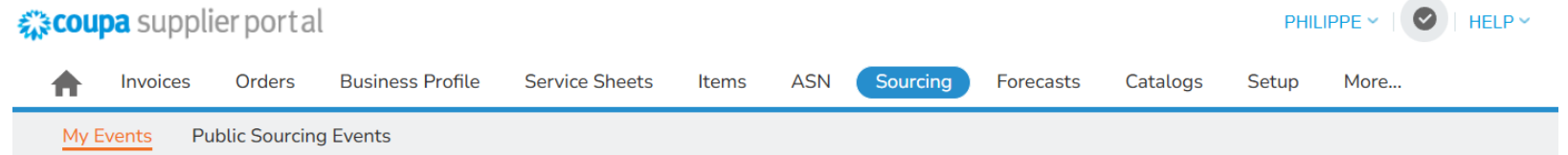
- ① Manage invoices
- ② Manage PO
- ③ Set up account
- ④ Manage notifications

The screenshot displays the Coupa Supplier Portal homepage for a user named PHILIPPE. The top navigation bar features several tabs, with 'Invoices', 'Orders', and 'Business Profile' highlighted by red boxes and numbered 1, 2, and 3 respectively. The 'Setup' tab is also highlighted with a red box and numbered 4. The main content area shows the GEODIS profile, with a 'Recent Activity' section indicating no activity found. Below this, a dashboard provides a summary of various metrics: Multi Factor Security (1 of 1 User), Pending Tasks (0 Tasks), Join Requests (0 Users), Merge Suggestions (0 Duplicates), and Linked Customers (1 Connection). The 'Announcements' section on the right shows no announcements.

Multi Factor Security	Pending Tasks	Join Requests	Merge Suggestions	Linked Customers
1 of 1 User	0 Tasks	0 Users	0 Duplicates	1 Connection

6. Sourcing module

Sourcing



COUPA offer integrates the **Sourcing** module, for call for tenders (RFQ, RFP), request for information (RFI) and e-auctions.

GEODIS Group Procurement Department may invite you to participate in a Sourcing event.

A **dedicated user guide** will be shared with you.

7. Contacts

Contacts



For any question, you can:

- Consult the « COMPASS » portal, which gathers all useful information and has a dedicated section for suppliers: [Supplier Resources](#)
- Contact GEODIS Group Procurement Department, via email: geodis-supplier-qualification@geodis.com
- Contact Freight Forwarding France: cspfour.leh.ff.fr@geodis.com

The background features a solid blue field with large, organic, wavy shapes in a darker blue and a vibrant orange. These shapes overlap and flow across the frame, creating a dynamic, abstract composition. The orange shapes are primarily located in the upper and right portions of the image, while the darker blue shapes fill the lower and left portions, with some overlapping the orange ones.

Thank you