



Dear Valued Supplier,

You have been identified as the representative for your organization to support **Ball Corporation's** transition to Coupa. This email provides important information related to the upcoming changes, including information on a forthcoming request to register on the Coupa Supplier Portal (CSP). Thank you in advance for your support and commitment to make this a seamless transition.

#### **Why are we deploying Coupa, and what does this mean for your future transactions with Ball?**

Ball recognizes the important role your company plays in our operations. With Coupa, we will have the ability to improve the way we do business with you by enabling greater visibility across the sourcing, PO and invoicing process – ultimately making it easier for you as a partner to transact with us.

Once Coupa is deployed at Ball Corporation, we will be requiring all of our suppliers to keep their company information up to date, to acknowledge and manage purchase orders and to submit invoices electronically through the Coupa Supplier Portal (CSP). Using the CSP is free, easy, and will allow you to:

- Manage your company information
- Submit responses to Ball sourcing events
- View all purchase orders
- Create electronic invoices
- Check payment status of invoices

#### **What are the next steps in this transition?**

You will receive an email invitation from Ball Corporation in December to register on the Coupa Supplier Portal. Registering is easy and should take just a few minutes to complete. More details will be provided ahead of this invitation regarding what to expect, so please keep an eye out for emails from us.

#### **What can I do now to prepare for this change?**

For more information about CSP, use the links below:

[CSP Videos](#) – Includes a great 5-minute introduction video to Coupa Supplier Portal that we highly recommend watching

[Ball Supplier onboarding guide](#) – Ball Corporation Supplier Onboard Guide

[Coupa Supplier Portal \(CSP\)](#) – Includes user guides, getting started and working in CSP, and additional resources

[CSP FAQ](#) – Find answers to the most frequent questions about CSP

For additional questions, please reach out to [supplierenablement@ball.com](mailto:supplierenablement@ball.com)

Thank you in advance for your support,

**Ball Supplier Enablement Team**