

## Suppliers that Confirmed contact from Communication 1 + CSP education

Subject: Ball Corporation - Coupa Transition for Suppliers

Dear Valued ,

You have been identified as the representative for your organization to support in **Ball Corporation's** transition to Coupa. This email is meant to provide you with additional information related to the upcoming changes which you will need to be aware of, including information on a forthcoming invitation 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?

One of our top priorities is our commitment to seamless and user-friendly supplier partnerships. We recognize the important role you play in our operations. With Coupa, we will have the ability to improve the way we do business with you through enabling greater visibility across the 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
- 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 the CSP, use the links below:

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

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

[CSP FAQ](#) – Find answers to the most frequent questions about the 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 [supplierenablement@ball.com](mailto:supplierenablement@ball.com)



**Ball Corporation**

Supplier Enablement Team

**Suppliers that are unresponsive and require to confirm contact + CSP education**

Subject: ACTION REQUIRED by 15,Nov - Ball Corporation Supplier Contact Identification for Coupa Transition

Dear Valued Supplier,

As mentioned in a previous email, **Ball Corporation** is transitioning from our current procurement system to a cloud-based purchasing and payment tool provided by Coupa. Our rollout of Coupa will be done using a phased approach over the next two years, starting with our Corporate business in early 2022.

**ACTION REQUESTED:** As an important supplier to Ball, we are requesting your help and commitment in preparing and ensuring a smooth transition to our new processes. Below, please find a request for **required contact information**. This December, we will send an invitation to register on the Coupa Supplier Portal (CSP). This request will be sent to the contact email address you provide to us below. ***If this information is not provided, it will prevent us from being able to invite you to our new portal and subsequently, Ball Corporation will not be able to do business with you until the necessary steps are completed.***

Please provide the below company information by reply to this email no later than Nov. 15

<b>Legal Company Name</b>	
<b>Primary Contact Full Name</b>	
<b>Primary Contact Email</b>	

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

One of our top priorities is our commitment to seamless and user-friendly supplier partnerships. We recognize the important role you play in our operations. With Coupa, we will have the ability to improve the way we do business with you through enabling greater visibility across the 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 and easy and will allow you to:

- Manage your company information
- View all purchase orders
- Create electronic invoices
- Check payment status of invoices

**Once you have provided the required information above, the identified contact will receive an email invitation from Ball Corporation in December 2021 to register on the Coupa Supplier Portal. Registering is easy and should take just a few minutes to complete.**

For more information about the CSP use the links below:

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

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

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

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

Thank you in advance for your support.

Ball Procurement Team

Ball Supplier Enablement Team [supplierenablement@ball.com](mailto:supplierenablement@ball.com)



**Ball Corporation**

Supplier Enablement Team