



Dear Valued Supplier,

To improve the way we procure goods and services, **Ball Packaging North & Central America** is implementing Coupa. This email contains important information to ensure that your company will be ready to continue doing business with Ball using Coupa.

#### **What is Coupa?**

Coupa is a cloud-based source-to-pay tool with an easy-to-use interface that will make it simpler for suppliers to connect with Ball. This new way of working will result in sourcing events, purchase orders, invoices, and communications being managed through the Coupa Supplier Portal.

Our Corporate functions started using Coupa in April 2022. We will continue our roll out of Coupa to Ball Packaging in North and Central America toward the end of 2022.

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

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.

With Coupa, Ball will require all suppliers to maintain their company information, acknowledge and manage purchase orders and submit invoices electronically through the Coupa Supplier Portal (CSP). Using CSP is free, easy, and will allow your company 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 **August 2022** to register on the Coupa Supplier Portal. Registering is easy and should take just a few minutes to complete.

#### **Contact us**

We realize that you may have many questions about Ball's new source-to-pay processes. As we get closer to launching Coupa, we will provide additional information and training. Please do not hesitate to contact us at [supplierenablement@ball.com](mailto:supplierenablement@ball.com) if you have any questions in the meantime.

Thank you in advance for your support.

**Ball Supplier Enablement Team**