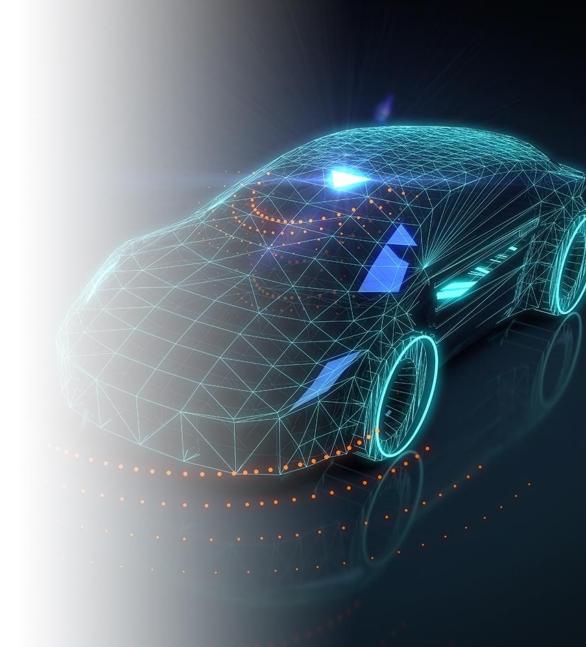


COUPA – PROCURE TO PAY AUTOMATION SYSTEM

TRAINING FOR SUPPLIER



Allegro Confidential Information





The Future Is Now! Allegro Microsystems is transitioning to a state-of-the-art Procure-to-Pay solution provided by Coupa. This change will allow Allegro Microsystems and its partners to exchange purchase order, delivery, shipping, invoicing, payment, RFP/RFQ, and supplier information seamlessly on one intuitive and simple platform.

Suppliers will interact with Allegro MicroSystems through Coupa via one of the following options:

- a) cXML Transmission: Best for suppliers with the largest number of transactions
 - o Supplier continues to work only in their own system
 - o One-time Integration requires resources and time
- b) Coupa Supplier Portal (CSP): Suitable for most suppliers interested in improving efficiencies and relationship with Allegro MicroSystems (most suppliers will use this option)
 - o Simple login to one website, where suppliers can:
 - · See invoice status and payment information, and submit invoices
 - Receive, acknowledge, update PO information, and send ASNs
 - Participate in RFQ/RFPs
 - Manage company information and settings
 - Eliminate/reduce email traffic
 - Takes minutes to setup
- c) Supplier Actionable Notifications (SAN): Suitable for suppliers who do not feel comfortable working on the web portal (option b above)
 - o Act on purchase orders directly from email notifications
 - Acknowledge POs & add comments
 - Receive emails when actions/input is needed
 - o Requires providing Allegro Microsystems with the best email for communications

Access to the Coupa platform will be provided free of charge to suppliers.

Go live is planned for the end of July. Please expect more communication regarding the upcoming training and registration information this early July.

Please reach out to your buyer if you have any questions.

Let's create streamlined success together!



Our Objectives:

- ✓ Supplier to understand Allegro's new procure to pay system "COUPA"
- Supplier to understand their functionality and easy step by step navigation
- ✓ Supplier to know timings related to Allegro's transition
- Supplier to understand Coupa capabilities and future plans



□How is your Coupa Supplier Portal looks like?

□What is a sourcing event and how to participate?

- □How to manage your Purchase Order ?
- □How to create invoice and track status?
- □How to submit information update to Allegro thru SIM

(Supplier Information Management) Process?

- □ What is a supplier hosted catalog?
- □Future state with Coupa



How is your Coupa Supplier Portal looks like?

□What is a sourcing event and how to participate?

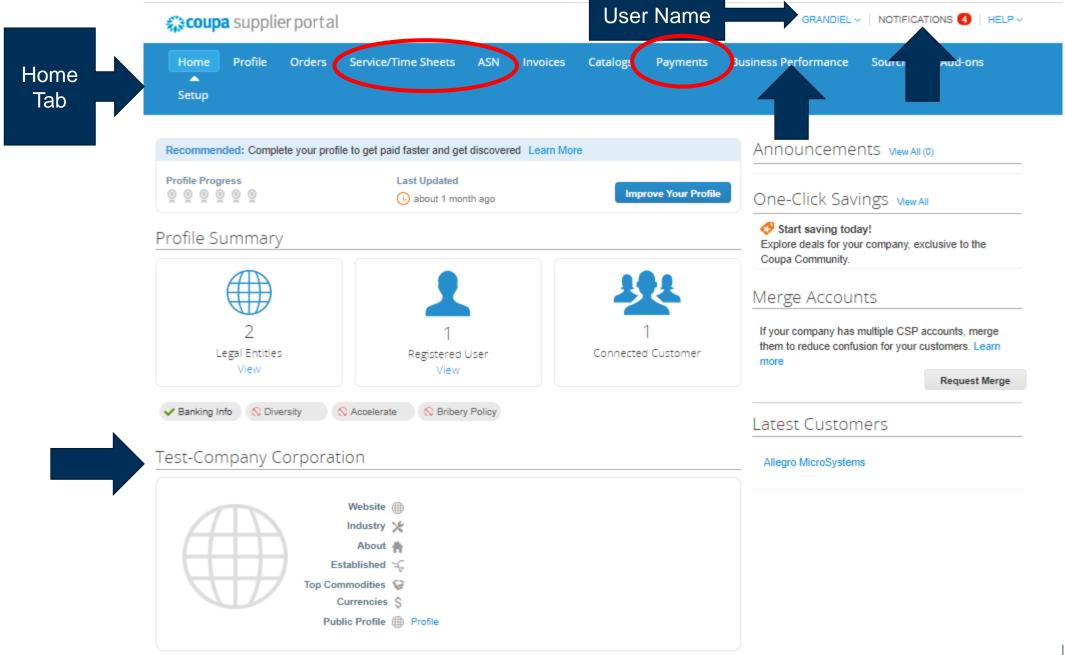
- □How to manage your Purchase Order?
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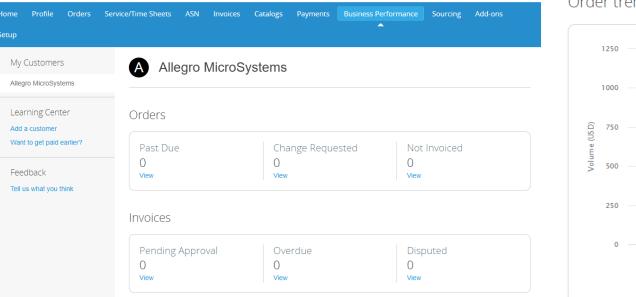




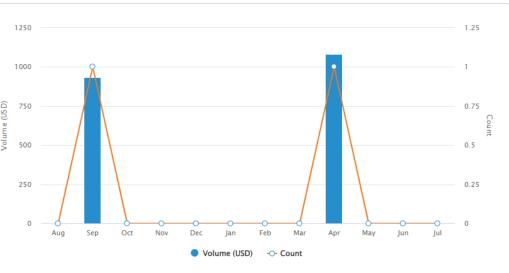


🗱 coupa supplier port al

GRANDIEL - | NOTIFICATIONS 4 | HELP -

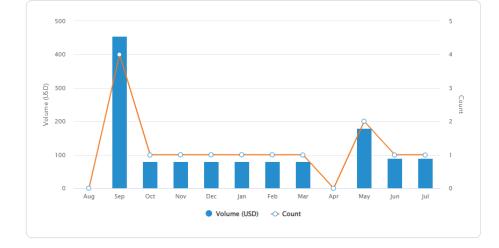


Order trends



Invoice trends

Business Performance



Delivery time trends

We could not find any relevant data



🎇 coupa supp	blierportal	GRANDIEL - NOTIFICATIONS (4) HELP	~			
	e Orders Service/Time Sheets ASN Invoices Catalogs Payments Business Pe	rformance Sourcing Add-ons				
Setup						
ly Notific	ations	Notification Preferences				
ew III 🗸			$\boldsymbol{\lambda}$			
	Message	Received				
	A company information update was recently sent to your customer.	07/17/22 08:53 AM				
	Update your profile for Allegro MicroSystems	My Account	lotification Preferences			
	You have existing information requests that have not been updated with your current profile information. You ca your information now.		You will start receiving notifications when y	ious customers en ble t	hem	
	New PO PH002158 for Php10,000.00 issued by Allegro MicroSystems.	Settings	Four win start receiving noundations when y			
	New PO PH002157 for \$3,000.00 issued by Allegro MicroSystems.	Notification Preferences	Announcements			
	Complete Your Profile to Get Paid Faster and Get Discovered	Security & Two-Factor Authentication	New Customer Announcement	Online	C Email	SM
	A company information update was recently sent to your customer.					
			Business Performance			
			Business Performance Role Granted	Online		□ SM
			Catalogs			
			A new comment is received	Online	🗸 Email	SM
			A catalog is approved	Online	🗌 Email	SN
			A catalog is rejected	Online	🗌 Email	
			A catalog is about to expire	Online	🗆 Email	□ SN



□How is your portal looks like?

- **What is a sourcing event and how to participate?**
- □How to manage your Purchase Order?
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What is a Sourcing Event?

Coupa way of doing RFQ or request for quotation to get good commodity candidate

An avenue where supplier can participate on bidding of a specific requirement and send quotation
 Discussion with buyers for any clarification on the

requirement



CAUTION - EXTERNAL EMAIL

----- Ipinasang mensahe -----Mula kay: Allegro MicroSystems < do not reply@allegromicro-test.coupahost.com> Petsa: Linggo, Hulyo 17, 2022 Paksa: Spot Bid from Req #848 invitation - Sourcing Event #98 Kay: patutedarna@gmail.com

x Spot Bid from Req #848 invitation - Sourcing Event #98

ALLEGRO

Allegro Micro Systems has invited you to the sourcing event: Spot Bid from Reg #848.

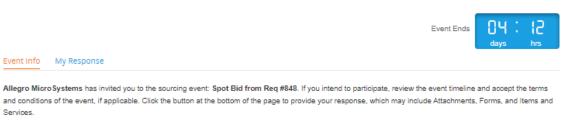
If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the button at the bottom of the page to provide your response, which may include Attachments, Forms, and Items and Services.

Response due date: Thursday, 21 July 2022 05:00 PM EDT

Want to participate later? Click I Intend to Participate button to let the buyer know.

Need more info? Click View Event and you will be taken to the event page.

Spot Bid from Req #848 - Event #98 Active



Do you intend to participate in this event?

I intend to participate in this event

Event Info My Response

Services.

Event owner will be notified of your intent to participate.

Accept Terms and Conditions

There are no Terms and Conditions for the current event.

Event Information & Bidding Rules



Event will end at the Event End Time.

Your responses are viewable by buyer once submitted

👸 Timeline

I intend to Participate

View Event

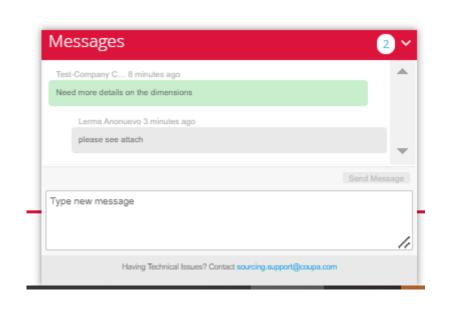


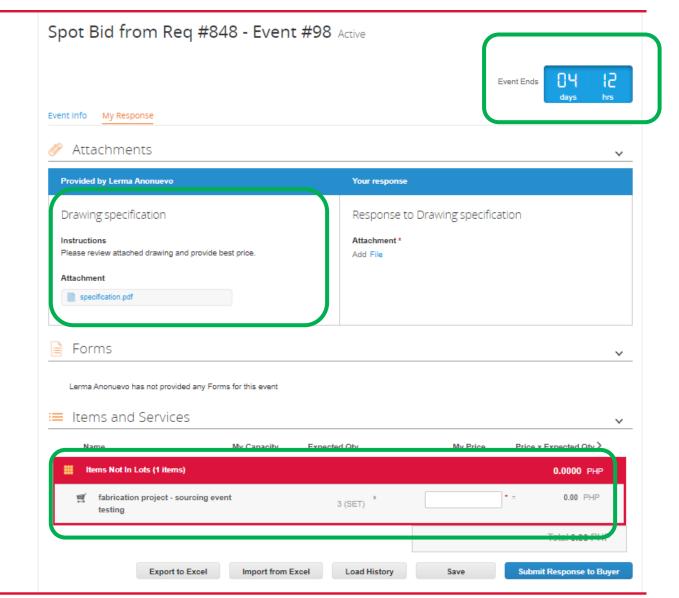
All questions should be asked using the event message board (bottom left of the event). Having technical issues? Contact sourcing support locupa.com

ﷺcoupa

Business Spend Management • 👰 English • Accessibility









Business Spend Management • 🖓 English • Accessibility

()	4			
Spot Bid from Req #848 - Event #98	Active	Spot Bid from Req	#848 - Event #98 Active	
	Event Ends CH 12	Response submitted to Buyer		×
Event Info My Response				Event Ends U4 : 12 days hrs
🔗 Attachments	~	Event Info My Response		
Provided by Lerma Anonuevo	Your response	Responded on 07/17/22		Edit Response
Drawing specification	Response to Drawing specification	Attachments		×
Instructions Please review attached drawing and provide best price.	Attachment * Add File	Provided by Lerma Anonuevo	Your resp	ponse
Attachment specification.pdf		Drawing specification Instructions Please review attached drawing and p	Attachme	
Forms		Attachment	QUot	ote_Event08.pdf
Lerma Anonuevo has not provided any Forms for this event	~	Forms		~
Name My Capacity Expecte	d Qty My Price Price x Expected Qty >	Lerma Anonuevo has not provided a	any Forms for this event	
Illeens Not In Lots (1 items)	0.0000 PHP	≡ Items and Services		~
fabrication project - sourcing event testing	3 (SET) * 0.00 PHP	Name	My Capacity Expected Qty	My Price Price x Expected Qty > 150,000.0000
Export to Excel Import from Excel	Load History Save Submit Response to Buyer	fabrication project - source testing	sing event 3 (SET) ×	50,000.00 * = 150,000.00 PHP Total 150,000.00 PHP

Buyer will be notified of the quotation and h/she will assess and award to supplier. A Purchase order will be received by supplier if you are chosen.



□How is your portal looks like?

□What is a sourcing event and how to participate?

How to manage your Purchase Order?

□How to create invoice and track status?

□How to submit information update to Allegro thru SIM

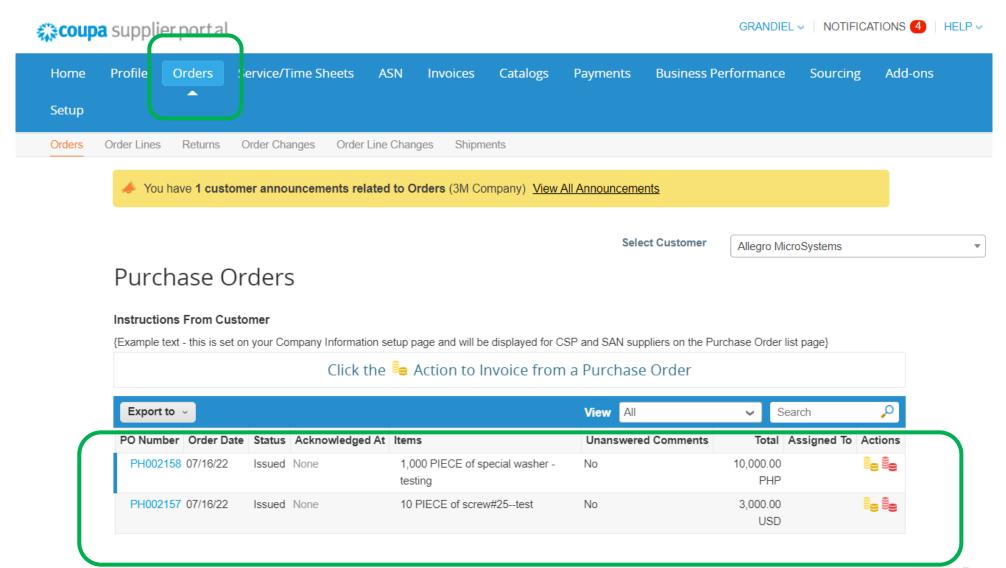
(Supplier Information Management) Process?

□ What is a supplier hosted catalog?

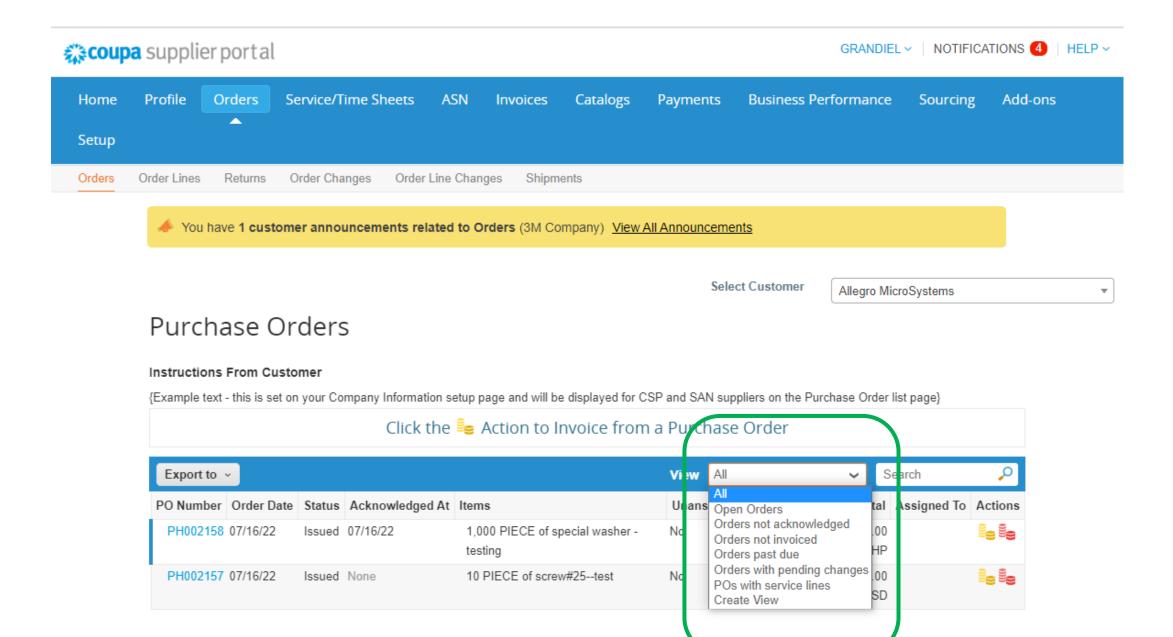
□Future state with Coupa



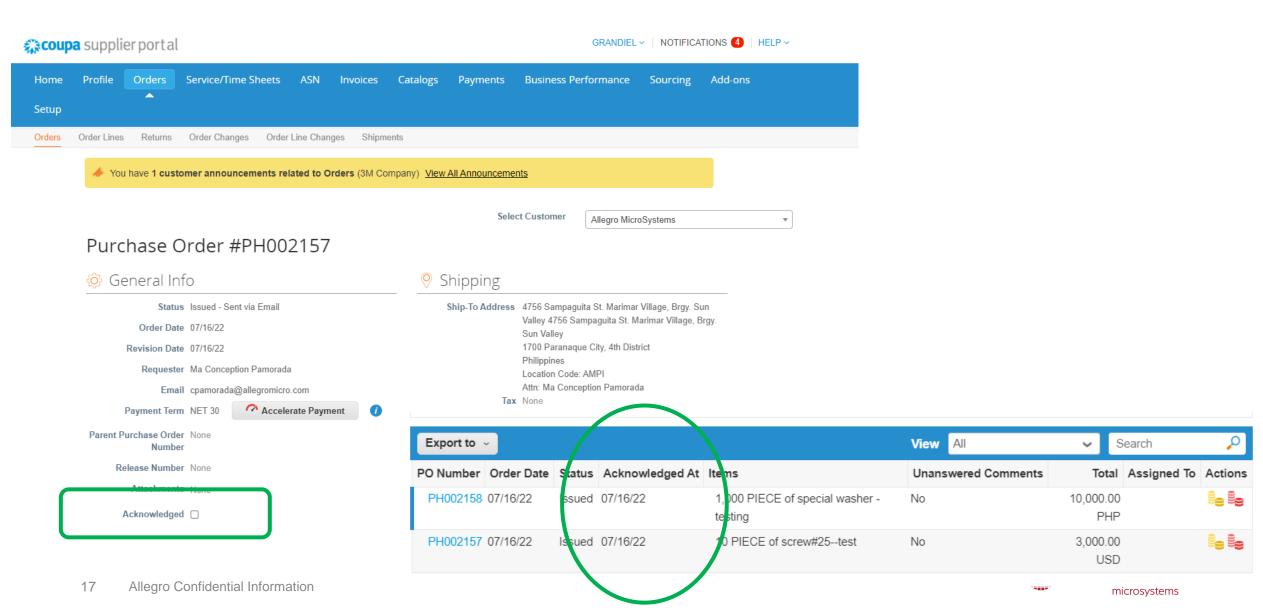
Managing your Purchase Orders





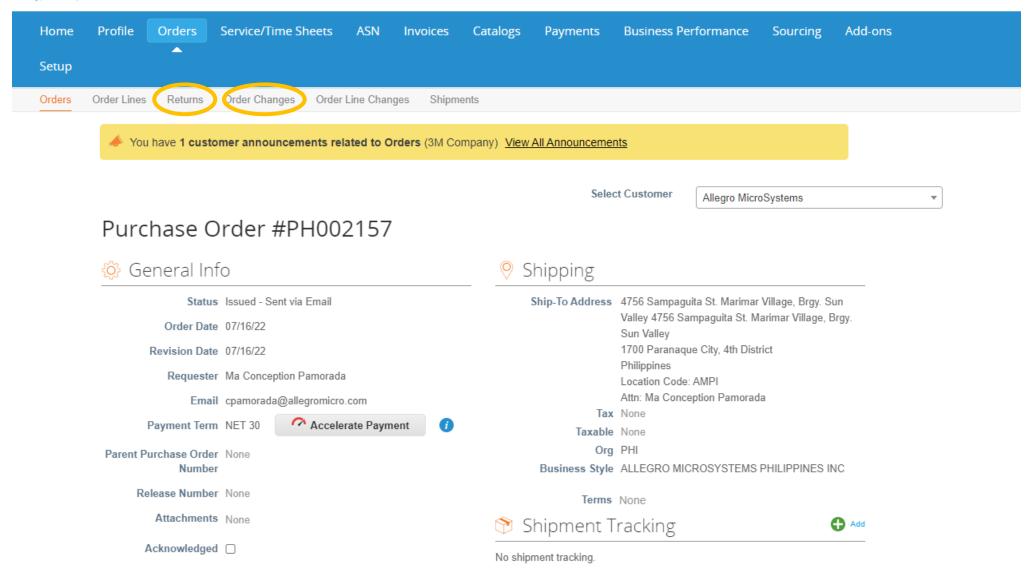


Acknowledge Purchase Orders



coupa supplier portal

GRANDIEL - NOTIFICATIONS 4 HELP -





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Creating Invoice Purchase Orders

Instructions From Customer

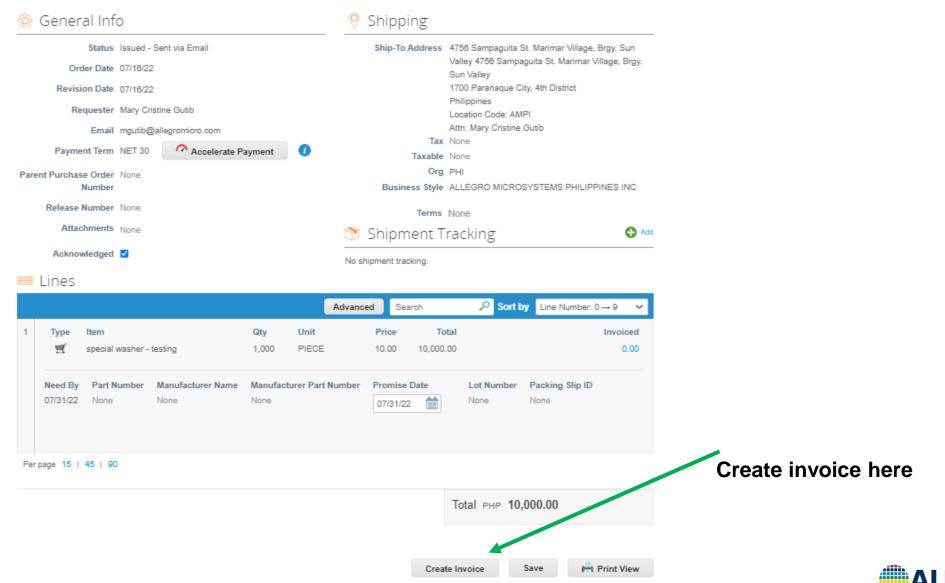
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

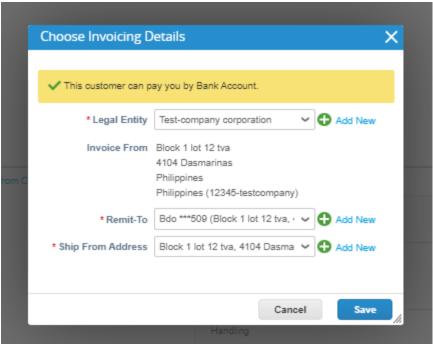
Click the section to Invoice from a Purchase Order

Export to	~				View All	✓ S	earch	₽
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PH002158	07/16/22	Issued	None	1,000 PIECE of special washer - testing	No	10,000.00 PHP		i: i:
PH002157	07/16/22	Issued	None	10 PIECE of screw#25test	No	3,000.00 USD		8 8 8 9
						Crea	te invoice	
							Create	e credit
20 Alleg	ro Confidential	Informati	on				4	

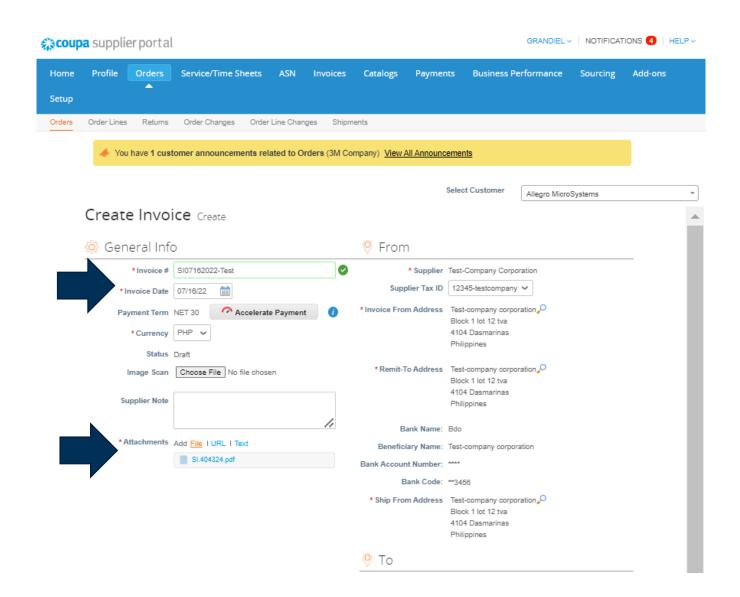
Allegro MicroSystems

Purchase Order #PH002158





Note: Invoice to upload should be sales invoice.





PH002158-1 None Promise Date Parent Purchase Order Number Release Number 07/31/22 None None	2	Description special washer - testing	Qty 1,000	PIECE	Price	10.00	10,000.00
D7/31/22 None Billing 04-6189-271-000-000 Vone Add Line Pick lines from Contract Totals & Taxes Lines Net Total 10,000.00 Shipping	PO Line PH002158-1						Supplier Part Number
Add Line Pick lines from Contract Totals & Taxes Lines Net Total 10,000.00 Shipping	Promise Date 07/31/22			rder Number			
Lines Net Total 10,000.00 Shipping	Billing 04-6189-271-0	100-000					
Lines Net Total 10,000.00 Shipping							
Shipping							
	Add Line 📢	Pick lines from Contra	ct	Tota	s & Taxes		
Handling	Add Line 🧲	Pick lines from Contra	ct				10,000.00
	Add Line 🖪	Pick lines from Contra	ct	L	ines Net Total		10,000.00
	Add Line	Pick lines from Contra	ct		ines Net Total hipping		10,000.00
	Add Line	Pick lines from Contra	ct		ines Net Total hipping		

Total Tax

Net Total

Cancel

Delete

Save as Draft

0.00

10,000.00

Submit

10,000.00

Calculate

special was	sher - testing 1,000 P		10.00	10,000.00
0 Line				Supplier Part Number
	Are You Ready to Send?			×
omise Date /31/22	You're about to send an invoice to Alle sent, you'll have to contact your custor			nce
01722				
-6189-271-000-000		Continue Editing	g Send Invo	ice



Allegro MicroSystems

Invoices

Test-Company Corporation invoice #SI07162022-Test is pending approval

×

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page} Create Invoices 🕧

Create Invoice fro	m PO Create	Invoice from Contrac	t Creat	te Blank Invoice	Create Credit Note			
Export to 👻					View All	~	Search	٩
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Disp	ute Reason	Actions
SI07162022-Test	07/16/22	Pending Approval	PH002158	10,000.00 PHP	No			

CALLEGRO

Perpage 15 | 45 | 90

----- Forwarded Message -----From: "do_not_reply@allegromicro-test.coupahost.com" <do_not_reply@allegromicro-test.coupahost.com> To: "lermasantarin@yahoo.com" <lermasantarin@yahoo.com> Sent: Tuesday, July 12, 2022, 01:04:08 PM GMT+8 Subject: Invoice #SI0711202201A is Approved to Pay by Allegro MicroSystems

> Powered by Coupa Invoice #SI0711202201A is Approved to Pay by Allegro MicroSystems Hello lerma, Your Invoice #SI0711202201A has been approved to pay by your customer, Allegro MicroSystems. No further action is required but you can click below for real time status or additional details. If your customer's process is to mark the Invoice as 'Paid' in Coupa, you will get a notification at that time with instructions for payment details.

If you have any questions you can simply contact your customer through normal channels or enter a comment on the Invoice.



View Invoice

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द्री:coupa	suppli	erporta	l					GRANDIEL	NOTIFIC	CATIONS 4	HELP ✓
Home Setup	Profile	Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Payments	Business Performerice	Sourcing	Add-ons	
My No View All	otifica ~	tions							Noti	fication Prefer	ences
		Mess	age							Receive	d
		Updat	e your profile for Allegro Micro	Systems						07/17/22 AM	08:47



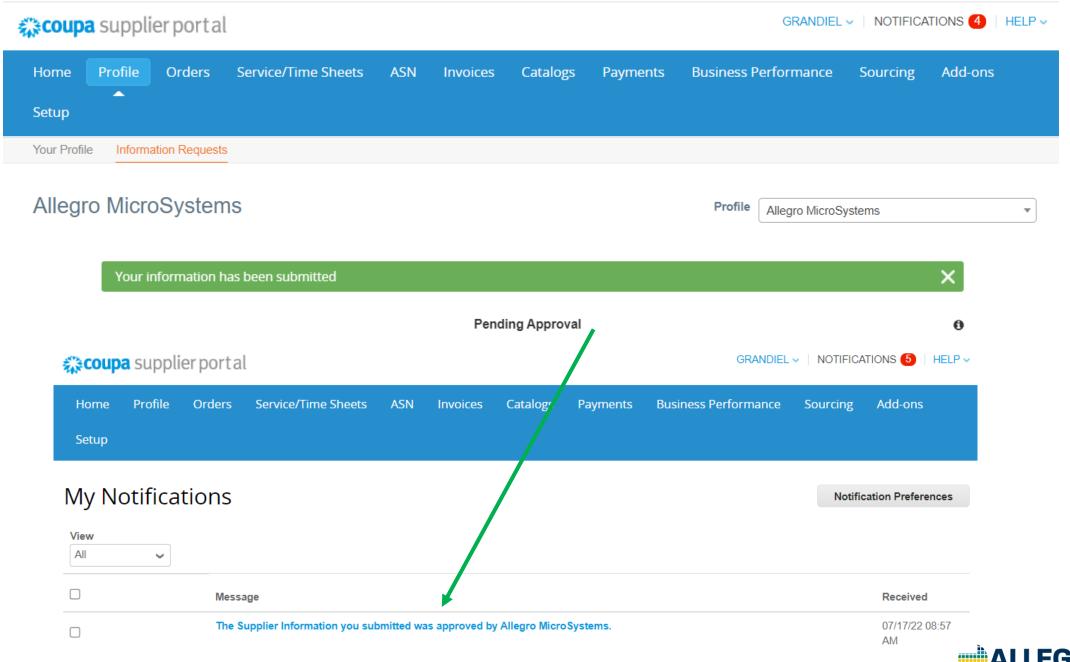
🗱 coupa supplier port al		GRANDIEL ~	NOTIFICAT	TIONS 4 HELP	For US Suppliers				
Home Profile Orders Service/Time Sheets ASN Invoi	ces Catalogs Payments	Business Performance	Sourcing	Add-ons	BIR 2303 or PEZ-ER Form No.03-0		CERT.pdf		
Setup					1011110.00-0	For Philippines Supplies			
Your Profile Information Requests						Additional Add	resses		
Allegro MicroSystems		Profile Allegro MicroSys	tems	•	Do you have an additional purchasin		× ~		
✓ We have auto-filled some information from your Public P	rofile.				addresses/sites	-			
						Certifications			
Supplier Information Test-Company Corporation * Country of Operations Philippines * Vendor Name (Legal Test-Company Corporation				Ð	Permits required b	 y ISO 9001 Calibration/Testi e Shuttle - Franchise Certific 	ting Laboratory - ISO17025 C cate/Certificate Public Conve ecurity - PNP Permit to Opera	Chemical - PDEA Permit - PDEA co enience Canteen - Food Handling F	aging Materials - ISO 9001 Spares/Fabrication - ntrolled (ex sulfuric), PNP-FEO Permit (ex nitric) Permit Hauling - Permit to Operate/Permit to e Contractors Accreditation Board) Janitorial -
Name) Vendor Name					Will you provide any o the following items of		× ~		
(DBA/Alias) * Organization Type Corporation					services				
Default Commodity Chemicals & Gases Goods - Prod.					ISO 900	1 Choose File ISO9001.	.pdf		
To be determined by the Allegro team						Required if providing Spares/Fa	abrication		
* Payment Terms NET 30									
	Acknowled	gement							
									-
Please download and									
review Supplier Code			ct me to	discuss					
of Conduct and acknowlegde	 Acknowledged w 	ith Exceptions							
	By submitting this for information and con				to sign on behalf of the aforer	nentioned compa	any and have revi	iewed the above	
Withholding Tax?	No								
Withholding Code	None								
-									

Decline

Save

Submit for Approval





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What is a Supplier Hosted Catalog

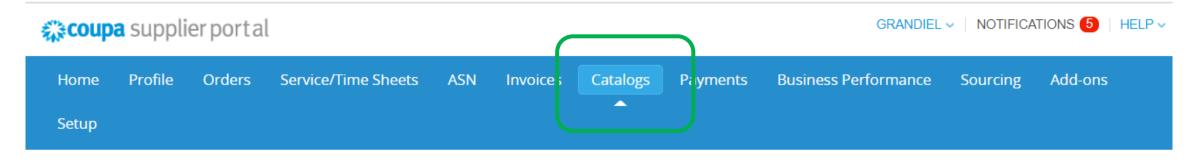
A supplier hosted catalog is catalog maintained by suppliers and submitted to customers for approval and will be part of customer's catalog readily available for requesters to search and access.

Benefits:

- Fastest way to get content into Coupa
- No need to set up complex e-commerce systems
- Products readily available for end-users to search and review based on their requirement
- Contracts with customer

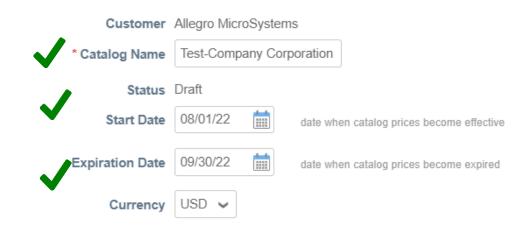


Supplier Hosted Catalog

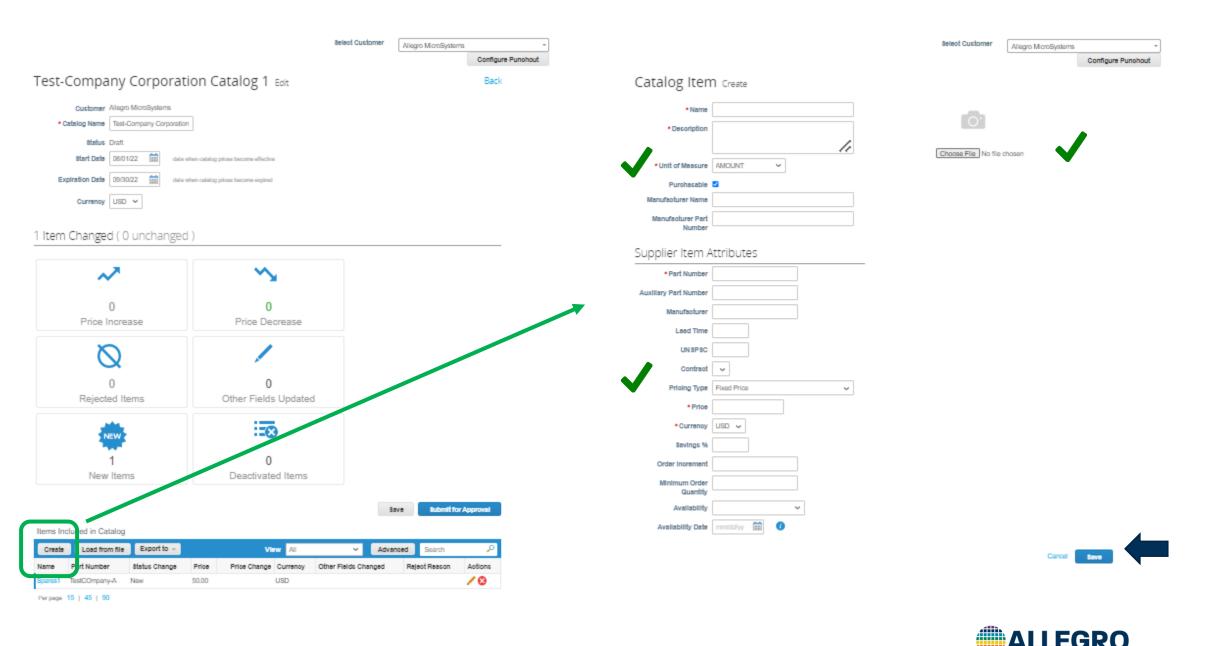


	Select Customer	Allegro MicroSystems	•
			Configure Punchout
Test-Company Corporation Catalog 1 Edit			Back

Test-Company Corporation Catalog T Edit





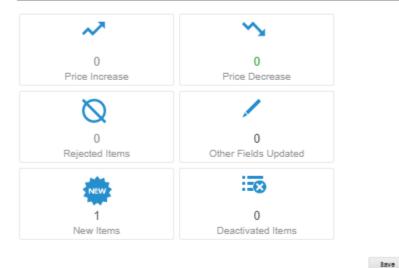


microsystems

Test-Company Corporation Catalog 1 Edit



1 Item Changed (0 unchanged)



a Bubmit for Approval

Select Customer

Allegro MicroSystems

Configure Punchout

Back

Items Included in Catalog

Create	Load from file	Export to 🗸		v	AI N	Ŷ	Advance	d Search	₽
Name	Part Number	Status Change	Price	Price Change	Currency	Other Fields Ch	anged	Reject Reason	Actions
Spares1	TestCOmpany-A	New	50.00		USD				18

Percece 15 | 45 | 90



Catalogs

Create Export to ~				View All		Advanc	ed	Search		₽		
Catalog Name	Created Date -	Submitted Date	Start Date	Expiration Dat	ate Status	Unansw	ered Co	omments	Error	Actions		
Test-Company Corporation Catalog 1	07/17/22	07/17/22	08/01/22	09/30/22	Pending Approval	No				•		
Perpage 15 45 90												
- atalogs												
Catalogs					•							
Catalogs Create Export to v				v	View All		~	Advar	nced	Search		Q
-	Created Dat	te 🔻 Submitted	d Date St			Status	v			Search	Error	-

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Future State with Coupa

- Coupa Pay
 - Payment made thru Coupa via Transfermate
- Supplier Dashboard
 - Supplier performance
 - Supplier Certifications
 - Quality Management System
 - Permits
 - Supplier Declarations
- Shipping Documents



Reminders

- Coupa Go Live on July 25, 2022
- Supplier will receive an invitation to join Coupa Supplier Portal (CSP). Please send email address where we can send the invitation thru this email address



Coupaprocurement@allegromicro.com

 Supplier Link will be provided on or before July 25, 2022









Let's create streamlined success together!

GLOBAL PROCUREMENT

