

Allegro MicroSystems has started the transition process to the state-of-the-art Procure-to-Pay solution provided by Coupa and will go live on **July 25, 2022**.

**ACTION REQUIRED**

Following the go live of Coupa, Allegro MicroSystems will require suppliers to submit invoices electronically through Coupa. Please respond by **July 18th, 2022** based on the option you choose below.

Option	Supplier Action Required	Next Step
<b>a) cXML Transmission</b>	Send your technical contact's name, email, and phone number to  <a href="mailto:Coupaprourement@allegromicro.com">Coupaprourement@allegromicro.com</a>	Our IT teams will work to create a seamless exchange of information, and you'll continue to work in your own system
<b>b) Coupa Supplier Portal (CSP)</b>  *Best option for most suppliers	Send the email address where you would like to receive the invitation  <a href="mailto:Coupaprourement@allegromicro.com">Coupaprourement@allegromicro.com</a>	You will receive an email invite to register on the CSP (registration should take few minutes). You will then be able to log in to the CSP to view purchase orders, create and send invoices electronically, see payment info, and more
<b>c) Supplier Actionable Notification (SAN)</b>  *Limited functionalities compare to CSP option above	Send us the email address where you would like to receive the invitation  <a href="mailto:Coupaprourement@allegromicro.com">Coupaprourement@allegromicro.com</a>	You will be able receive purchase orders, and create invoices directly from your inbox

**TIMELINE**

- July 18, 2022 – Confirm which invoicing option you select and provide the required information
- July 22, 2022 – Last date to complete a PO Acknowledgement or Advance Shipping Notice prior moving to Coupa
- July 18, 2022 – Suppliers training will begin - Supplier Training Announcement
- July 25, 2022 – Suppliers will receive an invitation to join the CSP. Suppliers will begin to register and log-in
- July 25, 2022 – Date suppliers need to register for the CSP
- July 25, 2022 – Date Coupa will go live for Allegro MicroSystems

Thank you in advance for the cooperation. For more information please visit: <https://go.allegromicro.com/suppliers>

