Dear Valued Supplier,

**In March 2024, State Farm® will be replacing our purchasing and invoicing systems with one cloud-based spend optimization platform, Coupa.**

You are receiving this e-mail because State Farm will provide you with free access and training to the Coupa Supplier Portal (CSP). Use of the CSP allows you to easily conduct business with Coupa customers while managing content and settings. As a supplier, you will be required to access the CSP to:

* View and acknowledge all purchase orders
* Create invoices directly through the Coupa system
* Monitor invoice payment statuses, including signing up for text alerts when invoices are paid
* Download your historical invoices
* Manage all your customers who are using Coupa on one organized dashboard.

In preparation for go-live, you are encouraged to attend either of the one-hour CSP training sessions scheduled for February 15th and 20th, 2024. In these training sessions, we will show you how to review orders and invoices via the CSP with a live demonstration. We recommend that your State Farm Account Representative and an Accounts Receivable Representative attend our training. If you are unable to attend one of the scheduled sessions, additional offline training will be made available for ongoing support.

**Action Required:**

Coupa Supplier Portal training is scheduled for **February 15th at 1:00 – 2:00 PM CST** and **February 20th at 10:00 – 11 AM CST**.

Please **select one** of the CSP training calendar invites attached and complete the following steps:

1. Double click the desired training session attached to this e-mail
2. Select “Copy to my Calendar” icon from the menu bar
3. Select “Accept Meeting” in popup window.

In addition, closer to the go-live date, an invitation to join the CSP will be issued from Coupa allowing you to set up your profile for the State Farm instance. Once the invitation is received, it is imperative that you follow the direct link and sign up as quickly as possible. Further communications surrounding CSP registration will be issued closer to the go-live date.

To learn more about the CSP, please use one of the following online resources:

* [Resources | Coupa Suppliers](https://supplier.coupa.com/resources/)
* [Help Page | Coupa Suppliers](https://supplier.coupa.com/help/)
* [Coupa Compass – For Suppliers](https://compass.coupa.com/en-us/products/product-documentation/supplier-resources/for-suppliers)
* [State Farm Coupa Resource Portal](https://b2b.statefarm.com/b2b-content/suppliers/suppliers-coupa).

Finally, should you have any questions or concerns, please contact the [State Farm Supplier Enablement Team](mailto:home.adsv-supplier.224j02@statefarm.com?subject=Coupa%20Supplier%20Portal%20Training).

We appreciate your cooperation as we implement Coupa for the purchase of goods and services.

Thank you,

State Farm Supplier Enablement Team

 