

Dear Valued Supplier,

We appreciate you working with us as we implement Coupa, a leading cloud-based spend management software. **On March 4th, 2024, Coupa will replace the existing State Farm® purchasing system and will also become the new platform for invoicing.** This email contains all relevant instructions for you regarding the transactional Coupa cutover plan. Your attention and subsequent action are required.

Cutover Details

We are committed to a seamless transition with no disruption to your organization. You and your teams will continue to interact with us in much the same way as you have historically. There will be a period where you may be processing new and legacy transactions in both the legacy applications and Coupa.

There are several cutover activities that will be occurring over the next few months. Below is a detailed timeline of cutover activities.

Note: *Invoicing-related activities do not apply if you are using Legal Exchange, Collaboration Portal, Calero, or are a landlord or utility company. Continue submitting your invoices through these channels unless you are otherwise directed by your normal State Farm contact.*

Date	Details
Pre-Cutover Activity	
02/14/24	Last day to submit non-purchase order (non-PO) backed invoices including those that are submitted through Ariba. Any non-PO backed invoices created after this date will need to be held and submitted through Coupa when it goes live on March 4.
02/16/24	Last day new purchase orders (PO) will be sent from legacy procurement applications.
02/28/24	Last day to submit EFT bank account changes through the State Farm Business to Business (B2B) site.
03/01/24	Last day purchase change orders will be sent from legacy procurement application.
Cutover Activity	
03/04/24	Receive Coupa Supplier Portal (CSP) invite; register your organization to connect with State Farm.
03/04/24	Begin using Coupa for processing new POs and invoices. Legacy PO backed invoices should continue to be sent through Ariba or fax until 03/15/24.
03/04/24	Sign up to be paid electronically by EFT, Virtual Card, or PayPal (if eligible) by updating your payment preferences in your CSP account.
Post-Cutover Activity	
03/15/24	Last day to submit legacy PO backed invoices through Ariba or fax. Ariba and the fax/email lines will not be available after 03/15. Any invoices created after this date must be submitted through Coupa against the new PO.
05/31/24	Last day to view historical EFT payment information on B2B

Coupa Purchase Orders and Invoicing Details

Your options for receiving purchase orders and submitting invoices via Coupa are as follows:

- Coupa Supplier Portal (CSP) – You will receive an email invitation on March 4th, 2024, from State Farm to connect on the CSP. Here, you will find all your purchase orders that originated from Coupa and will be able to easily invoice State Farm through the CSP web portal. If you did not receive this invitation, please respond to this communication with your email information.
- Supplier Actionable Notification (SAN) – Coupa will send the PO via email, and you can create an invoice from the emailed PO without logging into the CSP.

If you are unable to use one of the above options, please contact [State Farm Supplier Enablement Team](#).

Invoice Payment Preferences

State Farm prefers to pay invoices electronically. With a CSP account, you can quickly and easily sign up for electronic payments and receive payment notifications.

Electronic payment options include:

- **EFT** – direct deposit into your bank account. On the CSP, submit a Supplier Information Update and select the EFT payment option. Enter your banking information to receive direct deposit.
- **Virtual Card** – State Farm credit card created for invoices as they are ready for payment.
- **PayPal** – funds sent to your PayPal account; available only to suppliers whose payments do not exceed \$10,000.

Important: If you opt into Virtual Card or PayPal payments, you must register for a Coupa Supplier Portal account and must receive **all** payments through that method. After the Virtual Card or PayPal payment method is set up, additional payment options (i.e., EFT) will not be available. If you are interested in signing up for the Virtual Card or PayPal payment method, please email the [State Farm Supplier Enablement Team](#).

Note: After March 4, if you need to make an update to your payment preferences and a Supplier Information Update form has not already been sent to you please contact the [State Farm Supplier Enablement Team](#) to request one.

Contracts

State Farm procurement may be reaching out to discuss changes to the Invoice Section in any active contracts with your organization to reflect the CSP as the new intake for invoicing as applicable.

Action Required:

Please review the provided cutover activities and dates to evaluate what steps need to be taken for your organization to manage your transactions. Once you receive the CSP invitation, on March 4th with a direct link to the platform via email, please take time to register your organization to be connected to State Farm.

As a reminder, CSP training will take place February 15th and 20th. If you are new to Coupa or would like a refresher, we encourage you to sign up for one of the sessions if you haven't done so already. [Here](#) is a link to view the training communication with the invites attached.

Furthermore, should you have any updates to your primary contact, please send your updated information to [State Farm Supplier Enablement Team](#).

If you have any questions or concerns, please use any of the following online resources:

- [Resources | Coupa Suppliers](#)
- [Help Page | Coupa Suppliers](#)
- [Coupa Compass - For Suppliers](#)
- [State Farm Coupa Resource Portal](#).

Finally, should you have any questions or concerns not already addressed, please contact the [State Farm Supplier Enablement Team](#).

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

Thank you,

State Farm Supplier Enablement Team