



**Coupa Quick
Reference Guide for
Suppliers |
Punchout setup**

Punchout setup

Initial Contact and Information Gathering

Please provide:
Punchout credentials &
UNSPSC codes and
confirm any SSO
requirements.



Preparation of Punchout

Compile an
overview of the
products to be
included in the
Punchout.



Validation of Punchout connection

Validate Punchout
connection by
running agreed test
scripts with
Schaeffler



Validation of Punchout connection in production instance


Conduct final End-to-End (E2E) smoke test in Production instance to ensure Punchout connection is ready



Please reach out to your contact at Schaeffler Purchasing if you have any questions on the Punchout setup process.

Punchout setup | details (1/2)



Topic	Activities
Test Credentials	Use the Supplier questionnaire here to provide general contact information as well as provide credentials for Punchout. 
UNSPSC Codes/Units of Measure	<ul style="list-style-type: none">• Please provide all UNSPSC codes for items on the Punchout. These codes will be necessary for mapping items to Schaeffler Commodities in Coupa .• Please provide all Units of Measure for all items in the Punchout.
Logo/Image	Please provide your company logo/image to be displayed on the Coupa user interface.

Punchout setup | details (2/2)



Topic	Activities
Punchout access requirements	Identify catalog security requirements. For example: <ul style="list-style-type: none">• Should all users be able to order all items from a Punchout?• Should users based on their role, be able to order certain items from a Punchout only? If there are any security requirements identified Schaeffler will define in Coupa the required configuration and provide any mapping requirements to you.
Punchout Content	Identify which products are appropriate from Punchout.