

Joint Supplier Briefing for Coupa Implementation



AGC Inc.

July , 2026

Your Dreams, Our Challenge

System Implementation Background and Objectives

- The AGC Group is currently undertaking a major renewal and standardization of its core ERP systems.
As part of this initiative, we plan to introduce a new Procurement system for procurement operations.
- Going forward, procurement activities with suppliers will be conducted through the newly introduced Procurement system, Coupa.
By implementing this system, we will further improve and enhance procurement operations while strengthening collaboration with suppliers.

Today's Objectives

- Introduce the overview and functions of the new Procurement system, Coupa, and the target state after implementation
- Communicate the upcoming schedule
- Request agreement to the Coupa Terms of Use and creation of a Coupa account before use

Scope of System Implementation

- AGC Inc.: All purchasing transactions
- AGC Ceramics Co., Ltd.: All purchasing transactions except raw/fuel materials only

Today's Agenda

- 1 Overview of the New Procurement System: Coupa
- 2 Overall Schedule for Coupa Implementation
- 3 Upcoming Schedule and Requests
- 4 Contact Information

Overview of the New Procurement System: Coupa

Overview of the New Procurement System: Coupa

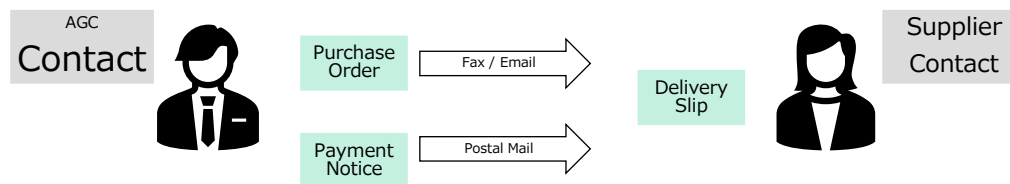
Background for Introducing the New Procurement System

- The current Procurement system has been in operation for more than 20 years. We are moving to a new system to improve transaction efficiency and convenience.
- The new system is currently under development and is scheduled to go live in January 2027 after testing and training.

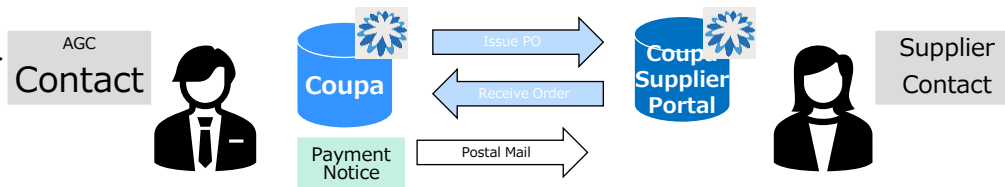
Overview of the New Procurement System

- We will introduce Coupa, provided by Coupa, Inc., as the new Procurement system.
- Purchase order issuance previously handled offline by email, fax, and similar methods will transition to Coupa. Fax communication will be fully discontinued.

<Current Process>



<New System Process>



About CSP (Coupa Supplier Portal)

Overview of CSP

- CSP (Coupa Supplier Portal) is a dedicated portal site for suppliers.
- It can be used with an internet connection and does not require any special system installation.

Supported Operations

- The full process from purchase order to delivery can be handled on CSP.
- Delivery slip creation and progress checks can also be handled on CSP.

Usage Environment / Cost

- CSP can be operated in a browser, and basic functions are available on the free plan.
- In principle, there is no cost burden for suppliers to use CSP.
*Please use the free plan by default and do not select a paid plan.

Operationa l Features

- Permissions can be set by user, and multiple users can use the system according to each company's operating structure.
- Operation history is recorded in the system and can be used for internal confirmation and management.

Benefits for Suppliers from Coupa Implementation

- Coupa implementation is expected to improve suppliers' operational efficiency and convenience.

Operational Efficiency

- Digitizing purchase orders and delivery slips enables centralized management in the system.
- Paper-based and manual processing are no longer required, reducing management costs.

Status Visibility

- Transaction processing and payment status can be checked in real time on CSP.
- Case management and progress checks become easier, reducing follow-up effort.

Streamlined Communication

- Comments and file sharing can be exchanged by order.
- All communication history is retained, making confirmation and follow-up easier for both parties.

Legal Compliance

- Most suppliers use the payment notice method; when the invoice method is used,
- Coupa complies with the Electronic Book Preservation Act and the Invoice System.

Operational Changes Accompanying Coupa Implementation



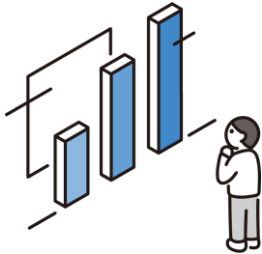
- Purchase orders will be notified by email from Coupa. You can access CSP from the email to view and download the PO.
- Order acknowledgment will be performed in CSP.

Electronic PO Exchange



- Using Coupa's Advance Ship Notice function eliminates the need to create and send paper delivery slips.
- Instead, attach the AGC-format item tag following the second page of the PO to the shipment.

Electronic Delivery Slip Attach AGC Item Tag



- Order information can be checked in real time in Coupa.

Order Information Check

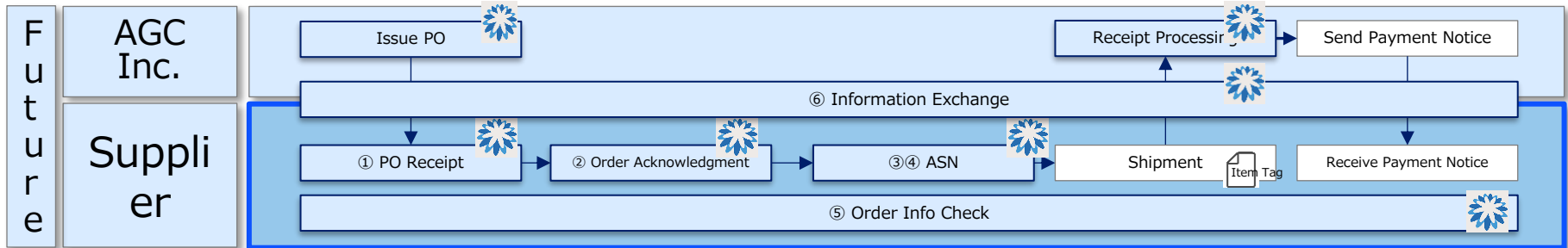
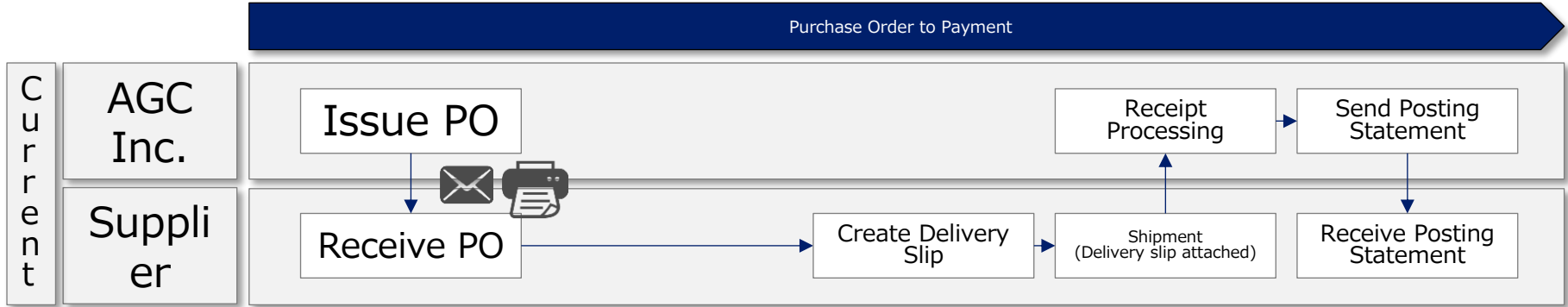


- Comments and file attachments can be sent by order in Coupa (chat function added).

Information Exchange

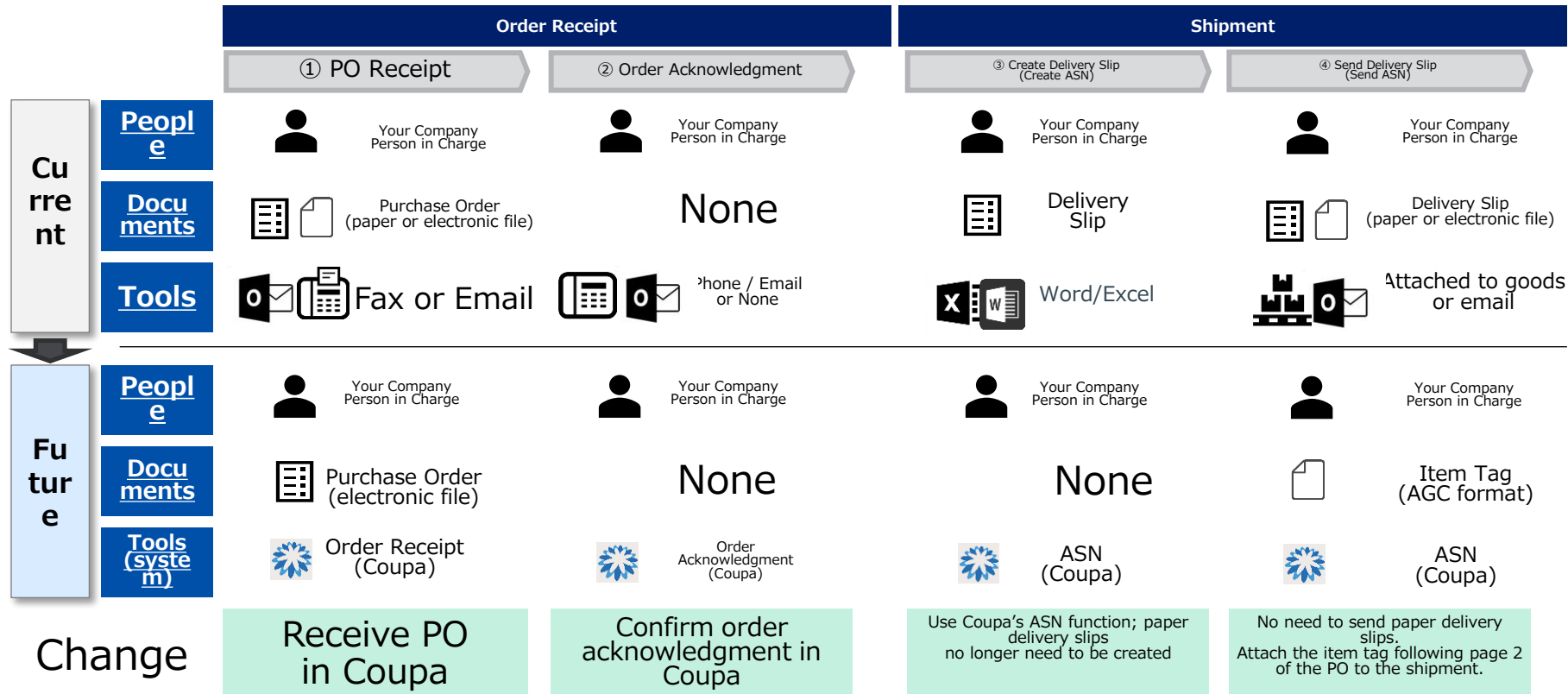
Business Process Changes Accompanying Coupa Implementation

- Coupa implementation will change the process from purchase order to payment.



*Invoice information can also be checked in Coupa; however, please use the payment notice as the official confirmation of billing details.

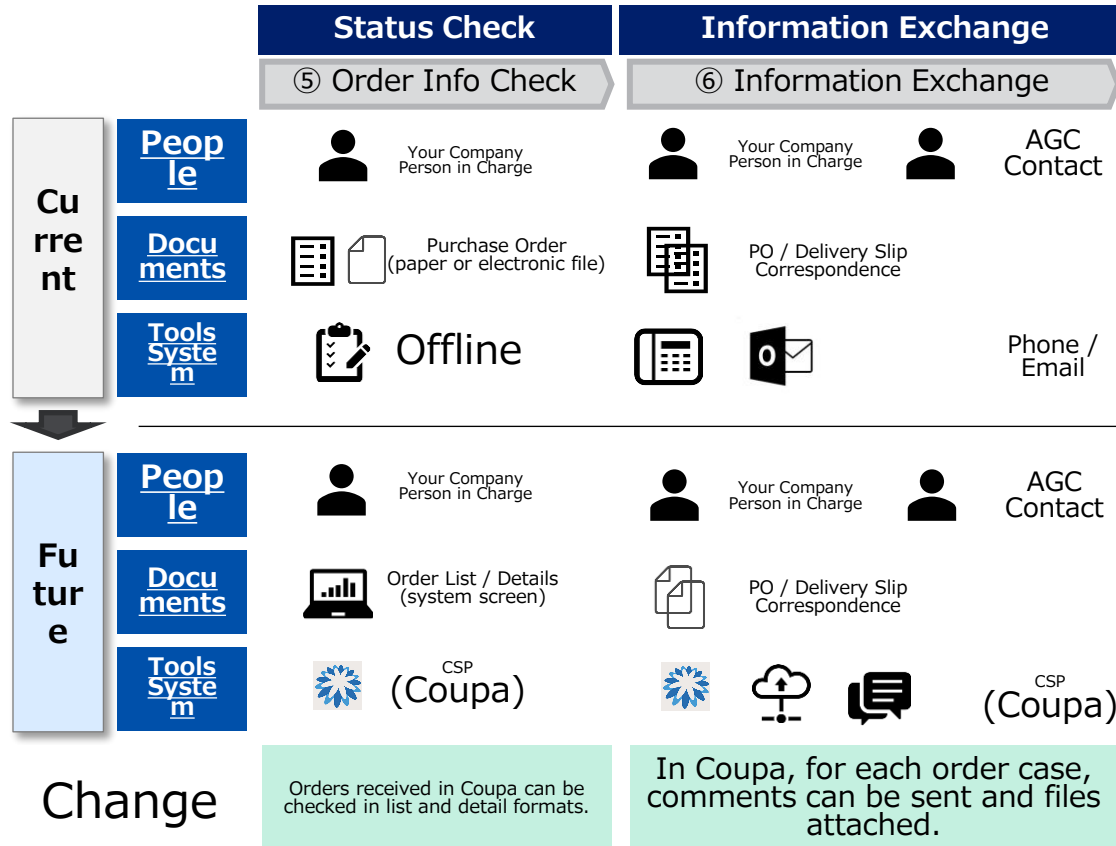
Post-Coupa Screen Image Order Receipt / Shipment



*Requests for quotation and responses will continue to use the current method for the time being.

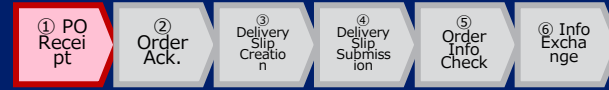
*This screen image shows the flow for goods purchases. The flow for construction transactions will be explained separately.

Post-Coupa Screen Image Status Check / Information Exchange



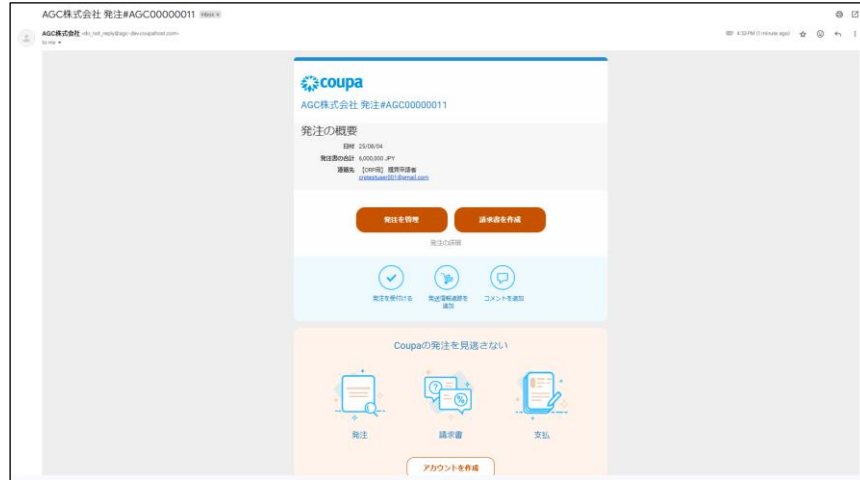
Post-Coupa Screen Image

① Purchase Order Receipt

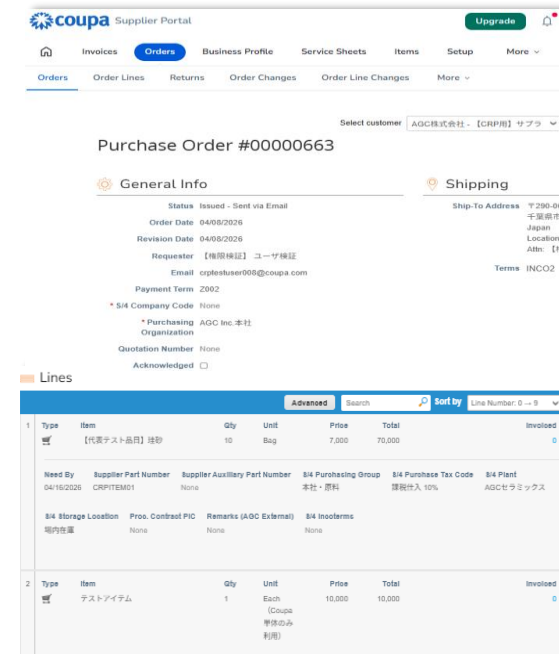


- An order notification email is automatically sent to the registered email address.
- From the order notification email, log in to CSP (Coupa Supplier Portal) to check the order details.

Order Notification Email



Order Line Details Screen



*Screen images are provisional and may change as specifications are finalized.

Post-Coupa Screen Image

② Order Acknowledgment



- On each order line details screen, checking “Acknowledged” indicates that you have accepted the order.

Order Line Details Screen

coupa Supplier Portal Upgrade

Navigation: Invoices | **Orders** | Business Profile | Service Sheets | Items | Setup | More

Sub-navigation: Orders | Order Lines | Returns | Order Changes | Order Line Changes | More

Select customer: AGC株式会社 - [CRP用] サブラ

Purchase Order #00000663

General Info

Status: Issued - Sent via Email
Order Date: 04/08/2026
Revision Date: 04/08/2026
Requester: 【権限検証】 ユーザ検証
Email: crptestuser005@coupa.com
Payment Term: 2002
S/I Company Code: None
Purchasing: AGC Inc.本社
Organization: None
Quotation Number: None

Shipping

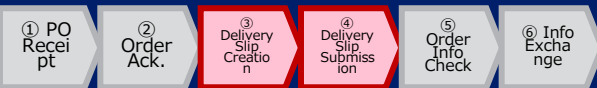
Ship-To Address: 〒290-00 千葉縣市
Japan
Location: Attn: 【権
Terms: INCO2

Lines

Advanced Search Sort by Line Number: 0 → 9

Type	Item	Qty	Unit	Price	Total	Invoiced
1	代表テスト品目 雑物	10	Bag	7,000	70,000	0
Need By 04/16/2026 Supplier Part Number CRPITEM01 Supplier Auxiliary Part Number None S/I Purchasing Group 本社・原料 S/I Purchase Tax Code 課税付入 10% S/I Plant AGCセラミックス						
S/I Storage Location 場内在庫 Proc. Contract P/C None Remarks (AGC External) None S/I Incoterms None						
2	テストアイテム	1	Each (Coupa 準拠のみ 利用)	10,000	10,000	0

*Screen images are provisional and may change as specifications are finalized.



- Using Coupa's Advance Ship Notice (ASN) function, enter details for the items to be shipped and transportation information to automatically generate an ASN. Sending this ASN eliminates the need to create and send conventional delivery slips.

ASN Creation Screen

coupa Supplier Portal

Upgrade

Invoices Orders Business Profile Service Sheets Items **ASN** Sourcing Setup More

Select Customer AGC株式会社 - 【CRP用】 サプライヤー001...

Create Advance Ship Notice

General Info

* ASN #

Status Draft

Gross Weight

Ship Date

Expected Delivery Date

Ship To

Ship To Warehouse

Ship to Address 〒290-0000 千葉県市原市五井海埠1-1 Japan Location Code: CRP02

Ship to Attention [AGC_CRP試用] 試用係

Shipping Info

Tracking Number

Carrier

Shipping Method

Standard Carrier Alpha Code

Container

Trailer

Bill Of Lading

Packing Slip #

Ship Note

Supplier Part Number	PO #	PO Line	Po Line Quantity
None	00000147	2	10.0

Invoice Num Reference	Invoice	Invoice Line	Invoice Line Qty	Supplier AUX Part Number
				None

Match Reference

None

Comments

+ Add PO line #

Cancel Save Submit

*Screen images are provisional and may change as specifications are finalized.

Post-Coupa Screen Image

⑤ Order Information Check



- Purchase orders and order line details can be checked from the CSP home → Orders screen.
CSP Orders Screen

Purchase Orders

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Action
00000675	04/10/2026	Issued	None	10 Bag of 【代表テスト品目】 珪砂	No	70,000 JPY		
00000672	04/10/2026	Issued	None	10 Bag of 【代表テスト品目】 珪砂	No	70,000 JPY		
00000666	04/09/2026	Issued	None	10 Bag of 【代表テスト品目】 珪砂	No	70,000 JPY		
00000664	04/08/2026	Issued	None	10 Bag of 【代表テスト品目】 珪砂	No	70,000 JPY		
... (omitted) ...								
00000548	02/21/2026	Issued	None	1 Bag of 【代表テスト品目】 珪砂	No	7,000 JPY		
00000535	02/17/2026	Issued	None	1 Bag of 【代表テスト品目】 珪砂	No	7,000 JPY		
00000534	02/17/2026	Issued	None	1 Bag of 【代表テスト品目】 珪砂	No	7,000 JPY		
00000533	02/17/2026	Issued	None	5 Bag of 【代表テスト品目】 珪砂	No	35,000 JPY		

Show Count Prev 1 2 3 ... Next

Purchase Order #00000663

General Info

Status: Issued - Sent via Email
Order Date: 04/09/2026
Revision Date: 04/09/2026
Requester: 【代表テスト品目】 ユーザー様
Email: cp100000000@coupa.com
Payment Term: 2002
S4 Company Code: None
Purchasing Organization: AGC Inc. 本社
Quotation Number: None
Acknowledged: ☐

Shipping

Ship-To Address: 〒200-0000 千葉県市川市
Location: Japan
Attn: 〇〇〇
Terms: INCO2

Lines

Type	Item	Qty	Unit	Price	Total
1	【代表テスト品目】 珪砂	10	Bag	7,000	70,000

Need By: 04/16/2026
Supplier Part Number: CRPITEM01
Supplier Auxiliary Part Number: None
S4 Purchasing Group: 本社・原料
S4 Storage Location: 場内在庫
Proc. Contract PIC: None
Remarks (AGC External): None
S4 Incoterms: 課税仕入

Comments

Enter Comment

Add File | URL

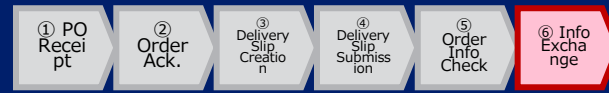
Send Comment notification to a user by typing @name (ex. @JohnSmith)

History

*Screen images are provisional and may change as specifications are finalized.

Post-Coupa Screen Image

⑥ Information Exchange



- Comments and file attachments are available for each order case. This preserves communication history and allows transaction-related documents to be stored long-term in the system.

Order Line Details Screen

coupa Supplier Portal

Navigation: Invoices | **Orders** | Business Profile | Service Sheets | Items | Setup | More

Sub-navigation: Orders | Order Lines | Returns | Order Changes | Order Line Changes | More

Select customer: AGC株式会社 (AGC) 〒273

Purchase Order #00000663

General Info

Status: Issued - Sent via Email
Order Date: 04/08/2026
Revision Date: 04/08/2026
Requester: 情報保証 コーポレート
Email: cplstester00@coupa.com
Payment Term: 2002
S4 Company Code: None
Purchasing: AGC Inc. 本社
Organization: AGC Inc. 本社
Location: AGC Inc. 本社
Acknowledged: 〇

Shipping

Ship-To Address: 〒276-0000
Country: Japan
Location: AGC Inc. 本社
City: AGC Inc. 本社

Lines

Advanced Search

Type	Item	Qty	Unit	Price	Total
1	代表テスト項目 建砂	10	Bag	7,000	70,000

Need By: 04/16/2026
Supplier Part Number: CRITEM01
Supplier Auxiliary Part Number: None
S4 Purchasing Group: 本社・原料
S4 Part: 原料仕入

S4 Storage Location: 埼玉倉庫
Proc. Contract PIC: None
Remarks (AGC External): None
S4 Incomplete: None

Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnDoe)

History

Comments Screen

Comments

Mute Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Participants:

to supplier

25/09/18の09:02

Hi, Please check the PO

From supplier

25/09/18の08:58

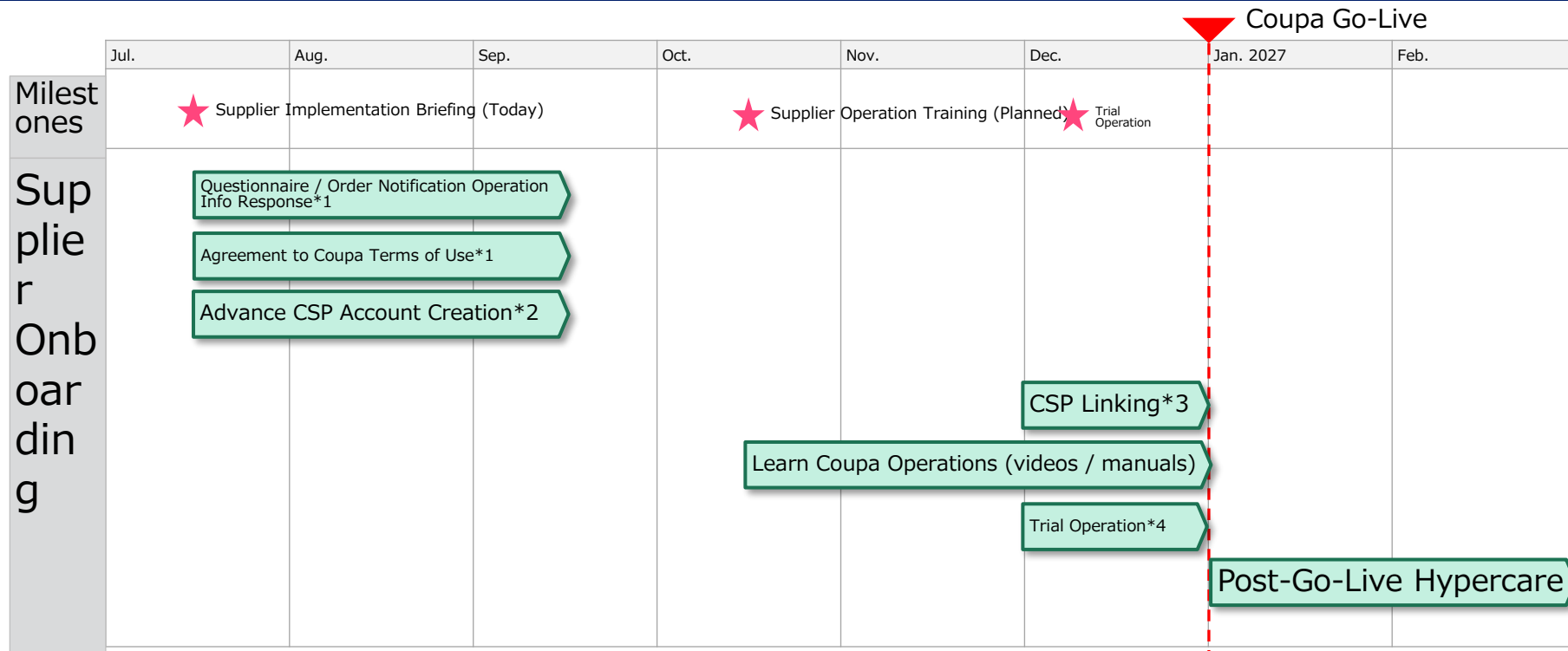
We'll make sure it ships on time

履歴

*Screen images are provisional and may change as specifications are finalized.

Overall Schedule for Coupa Implementation

Overall Schedule for Coupa Implementation



*1 Because there are many suppliers, AGC will sequentially confirm questionnaire responses, order notification operation information, and agreement status for the Coupa Terms of Use.

*2 If you already use CSP with another company and the CSP account administrator will also be the same for future transactions with AGC, no action is required for this item.

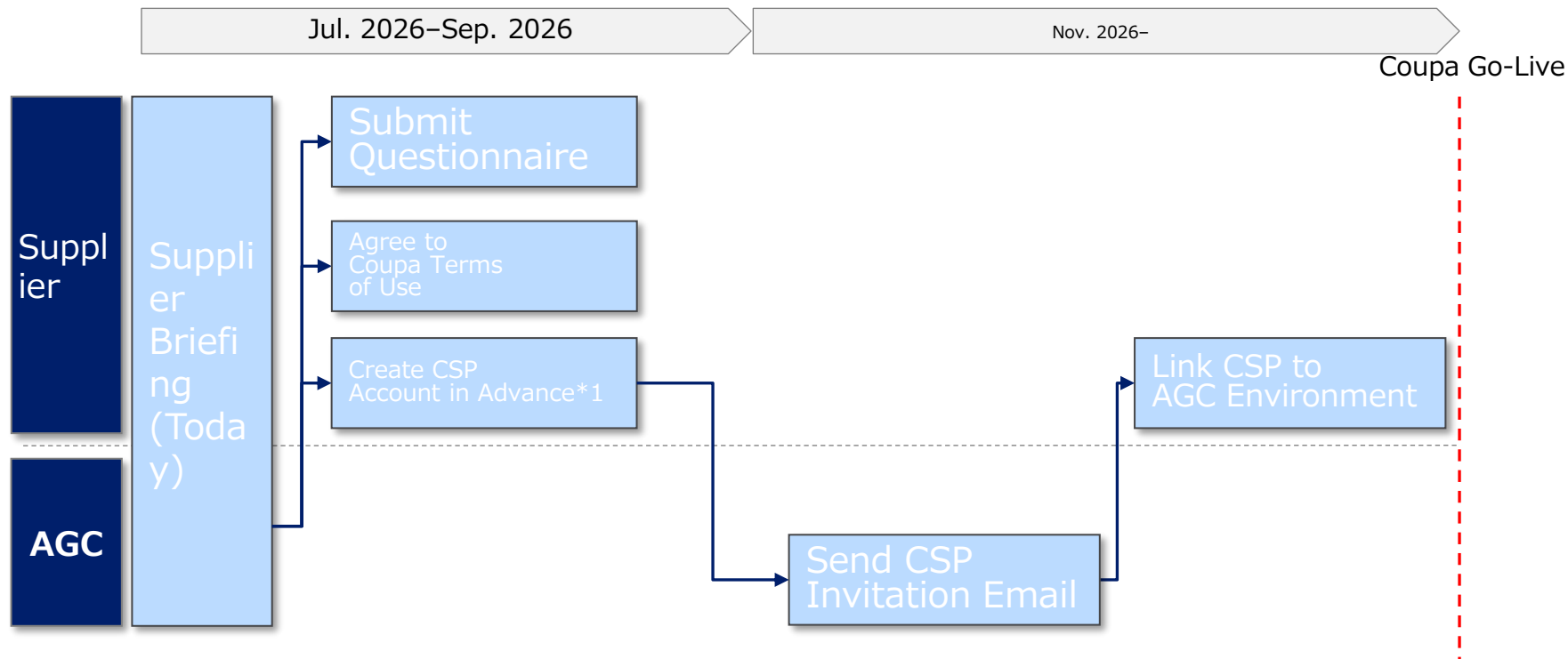
*3 AGC will send a CSP invitation email. After receiving it, log in with your pre-created CSP account to complete the link with AGC Coupa.

*4 Trial operation will be conducted with some suppliers only, not all suppliers.

Upcoming Schedule and Requests

Upcoming Schedule and Requests

- We will share the upcoming schedule and requests.



*1 If you already use CSP with another company and the CSP account administrator will also be the same for future transactions with AGC, no action is required for this item.

- ## I. Questionnaire Response

II. Provide Order Notification

III. Agreement to Coupa Terms of Use

IV. Advance CSP Account Creation

Please complete the CSP account creation procedure on the Coupa Supplier Portal site.

21

I. Questionnaire Response

- Through the questionnaire, we will confirm your company's CSP usage status and your intention to use CSP for transactions with AGC, and collect information required for future operations.
 - *The questionnaire will mainly ask for the following items/information.
 - ① Intention to use CSP for transactions with AGC
 - ② Supplier basic information (company information / contact person information)

- How to Respond to the Questionnaire
 - ✓ After today's briefing, we will email an Excel response form as an attachment.
Please complete the designated form and return it by email.

- Response Deadline
 - ✓ Please respond by Friday, August 7, 2026.

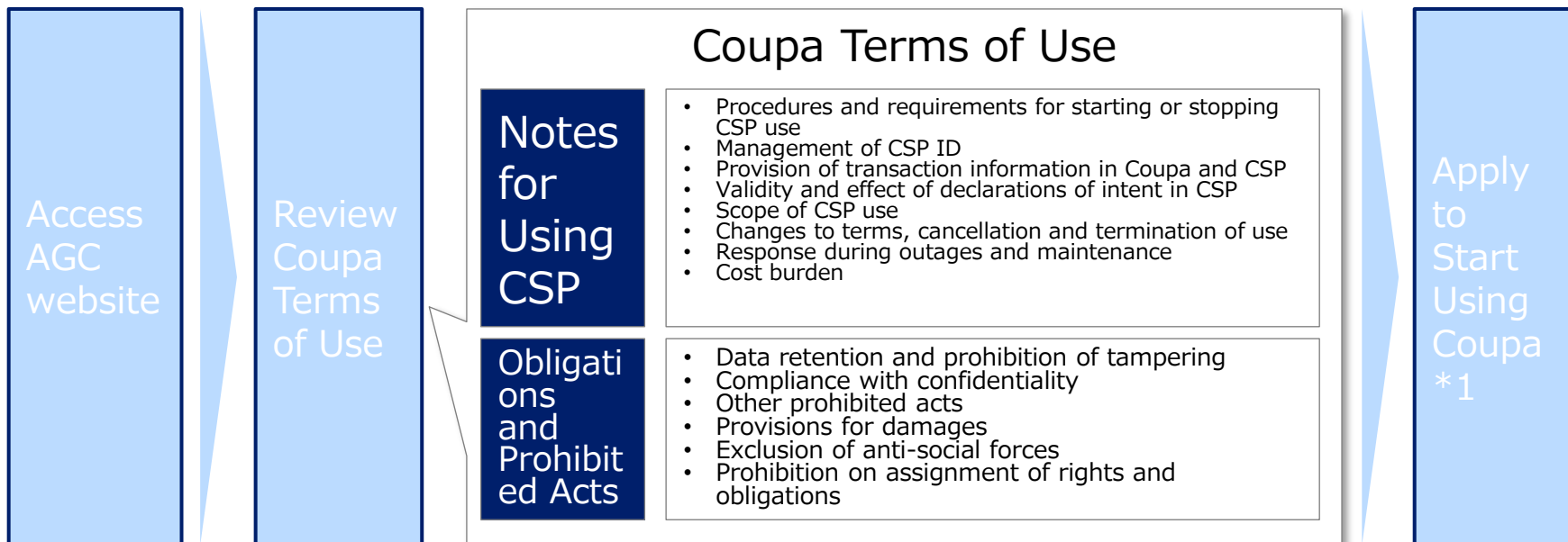
II. Provide Order Notification Operation Information

- As explained earlier, purchase orders will be sent by email notification from Coupa. To ensure purchase orders are delivered reliably, email address settings must reflect your company's receiving method and operation. To configure this operation correctly, please provide the following information through the questionnaire.
 - ① CSP Representative Email Address (for administrator account)
 - ② PO Notification Email Address (for receiving order notifications)
 - ③ Site-Specific PO Notification Email Address (for transactions with multiple AGC sites)
 - ④ PO display information (phone number, department name, etc.)

*Your responses will be used for PO notification settings and CSP operation.
- How to Respond to the Questionnaire
 - ✓ After today's briefing, we will email an Excel response form as an attachment. Please complete the designated form and return it by email.
- Response Deadline
 - ✓ Please respond by Friday, August 7, 2026.

III. Agreement to Coupa Terms of Use

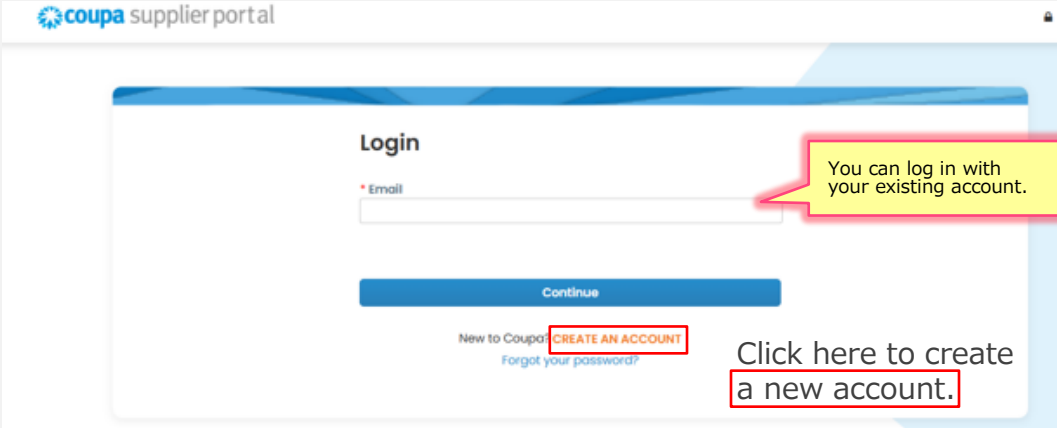
- Agreement to the Coupa Terms of Use is required before starting to use Coupa.



*1 When you apply to start using Coupa (indicate your intention in the questionnaire), you will be deemed to have agreed to the Coupa Terms of Use.

IV. Advance CSP Account Creation

- Please create a CSP account on the Coupa Supplier Portal site. *If you already have a CSP account, you can log in with your existing account.
- For the CSP account creation procedure, please refer to the manual posted on the AGC website.



The screenshot shows the Coupa Supplier Portal login interface. At the top left is the 'coupa supplier portal' logo. The main heading is 'Login'. Below it is an email input field with a red asterisk and the label 'Email'. A blue 'Continue' button is positioned below the input field. At the bottom, there is a link 'New to Coupa?' followed by a red-bordered box containing the text 'CREATE AN ACCOUNT'. Below this is a link 'Forgot your password?'. A yellow callout bubble with a red border points to the email field, containing the text 'You can log in with your existing account.' A red-bordered box at the bottom right contains the text 'Click here to create a new account.' pointing to the 'CREATE AN ACCOUNT' link.

- Procedure to Create a New Account
 - "Coupa Supplier Portal" Link
URL:
<https://supplier.coupahost.com/sessions/new>
 - New Account Creation Procedure Manual Link

Contact Information

- Questions and comments are welcome after today's briefing.
If you have any questions or requests, please contact the help desk below.

AGC CSP Inquiry Desk
agc.cspinquiry@agc.com

END



Your Dreams, Our Challenge