



December 26, 2019

**ACTION REQUESTED: Upcoming System changes, confirming supplier contacts**

Dear Valued Supplier,

Molex is transforming the systems and process we use for Indirect sourcing and procurement, enabling us to reduce the time it takes to issue purchase orders, process invoices, and process payments to your company. As one of Molex's suppliers, we want to inform you of the upcoming changes and request your collaboration in preparing for a smooth transition.

**What you need to know**

- We have partnered with Coupa, a leading eProcurement platform provider, to provide a one-stop-shop to purchase indirect goods and services and interact with suppliers globally.
- Some of the anticipated benefits include the ability to receive and confirm purchase orders and submit invoices electronically, improving visibility into the status of e-routed transactions.
- All active suppliers will require PO email contact identification to continue to transact with Molex new eProcurement platform.
- Further communications including timeline, training, and hosted communication events will be shared with a primary point of contact.
- Direct material MRP purchase orders and process will not change, the Coupa system will only be used for Indirect purchase orders and invoices.

**What are we requesting important feedback from you**

As a current Molex supplier and active contact, we need your support to confirm your account for this process. We will need to communicate with your primary contact over the next 90 days and confirm PO contact. Using the information below, please respond to this email with the following information:

1. Confirm if you are **the primary point of contact** for this transition.
  - The primary contact will be responsible for receiving future communications about the transition, and registering in the Coupa portal to see payment status and create invoices electronically
2. Confirm if you are a **PO contact. email address to use where we can send the Purchase Orders.**
  - This is the email address that will be responsible for receiving the Purchase Orders from Molex and allow the ordering for Molex's purchases of goods and services.
3. Verifying Account
  - If provided account details are correct, just type "Yes" at the confirming account section.
  - If account details are incorrect or you need to add a new account, type "Modify/Add" at the confirmed section and provide details

**Email ID:** [email ID]

**Contact Name:** [First name, Middle, last name]

**Contact Function:** [Contact Function]

Is account information accurate? (Yes/Modify/Delete):

**Primary Contact Flag:** [Is Primary Contact]

Is account information accurate? (Yes/Modify/Delete):

**PO Contact Flag:** [Is PO Contact]

Is account information accurate? (Yes/Modify/Delete):

**Should this account remain active** (Yes/Delete)?

**NOTE:** Your account does not need to be identified as either Primary or PO contact to continue to be active with Molex or have access to the Coupa Portal. However, for the upcoming system change, we need to secure these points of contact. The primary contact, once registered, can set up other users in the portal.

**Questions**

If you have any questions, or if you are not the correct recipient of this email, please feel free to contact us at [SCS-Procurement@molex.com](mailto:SCS-Procurement@molex.com)

Thank you in advance for your support. We are firmly committed to helping each of our suppliers be successful in participating in this process. We look forward to continued business with you during this transition and beyond.

Best Regards,

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Molex Procurement Team