



October 2023



Project background
Coupa deployment summary
Impact to you as suppliers
Next steps and support

Project Synchronise



DOOF DOH



CSP is our preferred route for transacting with most suppliers however; below are descriptions of the various invoice solutions available

**Direct connection between
Coupa and Supplier
platform**

**PO transmitted directly
into CSP account**

What do each of the Coupa based invoicing solutions offer?

eXML

**Coupa Supplier
Portal (CSP)**

Email (POFile)

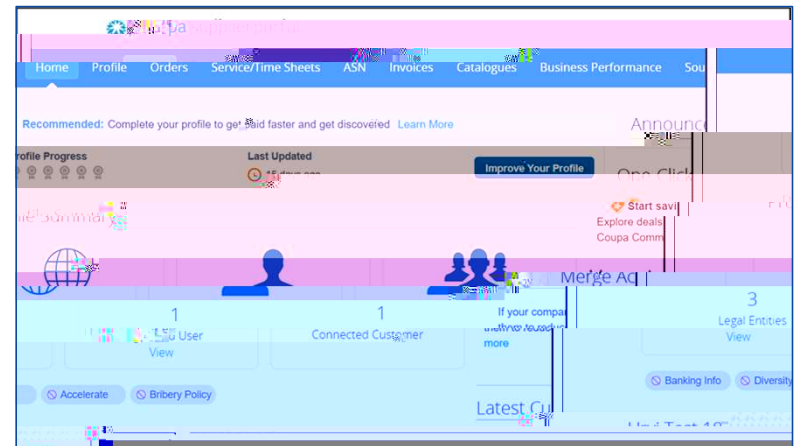
**Scanning/
Manual**

For high transaction volume suppliers

Suppliers who support XML Invoice transmission method

Only when there is a Punch out catalogues set up for the supplier

Requires significant testing and investment of time to enable





Email (PO Flip) will enable low volume suppliers to take some of the advantages of electronic invoicing including

Promotes

and processing when managing

Babcock orders

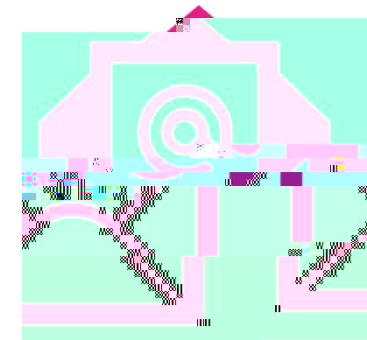
**Creation of invoices
easier**

from your email making invoicing

**Leverage Purchase Order content to quickly populate Invoice
information**

No installation of hardware or software required and free to use

**Did you know? You can later sign up to the Coupa Supplier Portal (CSP) and gain insights to all previous
invoices inc. status and payment information**





Email address for invoice submission will be changing for Coupa generated Purchase Orders

As the Coupa deployment progresses within Babcock we will look to switch from the existing multiple email addresses for invoice submissions to a more uniform standard email address for invoices

This step down will change overtime as the existing businesses within Babcock move onto the Coupa platform fully

In simple terms Purchase Orders that start with a CP prefix will switch to the new invoice inbox

Keep a watching brief on our Supplier web page for these changes but we will also reach out to you when things need to change

