



Purchase to Pay (P2P) Project

Supplier Communication

August 2016



Introduction to the COUPA Supplier Network - CSN

- Why are we doing this?
- What's in it for you?
- Overview of the CSN
 - Receiving UNN purchase orders
 - Invoicing through the CSN
 - Loading and maintaining your fixed price catalogue items or punch-out websites

Why a new Purchase to Pay model?

- Improving our P2P process allows us to:
 - Provide an efficient and accurate way for suppliers to receive our purchase orders.
 - Create a more transparent relationship with our suppliers through an online portal which will provide a visual overview of the whole process.
 - Improve the invoicing process by switching to a seamless electronic system

What is the COUPA Supplier Network?



- COUPA is an industry leading, cloud-based procurement tool used by organisations globally
- The system will help us to connect with our suppliers during ordering and invoicing, creating a more efficient way of working

Punch-outs and Catalogues

- COUPA supports Punch-outs and Catalogues
- Some examples of goods and services listed as catalogue items on the CSN are:

Fixed price GOODS	Fixed price SERVICES
1 x Office chair@ x unit price	1 x day rate for consultancy@ x unit price
1 x Latex gloves@ x unit price	1 x hour of legal advice@ x unit price
1 x Computer mouse@ x unit Price	
1 x Water refill@ x unit price	
1 x Protective goggles@ x unit price	

The Procurement Team will be on hand to guide you through the supplier on-boarding process



What we need from you...

- A live email address and internet connection
- Co-operation during the integration process – bear with us, this is new to us!



What's in it for you...

- COUPA is FREE and easy to use
- No commission fees
- You do not require additional software to use COUPA
- A faster, more reliable way of receiving purchase orders from us
- E-Invoicing reduces the cost of paper invoicing
- Better exposure of your goods and services amongst University employees
- The online COUPA supplier network interface provides easy access to view the status of invoice payments

What does it look like...

