



Welcome

Introducing the Coupa
Supplier Portal (CSP)

June 2019



Agenda

1 Introduction

2 Demonstration of the CSP

3 Next Steps

4 Help & Support

5 Your questions

With you today

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P2P (Coupa) Training Lead

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P2P Training Support

Housekeeping

The webinar will last approximately 45 minutes

The operator will mute your line during the session

You can submit questions via the chat functionality

A recording will be made available online

Background

KPMG has embarked on a programme to transform the way it works with its suppliers.

The transformation consists of a number of significant changes impacting both:

- 1. Source to Contract (S2C) activities**

The way we conduct tenders for goods and services, select suppliers and award contracts.

- 2. Purchase-to-Pay (P2P) activities:**

The way we raise Purchase Orders and process supplier invoices.

Later this year, KPMG will implement a new P2P system called Coupa.

Once the new system is in place, KPMG's commitments for goods and services will be confirmed by a Purchase Order created in the Coupa system and issued electronically to the supplier. In turn, suppliers will submit invoices electronically to KPMG from within Coupa.

Focus for today

Why are we doing this?

KPMG wants to facilitate a simpler, more transparent and mutually efficient ordering and invoicing process to improve the way we work with suppliers.

Here are some of the benefits to suppliers of using Coupa:

- ✓ Receive electronic Purchase Orders
- ✓ Create and send electronic invoices
- ✓ View the status of all your KPMG orders, invoices and payments
- ✓ Gain greater control over order processing
- ✓ No requirement to install hardware or software (no cost to transact)



Time for a demo!

Demo

Here's what we'll be covering:

Registration

General navigation

Account set-up

Flipping a PO into an invoice

Showing invoice status

Showing notifications



Next steps

Getting ready for Go-Live

21 June: Complete Survey

If you have not already done so please complete the Supplier Engagement Survey. This will minimise any disruption during transition and ensure you are included in all communications.

29 July (week commencing): Registration Email

If you have opted to transact with us using CSP you will receive your registration email approximately three weeks prior to Go-Live.

Once you have received your password you will be able to:

- Change your password
- Set up e-invoicing
- Set up preferred notifications settings
- Add additional users if applicable

19 August: Coupa Go-Live

Go-Live subject to system testing and KPMG business readiness. We will inform you of any changes via email.



Things to remember: Before and after Go-Live

!!! Prior to Go-Live

Continue to submit invoices to KPMG in accordance with existing processes up until 19 August.

Do not attempt to transact in the Coupa Supplier Portal (CSP) or expect to see any transactions.

!!! After Go-Live

Ensure you're in receipt of a **Purchase Order** for commitments for any goods/services requested by KPMG UK.

Do not send PO-related invoices to the current email address (Email – KPMG@HMSL.CO.UK)

Do raise PO-related invoices in Coupa using the transaction option you have selected (i.e. CSP or SAN)



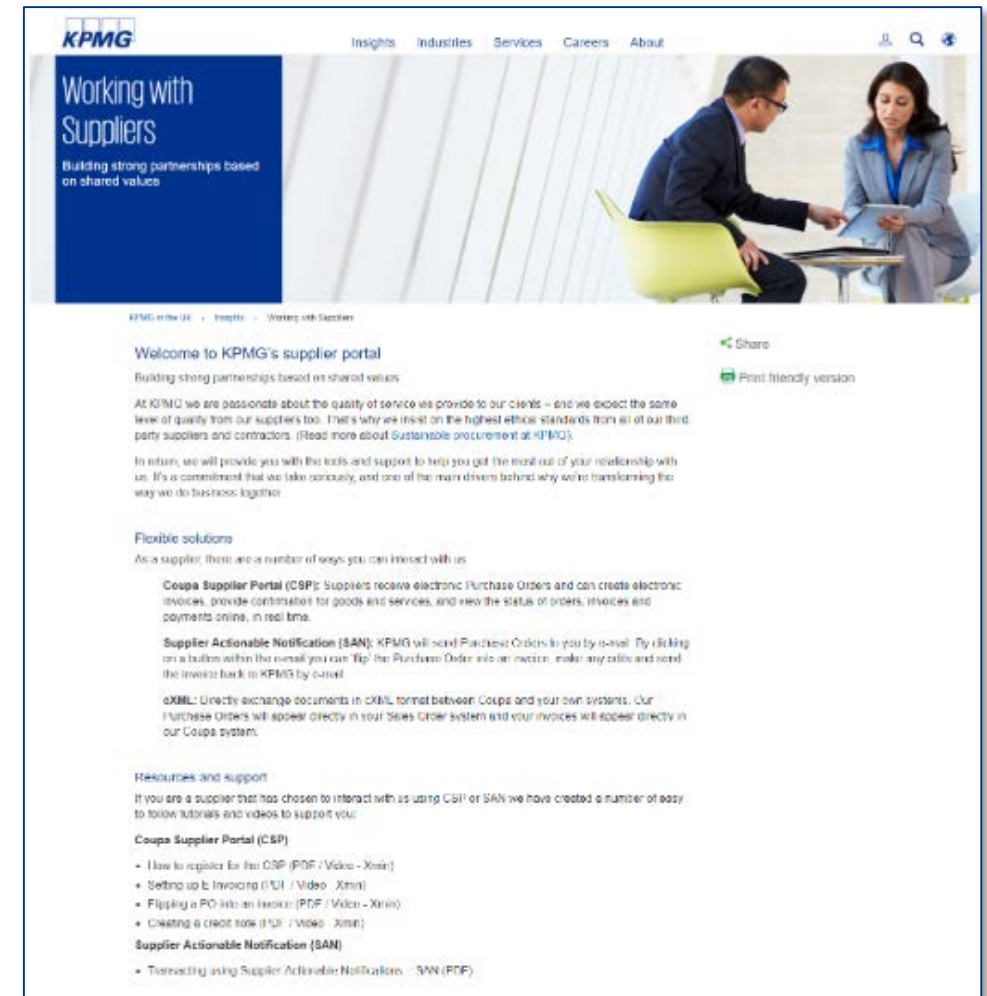
Help and support

Where to go for further help?

We are updating our external facing supplier page.

A video of this webinar, along with additional support material and videos will be posted to the site early next week. We will send you a link to the page via email.

In the meantime, please continue to use the P2P support mailbox for any queries: Purchase2Pay@KPMG.co.uk





Your questions

Let's take a look at some of the typical questions we have received over the past few weeks.

If you have further questions please email:
Purchase2Pay@KPMG.co.uk



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