



Dear Supplier

We are delighted to announce that **Inchcape** is transitioning to Coupa, a leading Purchase to Pay ('P2P') system which will transform the way we transact when we order goods and services from you.

As an important supplier to Inchcape we are requesting your help in preparing and ensuring a smooth transition to the Coupa Supplier Portal ("CSP"), which goes live in **Q4 2020**. Any supplier not using the Coupa CSP, will be unable to receive purchase orders from Inchcape. Please note, Inchcape will have a no purchase order, no payment policy.

No installation of hardware or software is required, and the service incurs no fee for you to pay.

What this means for you as a supplier?

- You will receive Purchase orders directly through the CSP which is linked to an email address chosen by you.
- You will submit all invoices electronically through Coupa.

Benefits

- A quick and effective process which will ensure faster payments.
- Real-time visibility of the status of every invoice.
- Quick and easy communication with the business with regard to any queries.

What happens next.

- Please reply to this email providing the contact name and email you would like further information to be sent to. This will include training guides, webinar invitations and FAQ's.
- Please also provide an email address for all Purchase orders to be sent to electronically.
- **Coupa Supplier Portal (CSP):** Once you have acknowledged this email and supplied the required information, you will receive an email invitation in the coming weeks to register to the CSP. [More information](#)

Key Dates

From September:	Invitation issued to join Coupa CSP
September:	Invitation issued to attend Supplier Briefing Sessions via Webex
October:	Supplier Briefing Sessions
Mid October:	Coupa Go-Live

We really **need your support** to make this transition a success and realise this represents a change for you, our dedicated Supplier Enablement Team is focused on making the transition as easy as possible. Should you have any questions about this matter, please e-mail: Coupa.UKSupplier@inchcape.com

Yours sincerely

Stephen Hill

Inchcape CFO & the Inchcape UK Procurement Team uk.procurement@inchcape.co.uk



First Floor | Unit 3140 Park Square | Solihull Parkway | Birmingham Business Park | Birmingham | B37 7YN