Coupa Information Site
HERE Buying Center
Coupa at HERE

To support the HERE procurement transformation journey and improve the way we purchase and interact with our suppliers, we chose the Coupa procurement platform called the HERE Buying Center (HBC).

HBC/Coupa will enable electronic Purchasing, Invoicing, Sourcing, Contracting and management of Supplier Information, allowing both HERE and our suppliers to gain full access to updated data in a centralized system.

These enhancements will improve and simplify the way we do business with you.
What is new for you as a supplier?

1. NEW TRANSACTING SYSTEM

New system, Coupa, to facilitate procurement

- Supplier tool enabling control over:
  - Incoming POs
  - Invoices
  - Credit notes
  - Catalogues
  - Supplier information

- Allow suppliers to act on POs directly from email notifications for POs created in Coupa.
- Gives options to acknowledge, create an invoice, add comments to POs without logging into the CSP.

- Protocol for real-time communication between buyer and seller systems via integration (cXML).
- Enables new collaborative functions (PO, invoice, catalogue).

2. ENHANCED PROCESS

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<th>TRANSACTIONAL</th>
<th>STRATEGIC</th>
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<tr>
<td>PURCHASE ORDERS</td>
<td>INFORMATION MANAGEMENT</td>
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<tr>
<td>Receive and manage pre-approved POs on single platform.</td>
<td>Manage your supplier information and keep important documentation up to date</td>
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| INVOICES | SOURCING |
| Create and submit electronic invoices. View invoice status | Receive and respond to RFQ/P and Spot bids digitally |

| CATALOGUES | CONTRACTS |
| Create and manage catalogues on the Coupa Supplier Portal (CSP) | Receive and edit legal agreements digitally |

Purchase orders generated in Coupa will be send from this email address: **do_not_reply@here.coupahost.com**

Note that in some cases purchase orders might not be generated in Coupa. We will reach out to the affected suppliers separately.

- You will be able to update your **business details** – like banking information and address – on the platform

- You will be able to create and manage online **catalogues**

- The HERE Sourcing team will be able to invite you to specific **sourcing events** on the platform and exchange **contracting information**
Invoicing

**Country specific invoicing requirements**

Due to invoicing requirements in Brazil, Mexico & Italy, suppliers from these countries will not be able to create and submit electronic invoices through the Coupa Supplier Portal (CSP). However, they will be able to use other HBC features, including:

- Receiving electronic POs,
- Receiving and responding to sourcing events
- Contract collaboration
- Supplier information management

**Coupa Success Portal**

To learn more about our new purchasing system, please visit the Coupa Success Portal, where you can find more information about its different modules:

[https://supplier.coupa.com/help/](https://supplier.coupa.com/help/)

**Additional information:**

Find the Coupa Supplier Portal / HERE Buying Center Guide for suppliers [here](https://supplier.coupa.com/help/).

**Who to contact:**

If your question isn’t answered, please contact your HERE Sourcing contact or reach out to:

Hbc.onboarding@here.com