



here

Coupa Information Site

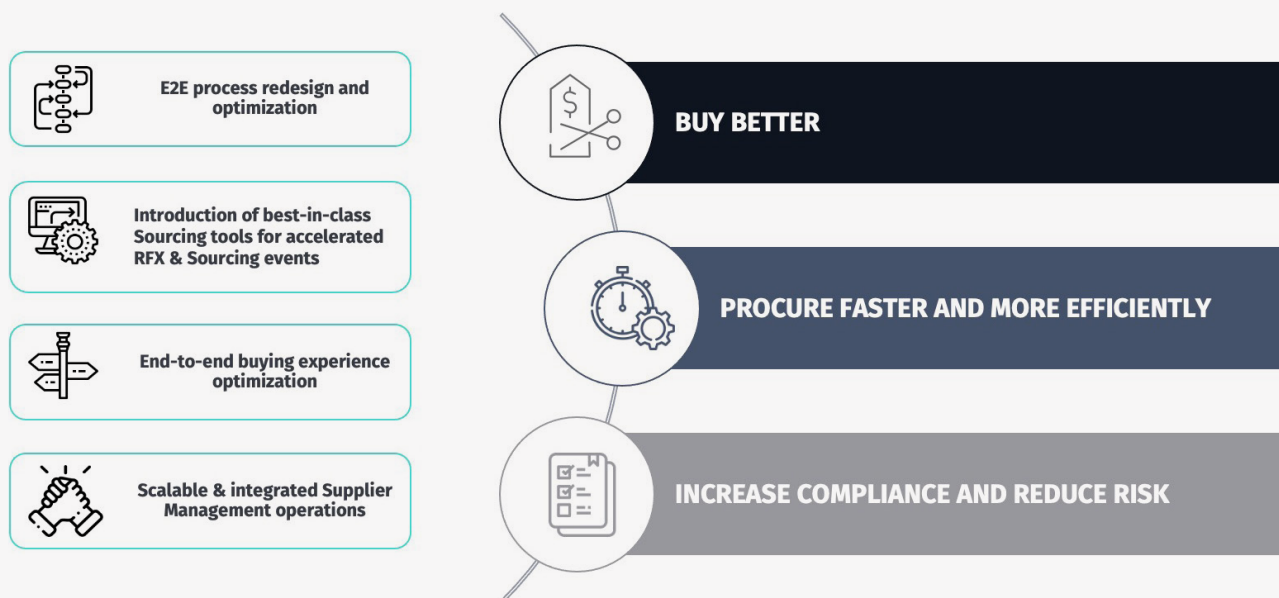
HERE Buying Center

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



①



**COUPA
SUPPLIER
PORTAL**

Supplier tool enabling control over:

- Incoming POs
- Invoices
- Credit notes
- Catalogues
- Supplier information

②



**SUPPLIER
ACTIONABLE
NOTIFICATION**

- 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.

③



**ERP
TO ERP
INTEGRATION**

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

2. ENHANCED PROCESS

TRANSACTIONAL



**PURCHASE
ORDERS**

Receive and manage pre-approved POs on single platform.



INVOICES

Create and submit electronic invoices. View invoice status

STRATEGIC



**INFORMATION
MANAGEMENT**

Manage your supplier information and keep important documentation up to date



SOURCING

Receive and respond to RFQ/P and Spot bids digitally



CATALOGUES

Create and manage catalogues on the Coupa Supplier Portal (CSP)



CONTRACTS

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/>

Additional information:

Find the Coupa Supplier Portal / HERE Buying Center Guide for suppliers [here](#).

Who to contact:

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

Hbc.onboarding@here.com