

May 2023

Our reference: New Source to Pay Solution

Dear Sir/Madam

Babcock are constantly striving for opportunities to improve the way in which we work with our supply chain.

As part of Babcock's transformation of procurement and payment processes, we will be implementing a Source to Pay technology solution called Coupa that will sit across our ERP platforms. Coupa is a leading cloud-based e-commerce company connecting buyers with their suppliers. Amongst other features the Coupa platform will be used to send purchase orders and to receive invoices electronically and is free to our suppliers with no hardware or software set up required.

Once fully launched, this new platform will provide significant benefit to you, including:

- A single view of Babcock's Sourcing events, Purchase Orders and Invoices
- Real time and interactive visibility of those activities and their status
- Digital contract management where appropriate
- Self-serve of your supplier information
- A more consistent and simplified way of working with us

Throughout 2023-24 we will be introducing this end to end ordering and invoicing platform to all our suppliers via a phased approach. We are excited to tell you we are already live with the initial phase, which has deployed Sourcing and Contracting capability with our Procurement Teams. You may receive an interactive email in the future from Coupa requesting you participation in an RFP/RFI or Auction.

We look forward to working with you and making this transition to a more unified way of working a success. We understand you may work with several Babcock Business Units and ERP systems, some of which will transition sooner to Coupa than others, we will keep you informed at all stages of the project.

What's Next

Over the next couple of weeks, you will be contact by both the Babcock supplier enablement and data teams to confirm the information we have in our ERP systems is correct and request additional information within a survey to help support this implementation.

Whilst we will do our best to limit the duplication of questions, there may be occasions where this is necessary. However, all the information gathered will be used to set your company up on the Coupa platform allowing us to transact as efficiently as possible in the future.

If you believe someone else in your organisation should be contacted to complete this survey rather than yourself, please provide their email address to supplierenablement@babcockinternational.com by return.

We look forward to your active participation in this exciting transformation project.

Yours sincerely

Trevor Latham

Chief Procurement Officer

For more general information on Coupa please visit the following link: [For Suppliers | Coupa](#)