

Supplier Questionnaire June 2023

1. Coupa Supplier Survey June 2023

The information gathered from this survey will be used to update and enhance supplier records in our new Source to Pay platform Coupa.

2. Company Information

**1. What is the registered name of the company you represent?
(as registered at Companies House or the equivalent for non UK businesses) ***

**2. What is the company registration number of the company you represent or supplier ID for non UK suppliers?
(as registered at Companies House or the equivalent for non UK businesses) ***

3. What is the registered address of the company mentioned above? *

Address Street 1	<input type="text"/>
	*
Address Street 2	<input type="text"/>
	*
City	<input type="text"/>
	*
Postal Code (zip code)	<input type="text"/>
	*
County (state / providence)	<input type="text"/>
	*

Country

*

4. If applicable, under what trading name does your company operate?

(a trading name is the name that your company may use which is different from the name registered with Companies House / non UK equivalent)

5. Please provide your company VAT Number.

(use 'N/A' if your company is not VAT registered) *

3. Your Babcock Contact

6. Please confirm the name of the person within Babcock with whom you most regularly have contact?

Include the business area if known. i.e. Aviation, Land etc.

(if you do not have a contact please use N/A) *

Name

*

Main Email Address

*

Area of Business

4. Purchase Order Information

7. Please confirm the email address to which all Babcock Purchase Orders for the company above should be sent? *

5. Remittance Details

8. Please provide a remit-to email address. *

**9. Please provide a remit-to postal address if different to your company registered address detailed above.
* if difference from your company's registered address**

Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
Post Code (zip code)	<input type="text"/>
County (state / provence)	<input type="text"/>
Country	<input type="text"/>

6. Banking Information

Please answer each question in this section, however if a question is not relevant for your company please use N/A.
i.e. in the UK, you are unlikely to have a bank routing number.

10. Account Currency *

11. Bank Country / Region *

12. Sort Code *

13. Bank Account Number *

14. Bank Routing Number *

15. IBAN Number *

16. SWIFT Code (BIC) *

17. Beneficiary Name

***bank account holders name ***

18. Please attach a copy of bank details on company headed paper signed & dated within the last 3 months.

Choose File

No file chosen

7. Coupa Supplier Portal (CSP)

For more information on the Coupa Supplier Portal please visit this link: CSP (<https://compass.coupa.com/en-us/products/product-documentation/supplier-resources/for-suppliers/coupa-supplier-portal>)

19. Please specify a contact name and email address to which we should send an invitation to register on the Coupa Supplier Portal (CSP). This person will become our primary contact for your company and will receive further information regarding the programme.

*

First name

Surname

Email address

Telephone number

8. Coupa Information

Below are a few questions about your knowledge and experience with Coupa.

20. Have you heard of Coupa before? *

☐ Yes

☐ No

21. Have you ever used Coupa before? *

☐ Yes

☐ No

22. Do you have any experience in hosting Catalogues, Punchouts or cXML e-invoicing on Coupa or similar platforms? *

☐ Yes

☐ No

If Yes, please summarise:

23. Are there any additional contacts you would like to add to your supplier profile with Babcock? *

☐ Yes

☐ No

**24. If you answered yes to question 23, please provide their contact details below.
(If you have more contacts please email the supplier enablement team with the additional information - supplierenablement@babcockinternational.com)**

Reason for addition

First name

Surname

Job title

Email address

Phone number

9. Technical Information

25. Please provide contact details for an IT Technician within your organisation with whom we can liaise regarding any technical integrations like cXML.
(This is mainly for high volume POs / INVs and if your organisation has the capability. Many of our suppliers in this category have already been contacted)

First name	<input type="text"/>
Surname	<input type="text"/>
Job Title	<input type="text"/>
Email Address	<input type="text"/>
Phone number	<input type="text"/>