



Babcock S2P Transformation

October 2023

Overview of pack



- Project background
- Coupa deployment summary
- Impact to you as suppliers
- Next steps and support

Project Synchronise



Improving the way we buy

Project Background



Project Background

In late 2022 Babcock embarked on a programme to transform the way it works with its suppliers. The transformation consists of a number of significant changes impacting both:

Source to Contract (S2C) activities:

The way we conduct tenders for goods and services, select suppliers and award contracts.

Purchase-to-Pay (P2P) activities:

The way we raise Purchase Orders and process supplier invoices.

Once the new system is fully in place, Babcock commitments for goods and services will be confirmed by a Purchase Order created or passed through the Coupa platform and issued electronically to the supplier. In turn, suppliers will submit invoices electronically to Babcock from within Coupa.

Along with this Babcock will also be using Coupa to onboard suppliers. This will involve gathering supplier information using questionnaires on the Coupa Supplier Portal (CSP), as well as getting new suppliers risk assessed.



Why are changing the way we operate Source 2 Pay across Babcock?

In order to:

- *Standardise our processes across Babcock*
- *Drive spend through preferred suppliers ensuring consistency of pricing across Babcock*
- *Increase efficiencies through automation*
- *Enforce appropriate delegations and empowerment*
- *Provide better engagement with our suppliers across the full Source 2 Pay process.*
- *Improve KPI's and drive better business outcomes*

Benefits for our suppliers:

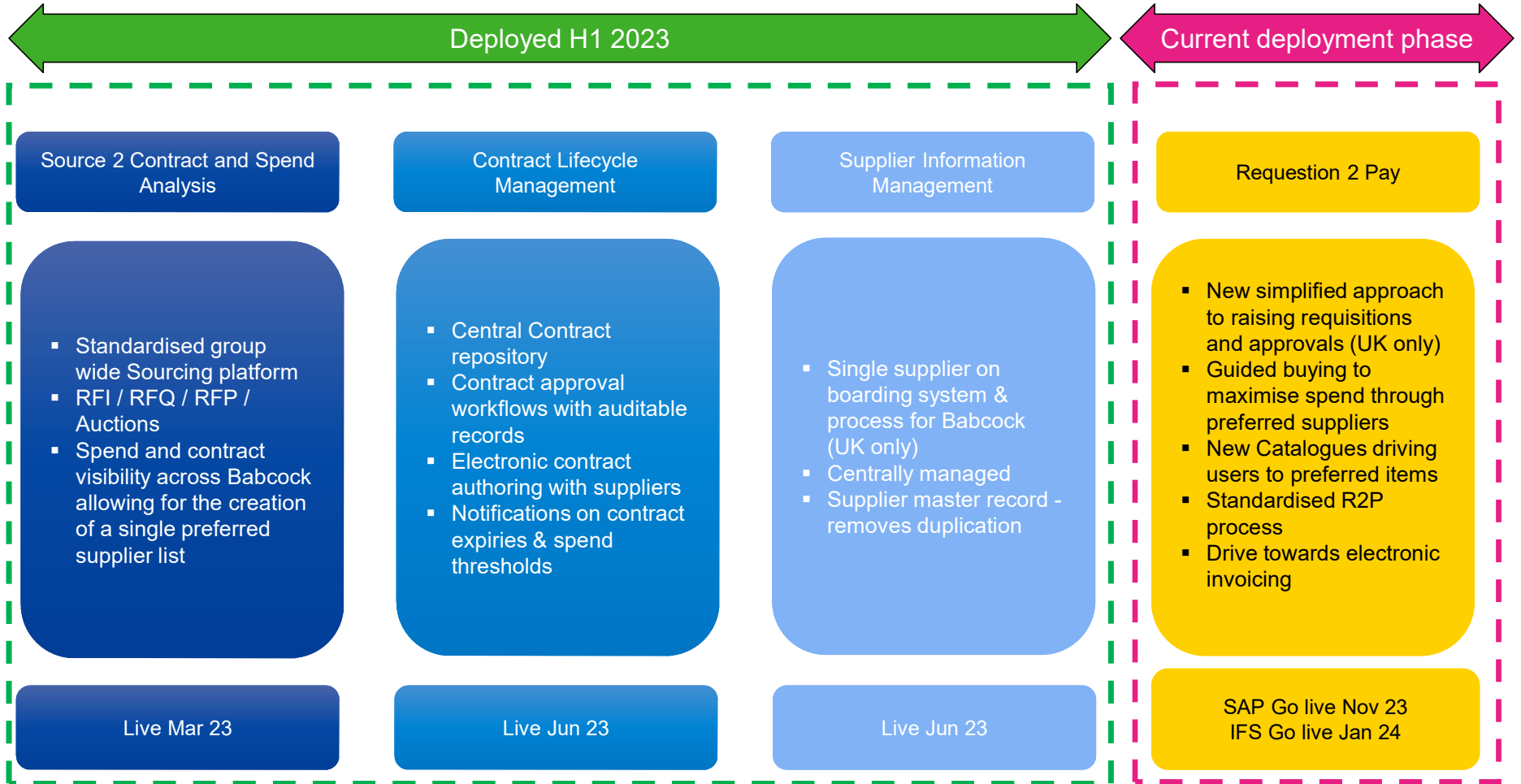
- *A single onboarding process across Babcock reducing duplicate effort*
- *Free self-serve tool for suppliers: easily update profiles and contact information*
- *Easy-to-use: receive all Purchase Orders and invoice and payment status'*
- *Decreased paperwork: no longer need to print, mail or fax invoices*
- *Standardised processes equating to faster authorisations*

Coupa deployments



Babcock Coupa platform summary

What is being deployed, when and high-level scope & benefits



Impact to existing Suppliers



Which invoice solution is right for you?

What do each of the Coupa based invoicing solutions offer?

	cXML	Coupa Supplier Portal (CSP)	Email (PO Flip)	Scanning / Manual
Best suited for high volumes	✓			
Submit Invoices to Babcock	✓	✓	✓	✓
Track Invoice & Payment Status		✓		
Efficient Invoice Processing (reducing risk)	✓	✓	✓	
Submit Credit Notes	✓	✓		✓
Direct Communication with Babcock		✓	✓	



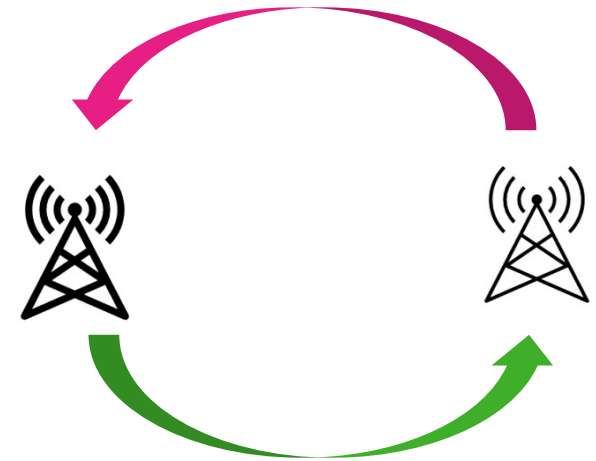
cXML in more detail

When to chose cXML:

- For high transaction volume suppliers
- Suppliers who support cXML Invoice transmission method
- Only when there is a Punch-out catalogues set up for the supplier
- Requires significant testing and investment of time to enable

How to enable:

- If you believe you meet the above requirements and you are wanting to enable cXML PO and Invoicing with Babcock then please get in touch with your normal Babcock contract or reach out to the supplier enablement team on SupplierEnablement@babcockinternational.com



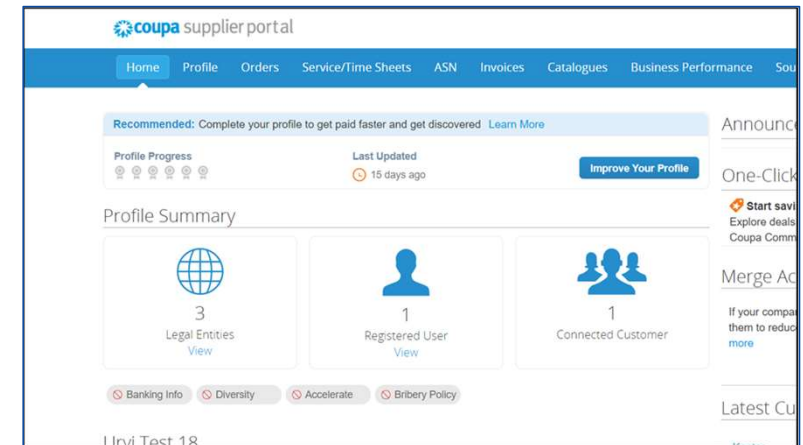


The Coupa Supplier Portal (CSP) in more detail

The Coupa Supplier Portal will be the default collaboration channel for Babcock and our suppliers.

The CSP will allow suppliers to:

- Participate in **sourcing events**
- Manage **purchase orders** and create **electronic invoices** with a click of a button, including PO flip into invoices
- Promote **faster invoice payment** and visibility into the status of your invoice and payments
- **Reduce manual interventions** and processing when managing Babcock orders
- **Better your communication & information management**, including ability to update your account details
- No installation of hardware or software required and free to use, **zero cost to suppliers**





Email (PO Flip) in more detail

Email (PO Flip) will enable lower volume suppliers to take some of the advantages of electronic invoicing including:

- Promotes **efficient invoice payment**
- **Reduce manual interventions** and processing when managing Babcock orders
- Creation of invoices **directly** from your email making invoicing easier
- Leverage Purchase Order content to quickly populate Invoice information
- No installation of hardware or software required and free to use, **zero cost to suppliers**



Did you know? You can later sign up to the Coupa Supplier Portal (CSP) and gain insights to all previous invoices inc. status and payment information



Manual / Scanning in more detail

Email address for invoice submission will be changing for Coupa generated Purchase Orders

- As the Coupa deployment progresses within Babcock we will look to switch from the existing multiple email addresses for invoice submissions to a more uniform standard email address for invoices
- This step down will change overtime as the existing businesses within Babcock move onto the Coupa platform fully
- In simple terms Purchase Orders that start with a CP prefix will switch to the new invoice inbox
- Keep a watching brief on our Supplier webpage for these changes but we will also reach out to you when things need to change

Next Steps & Support



Next Steps – get ready for go-live!

Supplier Survey: If you have not done so already, please respond to the Supplier Survey by **16th October 2023**. If you are an existing Babcock supplier and have not received a Survey please reach out to SupplierEnablement@babcockinternational.com asap

Registration email: You will receive a CSP registration email two weeks before Go-Live – complete your set up as per guidance by **30th October 2023**

Update your records to reflect the new invoice inbox address (once this communicated to you)





Further help and support

- Website links for further information & support
 - Babcock Coupa Support pages [Babcock Coupa Info and Support](#) you can also navigate from the main Babcock website: www.babcockinternational.com/who-we-are/suppliers/becoming-a-supplier/coupa-information-for-babcock-suppliers/
- Email key contact point: SupplierEnablement@babcockinternational.com

**Creating a safe and
secure world,
together**