

Removal of Coupa P2P System

SUPPLIER FAQ'S

Order Process up to 24 October 2024

- **When will I stop receiving Coupa purchase orders?**
 - The cut off for Coupa orders is 24 October 2024, you will no longer receive Coupa Purchase orders after this date. From the 25 October 2024 you will receive orders by email or via a Supplier Portal if already implemented.
- **What will happen to open Coupa purchase orders?**
 - Any open Coupa purchase orders will stand, however they will not be able to be invoiced through the Coupa supplier portal after the 31 October 2024. Invoices should be submitted via email to Accountspayable@group1auto.co.uk
- **What is the last date for submitting invoices in Coupa?**
 - 31 October 2024.
- **What happens if I currently use Invoice to Contract in Coupa?**

If you are not currently on Invoice to Contract this is not relevant.

 - Please continue to provide services to Group 1 retail stores, the system transition should not affect delivery of services.
 - You will be able to invoice in Coupa until 31 October 2024. For services provided after 1 November, send your invoice to Accountspayable@group1auto.co.uk
 - This does not impact your contract with the company, only the processing of the invoice.
 - Only if you are currently on Invoice to contract or as agreed with the procurement team, continue to provide consolidated invoices and the back-up detail to Accountspayable@group1auto.co.uk. Please also continue to provide any supplier MI to our new Procurement email address Procurement@group1auto.co.uk
- **What if we currently provide a punchout catalogue?**

If you do not currently provide a punch out catalogue this is not relevant.

 - The Procurement team will have been in contact to discuss setting up supplier ordering portals if you have one available. If we have not been in contact and you think you can offer an order portal please contact Procurement@group1auto.co.uk
- **Who do I contact if I have an issue with Coupa?**
 - Please continue to email GlobalCoupa.Support@Inchcape.com or Stephen.Traut@inchcape.co.uk if you have any technical issues with Coupa

New Order Process from 25 October 2024

- **How will I accept orders from 25 October 2024?**
 - You should not accept any purchase orders without written confirmation by email or via your own order portal if implemented.
 - Valid Orders will be placed via;
 - Access Maintain for any property maintenance matters (where implemented) or
 - Supplier Order Portals (where implemented) or
 - by email
- **Orders are being sent to an incorrect email address, what do I do?**
 - If you have a specific email address that you would like email orders to go to please send them to Procurement@group1auto.co.uk

New Invoice Process

- **How do I submit invoices?**
 - For orders received **after 25 October 2024**, or for invoices not uploaded to the Coupa Supplier Portal by the **31 October 2024**, you will submit invoices to: Accountspayable@group1auto.co.uk.
- **What details should be on my invoice?**
 - Raiser's name
 - Delivery Address
 - Date Raised
 - Date Delivered
 - Cost Centre (desirable)
- **What name should invoices be in?**
 - All invoices should now be in the name of **Group 1 Retail Limited** any invoices in the name of Inchcape Retail limited will be rejected as this is no longer the correct business name.
- **Who do I contact if I have any questions or queries relating to invoices, payments or remittances?**
 - Please contact Accountspayable@group1auto.co.uk.

General Queries

- **What can Suppliers do to ease the transition and smooth payment?**

- Submit any invoices for open Coupa Purchase Orders in the Coupa Supplier Portal as soon as goods or services have been delivered and before 31 October 2024.
 - Where you are contracted to deliver regular services to sites, please continue to do so to ensure there is no disruption to operations.
 - Send monthly statements to Accountspayable@group1auto.co.uk.
 - Going forward Group 1 Retail will move to a payment to statement policy.
- **What if I submit my invoice early in Coupa?**
- Your orders will still be paid to your current payment terms