

What is Coupa and what does it do?

Coupa is the system Jazz uses to manage how we work with suppliers.

It helps us handle key activities such as onboarding, purchasing, invoicing, and payments in a consistent and secure way.

Note: While most suppliers are onboarded through Coupa, if you are a Healthcare Professional (HCP), you will be onboarded through HCP Engagement Now instead.

What this means for you

As a supplier, you'll use the **Coupa Supplier Portal (CSP)** to:

- Provide and update your company information
- Receive and respond to requests from Jazz
- View purchase orders
- Submit invoices
- Track the status of your payments

What you need to do

Getting started is simple:

1. Register for the Coupa Supplier Portal (CSP)
2. Complete any requests we send you
3. Use CSP to manage orders and invoices

Why Jazz uses Coupa

Using Coupa helps us to:

- Work more efficiently with our suppliers
- Ensure the right checks are completed
- Process orders and payments more smoothly
- Keep information accurate and up to date

Coupa is free for suppliers to use, and most tasks only take a few minutes to complete.

If you're unsure about anything, we'll guide you through what's needed.