

Explanatory Material for the new procurement system Coupa

Supply Chain Unit
INPEX Corporation



ユーザーサポートチーム

CAT
Coupa Assistance Team

1. Coupa Overview
2. Changes and requests associated with the introduction of Coupa
3. Contact information and Support

1. Coupa Overview (1/2)

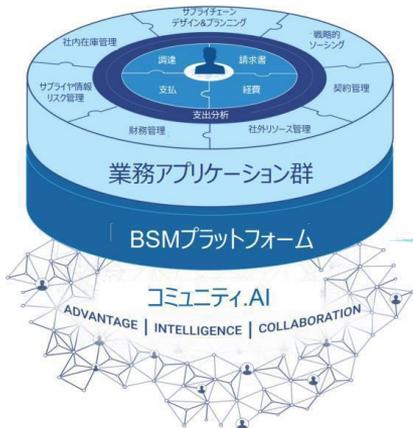
Reference: [Excerpt from Coupa](#)

Optimize spending, improve efficiency, and reduce risk

Coupa enables companies to **consolidate, manage, and visualize** all **business spending** processes, including procurement and payments, in a single cloud platform. Coupa helps **companies maximize the value of their spending** by identifying opportunities to reduce costs, streamline operations, and **mitigate risk**.

BSMプラットフォーム

BSMを実践するクラウド調達・購買アプリケーション基盤



世界3,500社以上のお客様がコミュニティを形成

950万以上のサプライヤーと累積500兆円以上の支出活動を実行・管理



Supported by many companies

Coupa is supported by many companies around the world.

Category Leader

Coupa is positioned as the **category leader** in various industry analyst reports (Gartner, Forrester, IDC, and 24 others).

1. Coupa Overview (2/2)



The Coupa Supplier Portal (CSP) is a free tool that enables suppliers to easily receive purchase orders, create invoices, and more. It makes easy to manage customer transactions.

supplier portal

No Supplier Fees

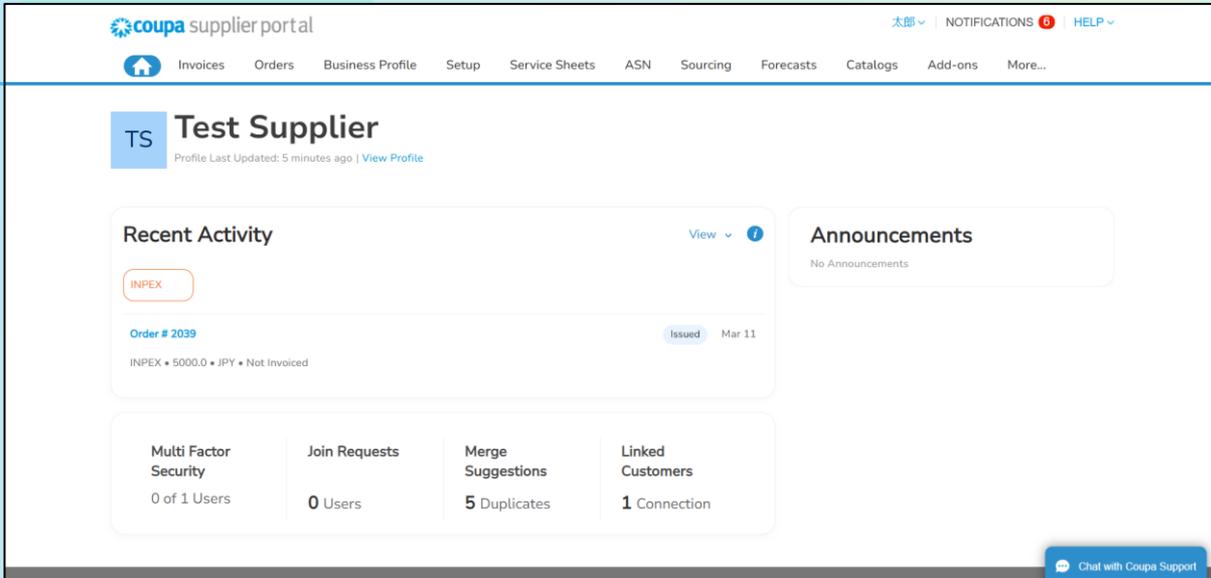
No Fees are required to minimize the burden on suppliers

Easy-to-use screen and feel

Excellent usability
compared to other solutions
Strong user-friendly screen and feel

Centralized Document Management

Documents such as purchase orders, quotes, and invoices can be centrally managed by each customer through CSP, and information can be shared in real time.



2. Business Changes and Requests Due to Coupa Introduction

Summary (1/2)

After Coupa introduction, Coupa covers from order to invoice.

Efficient Information Collection

We plan introducing SIM in January 2026 to efficiently collect supplier information.



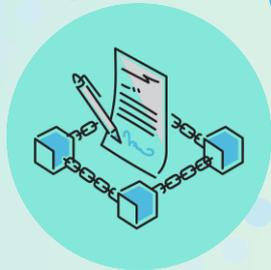
Digitization of Quotation Services

Coupa's Quotation Response Portal Site (Procurement Response Portal)
Responding to Quotations



Introduction of Service Sheet

For construction and service transactions, please **submit a Service Sheet** via **CSP**.



Digitization of PO Receipts

PO will be sent via Coupa or an email and PO can be viewed and downloaded via CSP.
PO will be accepted via CSP.



2. Business Changes and Requests Due to Coupa Introduction _ Summary (2/2)



After Coupa introduction, Coupa covers from order to invoice.

Abolition of invoice

Dekivery slip will no longer be required.

Please do not send it.



Visualization of receiving status

By using CSP, you can check the receiving status of goods and the status of service sheet in real time.



Changes in communication tools

Inquiries can be handled by the chat function of CSP.



Digitization of Billing Operations

Paperless billing by **registering billing information in CSP.**



2. Business changes and requests following the introduction of Coupa



Digitization of Quotation Operations

Quotation requests are sent via emails from the Procurement Response Portal

INPEX Sourcing Event - Spot Bid from Req #3622 #1232 Invitation

****Invitation to Tender / Request for Quotation (RFQ) / Request for Information (RFI)****

INPEX (Company) is pleased to issue this Invitation to Tender / Request for Quotation (RFQ) / Request for Information (RFI) for the provision of goods and/or services as outlined in this sourcing event. Further details regarding the instructions to Tenderers, terms and conditions, scope of work and others can be found within this tender/RFQ/RFI package. Please submit your response through the system.

Should you have any questions regarding this event, please contact us using the messaging feature available in the event.
Thank you for your participation.

Responses are due by **Tuesday, 11 March 2025 05:45 PM JST**

I intend to Participate **I decline to Participate**

View Event

Spot Bid from Req #3622 - Event #1232 Active

Event Ends **01:23**
days hrs

Event info

Supplier has been invited by INPEX to participate in a sourcing event for Spot Bid from Req #3622. 貴社が本システムにご参加のことと承認が申し込まれました。 早急は個別のご返信をお願いします。

本見積依頼書に基づき、お見積頂たくよろしくお願い致します。

お見積依頼書は本システム経由にてお送りいたします。 本見積イベントに関するご質問につきましては、本イベントのメッセージ機能をご利用の上、弊社宛にご質問ください。 その他、見積依頼書の別添付ファイル（別紙仕様 - 見積依頼書の開封方法）につきましては、本見積イベント内、添付資料等の箇所に記述させていただきます。

以上よろしくお願いたします。

****Invitation to Tender / Request for Quotation (RFQ) / Request for Information (RFI)****

INPEX (Company) is pleased to issue this Invitation to Tender / Request for Quotation (RFQ) / Request for Information (RFI) for the provision of goods and/or services as outlined in this sourcing event. Further details regarding the instructions to Tenderers, terms and conditions, scope of work and others can be found within the tender/RFQ/RFI package. Please submit your response through the system.

Should you have any questions regarding this event, please contact us using the messaging feature available in the event.
Thank you for your participation.

Do you intend to participate in this event?

Indicate your intent to participate. Buyer will be notified of your intent.

Do you intend to participate?

Accept Terms and Conditions

There are no Terms and Conditions for the current event.

Event Information & Bidding Rules **Buyer Attachments**

Event will end at the Event End Time.

Your responses are viewable by buyer once submitted
Buyer may choose to award individual line items

Timeline

Mon	Event Start	Tue	Event End
10	06:19 PM Asia/Tokyo	11	06:17 PM Asia/Tokyo
	14:25h - 58min		00:00

Enter Response

Allow the *@inpejapan.couphost.com domain to receive email in advance. Note that this is different from the domain used for notification emails during CSP initialization.
* If you click "I want to participate" or "Show event," you will be transferred to the one-time password entry screen, and after entering the one-time password, you can view the contents.

2. Business changes and requests following the introduction of Coupa

Change



Digitization of Quote Operations

Quote responses are submitted in the Procurement Response Portal

Spot Bid from Req #3622 - Event #1232 Active

Event Ends 01:23 days hrs

Event Info My Responses Test Supplier - #907

* Name #1232

Attachments

Provided by Your response

test Response to test

Attachment Add File

download_2025-03-10T162621.653.csv

Forms

Items Not In Lots (1 Items)

test Expected Quantity x Price per Unit 0 JPY

Expected Quantity	Capacity	* Price per Unit	* Currency
10 Each	10		JPY

* Required field

Total

Capacity	Expected Quantity	* Price per Unit	* Currency
10	10 Each		JPY

Supplier Item Name Item Description ID/Part Number Lead Time (days)

Shipping Term Attachments Add File | URL | Text

Cancel Save

* It is also possible to enter answers by batch upload of Excel instead of individual input. * By clicking the "Save" button, you can save them on the way without sending them to INPEX personnel.
* It is possible to modify the quotation answers during the quotation event, but is not possible to modify the quotation in Coupa after the event.

2. Business changes and requests following the introduction of Coupa

Request

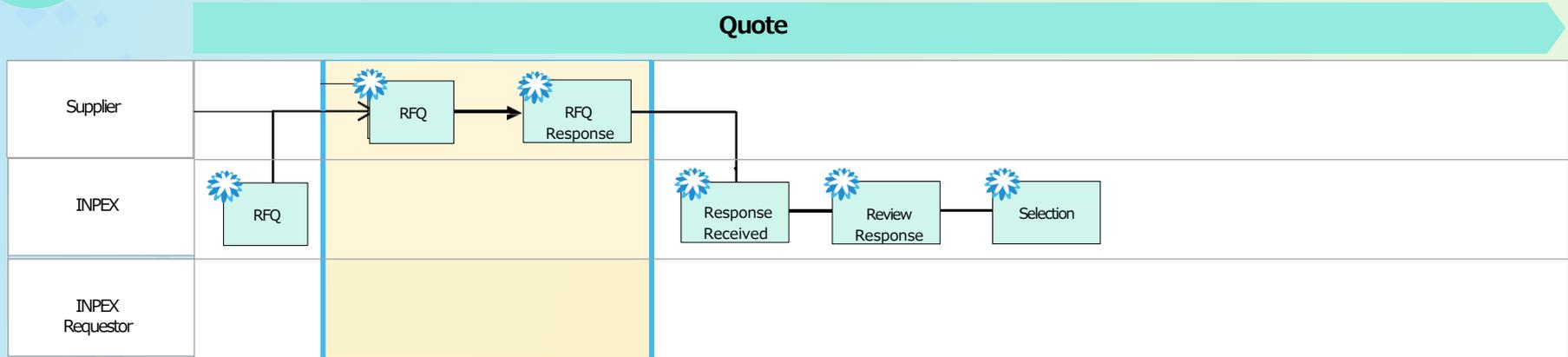


Digitization of Quotation Operations



Coupa

ERP



Quote Response

Please provide Quote Response in Procurement Response Portal

2. Changes and requests associated with Coupa introduction

Change



Digitization of purchase order receipts

Purchase orders will be sent by Coupa email and/or CSP.

The screenshot displays an email interface for an INPEX Corporation Purchase Order. At the top, the subject is 'INPEX Corporation Purchase Order #INPEX1858'. The sender is 'INPEX <do_not_reply@inpejapan-dev.coupahost.com>' and the recipient is 'JP AB coupatest13'. The email was received on '2024/12/05 (木) 15:06'. Below the header, there are action buttons for 'Reply', 'Reply All', 'Forward', and a share icon. A message icon indicates a problem with the display, with a link to view it in a web browser and a note about privacy protection. A PDF attachment is shown with the filename 'PO-INPEX1858_v1_20241205.pdf' and a size of '44 KB'. The main content of the email is a purchase order summary for 'INPEX Corporation Purchase Order #INPEX1858'. The summary includes the date '12/05/24', a total amount of '4,000.00 USD', shipping terms of 'FOB', and payment terms of 'BF06: 外為(FB)月未締め翌月末払※'. A contact field is present but empty. At the bottom of the summary, there are two orange buttons: 'Manage Order' and 'Create Invoice'.

*Allow the do_not_reply@inpejapan-dev.coupahost.com domain to receive email in advance.
Note that this domain is different from the domain used for notification emails and requests for quotation during CSP initialization.

2. Business changes and requests following the introduction of Coupa

Change



Digitization of purchase order receipts

Purchase order history is available in CSP

coupa supplier portal TEST | NOTIFICATIONS 3 | HELP

Home Invoices **Orders** Business Profile Setup Service Sheets ASN Sourcing Forecasts Catalogs Community More...

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines More...

Select Customer: INPEX

Purchase Orders

Instructions From Customer
発注内容をご確認の上、受注確認を行ってください。

Click the 📄 Action to Accept the Purchase Order and Create an Invoice using its data

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
2036	03/11/25	Issued	None	10 Each of test	No	500,000 JPY		📄 📄 📄
2035	03/11/25	Issued	None	10 Each of test	No	500,000 JPY		📄 📄 📄

Chat with Coupa Support

*You can check the list and download the purchase order.

2. Business changes and requests due to the introduction of Coupa

Change



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Digitization of PO Receipts

PO on the CSP screen

Select Customer: INPEX

Purchase Order #2036

General Info

Status: Issued - Sent via Email
Order Date: 03/11/25
Revision Date: 03/11/25
Requester: 奥村 謙七
Email: senokumura@abeam.com
Payment Term: BD06 : 内為(FB)月末締め翌月末払※
Attachments: None
Acknowledged:

Shipping

Ship-To Address: 〒945-0851
新潟県柏崎市大久保1-7-1 関1 NPEX 大久保
寮内
Japan
Attn: 奥村 謙七
Terms: None

Shipment Tracking

No shipment tracking. [+ Add](#)

Total JPY **500,000**

[Create Invoice](#) [Save](#) [Print View](#)

Comments

[Mute Comments](#) ▼

Enter Comment

[Add File](#) | [URL](#)

Send Comment notification to a user by typing @name (ex. @JohnSmith)

[Add Comment](#)

- *You can communicate with the INPEX by entering comments on CSP for inquiries related to purchase orders, requests for delivery date adjustments, etc.
- *You can also attach files and add URLs to comments.

2. Business changes and requests following the introduction of Coupa

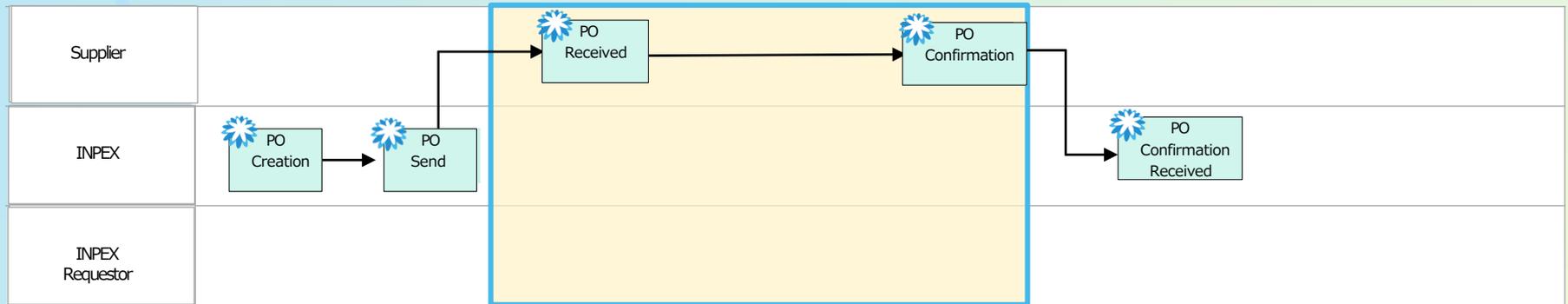
Request



Digitization of purchase order receipts



Purchase Order Confirmation and shipment



PO Receipt

PO Receipt via CSP and an email notification

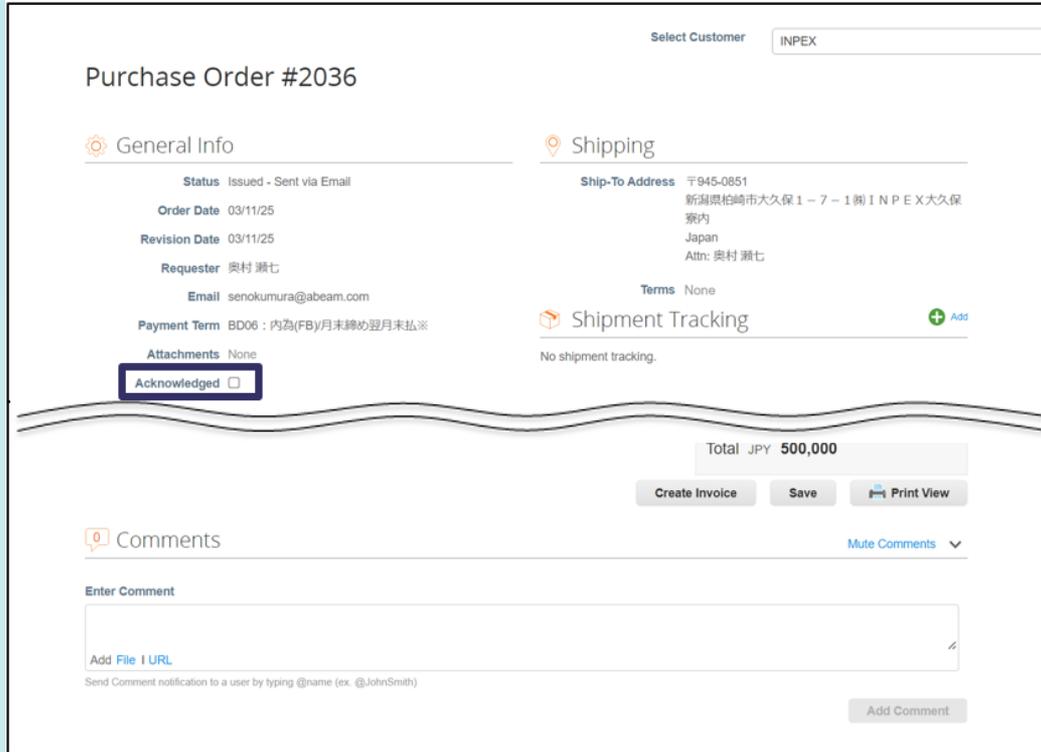
2. Business changes and requests due to the introduction of Coupa

Request



Digitization of purchase order receipt

*Please mark "" on the purchase order screen for the order confirmation.



The screenshot displays the INPEX purchase order interface for order #2036. At the top right, there is a "Select Customer" dropdown menu set to "INPEX". The main title is "Purchase Order #2036".

The interface is divided into two main sections: "General Info" and "Shipping".

General Info:

- Status: Issued - Sent via Email
- Order Date: 03/11/25
- Revision Date: 03/11/25
- Requester: 奥村 瀧七
- Email: senokumura@abeam.com
- Payment Term: BD06 : 内為(FB)月末締め翌月未払※
- Attachments: None
- Acknowledged** (This checkbox is highlighted with a red box in the original image)

Shipping:

- Ship-To Address: 〒945-0851 新潟県柏崎市大久保1-7-1 街 INPEX 大久保 案内 Japan Atr: 奥村 瀧七
- Terms: None
- Shipment Tracking: No shipment tracking. (There is a green "+ Add" button next to this section)

At the bottom right, the total amount is displayed as "Total JPY 500,000". Below this are three buttons: "Create Invoice", "Save", and "Print View".

The bottom section is titled "Comments" and includes a "Mute Comments" dropdown. It features a text input field labeled "Enter Comment" with a placeholder "Add File | URL". Below the input field, there is a small note: "Send Comment notification to a user by typing @name (ex. @JohnSmith)". An "Add Comment" button is located at the bottom right of the comments section.

*You can communicate with the INPEX by entering comments on CSP for inquiries related to purchase orders. You can also attach files and add URLs to comments.

*The receipt of purchase orders for construction and service contracts that fall under the Construction Industry Law is an exception.

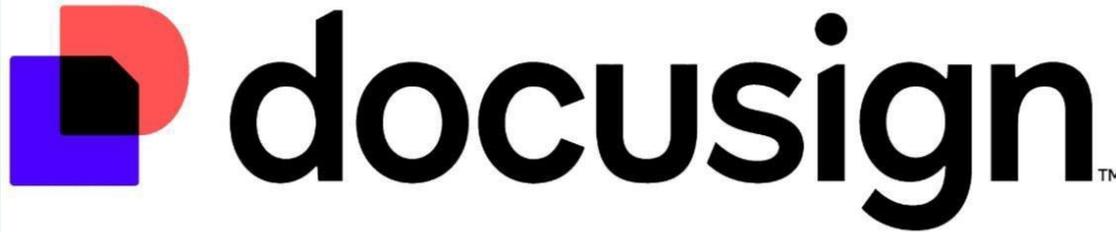
2. Business changes and requests following the introduction of Coupa

Request



Digitization of Purchase Order Receipts

Transactions subject to the **Construction Industry Law** require both the supplier and INPEX **Signing** on the purchase order. **Signing** is performed by using DocuSign.



2. Business changes and requests following the introduction of Coupa

Change



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Introduction of Service sheet

Service transactions (e.g., performed service details) will be submitted as a **Service sheet** vis **CSP** service sheets.

It will be reviewed and approved by INPEX as a receipt and acceptance.

Status: Draft

Service Sheet #433

Requested By Submitted On

0 JPY

PO #	Order Date	# of Service Sheets for Order
2037	03/11/25	2

Line Details

1 service test 0 JPY

PO Line	Due Date	Completion Date	Attachments
1	03/04/25	<input type="text" value="mm/dd/yy"/>	Add File URL Text

Supplier Contact Email: None
PO Line Total: 5,000 JPY

* Service Start Date:
* Service End Date:

* Description	Worker Assignment	Rate	* Price	* Quantity	* UOM	
<input type="text"/>	No workers available	No rates available	<input type="text"/>	1	Each	0 JPY

+ Add Detail Line

Comments

Cancel Save Submit

*Service sheets can be "withdrawn" and changed or cancelled, unless approval has been requested or approved by INPEX.

*Rate lines for each order line can be added on CSP. If there are many lines, they can be submitted as attachments such as Excel or a separate document.

2. Business changes and requests following the introduction of Coupa

Request

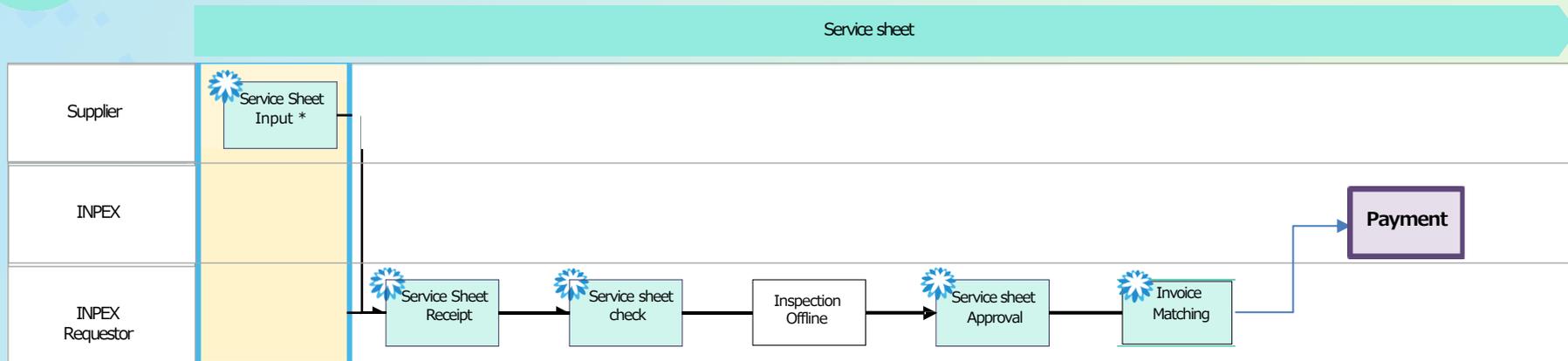


Service sheet implementation



Coupa

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Performed Service details submission

Performed service description and completion report of construction, please enter the service sheet at CSP.

2. Business changes and requests following the introduction of Coupa

Change



Visibility of receipt Status

Status of receipt / acceptance can be checked in CSP

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Orders Order lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries More...

Select Customer INPEX

Purchase Order Lines

Export to View Confirmation of Receipt Search

Order Number	Item	Total Item Quantity	Line Total	Need By	Order Date	Received	UOM	Pending Approval Quantity	Pending Approval Amount
10	Each of Test items	10	5000.00	2025-04-18	2025-04-18	10	Each	None	None
5	Each of Test items	5	2500.00	2025-04-18	2025-04-18	0	Each	None	None
3	Each of Test items	3	1500.00	2025-04-30	2025-04-18	3	Each	None	None
3	Each of Test items	3	1500.00	2025-04-30	2025-04-18	3	Each	None	None
3	Each of Test items	3	1500.00	2025-04-30	2025-04-18	0	Each	None	None
5	Each of Test items	5	2500.00	2025-04-30	2025-04-18	5	Each	None	None
5	Each of Test items	5	2500.00	2025-04-30	2025-04-18	0	Each	None	None

2. Changes and requests associated with the introduction of Coupa

Request

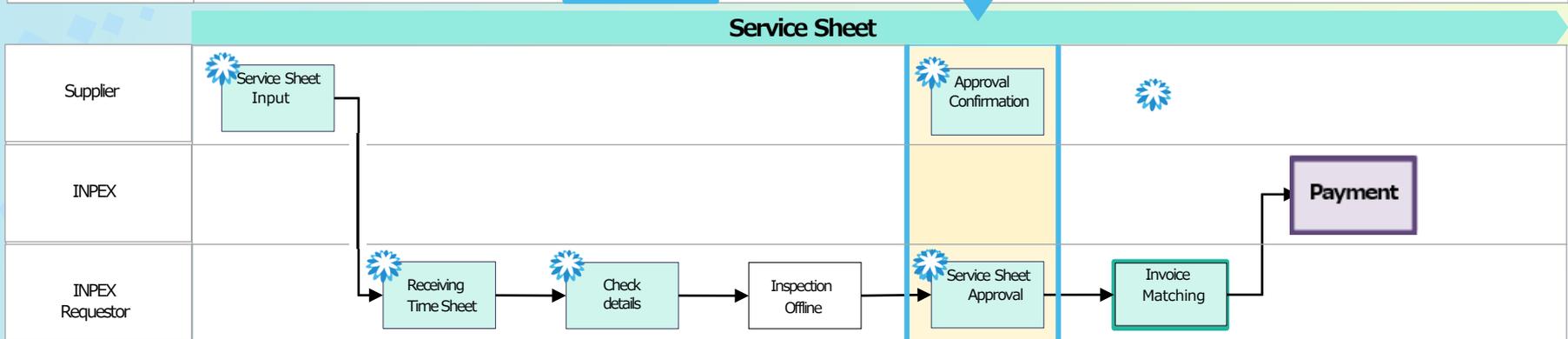
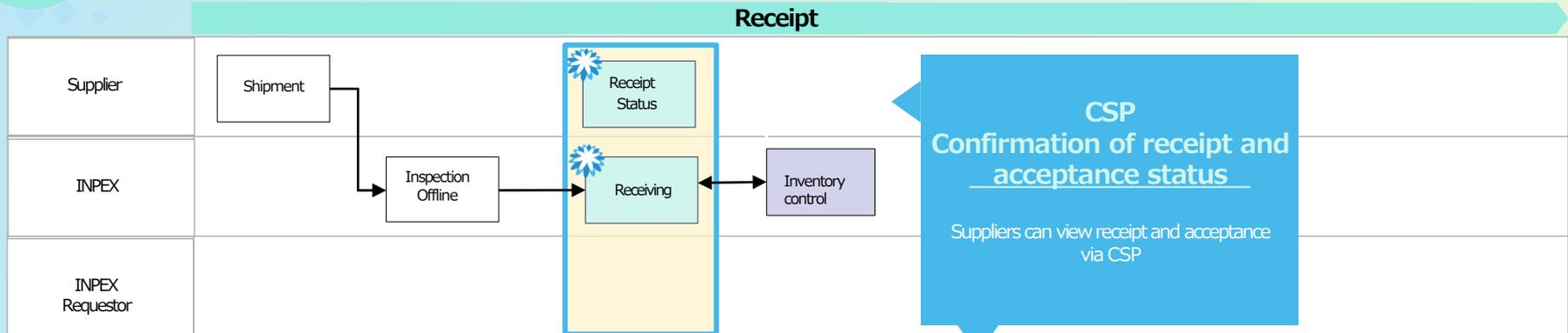


Visualization of receipt status



Coupa

ERP



2. Business changes and requests following the introduction of Coupa

Change



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Digitization of invoicing

Suppliers to register billing information in CSP.

General Info

*** Invoice #**

*** Invoice Date** 03/11/25

Payment Term BD06 : 内為(FB)/月末締め翌月末払※

Date of Supply 03/11/25

*** Currency** JPY

Delivery Number

Status Draft

Image Scan ファイルの選択 ファイルが選択されていません

Supplier Note

Attachments Add File | URL | Text

From

*** Supplier** Supplier Test

Supplier CT ID

*** Invoice From Address** test
〒0000000
Japantest
Japan

*** Remit-To Address** test
〒0000000
Japantest
Japan

*** Ship From Address** test
〒0000000
Japantest
Japan

Lines

Type	Description	Qty	UOM	Price	
	test	5	Each	1,000.00	5,000 <input type="text"/>

PO Line 2059-1

Service Sheet Line None

Contract

Credit Line None

Supplier Part Number

*** Tax Code** 仮払消費税 - 課税共通10%

Billing 1011-HSE-3---1101-非貯蔵品-V-6701211000-A101-02A00

Taxes

CT Rate	CT Amount	Tax Reference
<input type="text"/>	0	<input type="text"/>

2. Business changes and requests following the introduction of Coupa

Request



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Digitizing Billing Operations

A credit memo needs to be registered to cancel an approved invoice.

Create Credit Note Create

This credit note applies to invoice #2039-2. When approved, the credit will fully cancel the invoice's impact to the transaction.

General Info

* Credit Note #

* Credit Note Date

Payment Term BD06 : 内為(FB)月末締め翌月末払※

Original Date of Supply

* Currency

Delivery Number

Status Draft

Original Invoice #2039-2
Number

Original Invoice Date 2025-02-11

Image Scan No file chosen

Supplier Note

Attachments | |

Credit Reason

From

* Supplier Supplier Test

Supplier CT ID

* Invoice From Address test
〒0000000
Japantest
Japan

* Remit-To Address test
〒0000000
Japantest
Japan

* Ship From Address test
〒0000000
Japantest
Japan

To

Customer INPEX

* Bill To Address 株式会社INPEX
〒107-6322
東京都港区赤坂1-1-1

*Be sure to cancel the entire amount of the invoice even if the invoice amount is reduced. After canceling, register the invoice again with the correct amount.

2. Business changes and requests following the introduction of Coupa

Request



Digitizing Billing

You can register and change banking details in CSP. However, **if you change banking details**, ensure **informing INPEX** of the change.

Notes

If you change the banking details, please notify INPEX of the change. If the change is made without notification, **payment will be made to the old payee.** There **is a possibility that work such as transfer from the old payee to the new payee may occur.** INPEX is not responsible for the such transfer in this case.

2. Business changes and requests following the introduction of Coupa

Change



Change in communication tools

Basic interactions and inquiries with suppliers can be replaced by the **CSP chat / message function**.



2. Business changes and requests following the introduction of Coupa

Request



Changes in communication tools

The quantity of goods shipped must be exactly the same as the purchase order.
In case of shipment exceeding the quantity ordered or partial delivery, please contact INPEX before shipment.

Select Customer: INPEX

Purchase Order #2036

General Info	Shipping
Status Issued - Sent via Email	Ship-To Address 〒945-0851 新潟県柏崎市大久保1-7-1 株式会社INPEX大久保 案内 Japan Attn: 奥村 謙七
Order Date 03/11/25	Terms None
Revision Date 03/11/25	Shipment Tracking + Add
Requester 奥村 謙七	No shipment tracking.
Email senokumura@abeam.com	
Payment Term BD06 : 内為(FB)月末締め翌月末払※	
Attachments None	
Acknowledged <input type="checkbox"/>	

Total JPY 500,000

[Create Invoice](#) [Save](#) [Print View](#)

Comments

Mute Comments [v](#)

Enter Comment

[Add File](#) | [URL](#)

Send Comment notification to a user by typing @name (ex. @JohnSmith)

[Add Comment](#)

Contact us via Coupa's comments

In case of shipment exceeding the order quantity or partial delivery, please contact INPEX

2. Business changes and requests following the introduction of Coupa

Change



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Introduction of Supplier Information Management module (SIM)

SIM collects and manages supplier information such as company information including banking details, certification expiration date. **After SIM introduction (planned from January 2026 onwards), SIM collects supplier information (new and update).** The flow and details will be provided separately after finalization.

P103FC01	Vendor/Customer Master	Currency Type	Application Pattern	Bank Master Registration	Vendor/Customer Classification
		0	0	0	0

Trading Partner	
Capital Relationship	(Select)
Trading Partner Code	(8 / 9 Digit)
Trading Company	(1 / 10 (30) Maximum)
General Data	
Vendor/Customer Code	(8 / 9 Digit)
Account Group	(Select)
V/C Name	(1 / 10 (30) Maximum)
V/C Short Name	(1 / 10 (30) Maximum)
Country Code	(Select)
Address	(1 / 10 (30) Maximum)
City	(1 / 10 (30) Maximum)
State/Province	State(US)
ZIP/Postal Code	(9 / 10 Digit)
TEL+earth number	(8 / 19 Digit)
FAX+earth number	(8 / 19 Digit)
Bank Transfer Data	
Bank Information	
Bank Name	(1 / 40 (30) Maximum)
Branch Name	(1 / 10 (30) Maximum)
Country	(Select)
Bank Code	(8 / 7 Digit)
City	State(US) (Select)
Postal Code	(1 / 10 (30) Maximum)
SWIFT Code	(SWIFT) (1 / 20 (30) Maximum)
Other Code	
Correspondent Bank Code	(8 / 7 Digit)
Account Information	
Account Number	(1 / 19 (30) Maximum)
Account Type	(Select)
Account Name	(1 / 10 (30) Maximum)
Bank Charge	(Select)
IBAN	(8 / 34 Digit)
Bank Master Information For Correspondent Bank	
Bank Name	(1 / 40 (30) Maximum)
Branch Name	(1 / 10 (30) Maximum)
Country	(Select)
Bank Code	(8 / 7 Digit)
City	State(US) (Select)
ZIP/Postal Code	(1 / 10 (30) Maximum)
SWIFT Code	(SWIFT) (1 / 20 (30) Maximum)
Other Code	



2. Business changes and requests following the introduction of Coupa

Please



CSP registration

Please **register to** a **CSP** in order to comply with the requests for changes in business that explained in previous pages. **Once Coupa is in operation, we will use Coupa from quotation to billing.**

[First time using Coupa]

After receiving the CSP invitation email, register for a new account.

*For details on how to register, please refer to the supplier manual sent separately.

[If you already have a CSP account]

You do **not** need to register a new account. After receiving the CSP invitation email, connect your account with INPEX Coupa.

*For details on how to connect, please refer to the supplier manual sent separately.

3. Contact Center and Support System



- ▶ **If you have any questions or comments regarding Coupa, please feel free to contact CAT.**
 - ▶ To manage your inquiries, please contact us by **email at log.cat@inpex.co.jp**.
- *Please do not contact INPEX personel directly.*



ユーザーサポートチーム

CAT

Coupa Assistance Team



log.cat@inpex.co.jp



03-5572-0599(LOG-CAT)



<https://www.inpex.co.jp>