Date: 4th November 2019

Appendix 1: COUPA Supplier Information Sheet

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|  | Question | Response |
| 1 | What is the legal name of the company you represent |  |
| 2 | What is the Company Registration Number (CRN) of the company you represent |  |
| 3 | Please confirm the email address to which all MHPSE Purchase Orders for the above company should be sent |  |
| 4 | Please provide full contact details for the appropriate person within your organisation for all further communications regarding MHPSE’s implementation of Coupa and the associated transformation (as below) |  |
| 4a | First Name |  |
| 4b | Last Name |  |
| 4c | Role |  |
| 4d | Contact Phone Number |  |
| 4e | Contact Email Address |  |
| 5 | Do you already use the Coupa Supplier Portal in conjunction with other customers that you have? | Yes / No |
| 6 | Do you currently provide or are you able to provide electronic catalogues to your customers? | Yes / No |
| 7 | Can you support a punchout connection with Coupa? | Yes / No |
| 8 | Please confirm the name(s) of the person(s) within MHPSE with whom you most regularly have contact? |  |
| 9a | Following the implementation of Coupa, which of the following 2 options would your company prefer to use for receiving Purchase Orders from MHPSE? | CSP / CXML |
| 9b | Following the implementation of Coupa, which of the following 2 options would your company prefer to use for submitting Invoices to MHPSE? | CSP / CXML |
| 10 | Please specify the e-mail address (s) to which we should send the invitation to register on the portal |  |
| 11 | Please specify contact details for an IT technician within your organisation with whom we can liaise regarding the required cXML implementation.? |  |
| 11a | First Name |  |
| 11b | Last Name |  |
| 11c | Contact Phone Number |  |
| 11d | Contact Email Address |  |