

# Coupa Procurement Management and Reporting Training



The Coupa Procurement Management and Reporting Training Course is designed by Coupa and is being taught by certified practitioners from the Jabil procurement team. This course is ideal for Procurement professionals interested in gaining a comprehensive understanding of procurement management within the Coupa platform. This two-day course is designed to equip you with the knowledge and skills necessary to effectively manage procurement processes and generate insightful reports using Coupa.

## LEARNING OBJECTIVES AND TOPICS COVERED

- Procure-to-Pay Workflow
- Manage buying policies and contracts
- Collaborate with invoicing and system administration professionals
- Ensure accuracy in requisitions and PO's
- Procurement Configuration
- Set up suppliers and catalogs
- Create and manage items within Coupa
- Procurement Data Setup
- Provide data for system configuration
- Gain insight into overall business spend
- Perform day-to-day procurement tasks within the confines of the Buyer role within Coupa



## 2 - Day Course

[Click here](#) to see dates.

**Cost:** \$2,400 per person

**Format:** Virtual or In-Person

**Languages:** English (and Spanish upon request)

First come, first served.

Option to purchase additional support hours after course completion.

Options available for dedicated/individualized courses:

- Buy out a whole class for your company
- Jabil trainers can come to you

## Course Completion

Upon completion there will be a Procurement Management and Reporting Certification Exam that participants must complete and pass to receive credentials and a digital badge to display on social media platforms.

