

# Fundamentals Coupa Administrator Course

Jabil's Coupa Fundamentals Training Course is designed by our experienced practitioners for anyone who needs to gain a foundational understanding of Coupa, from administrators to procurement managers and beyond.

The course is ideal for those with little-to-no Coupa experience and utilizes a variety of instruction methods to provide hands-on learning with a foundation of practical application.

For those looking to continue their Coupa education journey, Jabil offers a separate 5-day Advanced Training Course that can be bundled at the time of registration for additional savings.

## LEARNING OBJECTIVES AND TOPICS COVERED

- User setup and maintenance
- Review of system settings and how they affect the end-user experience
- Walk-through of common transactions to understand options and functionality, such as receiving and invoicing
- Review of options for creating requisitions and methods to route users to strategic purchasing
- Understanding of how to optimize the overall buying experience

## 1-Day Course

[Click here](#) to see dates.

First come, first served

Option to purchase additional support hours after course completion

Options available for dedicated/individualized courses:

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



“ Jabil's Coupa Admin training was the perfect blend of instruction on Coupa's capabilities, exercises that promoted the further development of understanding, and application of Coupa's features to my firm's tactical needs and strategic objectives. I recommend that any individual whose responsibilities include the management, transformation and growth of Coupa participate in this training. ”

