Weekly Coupa Update - Self Service in Coupa

Colleagues,

Coupa will replace Lawson Requisition Center on August 27th. Coupa is an easy-to-use, web-based guided buying solution that directs users to the right supplies and services.

IMPORTANT: Upcoming eLearning
Mandatory Coupa eLearning will be assigned and available to Requesters and Approvers in SuccessFactors this upcoming Monday, August 6th. eLearning must be completed prior to go-live on August 27th. Completion Reports will be regularly distributed to department leadership to monitor completion.

Self Service in Coupa
Coupa makes it easy for you to perform the tasks you need without the barriers and lack of transparency many experience today.

- Access Coupa through Single-sign on – no need to manage login and password details
- Use Order Lists to manage and quickly order supplies regularly requested
- View approval status of requisitions and easily communicate with Approvers and Buyers
- Select “Request a Change” for PO modifications if changes are needed
- Withdraw and update requisitions at any point during the approval process
- Access your Order History to view details of previous requisitions
- Rely on embedded training resources such as Instructional Videos and Quick References

Who is Impacted?

How will I learn?

Mandatory eLearning
- Must be completed by Aug 27

Quick Reference Guides

Instructional Videos

In-Person Support

When is action needed?

Training
- August 6
- Assigned eLearning is mandatory and must be completed in SuccessFactors between Aug 6 – Aug 27

Go-Live
- August 27
- Begin using Coupa!

Post Go-Live Support
- August 27 – September 28
- Rely on Quick Reference Guides, Instructional Videos, and In-Person Support for help

Contact the Galileo Program Team with any questions, concerns, or requests as we prepare for Coupa and don’t forget to visit the @CHOP Galileo site for additional information. Thank you for your partnership as we continue along our Journey to Enterprise Business Services.

Kind Regards,
The Galileo Program Team