

Term	Definition / Explanation
Accounts Payable	The Account Payable team is part of National Grids PtP (Purchase to Pay) department. The team is responsible for processing invoices, credits and making payments
Catalogue	Catalogues allow quick and easy access to items with existing buying channels (i.e. a contract with a supplier). Catalogues items may be held within Coupa (in which case they will be searchable through the Superbar), or
Commodity Code	A code used to classify products and services being purchased (also known as Product Category). Existing catalogue and webform items will be assigned to a Commodity code by default, but the appropriate Commodity code must be selected when creating freeform requisitions.
Consolidated Billing / Invoicing	This is the practice of suppliers submitting an invoice including multiple items which may all be mapped to different cost objects (e.g. corporate phone bills covering individuals from different cost centres).
Contingency	Additional funds added to a Purchase Order to provide cover for unforeseen circumstances.
Cost Centre	A business unit to which costs may be charged for accounting purposes.
Coupa	The new procurement platform replacing SRM and Hubwoo. It is delivering improvements to the procure to pay (P2P) process, guiding you to the right suppliers and providing greater visibility and financial control.
Coupa App	The mobile app for Coupa available on IOS and Android. Users are restricted to approving and viewing purchase requisitions (shopping carts).
Coupa Supplier Portal	National Grid suppliers can sign up to the Coupa Supplier Portal. This is an online tool allowing them to receive purchase orders and submit invoices electronically for free.
Direct Procurement	Purchases of goods/materials for production, e.g. bolts.
DoA (Delegation of Authority)	Authority to make business decisions. Each purchase requisition will require an approver (or approvers) as determined by the National Grid DOA.
Freeform requisition	Freeform requisitions in Coupa enable a requisitioner to submit a specific purchase request if there is no applicable webform, punchout or catalogue option available. Freeform requisitions will be channelled to the Transactional or Global Procurement teams (as determined by the value).
General Ledger (GL)	A general ledger account is an account or record used to sort and store balance sheet and income statement transactions. It is managed by the Finance function.
Global Procurement (GP)	National Grid procurement team who manage purchasing contracts with suppliers - they deal with purchasing requests over £100k.

Goods Receipt	An acknowledgement that the right quantity/value of goods has been received. Receipting goods is a specific function in Coupa.
iBuy	iBuy is the National Grid project responsible for implementing the Coupa system.
Indirect Procurement	Sourcing of goods or services for non-production reasons.
Internal Catalogue	Coupa contains searchable supplier catalogues which can be used to add items to a purchase requisition.
Invoice	List of goods or services provided by a supplier to a customer requesting payment.
Non-Stock	Any item or service that is not available from a National Grid warehouse.
P2P or PTP	Procure to Pay – The end to end process of requesting a material or service to reimbursing the supplier. Also the name of the National Grid function which manages this process.
Procurement	The activity of obtaining goods or services from suppliers.
Purchase Order	A binding agreement between National Grid and a supplier for mutually agreed upon goods or services, with specific quantity requirements, pricing, and end date.
Purchase Requisition	A request to purchase goods or services - purchase requisitions must be approved to create a purchase order. Also known as a shopping cart.
Requisitioner	The person who enters the requirements for a purchase request (Shopping Cart or Purchase Requisition) to procure a material or service. The Requestor and Requisitioner may be the same person.
Retentions	A retention is a proportion of a payment to a supplier that is held back until specified criteria are met, or a certain amount of time has passed. Retentions are most commonly used for construction contracts.
Shopping Basket	Also known as a shopping cart or purchase requisition. The single entry point for all manual requests for material or services. It is also a vehicle to obtain DoA approval.
Single Source	When it would not be feasible, practical, or cost effective either to utilise an existing National Grid agreement or to undertake competitive bidding for a material or service.
SOBO (Shopping on behalf of) & ROBO (Receiving on behalf of)	When you create a shopping cart on behalf of another person, enter goods receipts on behalf of someone else.
SSO (Single Sign on)	Software that automatically checks your log-in credentials, meaning you do not need to enter a username and password. Coupa incorporates SSO.
Stock	Product available internally from National Grid stores.

Superbar	The search bar on Coupa. You can search for everything from goods to services, policies, guidance and keywords.
Transactional Procurement (TP)	The National Grid procurement team who deal with all requests under £100k.
Webform	A template for a requisition that does not have a catalogue or punchout. A series of questions relating to a specific service needed by the supplier on the purchase order.