

COUPA CONTINGENT WORKFORCE TRAINING AND CERTIFICATION

COURSE DESCRIPTION

OVERVIEW

This 3-day instructor-led course provides students with the foundational concepts necessary to understand and take advantage of the possible configurations that Coupa Contingent Workforce offers. Prior to attending class, students will be asked to complete about an hour of mandatory pre-work to ensure their success in the course.

Students are presented with demonstrations and practical exercises in a training environment that emphasize learning through hands-on labs, with an objective to the full management cycle of the contingent workforce. Each student has a dedicated Coupa training instance and a participant guide with detailed concepts to help support learning and personal note taking.

At the end of the training, students take a 50-question exam that reinforces their learning from the week's instruction. Students who pass the exam receive a Coupa Contingent Workforce Certification certificate.

AUDIENCE

A great class for anyone who works with or wants to learn about Coupa Contingent Workforce. Roles include, but are not limited to: MSP program administrators, project team, procurement team, IT department, system administrators, and system implementation managers.

LEARNING OBJECTIVES

- Understand data relationships and configuration processes
- Manage users and their relationships to other areas of the application to drive usability
- Understand how the chart of accounts (COA) is utilized within Coupa Contingent Workforce
- Understand configuration options on approval workflows to meet specific business requirements
- Understand the requisition lifecycle - the "Req to Check Process"
- Contingent Worker Actions
- Contingent Worker lifecycle management
- Statement of Work project lifecycle management
- Reporting on the contingent workforce
- Information needed to deliver training to the contingent workforce end users (Client, Supplier, Contingent Worker)

DURATION

- ▶ 3 days

DELIVERY FORMAT

- ▶ Classroom
- ▶ In Person Only

COUPA PLATFORM TRAINING AND CERTIFICATION

COURSE DESCRIPTION

MODULES AND TOPICS

Coupa Contingent Workforce Tour

The view through your end users' eyes

Requisition Lifecycle

Chart of Account (COA) data utilized for requisitioning contingent resources
Requisition approval workflows
Creating, approving, broadcasting, and monitoring requisitions
Vetting, interviewing, selecting, onboarding, and confirming contingent workers

Onboarding

Training, documents, and compliance needed for onboarding contingent workers
Onboarding process for suppliers and program administrators

Contingent Worker Actions & Action Approvals

Creating, submitting, monitoring, and correcting time and expense submissions through the eyes of the contingent worker
Submitting time and expense approvals
Adjustments to approved time submissions

Contingent Lifecycle Management

Updating Contingent Worker profile information
Requesting, approving and processing requests for contract extensions, rate changes, and contract releases

Data Configuration

Adding job titles and descriptions to Coupa Contingent workforce
Adding and updating system data

Statement of Work (SOW) Project Lifecycle Management

Fixed price projects
Time & material projects
Project resource management
Document, work package/deliverable, and skill catalog management

Coupa Contingent Workforce Reporting

Generating, saving, scheduling, and exporting reports
Invoice settings
Creating and approving invoice batches
Creating invoices

Administration

User and Role Management for all user groups
Proxy settings
Unique items available for Program Administrators

Supplier Relationship Management

Adding a new supplier to Coupa Contingent Workforce
Supplier Tier Broadcast configuration

Analytics

Business transaction analytics
Spend Analysis
Supplier Scorecards

End-User Training

Change communication and best practices
Client (Manager) end user training delivery
Supplier/Contingent Worker end user training delivery