



As part of Lookers' ongoing commitment to improving our procurement and finance processes, we are implementing a new Procurement and Finance system, Coupa.

As one of our suppliers, we require some information from you to ensure that Purchase Orders and payment communications are delivered efficiently through the new system.

Could you please provide:

- The email address to which general/accounts should be sent
- The email address to which Purchase Orders should be sent
- The email address to which Remittance Advices should be sent
- Confirmation of a point of contact for any future communications.

Where possible, we would appreciate the use of generic or shared mailbox addresses (for example, purchasing@company.com or accountsreceivable@company.com) rather than individual employee email addresses. This will help ensure continuity of communications in the event of staff absences or turnover.

We would be grateful if you could provide these details within 2 weeks from the date of this communication to support a smooth transition to the new system.

Failure to provide the requested information within the two-week timeframe may result in disruption to purchase order processing and payment timelines.

Should you have any questions regarding this request, please do not hesitate to contact us via email at suppliers@lookers.co.uk

If you are not the correct person to provide this information, please forward this email to the relevant person in your company and cc this email address so we can update our records with the correct person/team for any queries going forward.

Thank you for your cooperation and continued partnership.

Kind regards,

Lookers Supplier Enablement Team
suppliers@lookers.co.uk