

# Supplier Management

## NEWSLETTER



May, 2026

**GLDD - Coupa Go-Live June 1<sup>st</sup> - Action Required**

## **GLDD is moving to Coupa for Purchase Orders, Invoicing, and Supplier Collaboration**

As communicated in December 2025, Great Lakes Dredge & Dock is transitioning to **Coupa** to modernize our procure-to-pay process. Coupa will serve as GLDD's centralized platform for purchase orders, invoice processing, supplier onboarding, and supplier collaboration.

GLDD requests that all trade partners, vendors, and subcontractors register in the **Coupa Supplier Portal (CSP)** as part of this transition. There is **no cost** to register or transact through the portal.

### **Benefits to Suppliers**

- Receive and respond to requests for quotes and purchase orders electronically in real time
- Submit invoices directly through the portal and track payment status
- Manage supplier information in a centralized location
- Improve visibility into transaction status and communications with GLDD

## **GLDD – Coupa go live date is June 1**

To ensure a smooth transition, all suppliers must complete registration in the **Coupa Supplier Portal (CSP)** and begin transacting through Coupa effective **June 1, 2026**

### **Registration Options**

Suppliers may register using one of the following methods:

#### **1. Self-Registration**

Register any time before go-live using the Coupa Supplier Portal:

<https://supplier.coupahost.com/sessions/new>

#### **2. GLDD Invitation Email**

GLDD will send supplier invitation emails approximately one week before go-live. Please check spam or junk folders and ensure Coupa emails are not blocked by your organization.

#### **3. Existing CSP Users**

If your company already uses the Coupa Supplier Portal, please send GLDD a connection request through the portal.

## Pre-Go-Live Preparation:

To prepare for go-live suppliers should:

- **Review GLDD supplier training materials**, including the Coupa Supplier Portal overview, available at: <https://gldd.com/supplier-relations/>
- **Train and Communicate the transition internally with all departments that transact with GLDD**
- **Ensure your designated company contacts are prepared and trained** to manage purchase orders, invoices, and communications within Coupa.

## Training & Onboarding Support

To support suppliers through this transition, GLDD will provide a Coupa Supplier Portal presentation with step-by-step guidance on registration, navigation, purchase orders, and invoice submission.

For additional training, questions, or support, please contact: [Coupa.Suppliers@gldd.com](mailto:Coupa.Suppliers@gldd.com)

## What to expect once transacting in Coupa

Coupa will provide suppliers with a more efficient and transparent way to do business with GLDD by centralizing purchase orders, invoicing, payment visibility, and supplier account management within a single platform.



### Receive POs electronically

Purchase orders are delivered to your Coupa inbox in real time—no more paper or email attachments.



### Acknowledge orders

Confirm order details, shipping dates and quantities directly in the portal.



### Submit invoices

Create and submit invoices against POs (PO flip) quickly and accurately.



### Track payment status

View invoice status and estimated payment information in real time.



### Maintain profile information

Keep your company information, contacts, tax details and banking information up to date—without email exchanges.



### Benefits for you

Greater visibility, fewer manual steps, faster approvals and payments, and a standardized experience for doing business with GLDD.



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