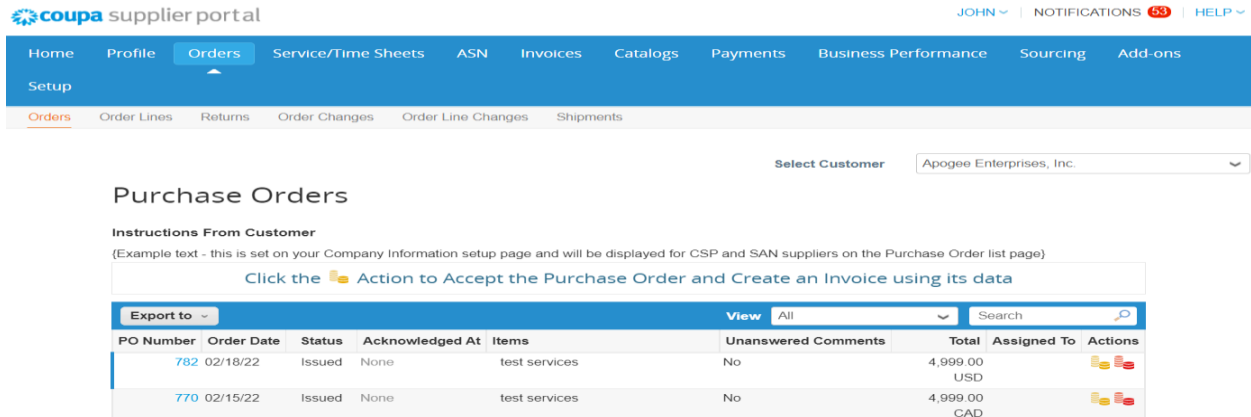


Supplier Training Guide



Coupa Supplier Portal (CSP)

Viewing Purchase Orders

To start managing Purchase orders, click **Orders**. Each purchase order will be given an individual number when raised through Coupa. By clicking on the **PO number**, the details of the PO will be displayed.



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Home, Profile, **Orders**, Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Business Performance, Sourcing, and Add-ons. Below this is a sub-menu for Orders: Order Lines, Returns, Order Changes, Order Line Changes, and Shipments. A 'Select Customer' dropdown is set to 'Apogee Enterprises, Inc.'. The main content area is titled 'Purchase Orders' and includes an 'Instructions From Customer' section with a link to 'Action to Accept the Purchase Order and Create an Invoice using its data'. Below this is a table of purchase orders.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
782	02/18/22	Issued	None	test services	No	4,999.00 USD		
770	02/15/22	Issued	None	test services	No	4,999.00 CAD		

Email Notification of PO

When a purchase order is raised, you will receive an email notification regarding this. The email is sent to the PO email address.

NOTE: You will **need** to log on to the CSP and acknowledge receipt.

User Notification of PO

When a purchase order is sent, you will receive a notification when you log on to the CSP. Hover over 'notifications' on the homepage to see a preview of the new notification.

Viewing Purchase Orders

You can view a purchase order by selecting the PO number from the Orders tab. You will be taken directly to the PO page.

Select Customer Apogee Enterprises, Inc.

Purchase Order #782

General Info

Status Issued - Sent via Email
 Order Date 02/18/22
 Revision Date 02/18/22
 Requester Devvrat Jhawar
 Email djhawar@kpmg.com
 Payment Term 2001
 Assigned Buyer None
 Business Unit Apogee Enterprises
 Attachments None
 Acknowledged

Shipping


Ship-To Address 4400 W 78th St
 #520
 Minneapolis, MN 55435
 United States
 Location Code: APOG1
 Attn: Devvrat Jhawar

Terms CIF

Shipment Tracking + Add

No shipment tracking.

Lines

		Advanced	Search	Sort by	Line Number: 0 → 9
1	Type Item	Price	Total	Invoiced	
	 test services	4,999.00	4,999.00	200.00	
	Part Number	Manufacturer Name	Manufacturer Part Number	Taxable	
	None	None	None	None	

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Total USD **4,999.00**

[Create Invoice](#) [Save](#) [Print View](#)