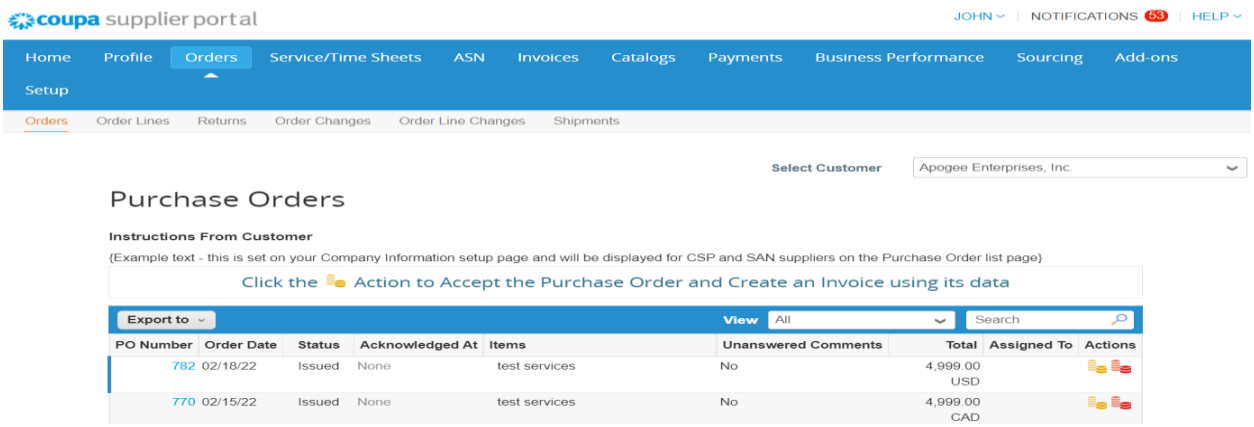
Supplier Training Guide

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.



Email Notification of PO

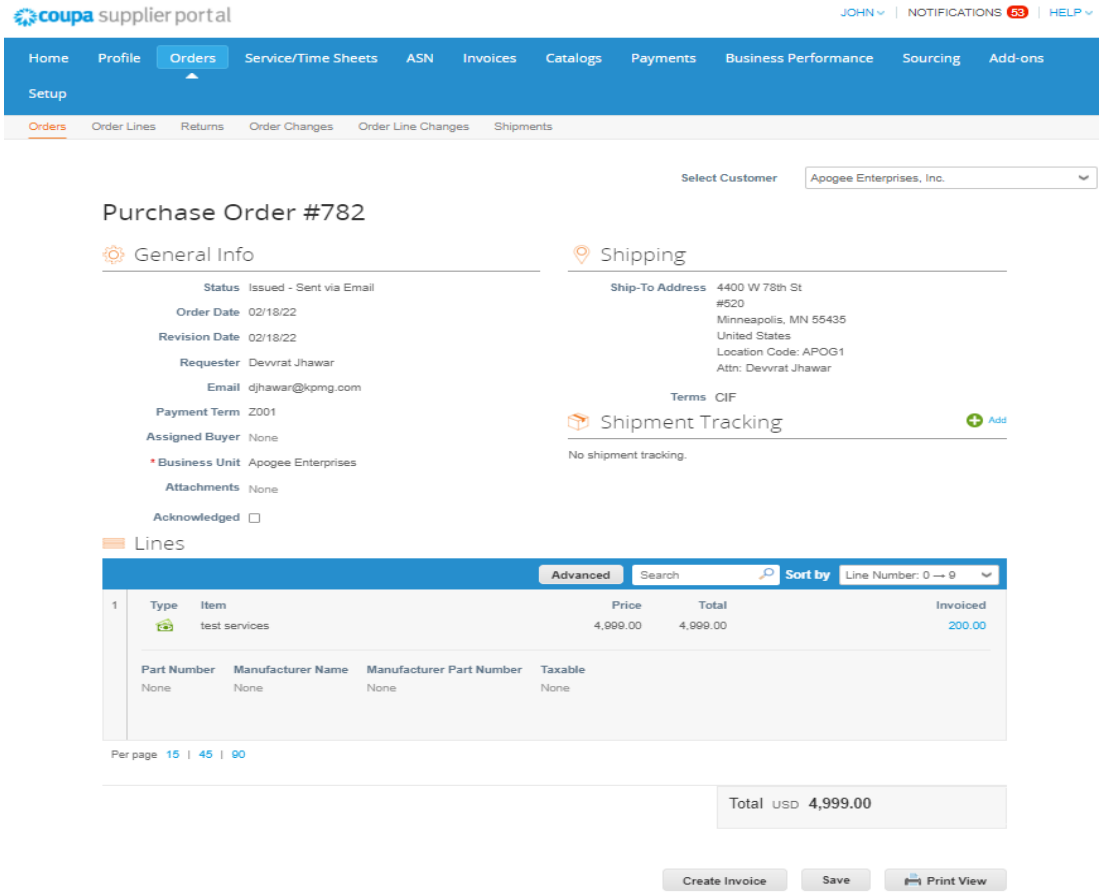
When a purchase order is raised, you will receive an email notification regarding this. The email is sent to the PO email address.

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.

Coupa Supplier Portal (CSP)