CSP Supplier Manual

April 2024

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Course Outline

Description

This course explains how to manage purchase orders on the Coupa supplier portal.

Objectives

After completing this course, you will be able to:

1. Receive purchase orders
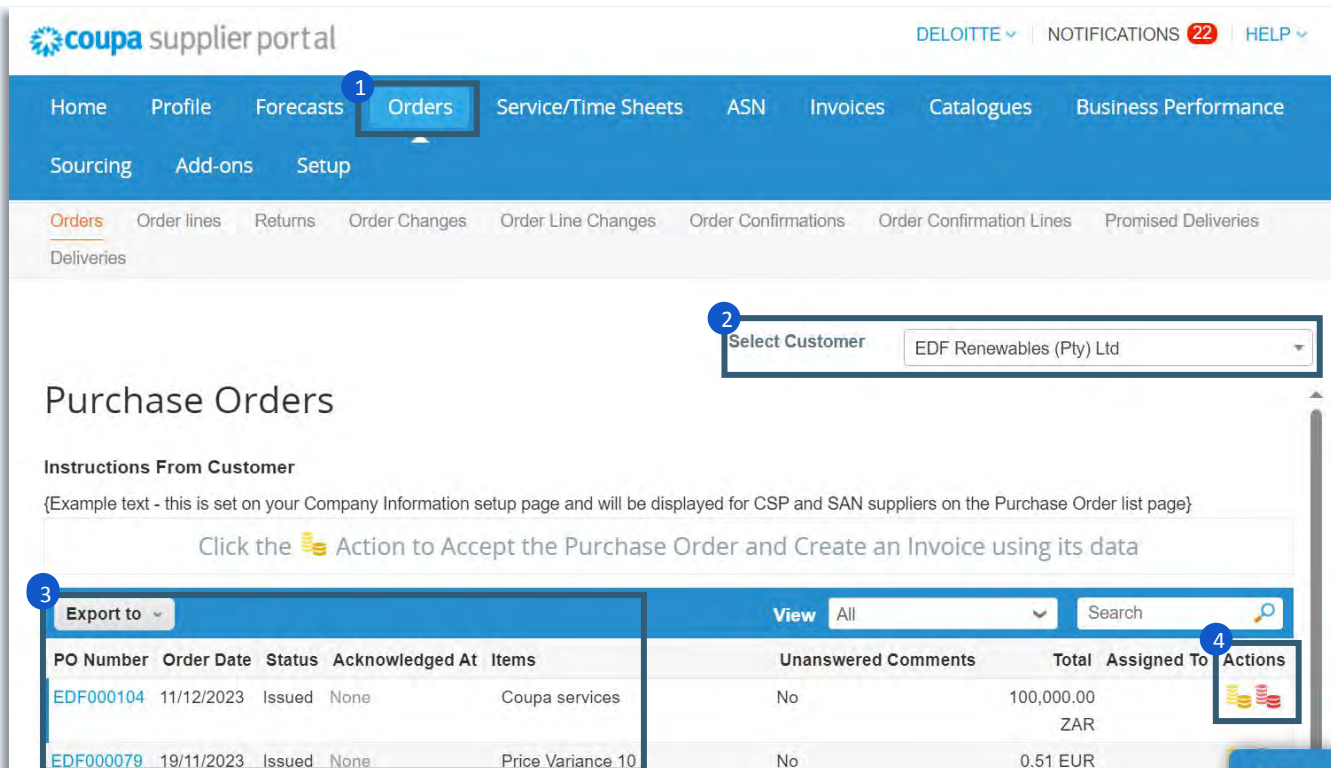2. Acknowledge purchase order
3. Add comments on purchase order

02

How To Manage
POs

Managing Purchase Orders

To manage purchase orders, click on 'Orders' on header bar.

Process Steps:

1 Click on '**Orders**' on header bar

2 Select Customer 'EDF **Renewables (Pty) Ltd**' if you have more than 1 customer on your portal

3 All customer purchase orders will be listed Click on PO hyperlink to view details

4 Actions – create invoices and create credit notes against open PO
  - a. Click the gold coins to create Invoice
  - b. Click the red coins to create Credit note

Managing Purchase Orders

To view purchase orders, click on 'Purchase Order' screen.

Process Steps:

5 Click on the '**Purchase Order number** of the PO to be viewed.

6 Check the **"Acknowledge"** tick box to notify the requester that you have received the purchase order from EDF Renewables

7 Populate the name of the employee you want to assign the purchase order to within your company

8 View the line items of the purchase orders to see goods/services requested by EDFR

Managing Purchase Orders

To enquire about a purchase order, navigate to the PO comments section.

Process Steps:

9 Enter a comment to the requester if you have any questions or comments regarding the PO

Note : You can @ the requester when typing the comment

10 Once you have typed out your comment click **"Add Comment"** to send the comment to the requester

11 You can view the history of the purchase order

You can attach files in the comment section by clicking on "File" e.g. updated quote with increased price

Thank You!