

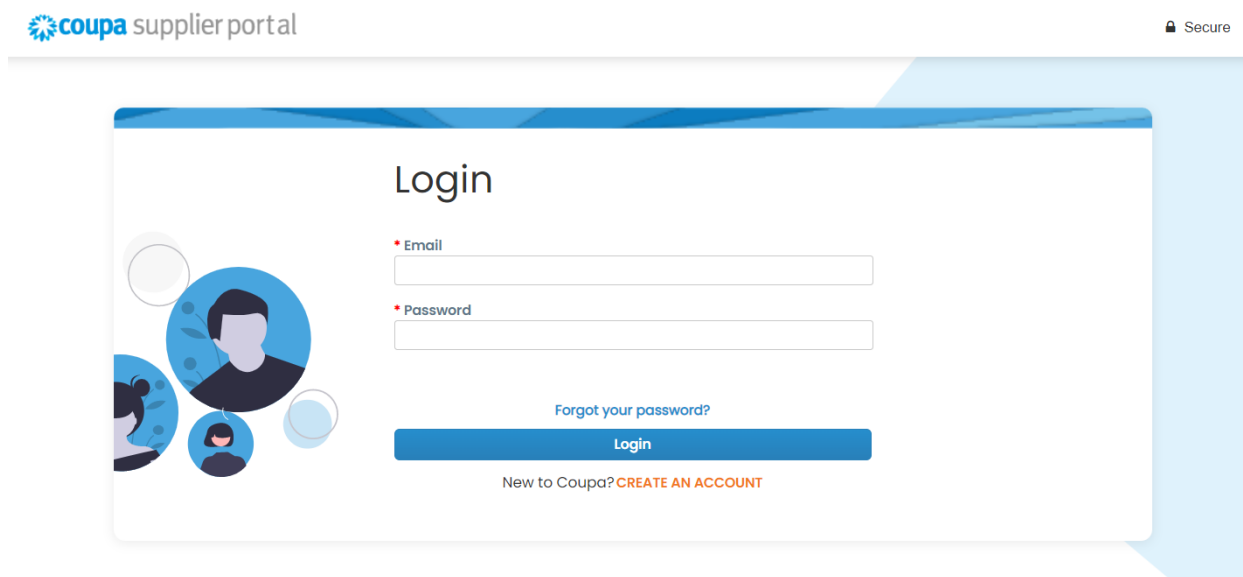


MANAGE PURCHASE ORDERS (POs) How To Guide

How to Manage the Purchase Orders (POs) in the Coupa Supplier Platform

Each time a PO is created by Organon, the vendor will be able to see it on his Coupa account. Moreover, a notification with the PO will be automatically sent to the vendor's PO e-mail contact stored in our Master Data.

1. Log in to the Coupa Supplier Portal with **Email** and **Password**



2. Select **Orders** then **Select Customer** from the drop-down list. Use the search bar to find a specific PO and click on the PO number



Select Customer

Purchase Orders

Instructions From Customer

(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to	View	9500001186						
Showing results for 9500001186	test1							
PO Number	Order Date	Comments	Payment Agreements	PO ID	Status	Total	Assigned To	Actions
9500001186	1/04/23			1186	Issued	3,000.00 EGP		

3. Select the **Acknowledge** button in case it is in alignment with the purchase

Select Customer

Purchase Order #9500001186

Order unacknowledged
✕

General Info

Status Issued - Sent via Email

Order Date 01/04/23

Revision Date 01/04/23

Requester

Email

Payment Term Z506-Within 45 days from invoice date, due net

Attachments None

Acknowledged


Assigned to

Shipping

Ship-To Address New Cairo Financial Center (140)
11865 CAIRO
Egypt
Location Code: 6878
Attn:

Terms FCA

Shipment Tracking

No shipment tracking.  Add

Note: *If you need to add additional funds or to inquire about a change order, contact the requestor. Their contact information will be available on the purchase order you received.*