

Purchase Order Management

This quick reference guide looks at the two ways you can receive and manage a Purchase Order (PO): via email and through the Coupa Supplier Portal.

1

Exxaro Resources Limited Purchase Order #EHQ8000307

Exxaro Resources <do_not_reply@exxaro-test2.coupahost.com>

Tuesday, 03 September 2019 at 13:46

Show Details

purchase_order.html
7.9 KB

Download All Preview All

exxaro QA Exxaro Resources Limited Purchase Order
#EHQ8000307

Powered by **coupa**

1.1

Create Invoice Acknowledge PO Add Comment

View PO

Login

1. Receiving a PO via email

The email notification comes from **Exxaro Resources**, and the subject line includes the unique purchase order number.

1.1. Action Buttons

The body of the email includes the following action buttons:

- create invoice
- acknowledge PO
- add Comment
- login.

1.2. Order Details

Below the action buttons are the details of the order such as the.

1.3. PO Line Item Details

Take note of the **Ship to** and **Bill To** details.

A. Below that, you will find the purchase order line item details.

1.4. Login

The same action buttons appear at the bottom of the email.

Click **Login** to view the information on the Coupa Supplier Portal.

1.2

Exxaro Resources Limited PURCHASE ORDER

Carpet Cleaning Services
23 Time street
Johannesburg, 2001
Attn: Carol Power
carpets@testing.s2pconsulting.co.za

PO NUMBER: EHQ8000307
DATE: 2019/09/03
PAYMENT TERMS:
SHIPPING TERMS:
CURRENCY: ZAR
CONTRACT: 0103AS
CONTACT: Jenny Jones
Jennyj@testing.s2pconsulting.co.za
za

1.3

Ship To
Exxaro Resources Limited
DA01-Main Store
Farm Enkelbult
Lephalale, Limpopo 555
Attn: Jenny Jones

Bill To
Exxaro Resources Limited
Accounts Payable
Pretoria, 0001
Attn: Jenny Jones

A

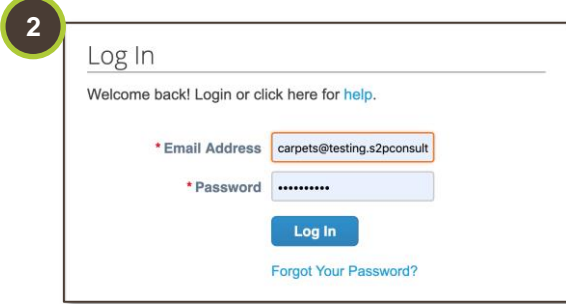
Line	Description	Need By Date	Qty	Unit	Price	Total
1	Cleaning Services Labour222	2019/09/30	1	Hours	350,00	350,00
						350,00 ZAR

1.4

Create Invoice Acknowledge PO Add Comment

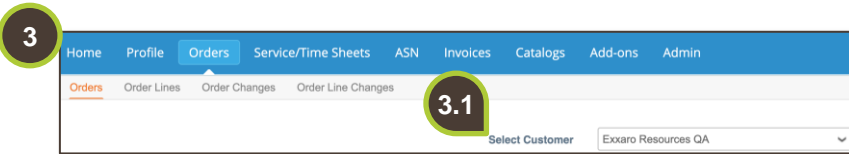
View PO

Login



2. Login to Coupa

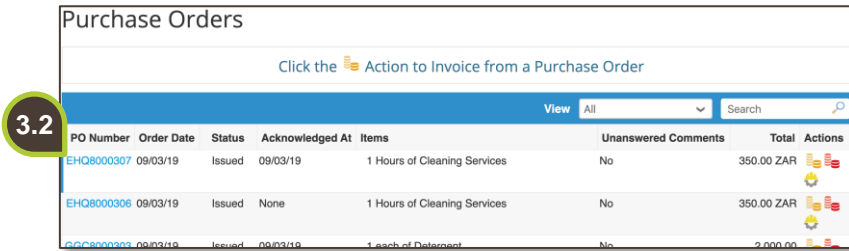
Enter your login credentials to login to your account.



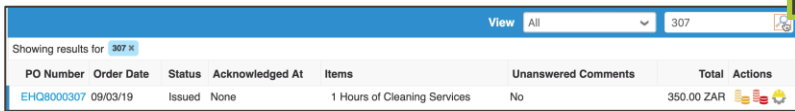
3. Orders

In the Coupa Supplier Portal, navigate to the **Orders** tab.

- 3.1.** Select the relevant customer from the **Select Customer** drop-down menu.



- 3.2.** The default view displays all purchase orders received from Exxaro.



- 3.3.** To search for a specific order, type in the order number and click on the search icon. Use the actions shortcut buttons to do the following:



- A. To create an invoice, click on the **gold coins**.
- B. To create a credit note, click on the **red coins**.
- C. To create a time sheet, click on the **hard hat icon**.

4 Purchase Order #EHQ8000307

Status Issued - Sent via Email

Order Date 09/03/19

Revision Date 09/03/19

Requester Jenny Jones

Email Jennyj@testing.s2pconsulting.co.za

Payment Term None

Buyer None

Break Down Order No

Attachments None

Acknowledged **4.1**

Shipping

Ship-To Address DA01-Main Store
Farm Enkelbult
Lephalale
Limpopo
555
South Africa
Attn: Jenny Jones

Terms None

4.2 Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
1	Cleaning Services	1	Hours	350.00	350.00	0.00

Service Start Date	Service End Date	Resource Manager	Confirmed	Part Number
09/16/19	09/30/19	Nombuleto Nkosi	0.00	Labour222

Buyer None

4.3 Comments

Enter comment

Add Comment

4. Purchase order details

For a detailed view of your PO click on the PO number. Details of your PO will display.

4.1. Acknowledge

If you can provide the service in the period indicated, tick the **Acknowledge** check box.

4.2. Line Item Detail

Look at the specifics of the PO. For example: the service start- and end date.

4.3. Comment

If you cannot fulfil the service, leave a comment in the comment box and click on Add Comment.

For additional support contact 0872 839 704, or email vendor.services@exxaro.com for assistance