



# PO Acknowledgment – Training Guide



## Introduction

*Acknowledging a Purchase Order (PO) in Coupa typically involves confirming receipt and acceptance of the order. Here's a guidelines on how to acknowledge a PO in Coupa:*


- 1. Log in to Coupa Supplier Portal (CSP):** Access the Coupa Supplier Portal using your login credentials.
- 2. Navigate to Purchase Orders:** In the homepage under the “Orders” Tab you can view and manage your purchase orders.
- 3. Locate the PO to Acknowledge:** Identify the specific purchase order that you want to acknowledge. This may be a recently issued PO.
- 4. View PO Details:** Click on the purchase order to view its details, including items, quantities, delivery dates, and any special instructions.
- 5. Acknowledge the PO:** Look for an option or button that allows you to acknowledge the purchase order. This will be labeled as "Acknowledge,". Click on it to proceed.

# Login to Coupa Supplier Portal

## Steps to be followed

1. Click the "Order" Tab in the Homepage to view the Purchase Orders(PO)

The screenshot displays the Coupa Supplier Portal interface. At the top, a blue navigation bar contains tabs for Home, Profile, Forecasts, **Orders**, Service/Time Sheets, ASN, Invoices, Catalogues, and Business Performance. Below this, a secondary menu includes Sourcing, Add-ons, and Setup. The main content area is titled 'Purchase Orders' and features a 'Select Customer' dropdown menu currently set to 'Qatar National Bank - Qatar Computer Services'. Below the title, there is a section for 'Instructions From Customer' with a text area containing placeholder text and a button with a stack of coins icon labeled 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'. At the bottom, there is a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The table contains one row with the following data:

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO00000171	01/02/2024	Issued	01/02/2024	1 Each of DS03ITC0044 - A4 Mono Printers OKI B731 DNW A4... 1 Each of DS03ITC0038 - Lenovo 14.0-inch W9 Laptop Privac...	No	3,745.00 QAR		

The Coupa Supplier Portal Home page

# Select the Purchase Order (PO)

2. Click on the Purchase Order Number.

Home Profile Forecasts **Orders** Service/Time Sheets ASN Invoices Catalogues Business Performance


Sourcing Add-ons Setup

Orders Order lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Deliveries




Select Customer Qatar National Bank - Qatar Computer Services

## 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 All Search

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# View PO Details

3. The PO screen will be displayed – verify the details

**Orders** | Order lines | Returns | Order Changes | Order Line Changes | Order Confirmations | Order Confirmation Lines | Promised Deliveries | Deliveries

Select Customer: Qatar National Bank - Qatar Computer Services

## Purchase Order #PO00000171

### General Info

**Status** Issued - Sent via Email

**Order Date** 01/02/2024

**Revision Date** 01/02/2024

**Requester** BCT Admin Admin

**Email** qnb.buyer1@bahwancybertek.com

**Payment Term** As per contract payment terms

**Attachments** None

**Acknowledged**

### Shipping

**Ship-To Address** ATM and Cash Management  
1000 Al Rayyan  
Qatar  
Location Code: Old Al Rayyan  
Attn: BCT Admin Admin

**Terms** None

### Shipment Tracking

No package tracking. [+ Add](#)

**Lines**

# Acknowledge the PO

4. Click the "Acknowledged" check box to confirm the Order Acknowledgment

Confirmation

## Purchase Order #PO00000171

Order acknowledged ✕

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**Thank you**