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.

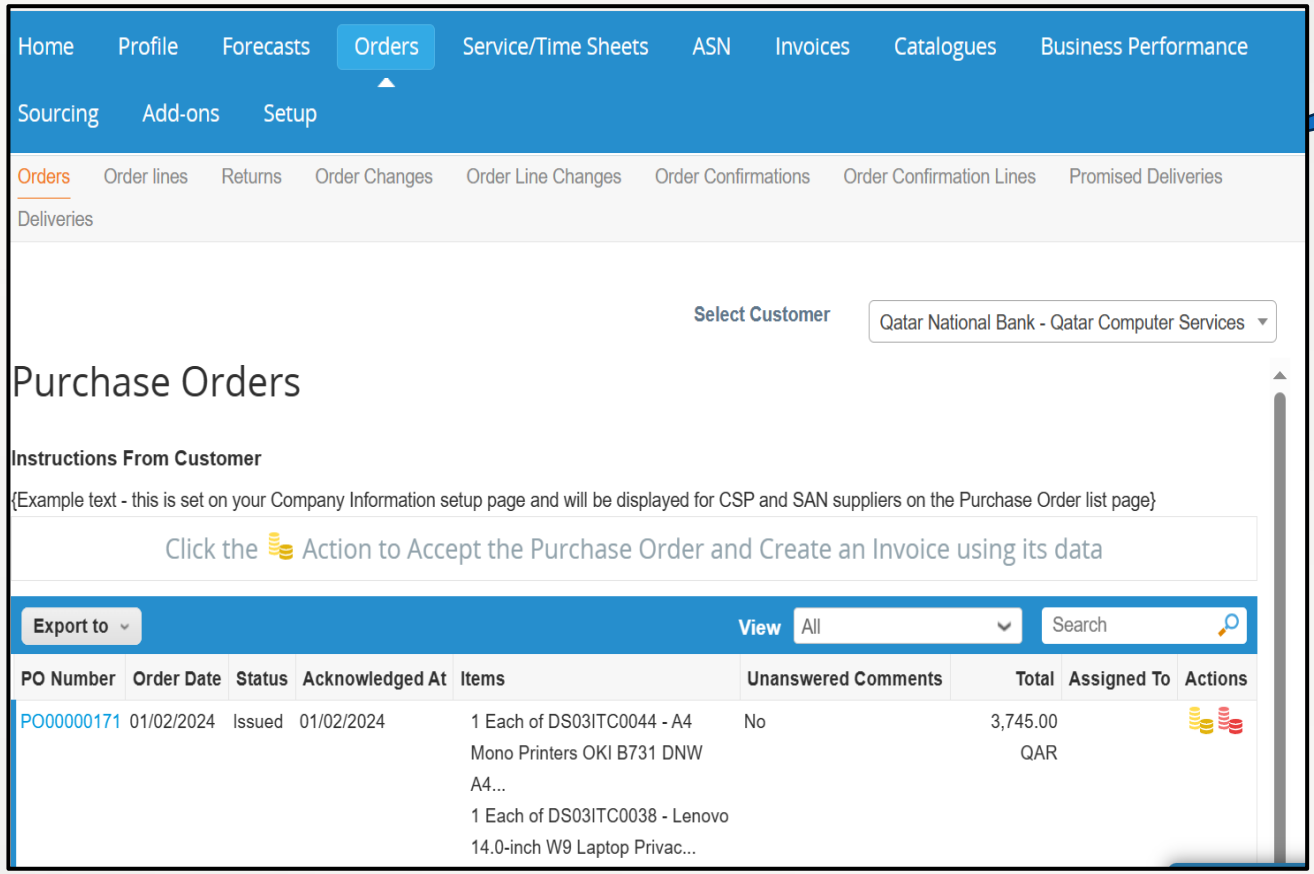
4. View PO Details: Click on the purchase order to view its details, including items, quantities, delivery dates, and any special instructions.

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

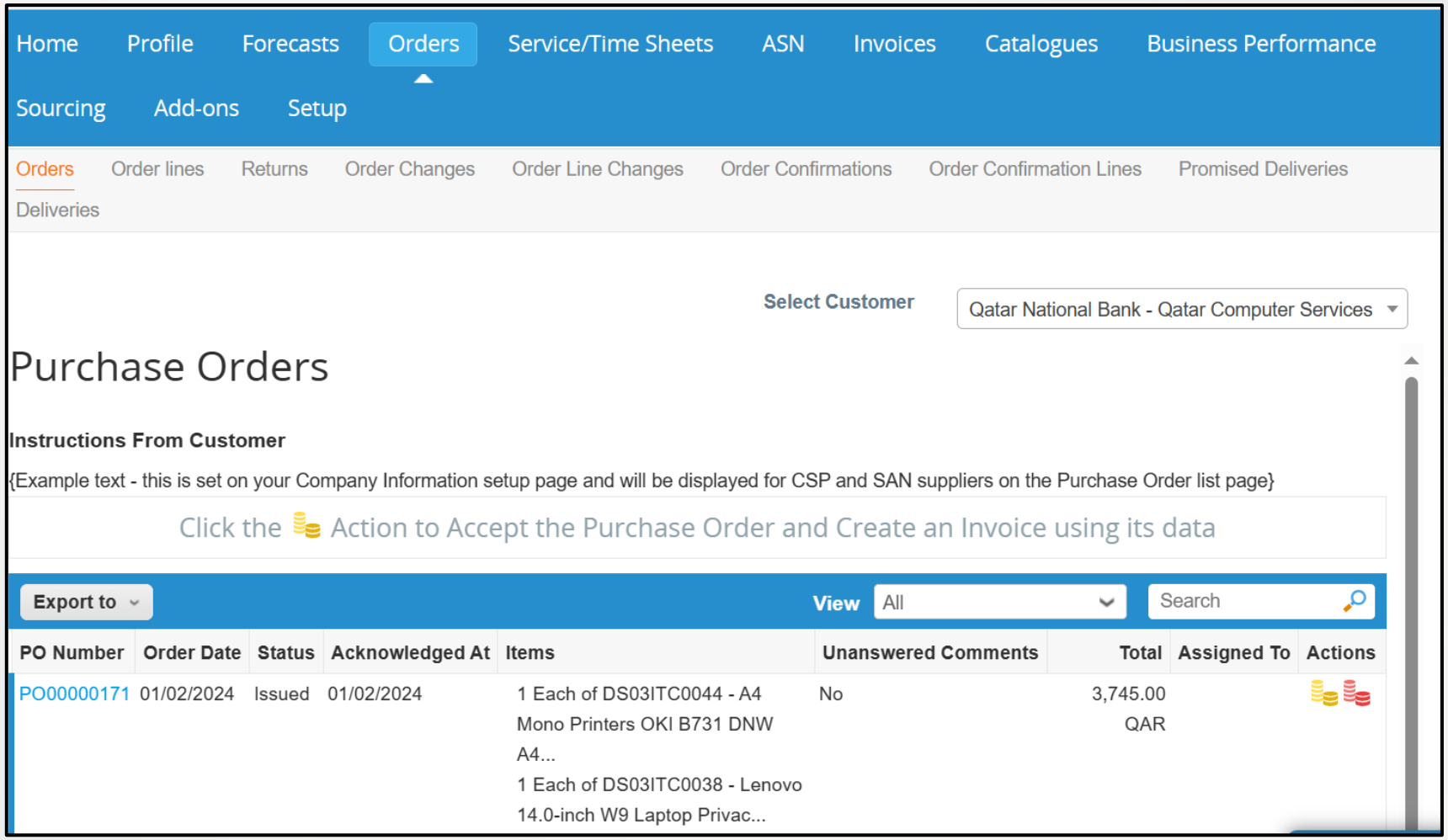
1. Click the "Order" Tab in the Homepage to view the Purchase Orders(PO)



The Coupa Supplier Portal Home page

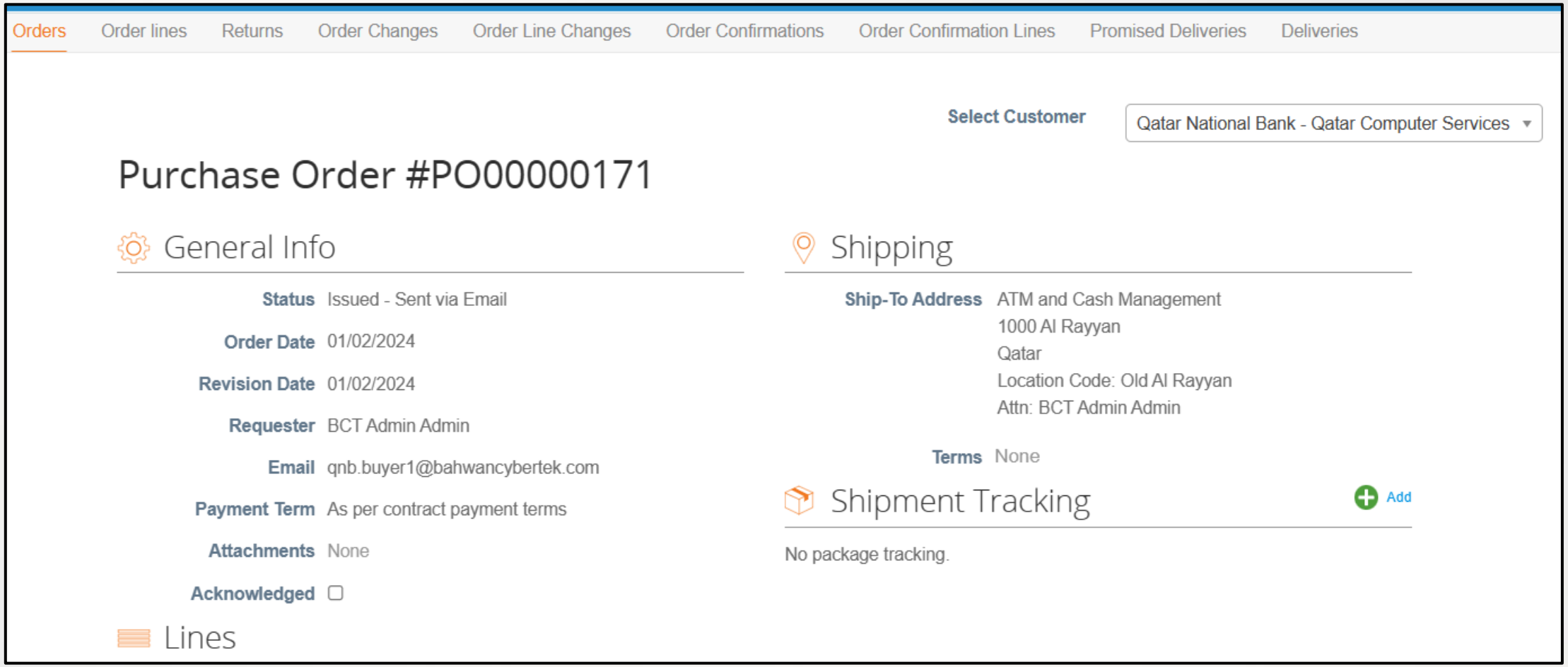
Select the Purchase Order (PO)

2. Click on the Purchase Order Number.



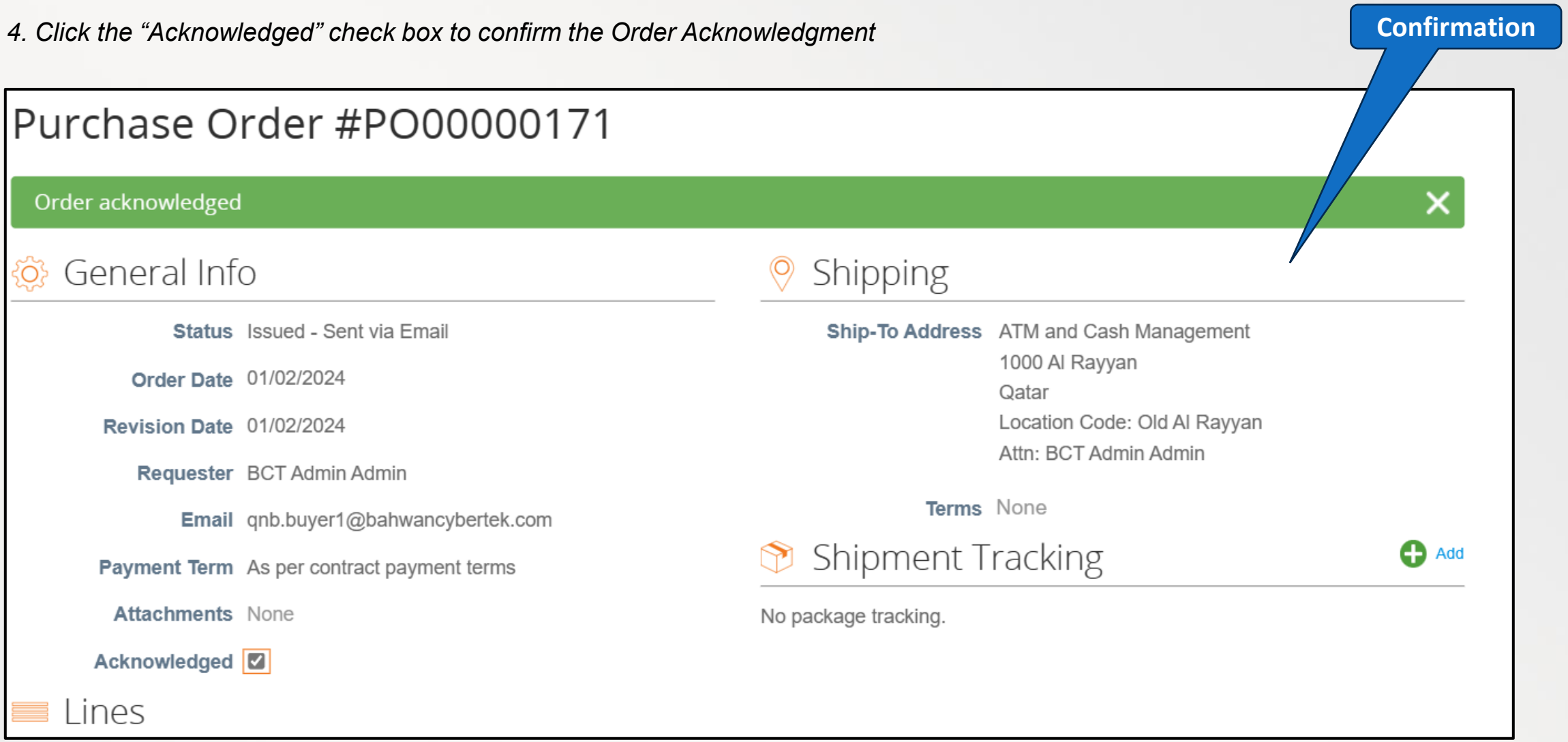
View PO Details

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



Acknowledge the PO

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



Thank you