



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

‰coupa supplier portal		Secure
	Login	
	• Email	
	Password	
	Forgot your password?	
	Login New to Coupa? CREATE AN ACCOUNT	

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





Coupa supplier portal PAULA V NOTIFICATIONS (89)											HELP -			
Home	Profile	Orders	Service/T	ïme Sheets	ASN	Invoices	Catalogs	Busir	ness Perfo	ormance So	ourcing	Add-on	is Setup)
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	Select Customer organon-uat -												. *	
	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													
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3. Select the **Acknowledge** button in case it is in alignment with the purchase

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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.

