



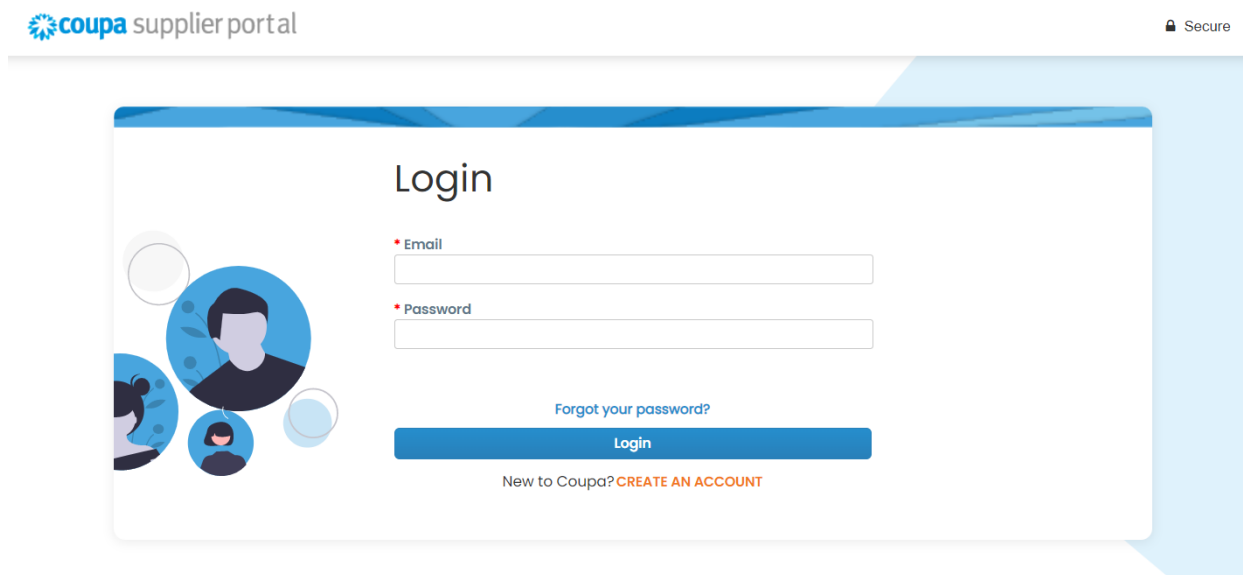
# MENGELOLA PURCHASE ORDER (PO)

Petunjuk Proses

## Cara Mengelola Purchase Order (PO) di Platform Coupa Supplier

Setiap kali PO dibuat oleh Organon, vendor dapat melihatnya pada akun Coupa. Terlebih lagi, notifikasi terkait PO akan otomatis dikirimkan ke kontak email PO vendor yang tersimpan pada Data Master kami.

1. Masuk ke Coupa Supplier Portal dengan **Email** dan **Password**



2. Pilih **Orders** lalu **Select Customer** pada daftar drop-down. Gunakan bar search untuk menemukan PO yang diinginkan dan klik pada nomor PO


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	test1	9500001186					
Showing results for 9500001186 ✖								
PO Number	Order Date	Comments	Payment Agreements	PO ID	Status	Total	Assigned To	Actions
9500001186	11/04/23			1186	Issued	3,000.00 EGP		

### 3. Pilih tombol **Acknowledge** jika sesuai dengan pembelian

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 + Add

No shipment tracking.

**Catatan:** Jika Anda perlu menambahkan dana tambahan atau menanyakan tentang perintah perubahan, hubungi requestor. Informasi kontak mereka akan tersedia pada Purchase Order yang Anda terima.