



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

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

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





<u>୍ଦ୍ଧ coup</u>	COUPA SUPPlier portal Notifications @Profile Order Lines Order Lines Order Lines View test Poticle Orders Purchase Orders Click the ele Action to Accept the Purchase Order and Create an Invoice using its data Export to 													
Home	Profile	Orders	Service/T	ïme Sheets	ASN I	nvoices	Catalogs	Busine	ess Perfo	rmance So	urcing	Add-on	s Setup)
Orders	Order Lines	Returns	Order Cha	anges Order	Line Changes	order H	Header Confirm	ations	Shipments	5				
	Purc	hase (Orders	5					Select C	Customer	ganon-uat	: -		. *
	Instructio	ons From Cu	ustomer											
	{Example t	ext - this is se	et on your Co	mpany Informat	ion setup page	and will be	displayed for C	SP and S/	AN supplie	rs on the Purchas	e Order lis	t page}		
		CI	lick the 🖣	Action to	Accept th	e Purcha	ase Order a	nd Cre	ate an l	Invoice using	g its dat	a		
	Export	to ~						View te	est1	Ý	A 850	0001186	₽	
	Showing	results for 95	00001186 ×											
	PON	umber Ord	ler Date	Comments	Payment A	greements	PO ID	• s	tatus	Total	Assigne	d To 🥖	Actions	
	<u>950(</u>	01/0	4/23				1186	Ŀ	ssued	3,000.00 EGP			le 1 e	

3. Pilih tombol Acknowledge jika sesuai dengan pembelian

🚓 coupa supplier portal									PAULA V NOTIFICATIONS 99+ HELP V			
Home	Profile	Orders	Service/Time Sh	eets ASN	Invoices	Catalogs	Business Per	rformance	Sourcing	Add-ons	Setup	
Orders	Order Lines	Returns	Order Changes	Order Line Chan	ges Order I	Header Confi	rmations Shipme	ents				
	Purc	hase C)rder #95	0000118	36		Selec	t Customer	organon-uat	-		Ŧ
Order unacknowledged							×					
	 General Info Status Issued - Sent via Email Order Date 01/04/23 Revision Date 01/04/23 Requester Email 				0	 Shipping Ship-To Address New Cairo Financial Center (140)						
	F	ayment Tern Attachment cknowledged Assigned to	2506-Within 45 day	ys from invoice da	te, due net	No shi	Shipment T			Add		

organon.com 🌒



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.

