

For Suppliers – How a Purchase Order is Structured in Coupa

This guide provides an overview of how Purchase Orders (POs) are structured in Coupa from the supplier's perspective.

1. Header Information:

- **PO Number:** Unique identifier for the purchase order. Solenis' purchase orders start with the letters "PO".
- **Buyer Information:** Details about the purchasing organization.
- **Order Date:** The date the PO was created.
- **Delivery Date:** Expected delivery date for the goods or services.
- **Currency** – All transaction related to the PO will be conducted in the specified currency
- **Payment Terms:** Details about payment terms, such as net 30 days from invoice receipt

2. Line Items:

- **Item Description:** Details about the items being purchased.
- **Quantity:** Number of units ordered.
- **Unit Price:** Price per unit of the item.
- **Total Price:** Total cost for the line item (quantity multiplied by unit price).
- **Tax Information:** Applicable taxes for the items.

3. Terms and Conditions:

- **Shipping Instructions:** Information on how the items should be shipped.
- **Billing instruction:** provide specific guidelines on how the payment for the goods or services should be handled and specifically include address where the invoice should be sent
- **Other Terms:** Any additional terms and conditions relevant to the order.

4. Attachments:

- **Supporting Documents:** Any relevant documents, such as specifications or contracts, attached to the PO.

As a supplier, you can view and manage these details through the Coupa Supplier Portal, ensuring you have all the necessary information to fulfill the order accurately.

If there are discrepancies, contact your Solenis buyer before any action.

Submit an invoice through Coupa matching the PO details.

Rev.	Author	Description of change	Date	Training required
0	Ana Panduru	Document creation	Feb. 5, 2025	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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