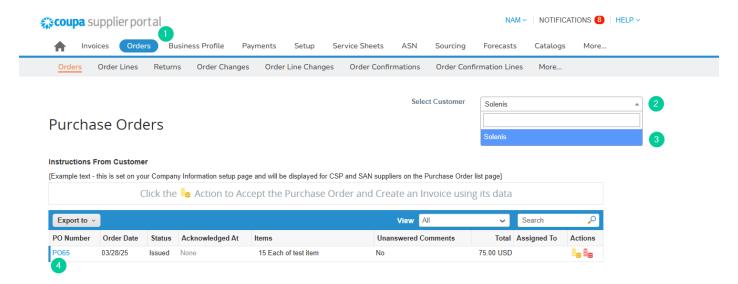


For Suppliers - How to Understand PO Statuses in Coupa

This guide provides definitions of the status of your PO in Coupa.

- 1. **Draft**: The PO is being created by Solenis and has not yet been fully sent to you.
- 2. Sent: The PO has been sent to you, but not acknowledged / accepted.
- 3. Acknowledged: You have received & acknowledged the PO by checking the box on the PO. Acknowledged
- 4. Partially Invoiced: Some items from the PO have been invoiced, but not all.
- 5. Invoiced: You have fully invoiced all items from the PO.
- 6. Closed: The PO is complete, and no further actions are required.

You can view and manage your POs by navigating to the "Orders" tab and selecting Solenis from the drop-down list in the upper right corner. This will open a table with all your POs from Solenis and their statuses, allowing you to track them effectively.



Coupa Reference Guide



Rev.	Author	Description of change	Date	Training required	
0	Ana Panduru	Document creation	March 18, 2025	Yes	xx No
1					
2					
3					
4					