

For Suppliers - How to View a Purchase Order

This guide provides several options on how to view your purchase orders in Coupa from Solenis.

1. Email Notification

- When Solenis issues a Purchase Order (PO), you will receive an email notification to the address you have listed in your profile.
- o Click on "Manage Order" from that email

Solenis Solenis Purchase Order #PO65 Order Summary Date 03/28/28 PO Totel 75:00 USD Peyment Tem 55:00 USD Peyment Tem 55:00 USD Peyment Tem 55:00 USD Contact Jennifer Meyer JetMeyer@Batientix.com
Solenis Purchase Order #PO65 Order Summary Date 02/28/25 Po Totel 75:00 USD Pagment Terms 60 DoNM (Beginning of Next Month)- 2003 Contact Jennifer Mayer JetMayer@Batientix.com
Order Summary Date 03/28/25 PO Total 75:00 USD Payment Terms 60 Deps BONM (Beginning of Next Month) - 2X03 Contact Jernifer Meyer Jakkeyer@asterin.com
Date 03/28/25 PO Total 75.00 USD Payment Terms 60 Days BONM (Beginning of Next Month) - 2X03 Contract Jeronic Meyer JetMryst@sollerin.com
Portel 75.00 USD Poyment Terma 60 Days BONM (Beginning of Next Month) - 2 X03 Contact Jeconic Mayer
Payment Terms 60 Days BONM (Beginning of Next Month) - Z X03 Contact Jaconie Meyer
Contact Jernifer Meyer JeMeyeri@aalkriis.com
Manage Order Create Invoice
Orders details below
Acknowledge PO Add Shipment Add Comment Tracking

- o Log into your Coupa Account
- Coupa will show your "Recent Activity", which should have the PO you're looking for.
 i. If it does not, you can always follow the directions in Step 2.





2. Directly in the Coupa Supplier Portal (CSP)

- Log into Coupa
- Click on the **Orders** tab from the main menu.
- From the drop-down list in the upper right corner, select Solenis.
- The Purchase Order Table will display all the POs received from Solenis. Click on **the PO number to view the specific details.**

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Orders	Order Lines	Return	s Order Char	nges Order	Line Change	es Order Confi	rmations	Order Confi	irmation Lin	es More			
Purcha	ise Ord	ers					Selec	ct Customer	Solenis				2
Instructions	From Custome								Solenis				3
{Example text -	this is set on yo	ur Compan	y Information setup	page and will be	e displayed for	CSP and SAN supp	iers on the F	Purchase Order	list page}				
	(lick the	e Action to	Accept the	Purchase	Order and Cre	ate a <mark>n I</mark> r	nvoice using	g its data				
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PO Number	Order Date	Status	Acknowledged A	t Items		Una	nswered Co	omments	Total	Assigned To	Actions		
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3. More PO information

 The PO Table shows the following information 						
Column	Description					
Order Date	The date when the PO was created					
Status	The status of the PO					
Acknowledged At	This shows when you have acknowledged the PO back to Solenis. *Note – you cannot reject a PO, but if you do not accept it, you can add a comment on it for your customer.					
Items	Shows what Solenis is ordering					
Unanswered Comments	Your and Solenis' comments on the PO that need to be answered. *Note – if you need urgent communication, please contact your Solenis buyer directly. This information can be found when you open the PO.					
Total	The total amount of the PO					
Assigned To	Who in your organization is assigned to fulfil this order					
Actions	You can click on this action button to accept the PO and create an invoice					
Actions	You can click on this action button to create a credit note.					

You can filter the PO table by columns, use the search bar to filter with a search term, or click the View drop-down list to perform advance filtering. For more information, see Coupa's instructions on "Creating Custom Views".

You can also export the PO Table to a CSV or Excel file or print your PO to a PDF.

Coupa Reference Guide



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