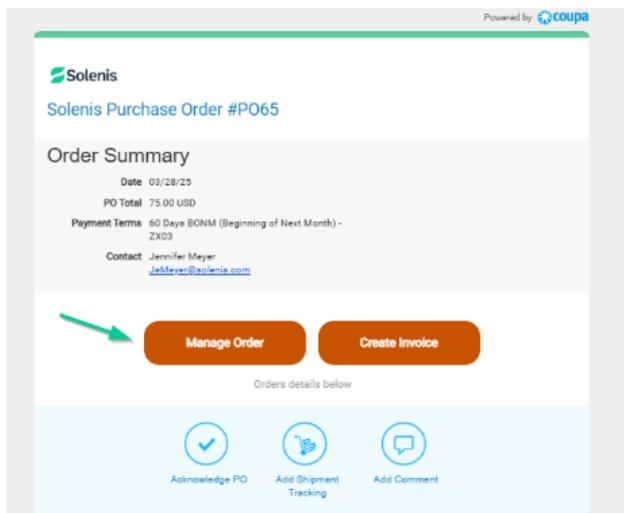


For Suppliers - How to View a Purchase Order

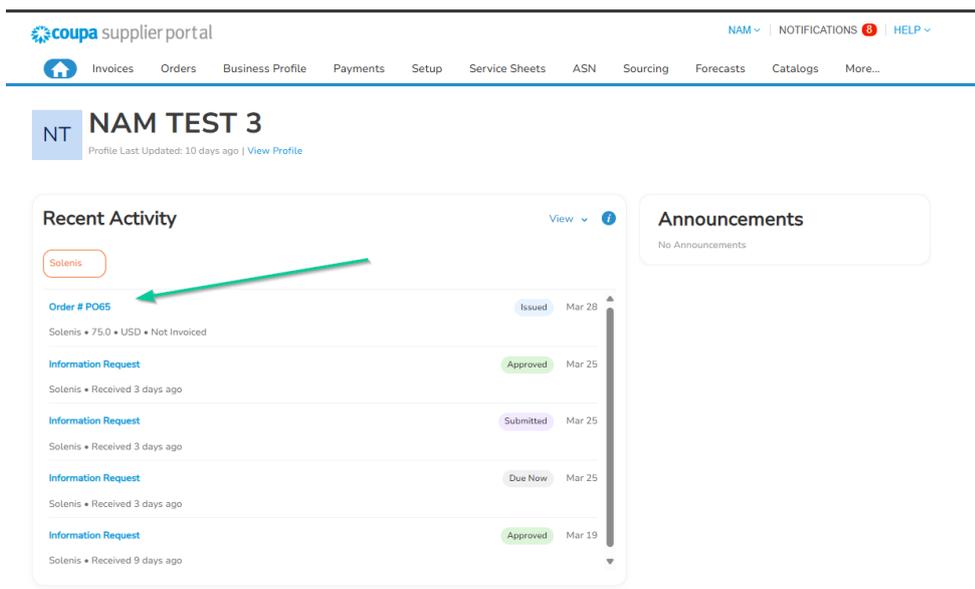
This guide provides several options on how to view your purchase orders in Coupa from Solenis.

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.
- Click on “Manage Order” from that email

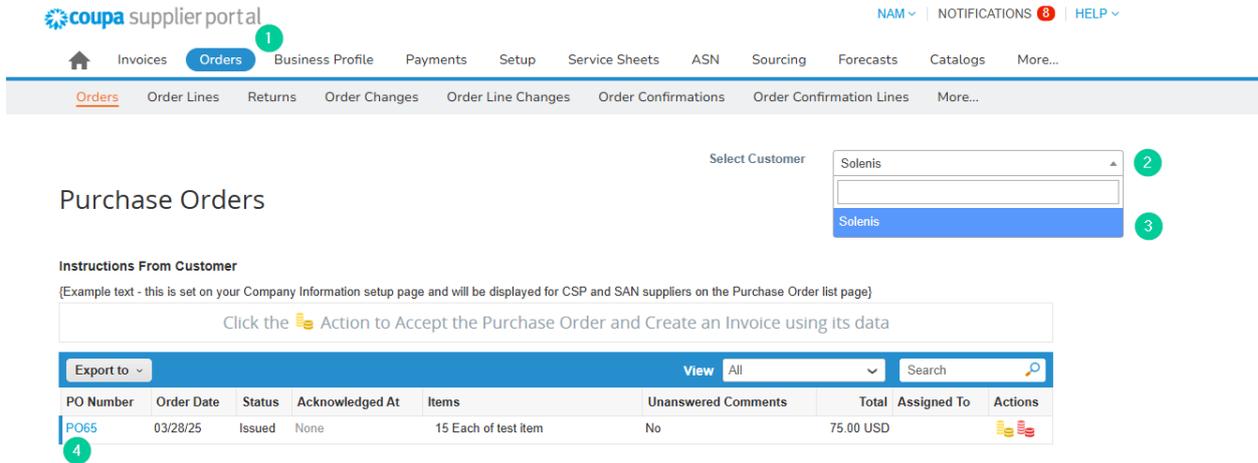


- Log into your Coupa Account
- Coupa will show your “Recent Activity”, which should have the PO you’re looking for.
 - i. If it does not, you can always follow the directions in Step 2.



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.**



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. <i>*Note – you cannot reject a PO, but if you do not accept it, you can add a comment on it for your customer.</i>
Items	Shows what Solenis is ordering
Unanswered Comments	Your and Solenis' comments on the PO that need to be answered. <i>*Note – if you need urgent communication, please contact your Solenis buyer directly. This information can be found when you open the PO.</i>
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.

Rev.	Author	Description of change	Date	Training required
0	Ana Panduru	Document creation	Feb. 4, 2025	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1				
2				
3				
4				