Kimberly-Clark

How to Provide Vendor Acknowledgement of Purchase Order

Coupa

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Contents

📖 **This icon indicates there are further policy or business process details relating to a step. Click on the provided link(s) placed throughout the QRC for more information.**

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Purpose

This Quick Reference Card (QRC) explains the process for how Suppliers perform multiple tasks within the Coupa Supplier Portal such as configure Purchase Order (PO) transmission preferences, create online catalogs and electronic invoices and view Purchase Orders.
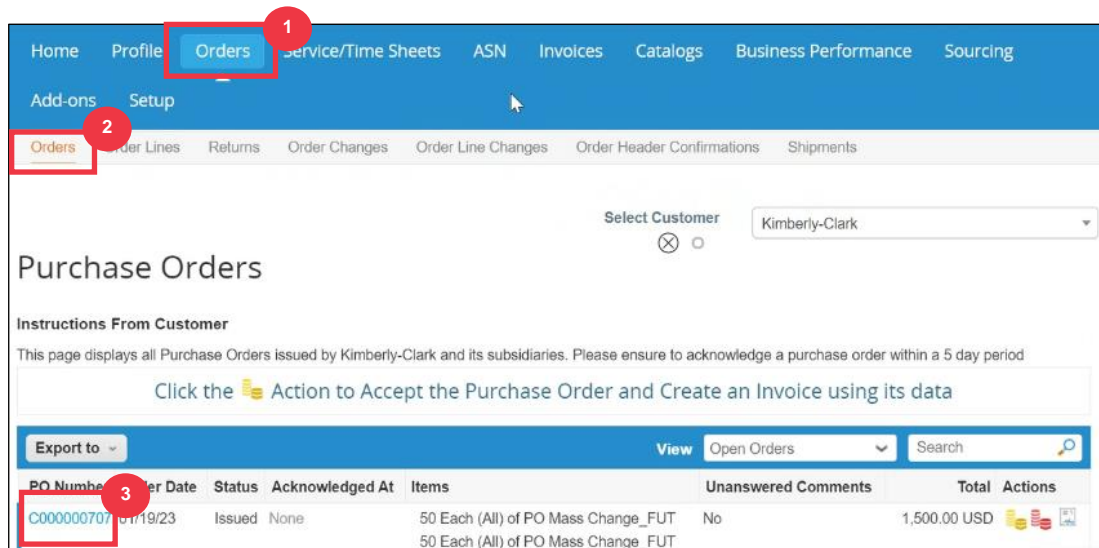
Key Terms

- The **Coupa Supplier Portal** is a web portal to assist suppliers in managing business transactions with Kimberly-Clark (K-C).

- The **Advance Shipping Notice** is an electronically communicated notification of shipment of goods from suppliers to their customers.

- A **Purchase Order (PO)** is a commercial document issued by a buyer to a seller as a commitment to purchase goods or services in agreed upon types, quantities, and prices.

- A **Purchase Order (PO) Acknowledgement** is a confirmation from a supplier to deliver specified quantities of products at specified prices within specified times.

How to Submit Vendor Acknowledgment of Purchase Orders in the CSP

Note: You can choose to let your customer know that you received their PO by selecting the **Acknowledged** checkbox on the PO.

1. From your **CSP Home** screen, select the **Orders** tab.
2. Click the **Orders** subtab.
3. Click the corresponding **PO Number** to select the desired purchase order.

4. Verify the following information on the PO as correct:
   a. **Company Code Plant**
   b. **Ship-To Address**

5. Select the **Acknowledged** checkbox to acknowledge receiving the purchase order.

6. Scroll to the end of the **Lines** section and click the **Save** button.

7. You will receive an **Order acknowledged** notification.

Additional Resources

- [How to Navigate Coupa Supplier Portal – Quick Reference Card](#)
- [How to Submit Vendor Acknowledgement of PO in CSP – Bite Size Learning](#)