

How to Provide Vendor Acknowledgement of Purchase Order

Coupa



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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.

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

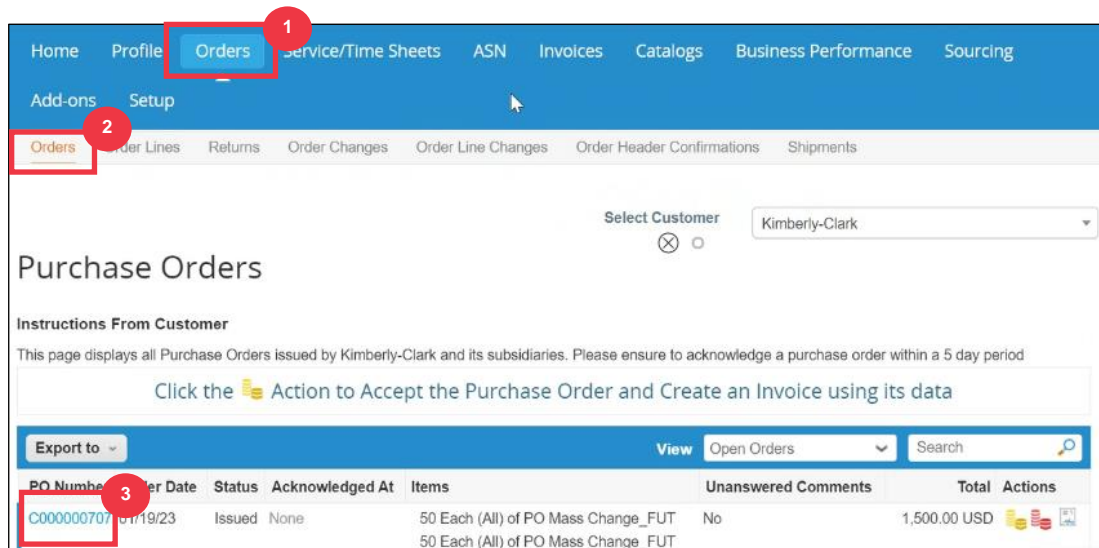
- The **Coupa Supplier Portal** is a web portal to assist suppliers in managing business transactions with Kimberly-Clark (K-C).
- The **Advance Shipping Notice** is an electronically communicated notification of shipment of goods from suppliers to their customers.
- A **Purchase Order (PO)** is a commercial 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.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Sourcing'. The 'Orders' tab is highlighted with a red box and a red circle with the number '1'. Below the navigation bar, there are subtabs: 'Orders', 'Order Lines', 'Returns', 'Order Changes', 'Order Line Changes', 'Order Header Confirmations', and 'Shipments'. The 'Orders' subtab is highlighted with a red box and a red circle with the number '2'. The main content area shows a 'Purchase Orders' section with a 'Select Customer' dropdown menu set to 'Kimberly-Clark'. Below this, there is a table of Purchase Orders. The first row is highlighted with a red box and a red circle with the number '3'. The table has columns for 'PO Number', 'Order Date', 'Status', 'Acknowledged At', 'Items', 'Unanswered Comments', 'Total', and 'Actions'.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
C000000707	07/19/23	Issued	None	50 Each (All) of PO Mass Change_FUT 50 Each (All) of PO Mass Change_FUT	No	1,500.00 USD	

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.

Purchase Order #C000000707

General Info

Status Issued - Sent via Email

Order Date 01/19/23

Revision Date 01/19/23

Requester Pranav Garg

Email pranav.garg@kcc.com

Payment Term G120-Net 120 Accelerate Payment

*** Company Code - 2234 Roswell Admin Facility - KCGS - 0008 Plant**

Attachments None

Acknowledged

Shipping

Ship-To Address 1400 Holcomb Bridge Road
ROSWELL, GA 30076-2190
United States
Location Code: 0008-2234-NF01
Attn: Pranav Garg

Terms DAP-Delivered at Place

Shipment Tracking + Add

No shipment tracking.

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

Lines

Advanced Search Sort by Line Number: 0 → 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced
		PO Ack Test	50	Each (All)	10.00	500.00	0.00

* Need By 02/16/23 Part Number None Manufacturer Name None Manufacturer Part Number None * Inco Terms 2 None Taxable Yes Self Billed by KC? No

Service Start Date None Service Recipient Confirmer None Supplier or Internally Hosted

Per page 15 | 45 | 90

Total USD 500.00

Create Invoice Request Change **Save** Print View

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

Purchase Order #C000000707

Order acknowledged

General Info

Status Issued - Sent via Email

Order Date 01/19/23

Revision Date 01/19/23

Requester Pranav Garg

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ROSWELL, GA 30076-2190
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Additional Resources

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