

# Purchase Orders

Coupa User Guides

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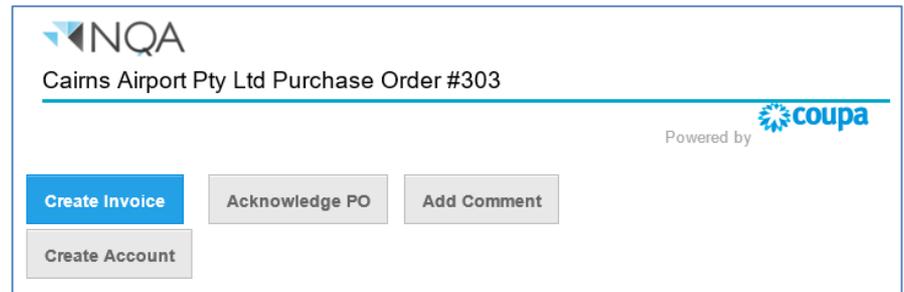
# Purchase Orders

We will raise an internal requisition. Once it has been approved, you will receive an email with the purchase order. It will look something like this:

There are three main buttons you will use.

1. Acknowledging the Purchase Order
2. Adding a comment to the Purchase Order
3. Creating an Invoice

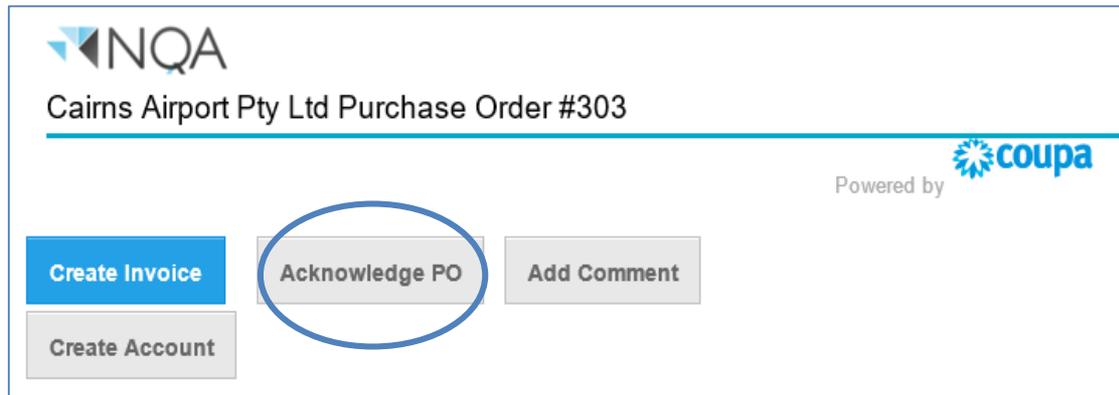
If you wish to join the Coupa Supplier Portal , you would click the fourth button – “Create Account”. Have this as a hyperlink to the CSP



# Acknowledging a Purchase Order

After our internal requisition has been approved, Coupa will turn the requisition into a purchase order and you will receive an email from us to your nominated email address with the Purchase Order details and number. To update your nominated email address, please contact our Procurement department.

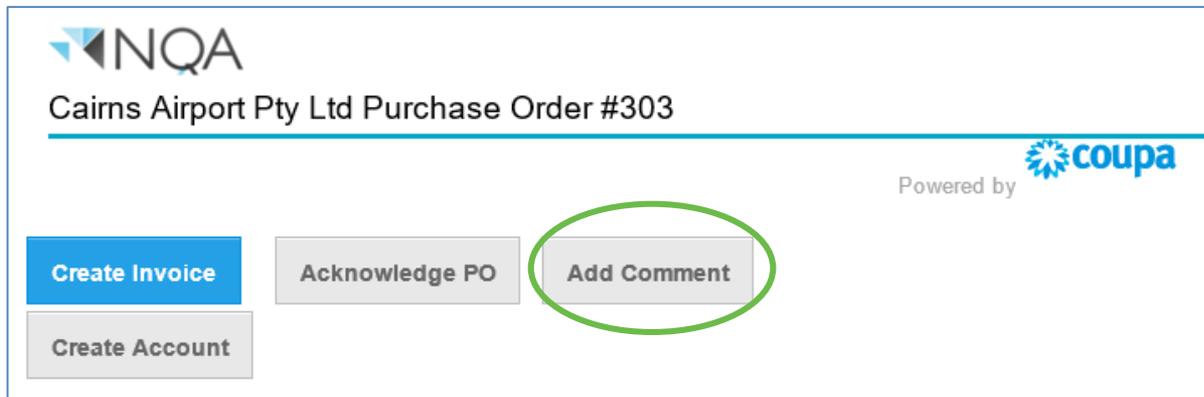
An added benefit of the Coupa system is that you are able to acknowledge receipt of the purchase order from the email you receive. The person who has requested the goods can then see that you have received the Purchase Order.



The screenshot displays the top section of a Coupa purchase order interface. At the top left is the NQA logo. Below it, the text reads "Cairns Airport Pty Ltd Purchase Order #303". To the right of this text is the Coupa logo with the text "Powered by" above it. Below the header, there are four buttons: "Create Invoice" (highlighted in blue), "Acknowledge PO" (circled in blue), "Add Comment", and "Create Account".

# Providing a Comment on a Purchase Order

You are able to provide a comment back to the person providing the Purchase Order by clicking the “Add Comment” button.



The screenshot displays a user interface for a purchase order. At the top left is the NQA logo. Below it, the text reads "Cairns Airport Pty Ltd Purchase Order #303". A horizontal line separates this header from the main content area. On the right side of this area, it says "Powered by" followed by the Coupa logo. Below the header, there are four buttons: "Create Invoice" (highlighted in blue), "Acknowledge PO", "Add Comment" (circled in green), and "Create Account".

# Submitting an Invoice

There are two ways you can submit an invoice to us using Coupa.

## 1. “Flipping” a Purchase Order

You can “flip” a purchase order (ie. create and submit an invoice using the Coupa purchase order notification e-mail that you receive) and attach an electronic copy of your invoice.

When you are ready to “flip” a purchase order for invoice submission and payment, simply locate and open the PO email notification and click the “Create Invoice” button (how to flip a purchase order).

## 2. Submitting an Invoice via the PO Email

You can create and submit an invoice through the Coupa Supplier Portal (how to submit an invoice through the portal).

**Please note – Your supplier account will have only one email address set up for receiving automated purchase orders. If you need more than one email address to receive purchase orders, we recommend you set up an Outlook email rule to auto-forward it to the additional recipients.**

