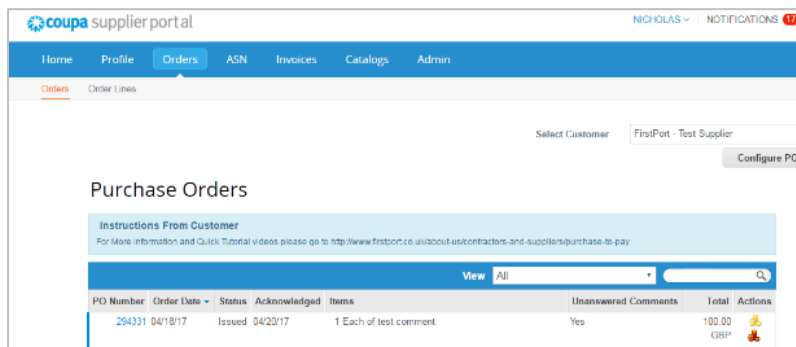


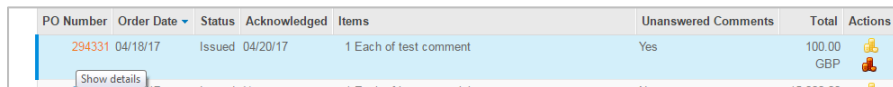
ACKNOWLEDGING & UPDATING A PURCHASE ORDER

Acknowledging a Purchase Order

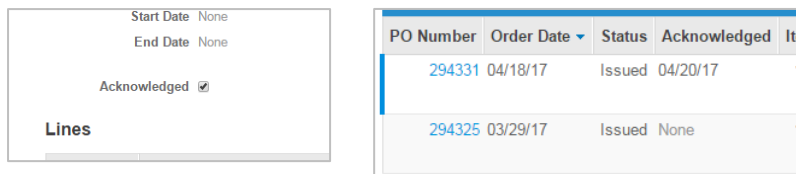
Once a Purchase Order has been created, the first step is to acknowledge that you have received it. To do this, sign in to Coupa Supplier Portal (CSP) and click on 'Orders'



This screen will display a list of all open purchase orders. Click on the PO number you wish to acknowledge to open it.

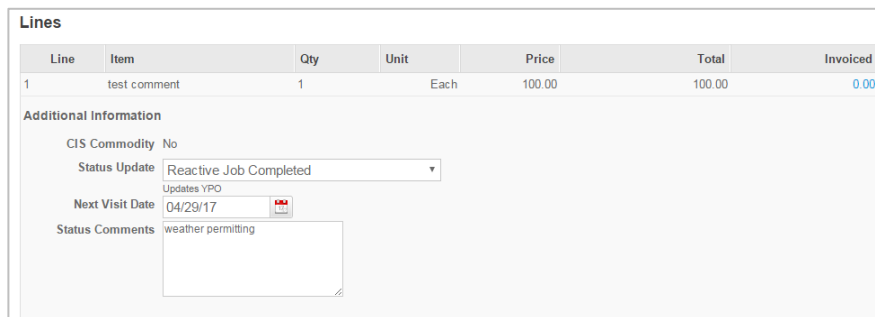


Tick the 'Acknowledged' box to update both CNP and P2P on our side. This will then display on the orders screen.



Updating a Purchase Order

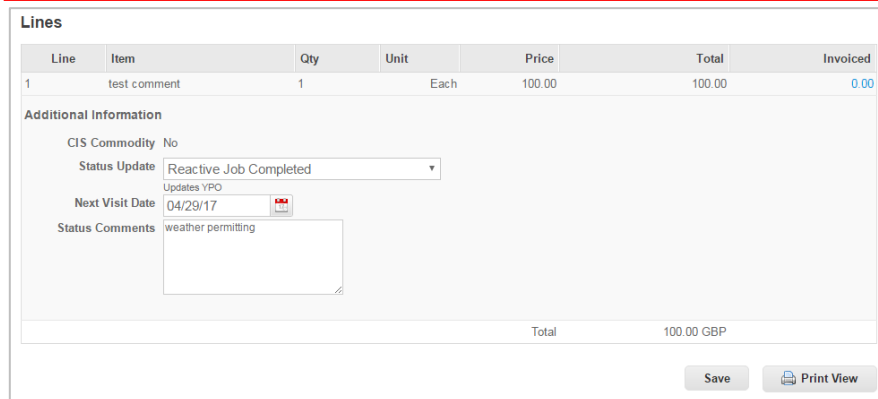
Updating a purchase order gives visibility to both the Development/Property manager and residents living on site. It is therefore important to keep purchase orders up to date. To update a purchase order open up the order with CSP and scroll down to the 'Lines' section.



The key fields to update are 'Status Update' and 'Next Visit Date'. Click on the drop-down list and select the relevant Status Update – Job Accepted, Job Rejected, Job Complete ect.

The 'next visit date' will also need to be selected. This will either be the date you intend to visit, or the date the work was carried out (If you are making the job as complete)

Please note, if the order is an annual/planned order, you will need to update the Next Visit Date after each visit.



Add any additional comments in the status comments field, then click on 'save' to finish updating the purchase order. This will update CSP, P2P (for manager visibility) and Your Property Online (YPO) (for resident's visibility)

