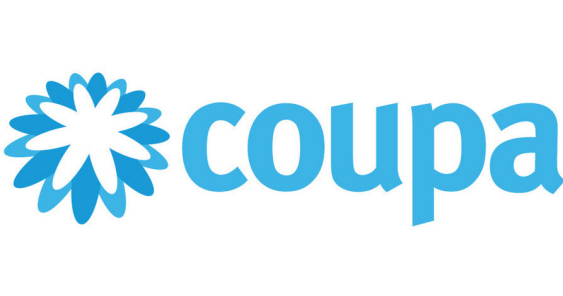




Coupa Supplier Portal - Managing Purchase Orders



On the Landing page select "Orders" to go to your list of received orders


Step One
Select the "Orders" tab on the landing page









Select Customer

Configure PO Delivery

Instructions From Customer

For More information and Quick Tutorial videos please go to <http://www.firstport.co.uk/about-us/contractors-and-suppliers/purchase-to-pay>

Click the  Action to Invoice from a Purchase Order

View All Search									
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions	
1012593	13/01/2021	Issued	None	PM-WO-DRYRUNXW687 E2E - Service Description fir... PM-WO-DRYRUNXW687 E2E - Service Description Nam...	No	160.00 GBP			
1012592	13/01/2021	Issued	None	PM-WO-DRYRUNXW686 E2E - Service Description fir... PM-WO-DRYRUNXW686 E2E - Service Description Nam...	No	195.00 GBP			
1012542	19/11/2020	Issued	None	Test WO	No	100.00 GBP			
1012539	18/11/2020	Issued	None	internal door broken - has been kicked open - h...	No	60.00 GBP			
1012532	18/11/2020	Cancelled	None	floor on 1st floor needs cleaning - some	No	500.00			

 Send a support request

Step Two Selecting the Purchase order

Select Customer

FirstPort









Configure PO Delivery


Instructions From Customer

For More information and Quick Tutorial videos please go to <http://www.firstport.co.uk/about-us/contractors-and-suppliers/purchase-to-pay>

Click the  Action to Invoice from a Purchase Order

On the Orders page select any blue PO Number to open it up

PO Number	Order Date	Status	Acknowledged At	Items	Comments	Total	Assigned To	Actions
1012593	13/01/2021	Issued	None	PM-WO-DRYRUNXW687 E2E - Service Description fir...	No	160.00 GBP		 
1012592	13/01/2021	Issued	None	PM-WO-DRYRUNXW686 E2E - Service Description fir...	No	195.00 GBP		 
1012542	19/11/2020	Issued	None	Test WO	No	100.00 GBP		 
1012539	18/11/2020	Issued	None	internal door broken - has been kicked open - h...	No	60.00 GBP		 
1012532	18/11/2020	Cancelled	None	floor on 1st floor needs cleaning - some	No	500.00		

 Send a support request

Step Three The Purchase Order Page

Select Customer ▾

[Configure PO Delivery](#)

Purchase Order #1012592 | Revision ▾

Status Issued - Sent via Email

Order Date 13/01/2021

Revision Date 13/01/2021

Requester Mike Davies

Email mike.davies@firstport.co.uk

Payment Term END1M

*** Type** Planned

*** Urgency** n/a - Planned Order

Start Date None

End Date None

In Progress? No

Asbestos No

Attachments None

Acknowledged

Shipping

Ship-To Address 12591 Upgrade street
12591 Upgrade street2
San Mateo, CA 11111
United States
Attn: Mike Davies

Tax Registration VAT1111

Hazard THERE IS ASBESTOS ON THIS SITE: If there is any likelihood that the works being carried out will disturb asbestos on site then the asbestos survey must be sent to the contractor before the works commence.

Compliance Surveys [63099_-_Asbestos_Reinspection_-_13.06.2017.pdf](#)

Terms DDP

Scroll down the page to see the rest of the Purchase order

1	Type	Item	Price	Total	Invoiced
		PM-WO-DRYRUNXW899 E2E - Service	80.00	80.00	80.00

Step Four

Find the Order Line information

Status Update

Next Visit Date

Status Comments

Updates YPO

Scroll to mid page to find the order line information

2	Type	Item	Price	Total	Invoiced
		PM-WO-DRYRUNXW899 E2E - Service Description Name Example	80.00	80.00	80.00

Need By	Part Number	Manufacturer Name	Manufacturer Part Number	CIS Commodity
24/09/2020	None	None	None	No

Step Five

Find the function tabs and order history


Total GBP **160.00**

Create Invoice

Edit Change

Save

 Print View

 Comments ▼

Enter Comment

Scroll to the bottom of the page to find the Function tabs, posted comments and order history

Add Comment

 History >

For Your Information
You will receive email notification that you have received a PO from Firstport . You can also acknowledge and accept the PO in the Supplier Portal from here.

1. Click on the link in the email to access the Supplier Portal
2. When you log in you will go to the "Orders" page

Supplier Portal

-

Acknowledging an order



FirstPort Purchase Order #1262703

FirstPort <do_not_reply@neverel.coupahost.com>

Forward ...
Fri 15/10/2021 10:42

Step Six (a) Acknowledging the Order

You can also Acknowledge the order to show you have accepted it from the email that will be sent to your inbox



FirstPort Purchase Order #1262703



Create Invoice

Acknowledge PO

Add Delivery Tracking

Add Comment

This button takes you to the order page

View PO

Login

Step Six

Acknowledging an order

Select Customer

FirstPort ▾

Configure PO Delivery

Status Closed - Sent via Email

Order Date 02/02/2021

Revision Date 02/02/2021

Requester Mike Davies

Email mike.davies@firstport.co.uk

Payment Term END1M

*** Type** Planned

*** Urgency** n/a - Planned Order

Start Date None

End Date None

In Progress? No

Asbestos No

Attachments None

Acknowledged

Assigned to

Shipping

Ship-To Address 12591 Upgrade street
12591 Upgrade street2
San Mateo, CA 11111
United States
Attn: Mike Davies

Tax Registration VAT1111

Hazard THERE IS ASBESTOS ON THIS SITE
any likelihood that the works being can
disturb asbestos on site then the asbes
must be sent to the contractor b
commence.

Compliance Surveys 63099

Acknowledge the order to show you have accepted it

Acknowledged

Assigned to

Select

Lines

Advanced

Search



Sort by

Line Number: 0 → 9



Step Seven

Confirm Job status and adding in upcoming actions

Click the dropdown arrow and update the job status here

Add in next visit date and any comments here

24/09/2020 None None None No

Status Update

- Job Accepted
- Job Delayed: Awaiting contact from resident
- Job Delayed: Parts Required
- Job Delayed: Progress Update
- Job Delayed: Staff Availability
- Job Delayed: Weather Conditions
- Reactive Job Completed
- Planned Contract Completed
- Job Rejected

Next Visit Date

dd/mm/yyyy

Status Comments

Price	Total	Invoiced
80.00	80.00	80.00

PM-WO-DRYRUNXW901 E2E - Service
Description Name Example

Need By	Part Number	Manufacturer Name	Manufacturer Part Number	CIS Commodity
24/09/2020	None	None	None	None

Status Update

Updates YPO

Next Visit Date

dd/mm/yyyy

Status Comments

24/09/2020 None None None No

Status Update

Job Delayed: Parts Required

Next Visit Date

26/03/2021

Status Comments

Part coming from Germany

Updates YPO

Step Eight

Confirming upcoming actions

Invoiced

80.00

PMFWO-DRTKRONXW901 EZE - Service
Description Name Example

Need By	Part Number	Manufacturer Name	Manufacturer Part Number	CIS Commodity
24/09/2020	None	None	None	No

Status Update

Job Delayed: Weather Conditions

Next Visit Date

26/03/2021

Status Comments

Not able to access roof due to wind

Updates YPO

Updates show here

Confirm updates by selecting "Save"

Per page 15 | 45 | 90

Total GBP 160.00

Total GBP 160.00

Step Nine

Communicating with the Requester

Create Invoice

Edit Change

Save

Print View

1 Comment

Enter Comment

Can you confirm the door that needs fixing on floor 2

To raise any queries concerning the purchase order you can add a comment in this section which will send a notification to the requester

Add Comment

Participants:: Supplier User



Supplier User

test comment

Previous comments and replies will be listed below

On 27/02/2021 at 06:39

Send a support request

For Your Information

*For guidance on requesting to change the PO,
please refer to the guide CSP 6*

"Submitting a change request on a PO"

Supplier Portal

-
Submitting a change request on
a PO



HR & Talent
#FirstPortPeople