

Purpose:

The Coupa Supplier Portal (CSP) provides suppliers with the opportunity to acknowledge Purchas Orders automatically, this Job Aid is aimed to provide guidance to complete this task.

Content:

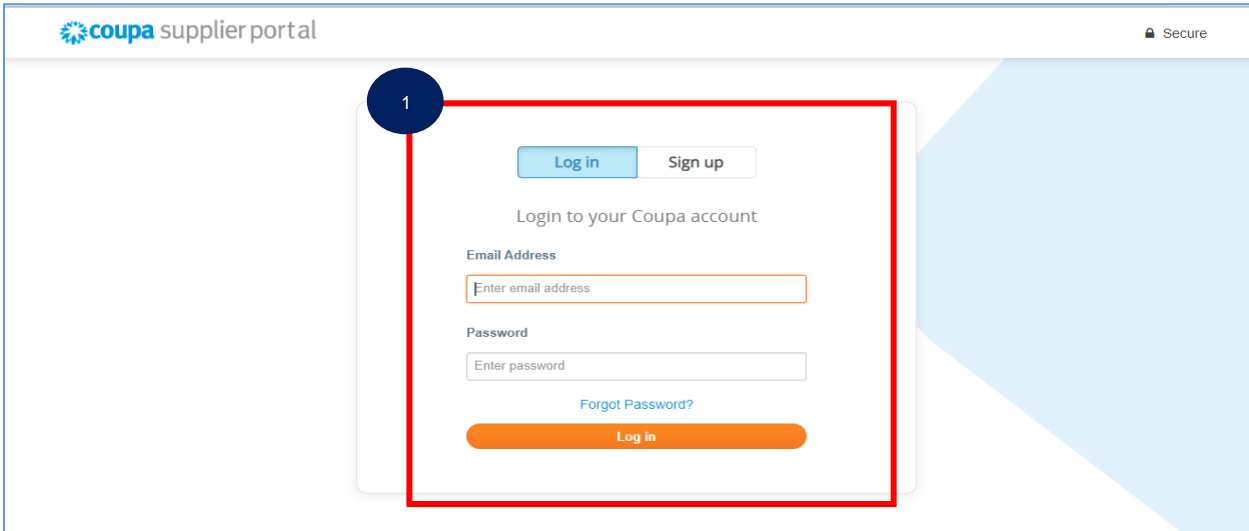
1. Acknowledged PO Definition.
2. Inside the CSP.
3. Change Requests.

1. What is the meaning of an Acknowledged PO for Novelis.

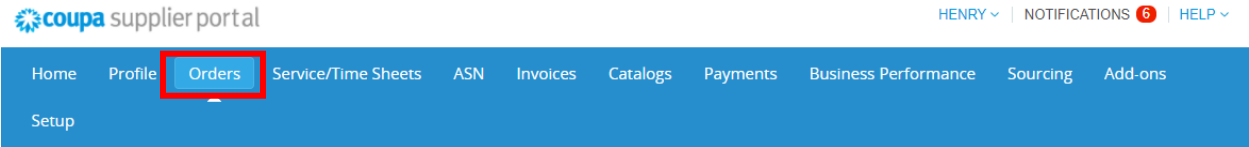
- The material/service that the order is requesting is available or will be by the time is needed.
- The price on the order is correct.
- The delivery date will be met, and the material/service will be delivered on said date.

2. Inside the CSP

1. You will log in to the Coupa Supplier Portal <https://supplier.coupahost.com/>



2. Select "Orders" located on the top ribbon.








3. Select the order that needs to be acknowledged.

Purchase Orders

Instructions From Customer

Novelis is now utilizing Coupa to manage purchase orders and to communicate with our suppliers. Below you will find information and links related to purchase orders for your company. Please contact your buyer or Procurement@novelis.com if you need assistance.

Click the  Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
CP004760	07/25/23	Issued	07/26/23	1 Each of Test	No	15.00 USD		
CP004749	07/14/23	Issued	None	1 Each of test	No	15.00 USD		
CP004580	06/06/23	Issued	None	4 Each of test	No	20.00 USD		
CP004579	06/06/23	Issued	None	1 Each of test	No	2.00 USD		

4. Click on the checkbox next to "Acknowledge".

Select Customer Novelis Inc. - Jay's Janitorial Services

Purchase Order #CP004760

Order unacknowledged
✕

General Info

Status Issued - Sent via Email

Order Date 07/25/23

Revision Date 07/25/23

Requester Steven Foulds

Email steven.foulds@novelis.adityabirla.com

Payment Term 0.5% 15_NET 30 (SAP-PGE)

Site Address 1234 Fake Street, Atlanta GA, 30329

Site Address 2 None

*** Buyer Name** Charles Johnson1_SAP-PGE

Attachments None

Acknowledged

Assigned to

Shipping

Ship-To Address 1261 WILLOW RUN ROAD
GREENSBORO, GA 30642-2756
United States
Location Code: 1230
Attn: Steven Foulds

Acknowledgment & Shipping Instructions None

Invoice Instructions None

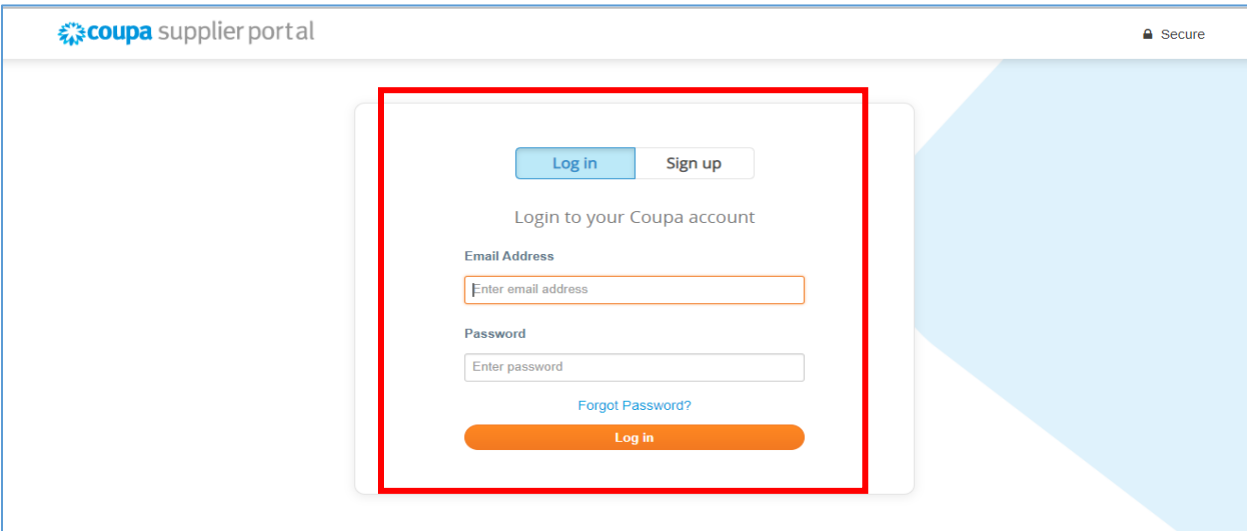
Terms None

Shipment Tracking

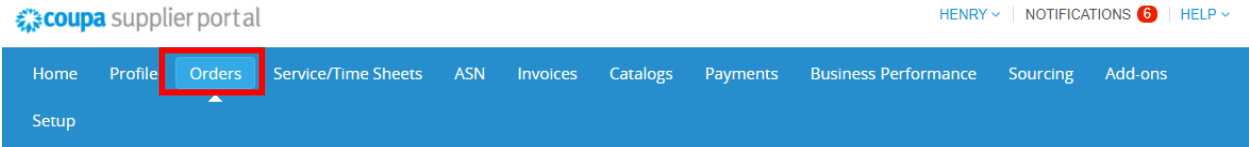
No shipment tracking.

3. Submit Change Requests

- 1. You will log in to the Coupa Supplier Portal <https://supplier.coupa.com/>



- 2. Select "Orders" located on the top ribbon.












- 3. Select the order that needs to be adjusted.

Purchase Orders

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Export to	View	All	Search					
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CP004579	06/06/23	Issued	None	1 Each of test	No	2.00 USD		 


- 4. Scroll down to the bottom of the page and select “Request Change”

[Create Invoice](#) [Request Change](#) [Save](#) [Print View](#)

- 5. Adjust the fields that need updating, select the reason for Change and submit for approval (You can only request a change for price, quantity and/or delivery date).

Lines

Type	Item	* Qty	Unit	* Price	Total
1	 test	4.00	Each	5.000000	20.00

* Need By
06/09/23 

Item Text: None Material Characteristics: None

Total 20.00 USD

* Reason for Change

Comment (required for "Other")

[Cancel](#) [Save Change Request](#) [Submit Change Request](#)