



**Coupa Quick  
Reference Guide for  
Suppliers |  
Receive and view  
purchase orders**

## Receive purchase orders via mail

- 1 You will be notified via mail as soon as Schaeffler sends a purchase order to you. By opening this mail and clicking on the button 'View Order' you will be routed to the Coupa Supplier Portal (CSP).



**SCHAEFFLER** Schaeffler Group Purchase Order #89

Powered by coupa

Hi Supplier 1,  
You have received a new purchase order #89 from Schaeffler Group Company.

Submitted By Emma Brown  
On Behalf Of Emma Brown  
Supplier Supplier 1  
Total 44,800.00 EUR

Items	Standard Laptop - Lenovo T440	8 Each @ 1,200.00	9,600.00 EUR
	Laptop MacBook Pro 15 inch	16 Each @ 2,200.00	35,200.00 EUR

1 [View Order](#)



**Note:**

Please check your spam folder for Purchase Orders on a regular basis.

## View purchase orders in the Coupa Supplier Portal (CSP)

- 1 To view your Purchase Orders in the CSP, log-in to the CSP and click on the tab 'Orders' in the menu bar. A list with all purchase orders (PO) raised by Schaeffler will be displayed.
- 2 Click on the PO number to open and view the details of the PO.
- 3 Acknowledge a PO: Tick the Acknowledge box, scroll down to view the PO lines which include the description of each item, the unit price and the total value of the PO.

The screenshot displays the Coupa Supplier Portal interface. At the top, the 'Orders' tab is selected in the navigation menu. Below the menu, a table lists purchase orders. The second row, with PO number 5700001865, is highlighted. Below the table, the details for this purchase order are shown, including a status of 'Issued' and an 'Acknowledge' checkbox. The 'Lines' section below shows a table with one line item: 'Test Service Request' with a price of 6,000.00 MYR. The 'Acknowledge' checkbox is checked, and the 'Total' is 6,000.00 MYR.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
5700001856	08/12/2020	Issued	08/12/2020	3 Each of Smoke Capsules	No	600.00 MYR		
5700001865	10/12/2020	Issued	None	Test Service Request	No	6,000.00 MYR		

Purchase Order #5700001865

Status: Issued - Sent via Email  
 Order Date: 10/12/2020  
 Revision Date: 10/12/2020  
 Requester: Sophie FACE  
 Email: Coupa.papouser-35243915@gmail.com  
 Payment Term: W530  
 Block Electronic Invoicing? No  
 Attachments: None  
 Acknowledge   
 Assigned to: [ ]

Type	Item	Price	Total	Invoiced
Service	Test Service Request	6,000.00	6,000.00	0.00

Service Start Date: 10/12/2020, Due Date: 17/12/2020, Resource Manager: Reema Raisinghani, Confirmed: 0.00, Pending Approval: 0.00, Pending Rework: 0.00, Discarded: 0.00, Part Number: None

Manufacturer Name: None, Manufacturer Part Number: None

Total MYR 6,000.00

Buttons: Create Invoice, Create Service/Time Sheets, Save, Print View



### Note:

- By clicking on 'View' you will be able to customize the PO table view.
- By clicking on 'Print View' you can download the PDF version of the PO.

## Purchase order status in CSP

PO Status	Description
<b>Buyer Hold</b>	The purchase order is approved, but pending buyer review within Schaeffler.
<b>Cancelled</b>	The purchase order is cancelled and does not need to be fulfilled.
<b>Closed</b>	The issued purchase order was received and then closed, either manually or automatically.
<b>Currency Hold</b>	The purchase order is on hold due to an issue related to currency exchange rates.
<b>Error</b>	Something is wrong with the purchase order, please contact Schaeffler to resolve the issue.
<b>Issued</b>	The purchase order was approved and sent to you.
<b>Soft Closed</b>	The purchase order is closed but can be reopened. Note: You cannot create an invoice for an order in this status.

## ‚Actionable Notification‘ for Non-CSP registered suppliers

If a supplier is not registered in the Coupa Supplier Portal, they will receive approved Coupa orders from Schaeffler by mail - these are called Supplier Actionable Notifications (SAN).

- Suppliers can view the order lines in the mail and have the option to create a Coupa Supplier Portal account by clicking on "Create Account".

Schaeffler Automotive Buehl GmbH & Co.KG  
Purchase Order #7000000127

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**Ship To**

Schaeffler Automotive Buehl GmbH & Co.KG  
Schaeffler Technologies AG & Co. KG  
Galgenhofer Straße 41  
Herzogenaurach, 91074  
Germany  
0061-0001  
Attn: Graceson Lankamuni

**Bill To**

Schaeffler Automotive Buehl GmbH & Co.KG  
Industriestraße 3  
Bühl, 77815  
Germany  
Attn:

Line	Description	Need By Date	Qty	Unit	Price	Total
1	Dress shirt 1257896	26/02/2021	1	Each	10.00	10.00
						10.00 EUR

Acknowledge PO

Add Delivery Tracking

Add Comment

1

Create Account



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