

A person wearing a grey coat and teal sneakers walking on a stone-paved street. The person is seen from the waist down, moving towards the right. The background is a light-colored stone wall.

SUPPLIER GUIDE

Purchase Order
management

TABLE OF CONTENTS

Purchase Order (PO) email	4
CSP log In	5
CSP – ‘Orders’ tab	6
CSP - PO details	10

NAVIGATION

Click on the section name to navigate to the topic



Click on Home button to return to Table of Contents



HOME

Purchase order management

TF
G



Purchase Order (PO) email



[Reply](#) [Reply All](#) [Forward](#) [Delete](#) [Move](#) [Mark](#) [Add](#) [View](#) [Print](#) [Close](#)

New PO

Thu 1/7/2021 11:33 AM

From: THE FOSCHINI GROUP LIMITED
To: Mandyquins@testing.s2pconsulting.co.za

Message

TFG TEST THE FOSCHINI GROUP LIMITED Purchase Order #C000001677

Powered by coupa

Hi Mandy,

You have received a new purchase order #C000001677 from THE FOSCHINI GROUP LIMITED Company.

Submitted By Katlego Leeuw
 Supplier Mandyquins Mannequins & Displays

Total	18 000,00 ZAR	
Items	Female mannequin	4 Each @ 2 500,00
	Mannequins - Torso	4 Each @ 2 000,00
		10 000,00 ZAR
		8 000,00 ZAR

1.1

[View Order](#)

1	When a PO is sent to you, you will first receive it via email.
1.1	The body of the email contains details of your PO. To view your PO in the CSP, click on 'View Order'

More Detail

PO ID C000001677	Department None
Status Issued - Scheduled for email	Last Opened None
Order Date 2021/01/07	Acknowledged At None
Revision Date 2021/01/07	Payment Term None
Req # 1631	Shipping None

Supplier	Shipping
Mandyquins Mannequins & Displays 23 Time street Johannesburg 2001 South Africa Mandyquins@testing.s2pconsulting.co.za ++27 11 222 3333	350 Voortrekker Road Parow East Western Cape 7500 South Africa Attn: Katlego Leeuw

Lines

- 4 EA **Female mannequin** for **10 000,00 ZAR**
 Supplier Mandyquins Mannequins & Displays • Need By 2021/01/29 • Commodity Marketing Services • Savings (%) 30.0% • Account 101-K-1000012--10300 • Period Budget_100_UAT Week 1
- 4 EA **Mannequins - Torso** for **8 000,00 ZAR**
 Supplier Mandyquins Mannequins & Displays • Need By 2021/01/29 • Commodity Marketing Services • Savings (%) 30.0% • Account 101-K-1000012--10300 • Period Budget_100_UAT Week 1

Total	18 000,00 ZAR
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Register

New to Coupa? Create your account or click here for [help](#).

First Name

Last Name

Company

* Email

Log In

Welcome back! Log in or click here for [help](#).

2.1 * Email Address

2.2 * Password

[Forgotten your password?](#)

2.3

2	Enter your login credentials to login to your account.
2.1	Your email address
2.2	Password
2.3	Click on 'Log In'

coupa supplier portal MANDY | NOTIFICATIONS 7 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons Setup

Orders Order lines Returns Order Changes Order Line Changes Deliveries

You have 1 **3.1** announcements related to Orders (THE FOSCHINI GROUP LIMITED) [View All Announcements](#)

Select Customer **3.2** THE FOSCHINI GROUP LIMITED
THE FOSCHINI GROUP LIMITED

Purchase Orders

Instructions From Customer
Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime

Click the  Action to Invoice from a Purchase Order

3.3

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000001677	2021/01/07	Issued	None	4 each of Female mannequin 4 each of Mannequins - Torso	No	18 000,00 ZAR		
1101	2020/11/04	Soft Closed	2020/11/04	7 each of Female mannequin	No	17 500,00 ZAR		
650	2020/10/23	Issued	None	8 each of Kids mannequin	No	12 000,00 ZAR		
649	2020/10/23	Issued	2020/11/04	5 each of Mannequins - Torso	No	10 000,00 ZAR		
648	2020/10/23	Issued	2020/11/04	7 each of Female mannequin	No	17 500,00 ZAR		

[View](#) All

[Chat with Coupa Support](#)

3

Once logged into the Coupa Supplier Portal

3.1

Click on the 'Orders' tab on the main menu. The Orders page with the Purchase Orders table appears

3.2

From the 'Select Customer' drop-down list in the top right corner, select THE FOSCHINI GROUP LIMITED to see all your TFG purchase orders.

3.3

The default view displays all purchase orders received from TFG.

Purchase Orders

Instructions From Customer

Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime

Click the  Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000001677	2021/01/07	Issued	None	4 each of Female mannequin	No	18 000,00 ZAR		  

3.4

3.4

To search for a specific order, type in the order number and click on the search icon.

Purchase Orders

Instructions From Customer

Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime

Click the  Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000001677	2021/01/07	Issued	None	4 each of Female mannequin 4 each of Mannequins - Torso	No			  
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650	2020/10/23	Issued	None	8 each of Kids mannequin	No			  
649	2020/10/23	Issued	2020/11/04	5 each of Mannequins - Torso	No			  
648	2020/10/23	Issued	2020/11/04	7 each of Female mannequin	No			  

3.5

3.5

Click on the 'View' drop-down menu to perform advanced filtering.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000001677	2021/01/07	Issued	None	4 each of Female mannequin 4 each of Mannequins - Torso	No	18 000,00 ZAR		 
1101	2020/11/04	Soft Closed	2020/11/04	7 each of Female mannequin	No	17 500,00 ZAR		
650	2020/10/23	Issued	None	8 each of Kids mannequin	No	12 000,00 ZAR		 
649	2020/10/23	Issued	2020/11/04	5 each of Mannequins - Torso	No	10 000,00 ZAR		 
648	2020/10/23	Issued	2020/11/04	7 each of Female mannequin	No	17 500,00 ZAR		 

Use the actions shortcut buttons to do the following:

3.6

Click on the gold coins to create an invoice.

3.7

Click on the red coins to create a credit note.



3.8

View All 1677

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000001677	2021/01/07	Issued	None	4 each of Female mannequin 4 each of Mannequins - Torso	No	18 000,00 ZAR		 
1101	2020/11/04	Soft Closed	2020/11/04	7 each of Female mannequin	No	17 500,00 ZAR		
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648	2020/10/23	Issued	2020/11/04	7 each of Female mannequin	No	17 500,00 ZAR		 

3.8	The status table shows the status of your purchase orders.
3.9	POs can have the following status':

3.9

- 1. Buyer Hold:** The PO is approved but pending buyer review handled by Procurement department)
- 2. Cancelled:** The PO is cancelled and doesn't need to be fulfilled.
- 3. Closed:** The issued PO was received and then closed, either manually or automatically within Coupa
- 4. Currency Hold:** The PO is on hold due to a currency exchange rate issue. Currency Hold happens when the currency of the Chart of Account (i.e., company code or BU) and the currency of the item does not have an exchange rate to link the 2 currencies. Only Admins can release the currency hold and they should map the exchange rates of the 2 currencies before releasing.
- 5. Error:** There's something wrong with the PO. Contact buyer to get the PO back on track.
- 6. Issued:** The PO was approved and sent to you.
- 7. Soft Closed:** The PO is closed but can be reopened. You cannot invoice against a PO in this status. You cannot invoice against a soft closed PO.

Purchase Order (PO) details

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000001677	2021/01/07	Issued	None	4 each of Female mannequin 4 each of Mannequins - Torso	No	18 000,00 ZAR		

4	PO details
4.1	For a detailed view of your PO click on the PO number.
4.2	Details of your PO will display.
4.3	Scroll down to view PO line-item details.

- Home
- Profile
- Orders**
- Service/Time Sheets
- ASN
- Invoices
- Catalogues
- Business Performance
- Sourcing
- Add-ons
- Setup

- Orders**
- Order lines
- Returns
- Order Changes
- Order Line Changes
- Deliveries

You have 1 customer announcements related to Orders (THE FOSCHINI GROUP LIMITED) [View All Announcements](#)

Purchase Order #C000001677

Status Issued - Sent via Email

Order Date 2021/01/07

Revision Date 2021/01/07

Requester Katlego Leeuw

Email katlego.leeuw@s2pconsulting.co.za

Payment Term None

Attachments None

Acknowledged

Assigned to

Shipping

Ship-To Address 350 Voortrekker Road
Parow East
Western Cape
7500
South Africa
Attn: Katlego Leeuw

Terms None

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced														
1	Female mannequin	4	each	2 500,00	10 000,00	0,00														
<table border="1"> <thead> <tr> <th>Need By</th> <th>Part Number</th> <th>Manufacturer Name</th> <th>Manufacturer Part Number</th> <th>Prepayment?</th> <th>Service Start Date</th> <th>Service End Date</th> </tr> </thead> <tbody> <tr> <td>2021/01/29</td> <td>None</td> <td>None</td> <td>None</td> <td>No</td> <td>None</td> <td>None</td> </tr> </tbody> </table>							Need By	Part Number	Manufacturer Name	Manufacturer Part Number	Prepayment?	Service Start Date	Service End Date	2021/01/29	None	None	None	No	None	None
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2021/01/29	None	None	None	No	None	None														
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No	None																			
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No	None																			

4.1

4.2

4.3

Purchase Order (PO) details

Type	Item	Qty	Unit	Price	Total	Invoiced
	Mannequins - Torso	4	each	2 000,00	8 000,00	0,00

Need By	Part Number	Manufacturer Name	Manufacturer Part Number	Prepayment?	Service Start Date	Service End Date
2021/01/29	None	None	None	No	None	None

Upfront Deposit Payment?	Deposit Remark
No	None

Per page [15](#) | [45](#) | [90](#)

Total ZAR **18 000,00**

4.4

Create Invoice

4.5

Request Change

4.6

Print View

4.4

Click on the **'Create Invoice'** button to create an invoice.

4.5

Click on the **'Request Change'** button to ask for a change in the PO.

Note: Change orders can only be requested withing 72 hours of receipt. Change requests can be to request updates in PO data (price, quantity or expected delivery date).

See step **4.8** on sending a message to the requester should you wish communicate additional information on the PO change request.

4.6

Click on **'Print View'** to get a PDF version of your PO.

Create Invoice

Request Change

Save

 Print View

 Comments

4.7

Enter Comment

Dear TFG requestor.....

4.8

Add Comment

4.9

 History

Automatically updated

on 2021/01/07 at 11:33 AM

Purchase order C000001677 version 1 sent to supplier via Email. [View PO](#)

Foschini Retail Group (Pty) Ltd User

on 2021/01/07 at 11:32 AM

Foschini Retail Group (Pty) Ltd User

On 2021/01/07 at 11:32 AM

Purchase order C000001677 Created

4.7

Enter your comments to the PO requester by typing your message in the field provided.

4.8

Click on '**Add Comment**' to send your message to the requestor.

4.9

To view an audit train on your PO, click on the '**History**' drop down arrow.

4.10

A list of activities associated with your PO presents.



HOME

TF
G

THANK YOU