

Receiving a Purchase Order

About this Guide

This guide will review the various methods for receiving a **Purchase Order** in S2P-Coupa.



Via the Coupa Supplier Portal

Login to the Coupa Supplier Portal and navigate to the **“Orders”** tab. This is where Purchase Orders are housed in Coupa.

In order to view Waste Management specific Purchase Orders, select Waste Management from the dropdown menu for **“Select Customer.”**

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the 'coupa supplier portal' logo on the left and 'NEW WM', 'NOTIFICATIONS', and 'HELP' on the right. Below this is a main menu with tabs: Home, Profile, Orders (highlighted with a red box and arrow), Service/Time Sheets, ASN, Invoices, Catalogs, Payments, Add-ons, and Admin. Underneath the main menu is a sub-menu with tabs: Orders (highlighted with a red box and arrow), Order Lines, Returns, Order Changes, Order Line Changes, and Shipments. On the right side, there is a 'Select Customer' dropdown menu with 'Waste Management Dev' selected (highlighted with a red box and arrow). Below the dropdown is a 'Configure PO Delivery' button. The main content area is titled 'Purchase Orders' and contains an 'Instructions From Customer' section with an announcement. Below that is a button to 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'. At the bottom, there is a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The table currently shows 'No rows'.

Via Email

You will receive an email from Coupa each time a PO has been created.

The PO details will be included in the body of the email and in an attachment.

From this email, you will have options to **“Create an Invoice,” “Add Shipment Tracking,”** or **“Add a Comment.”**

Clicking the **“Acknowledge PO,”** button will notify WM that you have received the PO.

You can also create a Coupa Supplier Portal Account by clicking **“Create Account.”**

WM National Services, Inc. Purchase Order #10008025 Inbox x 1. WM x

Waste Management Test <do_not_reply@wm-test.coupa.com>
to me ▾

 WM National Services, Inc. Purchase Order #10008025

Powered by 

Create
Invoice

Acknowledge
PO

Add Shipment
Tracking

Add
Comment

Create
Account



WM National Services, Inc.
PURCHASE ORDER

Waste Management's General Terms and Conditions for
Purchase as found on wm.com apply to this Purchase
Order.

Note: For more information about how to Create an Invoice or Credit Note, please see the related Supplier Guide.