

# Coupa Supplier Portal: Supplier Initiated Purchase Order Changes



PROCUREMENT IS A JOURNEY | WHERE ARE YOU GOING?

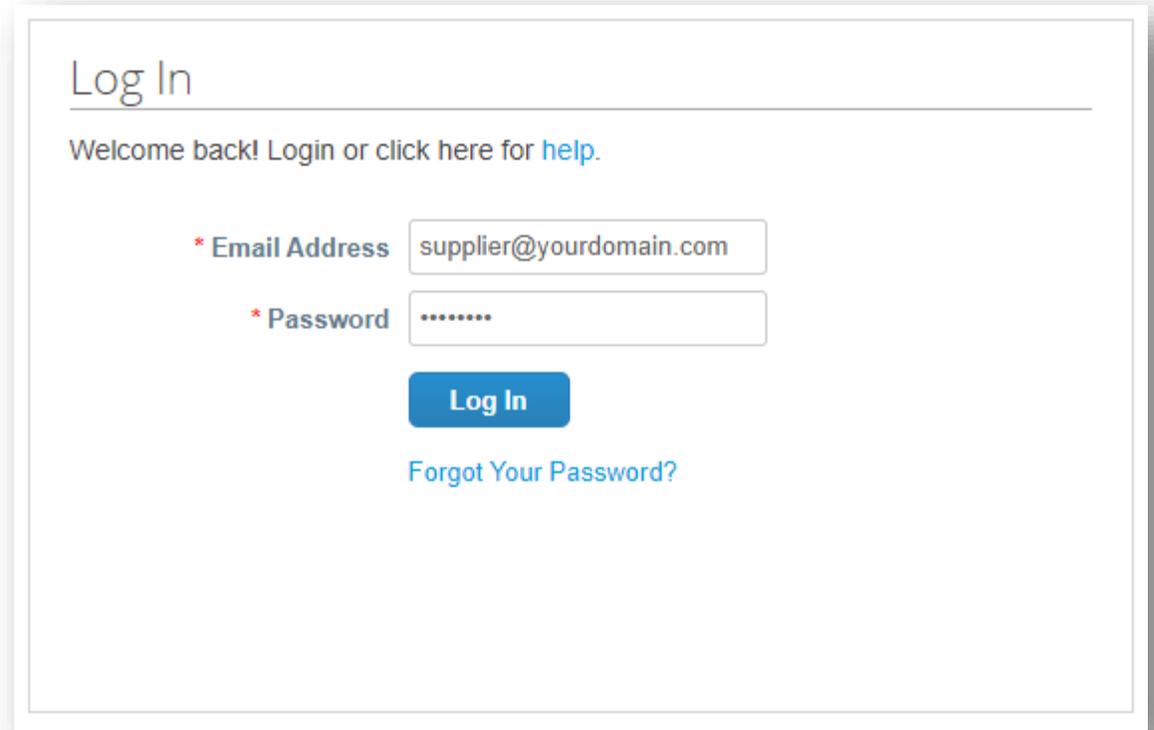
# Overview

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- Accessing Purchase Orders
- Changing a Purchase Order
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# Logging into the Coupa Supplier Portal (CSP)

- Go to <https://supplier.coupahost.com/> in your computer's or mobile device's web browser.
- Save <https://supplier.coupahost.com/> to your bookmarks for future access.
- Enter the e-mail address and password associated with your Coupa account.
- Need help logging into the CSP? Please e-mail [supplyline@ups.com](mailto:supplyline@ups.com) for assistance.



Log In

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

\* Email Address

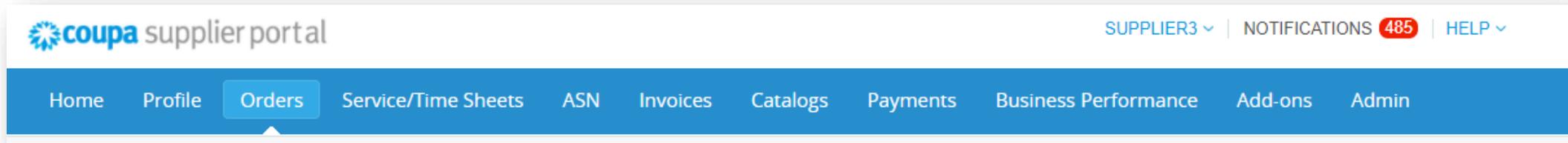
\* Password

[Log In](#)

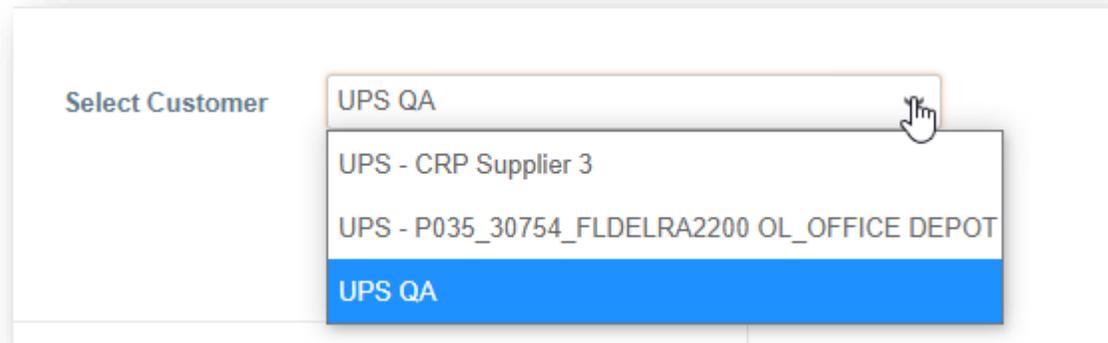
[Forgot Your Password?](#)



# Accessing Purchase Orders



- At the top of the Home Screen, click the Orders tab to be directed to the purchase orders history page.
- If applicable, in the upper right corner of the Orders page, ensure the correct customer is selected.



# Accessing Purchase Orders

1. Locate the purchase order that requires changing and click the blue PO number.
2. This opens the PO's full detailed view.

2.

Purchase Order #COU1341

Status Issued - Pending Manual

Order Date 09/16/20

Revision Date 09/16/20

Requester DAPHNE CROWE

Email daphnecrowe@ups.com

Payment Term EOAP + NET 45

Attachments None

Acknowledged

Assigned to

**Shipping**

Ship-To Address UPS-PACKAGE & HUB SPREAD: CAVAN-VAN  
NUYS  
18000 ARMINTA SST  
VAN NUYS, CA 91408  
United States  
Location Code: CAVANAO0948  
Attn: DAPHNE CROWE

Terms Destination

**Shipment Tracking** + Add

No shipment tracking.

**Lines**

Advanced Search Sort by Line Number: 0 - 9

| Type | Item             | Qty | Unit | Price | Total | Invoiced |
|------|------------------|-----|------|-------|-------|----------|
|      | 9715030001_COUPA | 1   | Each | 29.62 | 29.62 | 0.00     |

Part Number Manufacturer Name Manufacturer Part Number  
None COUPA 9715030001

Per page 15 | 45 | 90

Total USD 29.62

Create Invoice Request Change Save Print View

1.

Purchase Orders

Click the Action to Accept the Purchase Order and Create an Invoice using its data

View All Search

| PO Number               | Order Date | Status | Acknowledged At | Items                      | Unanswered Comments | Total        | Assigned To | Actions |
|-------------------------|------------|--------|-----------------|----------------------------|---------------------|--------------|-------------|---------|
| <a href="#">COU1342</a> | 09/16/20   | Issued | None            | 1 Each of 9715030001_COUPA | No                  | 29.62<br>USD |             |         |
| <a href="#">COU1341</a> | 09/16/20   | Issued | None            | 1 Each of 9715030001_COUPA | No                  | 29.62<br>USD |             |         |



# Changing a Purchase Order

- Scroll down toward the lower left corner of the purchase order below the Total field.
- Click the Request Change button to enter the request to change page for the selected purchase order.

Purchase Order #COU1341

Status: Issued - Pending Manual

Order Date: 09/18/20

Revision Date: 09/18/20

Requester: DAPHNE CROWE

Email: daphnecrowe@ups.com

Payment Term: EOAP + NET 45

Attachments: None

Acknowledged:

Assigned to:

Shipping

Ship-To Address: UPS -PACKAGE & HUB SPREAD: CAVAN-VAN NUYS  
18000 ARMINTA SST  
VAN NUYS, CA 91406  
United States  
Location Code: CAVANAO0948  
Attr: DAPHNE CROWE

Terms: Destination

Shipment Tracking + Add

No shipment tracking.

Lines

| Type | Item             | Qty | Unit | Price | Total | Invoiced |
|------|------------------|-----|------|-------|-------|----------|
| 1    | 9715030001_COUPA | 1   | Each | 29.62 | 29.62 | 0.00     |

Part Number: None, Manufacturer Name: COUPA, Manufacturer Part Number: 9715030001

Per page: 15 | 45 | 90

Total USD 29.62

Change Save Print View

Create Invoice Request Change Save Print View



# Changing a Purchase Order

- In the request to change view, the Quantity (Qty), Price, and Need By Date fields can be edited.
- From the Reason for Change menu select the appropriate reason. If “Other” is selected a comment must be entered in the Comment field.
- Once all required fields are updated, click the Submit Change Request button.

Lines

| Type | Item             | * Qty | Unit | * Price   | Total |
|------|------------------|-------|------|-----------|-------|
| 1    | 9715030001_COUPA | 1     | Each | 29.620000 | 29.62 |

Need By Date  
mm/dd/yy

Total 29.62 USD

\* Reason for Change

\* Reason for Change

- Cannot fulfill order quantity/amount
- The ordered item is no longer available
- Cannot fulfill orders by the Need-by date
- Other

Cancel Save Change Request Submit Change Request

Cancel Save Change Request Submit Change Request



# Changing a Purchase Order

- Back on the purchase orders history page a green bar stating “Change request for Purchase Order ##### has been submitted for approval.”
- The appropriate approver(s) will be notified of the requested change.

## Purchase Orders

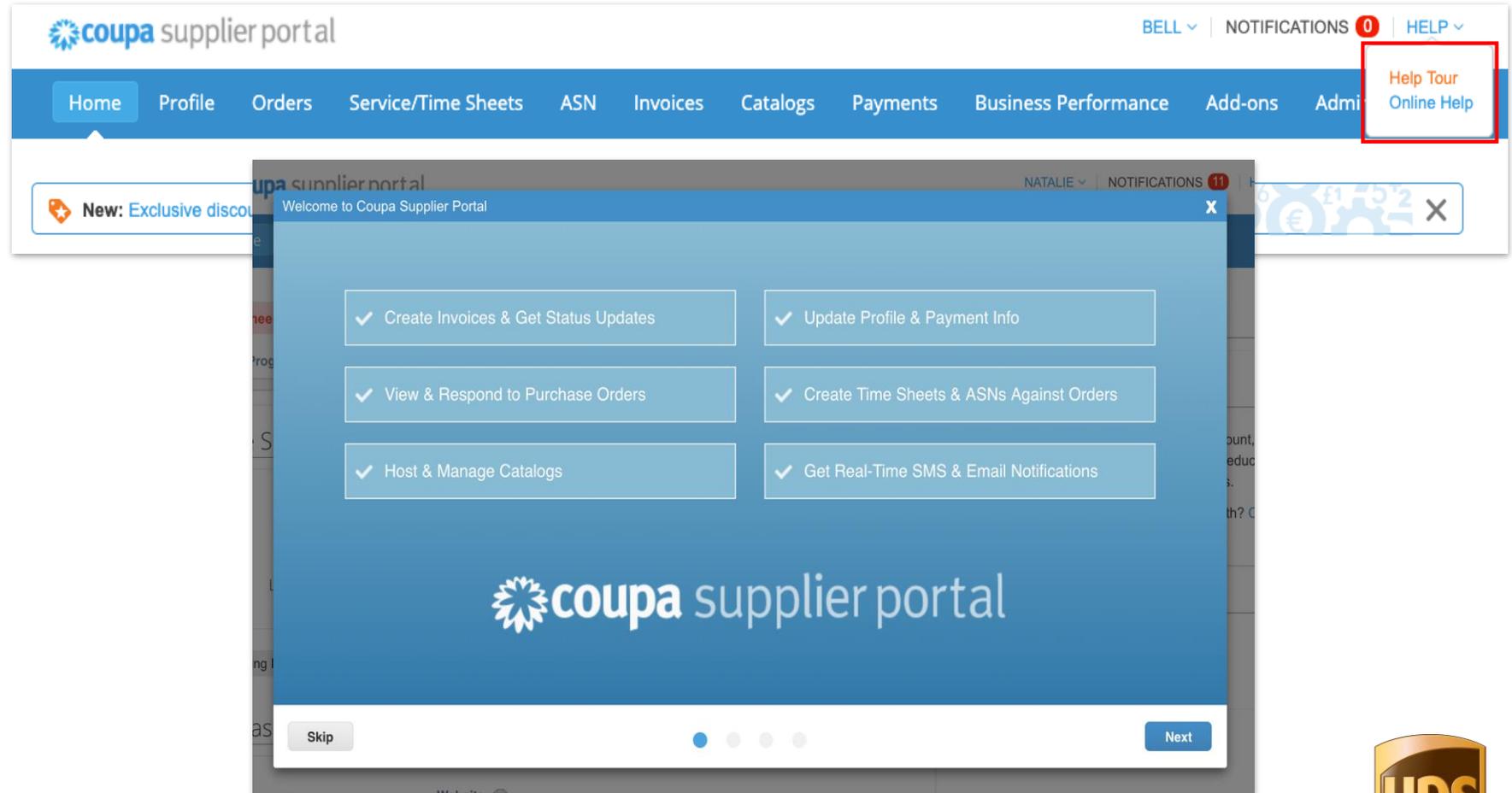
Change request for Purchase Order #COU1342 has been submitted for approval. ✕

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

| PO Number               | Order Date | Status | Acknowledged At | Items                      | Unanswered Comments | Total        | Assigned To | Actions   |
|-------------------------|------------|--------|-----------------|----------------------------|---------------------|--------------|-------------|---|
| <a href="#">COU1342</a> | 09/16/20   | Issued | None            | 1 Each of 9715030001_COUPA | No                  | 29.62<br>USD |             | <br><br> |



# Need Help?



- Choosing the Online Help option from the Help menu in the upper right corner will redirect users to the Coupa Supplier Portal Help pages.





Thank you for being a valued partner.