



Coupa Supplier Portal (CSP): NCA Purchase (Construction)

August 2025

Please note: This process is designed for construction projects ONLY. All other purchases should follow regular Coupa procedures.

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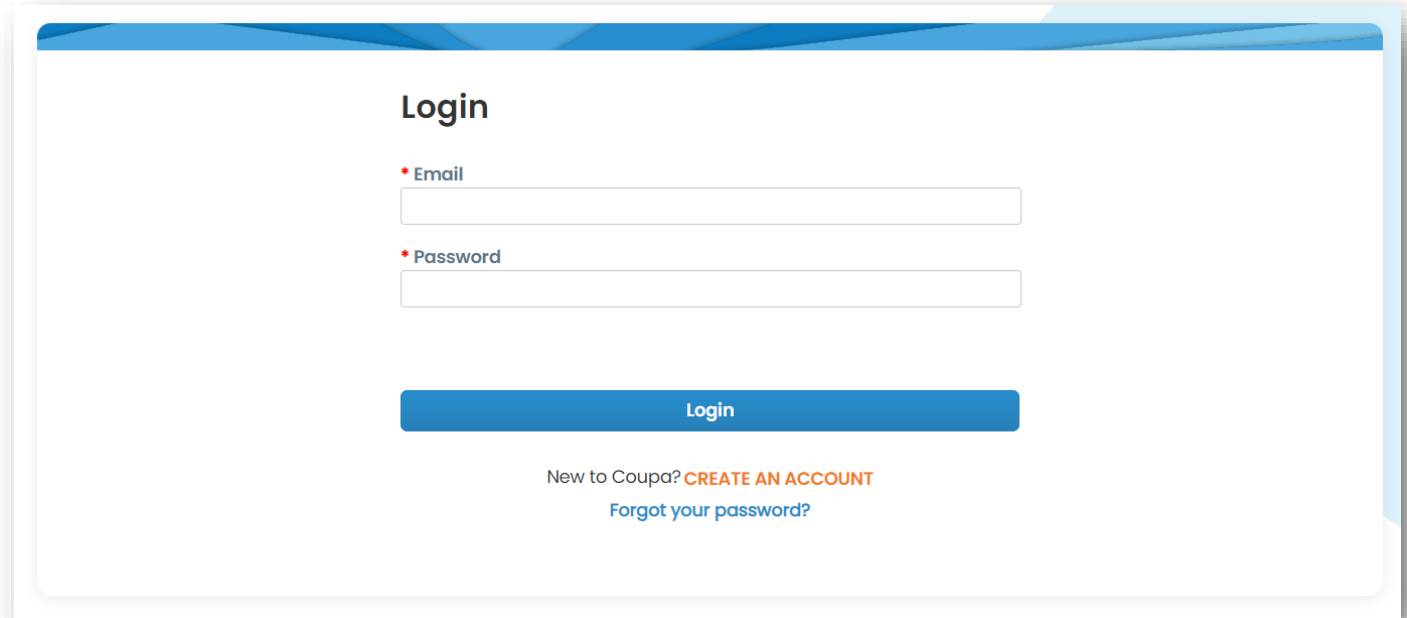
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CSP Login

- Log into the Coupa Supplier Portal (CSP) at: <https://supplier.coupahost.com/> using the previously established email address and password.
- For best results, Google Chrome is the recommended web browser.
- Upon Login, ensure UPS is the customer.



The screenshot shows the 'Login' page of the Coupa Supplier Portal. It features a blue header bar. Below the header, the word 'Login' is centered. There are two input fields: one for 'Email' and one for 'Password', both preceded by a red asterisk. Below these fields is a blue 'Login' button. At the bottom of the login area, there is a link 'New to Coupa? CREATE AN ACCOUNT' and a link 'Forgot your password?'.



The screenshot shows a 'Select Customer' dropdown menu. The text 'Select Customer' is on the left, and the dropdown box on the right shows 'UPS' as the selected option.

Notifications Setup

- NCA Purchase Orders will be delivered via Coupa and changes occur often, so proper notification setup is important.
- In the upper left corner of the Coupa Supplier Portal, hover over your name and click **Notification Preferences** in the dropdown.
- Scroll to the **Orders** section and enable each preferred method – online, email, and/or SMS (text) – for the **“A new comment is received”** notification.
- Scroll to the bottom of the page and click the **Save** button to update your preferences.

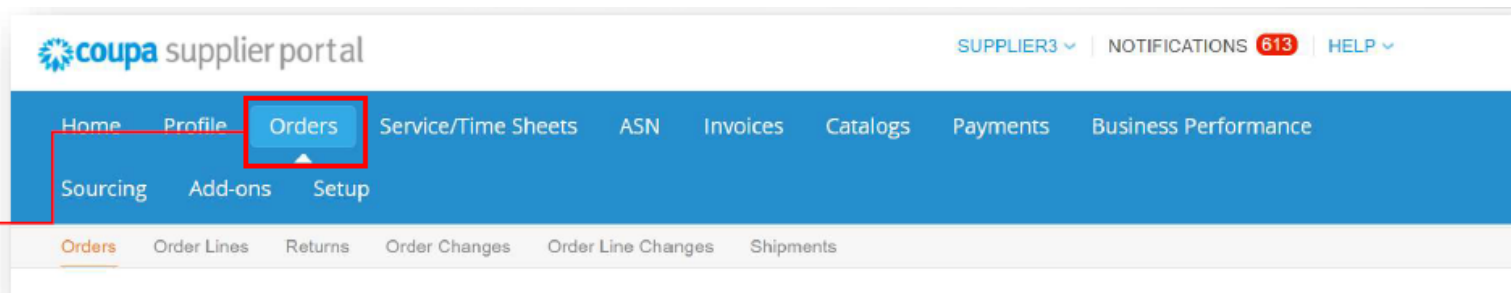
The screenshot shows the Coupa Supplier Portal interface. At the top, the user's name 'DAPHNE' is visible with a dropdown menu containing 'Account Settings', 'Notification Preferences' (highlighted with a mouse cursor), and 'Log Out'. The 'NOTIFICATIONS' badge shows '99+'. The main navigation bar includes links for Home, Profile, Forecasts, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, and Performance. Below the navigation bar, the 'Orders' section is active, displaying a table of notification preferences. The table has three rows: 'A new order is received', 'A new comment is received' (highlighted with a mouse cursor), and 'An order is canceled'. Each row has checkboxes for 'Online', 'Email', and 'SMS'. The 'Online' and 'Email' checkboxes are checked for all three notification types, while the 'SMS' checkbox is unchecked. At the bottom right of the page, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red rectangle.

Notification Type	Online	Email	SMS
A new order is received	☒	☒	☐
A new comment is received	☒	☒	☐
An order is canceled	☒	☒	☐

Cancel Save

Viewing POs

- Click the [Orders](#) tab on the navigation bar.
- On the [Purchase Orders](#) screen, locate the PO from which the invoice is to be created.
- Click the blue number in the [PO Number](#) column to open the purchase order.

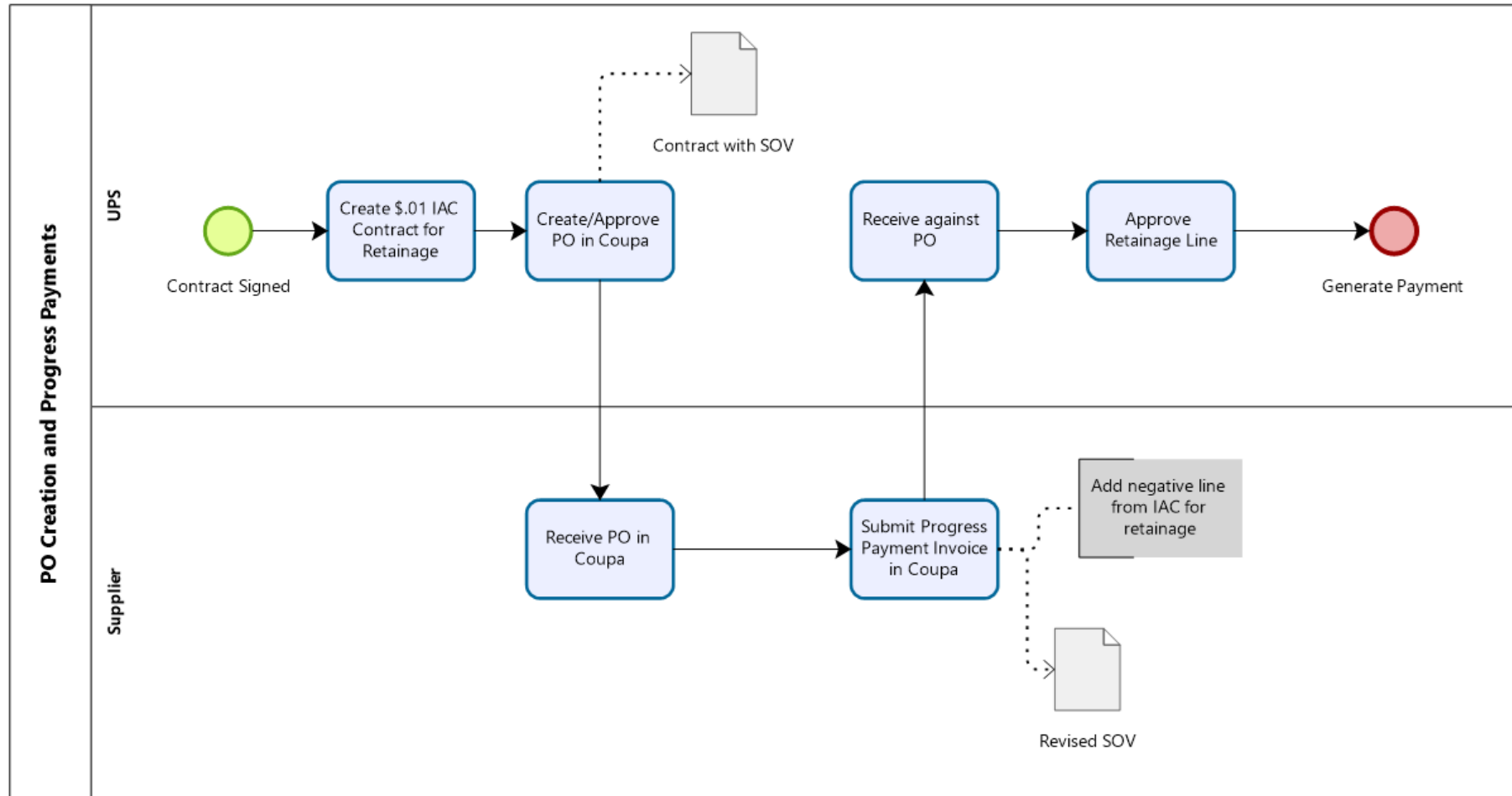


Purchase Orders

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
COU1496	10/21/20	Issued	None	1 Each of Test Item	No	20.00 USD		 
COU1473	10/15/20	Soft Closed	None	1 Each of Test Item	No	20.00 USD		
COU1471	10/15/20	Issued	None	2 Each of Test Item	No	20.25 USD		 
COU1466	10/13/20	Closed	None	1 Each of Test Item	No	20.00 USD		
COU1461	10/13/20	Soft Closed	None	4.55 Work Hour of Test Item	No	45.50 USD		
COU1396	09/24/20	Soft Closed	None	1 Each of MBF8505_ML_REFRIGERATOR (REACH IN) 21.0 CU FT C... 1 Each of MBF8505_ML_REFRIGERATOR (REACH	No	2,778.00 USD		

Invoicing



Invoicing

STEP 1 Click the **Orders** tab.

STEP 2 Locate the correct purchase order in the **Purchase Orders** list.

In the **Actions** column, click on the **gold coins** to create an invoice.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes tabs for Home, Profile, Forecasts, **Orders** (highlighted), Service/Time Sheets, ASN, Invoices, Catalogs, Payments, and Business Performance. Below this, a sub-navigation bar lists various order-related actions. The main content area displays the 'Purchase Orders' list. A tooltip is visible over the 'Actions' column for the first row, showing a gold coins icon and the text 'Accept PO #COUDV4814091 and Create Invoice'.

Actions	PO Number	Order Date	Status	Acknowledged	Items	Unanswered Comments	Total	Assigned To	PO ID	Comments
	COUDV4814091	06/05/24	Issued	None	250,000 Each of 8900200B_MI_ARCHITECTURAL & ENGINEERING CONSULT...	Yes	250,000.00 USD		4814091	DAPHNE CROWE (@3204014@ups.com) on 06/05/24 at 02:10 PM Please see attached Change Order.

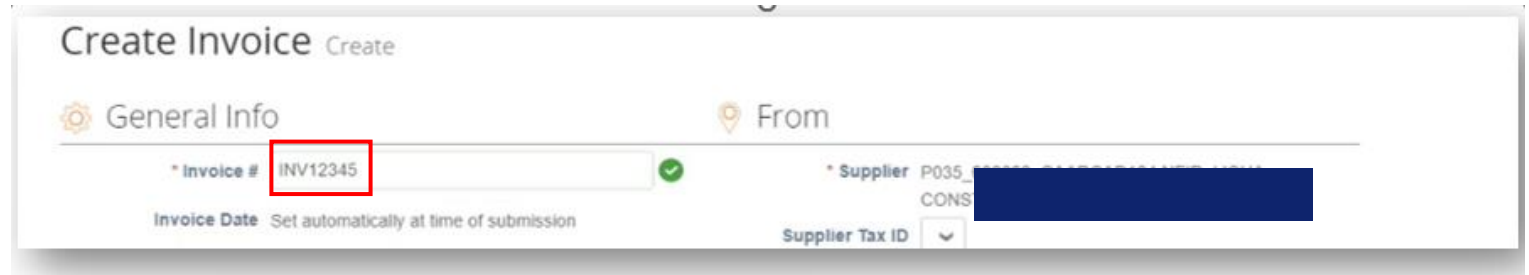
Invoicing

STEP 3 Enter a **unique invoice number** in the **Invoice #** field (the green check indicates success).

STEP 4 In the Click the **Attachments** field, click on **File**.

STEP 5 Click the **Browse** button to locate the [Schedule of Values](#) on your computer. Once located and selected, click Open OR drag and drop the file into the **Attachments** field.

When attached successfully, the name of the document will appear as a clickable link in the **Attachments** field.



Create Invoice Create

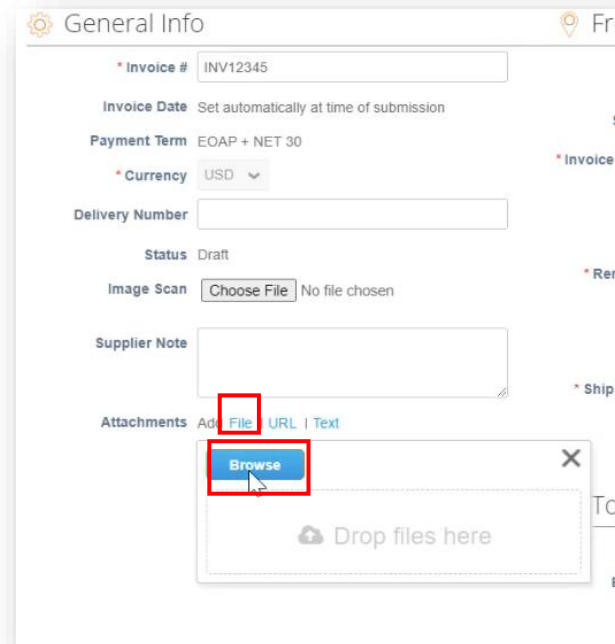
General Info From

* Invoice # INV12345 ✓

Invoice Date Set automatically at time of submission

* Supplier P035 CONS

Supplier Tax ID



General Info From

* Invoice # INV12345

Invoice Date Set automatically at time of submission

Payment Term EOAP + NET 30

* Currency USD

Delivery Number

Status Draft

Image Scan Choose File No file chosen

Supplier Note

Attachments Add File URL | Text

Browse

Drop files here

Invoicing

STEP 6 Scroll down to the **Lines** section and enter the amount to be invoiced in the **Qty** field for each applicable line item.

Delete any lines not being used by clicking on the red X.

STEP 7 If no retainage is being added to the invoice, skip to Step 12.

To add a retainage credit line, click the **Pick lines from Contract** button below the applicable invoice line.

Lines

Line Level Taxation

Type	Description	Qty	UOM	Price	
	8900200B_MI_ARCHITECTURAL & ENGINEERING CONSULTANT - BUILDING - BLDG COST CATEGORY-FOR PE PROJECTS > \$25000 (FOR NCA PO ORDERS ONLY)	20000	Each	1.00	250,000.00

+ Add Line

+ Pick lines from Contract

Totals & Taxes

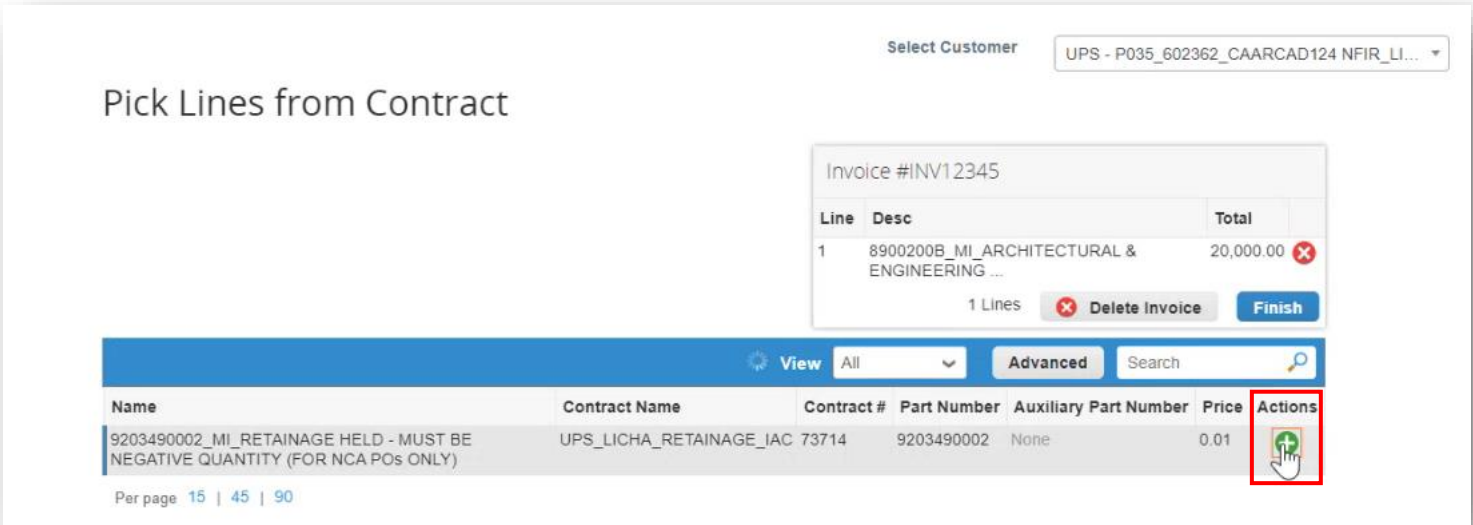
Lines Net Total250,000.00

Note: Retainage rates (5 to 10 percent) are reflected in the contract with UPS.

Invoicing

STEP 8 In the **Actions** column, click on the **green plus** button.

STEP 9 Once added, click the **Finish** button to return to the invoice.



Invoicing

STEP 10 In RETAINAGE line, enter -1 in the **Qty** field.

In the **Price** field, enter the calculated retainage amount for the invoice lines that require retainage.

Ensure the **Price** field is a positive number.

STEP 11 The popup window can be ignored and closed by clicking the **X** in the lower left corner.

This screenshot shows a form for entering a RETAINAGE line. The fields are as follows:

Type	Description	Qty	UOM	Price	
Qty	9203490002_MI_RETAINAGE HELD - MUST BE NEGATIVE QUANTITY (FOR NCA POs ONLY)	-1	Each	2,000.00	-2,000.00

Below the main form, there are additional fields:

PO Line	Service/Time Sheet Line	Contract	Supplier Part Number
None	None	UPS_LICHA_RETAINAGE_IA	9203490002

This screenshot shows the 'Lines' form with a warning popup. The fields are as follows:

Type	Description	Qty	UOM	Price	
	8900200B_MI_ARCHITECTURAL & ENGINEERING CONSULTANT - BUILDING - BLDG COST CATEGORY-FOR PE PROJECTS > \$25000 (FOR NCA PO ORDERS ONLY)	20,000	Each	1.00	20,000.00

A warning popup is displayed in the center: "You are going to update price, which was set in Catalog". The popup has a close button (X) in the bottom left corner, which is highlighted with a red box.

Below the main form, there are additional fields:

PO Line	Service	Credit Line
COUDV4814091-1	None	None

Supplier Part Number: [Empty field]

Billing: 002010-G003-151908-0000-0000-000000-0312220198-004-10003

Invoicing – Retainage Message Errors

Note:

- Submission of line items that require a retainage credit without the proper retainage credit lines will generate the following error message:

Invoice #INV12345 [Edit](#)

Please fix the errors below

- Line items that begin with "00" in the "Billing" section require a retainage credit line using item number 9203490002. Please select the "Pick Lines From Contract" link below to add this item to your invoice. The quantity must be "-1."

- Entering one (1) instead of negative one (-1) in the quantity field of a retainage credit line will generate the following error message:

Invoice #INV12345 [Edit](#)

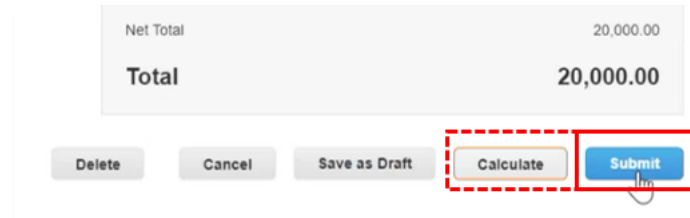
Please fix the errors below

- Item 9203490002 must be a credit with "-1" in the quantity field.

Invoicing

STEP 12 Scroll down below the **Taxes & Totals** section of the invoice and click **Submit**.

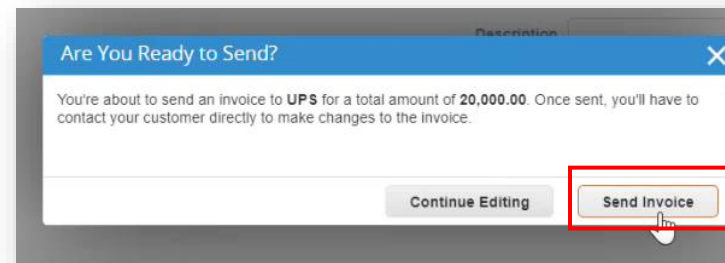
Note: If the correct number does not appear in the **Total**, click **Calculate** to update.



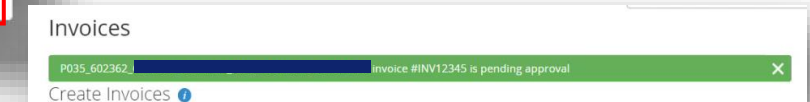
The screenshot shows the bottom of an invoice form. At the top, there is a summary box with 'Net Total' and 'Total' both set to '20,000.00'. Below this box are five buttons: 'Delete', 'Cancel', 'Save as Draft', 'Calculate', and 'Submit'. The 'Calculate' and 'Submit' buttons are highlighted with a red dashed rectangle. A mouse cursor is pointing at the 'Submit' button.

STEP 13 On the popup window, click **Send Invoice**.

Back on the **Invoices** screen, the green banner of success will appear when submission is complete.

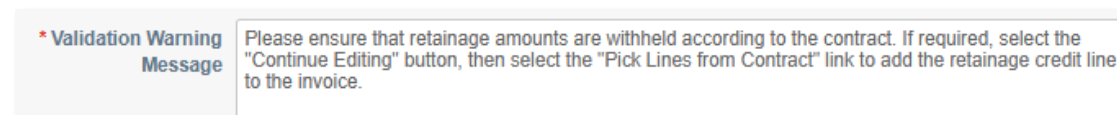


The screenshot shows a modal window titled 'Are You Ready to Send?'. The text inside says: 'You're about to send an invoice to UPS for a total amount of 20,000.00. Once sent, you'll have to contact your customer directly to make changes to the invoice.' At the bottom of the modal are two buttons: 'Continue Editing' and 'Send Invoice'. The 'Send Invoice' button is highlighted with a red rectangle. A mouse cursor is pointing at the 'Send Invoice' button.



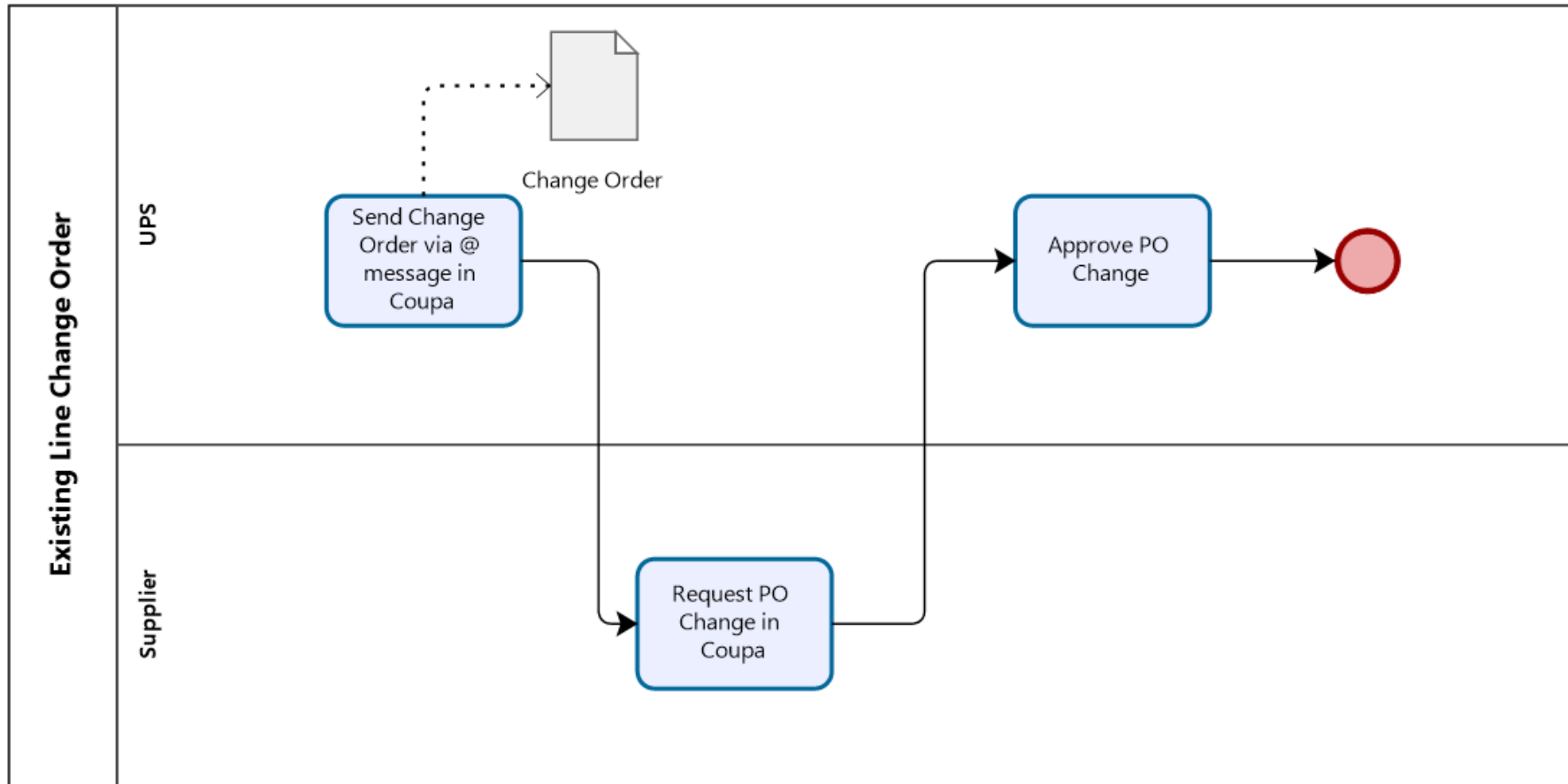
The screenshot shows the 'Invoices' screen. At the top, there is a green banner with the text: 'P035_602362 Invoice #IHW12345 is pending approval'. Below the banner is a link that says 'Create Invoices' with an information icon.

Note: For invoices that do NOT include a retainage message, a submission message will appear. Please ignore this message.



The screenshot shows a validation warning message. On the left, it says '* Validation Warning Message'. On the right, it says: 'Please ensure that retainage amounts are withheld according to the contract. If required, select the "Continue Editing" button, then select the "Pick Lines from Contract" link to add the retainage credit line to the invoice.'

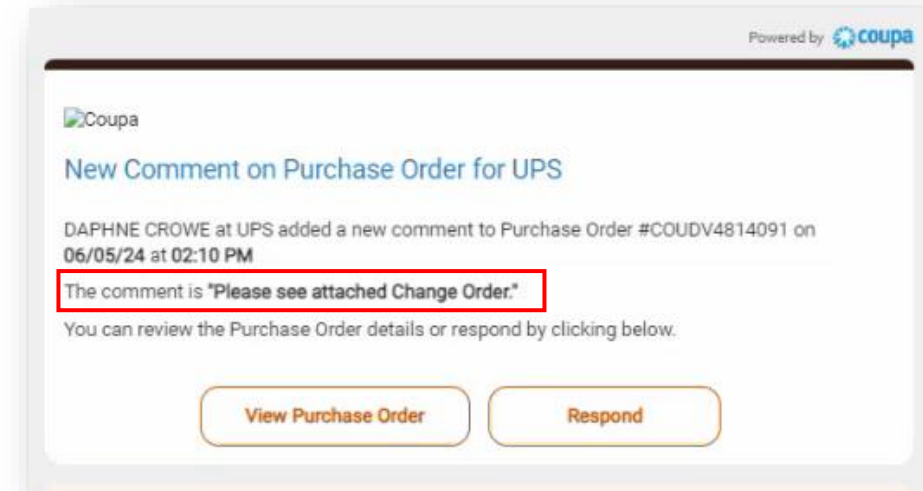
Existing Line Change Orders



Existing Line Change Orders

- Change Orders will be received as Comments with the CO attached.
- Comments should be **reviewed as soon as possible** as they require specific action.

STEP 1 Access the comment from **My Notifications** page or email.



Existing Line Change Orders

- STEP 2

From the **Orders** screen, in the **PO Number** column, click on the Purchase Order.
- STEP 3

Scroll down to the **Comment** section and locate the most recent comment. Click the **Change Order Form** attachment and download the form.

Purchase Orders

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

Export to

View ALL FIELDS

Search

Actions	PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	PO ID	Comments
	COUDV4814091	06/05/24	Issued	None	200,000 Each of 8900200B_ML_ARCHITECTURAL & ENGINEERING CONSULT...	Yes	200,000.00 USD		4814091	on 06/05/24 at 02:10 PM Please see attached Change Order.

1 Comment

Mute Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Participants:

to supplier

06/05/24 at 02:10 PM

Please see attached Change Order.

 [Change_Order_Form_042624.xlsx](#)

Existing Line Change Orders

STEP 4 Review the Change Order Form to view the specifics of the change.

Ensure you agree with the **Description of Work to be Performed.**

NCA PO CHANGE ORDER

Date: Test

Change Order No.:

PO Number: 0

Oasis Ship To Location 0

RFA/Project Number: 0

Oasis Charge To Location: 0

Project Owner Name: 0

Supplier Name: 0

Project Owner ADID: 0

Item Name	Item Number	Task	Initial Cost	Additional Cost	Total Cost	Description of Work to be Performed:
8900200B_MI_ARCHITECTURAL & ENGINEERING CONSULTANT - BUILDING - BLDG COST CATEGORY-FOR PE PROJECTS > \$25000	8900200B	002	\$ 200,000.00	\$ 50,000.00	\$ 250,000.00	Detailed description of work here
	#N/A	#N/A			\$ -	

Existing Line Change Orders

STEP 5 Below the total on the PO, click the **Request Change** button.

Note: The price of the line items on an NCA PO will be set at \$1.00.

The quantity (Qty) will be set to the agreed-upon total of the specific line item.

(in this example: 200,000 units, priced at \$1.00 each, for a total of \$200,000). Also notice that this line item has not been invoiced against.

The screenshot shows a web interface for a Purchase Order (PO) line item. At the top, there is a blue header bar with 'Advanced' and 'Search' buttons, and a 'Sort by' dropdown set to 'Line Number: 0 → 9'. Below the header is a table with one line item. The table has columns: Type, Item, Qty, Unit, Price, Total, and Invoiced. The line item is for '8900200B_MI_ARCHITECTURAL & ENGINEERING CONSULTANT - BUILDING - BLDG COST CATEGORY- FOR PE PROJECTS > \$25000 (FOR NCA PO ORDERS ONLY)' with a quantity of 200,000, unit of Each, price of 1.00, and total of 200,000.00. The 'Invoiced' column shows 0.00. Below the table is a section for 'Supplier Part Number', 'Supplier Auxiliary Part Number', 'Manufacturer Name', 'Manufacturer Part Number', and 'UPS Master Item Number', all of which are 'None'. At the bottom right, there is a 'Total USD 200,000.00' box. Below this, there are four buttons: 'Create Invoice', 'Request Change' (highlighted with a red box and a mouse cursor), 'Save', and 'Print View'.

Type	Item	Qty	Unit	Price	Total	Invoiced
	8900200B_MI_ARCHITECTURAL & ENGINEERING CONSULTANT - BUILDING - BLDG COST CATEGORY- FOR PE PROJECTS > \$25000 (FOR NCA PO ORDERS ONLY)	200,000	Each	1.00	200,000.00	0.00

Supplier Part Number: None, Supplier Auxiliary Part Number: None, Manufacturer Name: None, Manufacturer Part Number: None, UPS Master Item Number: None

Total USD 200,000.00

Buttons: Create Invoice, Request Change, Save, Print View

Existing Line Change Orders

STEP 6 Update the number in the quantity (**Qty**) field to reflect the new item amount (in this example, from 200,000 to 250,000).

STEP 7 Scroll down and select **Other** from the **Reason for Change**.

In the **Comment (required for "Other")** section, enter:
Per Change Order [#]

STEP 8 Click the **Submit Change Request** button.

The line item and purchase order totals will be updated accordingly.

The screenshot displays the 'Lines' form with the following details:

Type	Item	* Qty	Unit	* Price	Total
1	8900200B_MI_ARCHITECTURAL & ENGINEERING CONSULTANT - BUILDING - BLDG COST CATEGORY-FOR PE PROJECTS > \$25000 (FOR NCA PO ORDERS ONLY)	250,000	Each	1.000000	250,000

Below the table, the 'Reason for Change' dropdown is set to 'Other'. The 'Comment (required for "Other")' text area contains 'Per Change Order'. At the bottom, the 'Submit Change Request' button is highlighted with a red box and a mouse cursor.

Viewing PO Change Orders

STEP 1 Click on **Orders**.

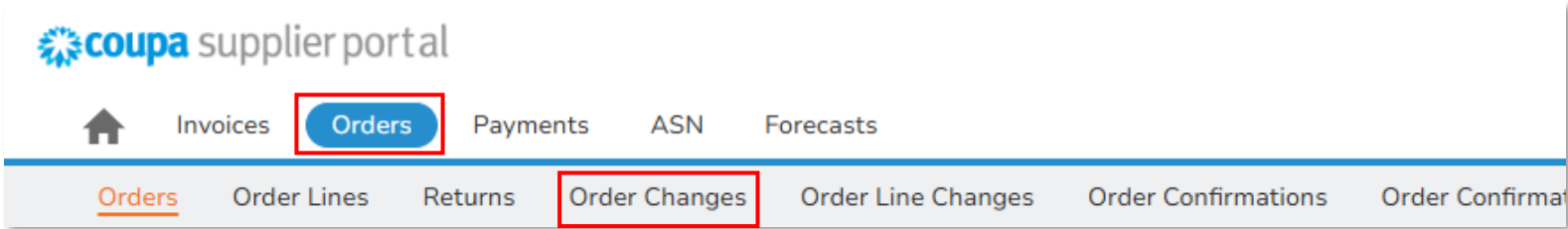
STEP 2 Click on **Order Changes**.

STEP 3 Click the **Advanced** button.

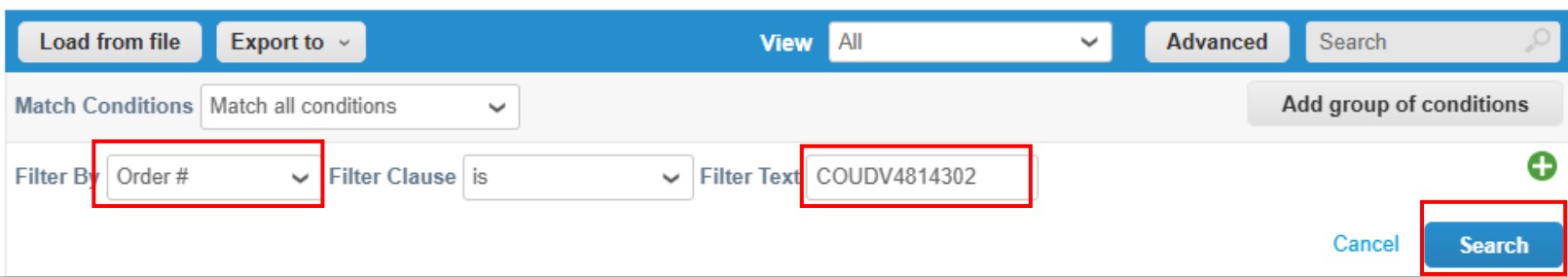
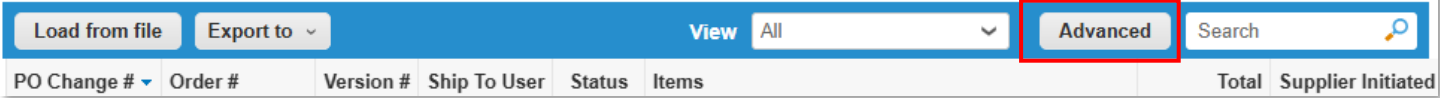
STEP 4 In the **Filter By** field, select **Order #**.

In the **Filter Text** field, enter the **PO number**.

Click **Search**.



Purchase Order Changes



Viewing PO Change Orders

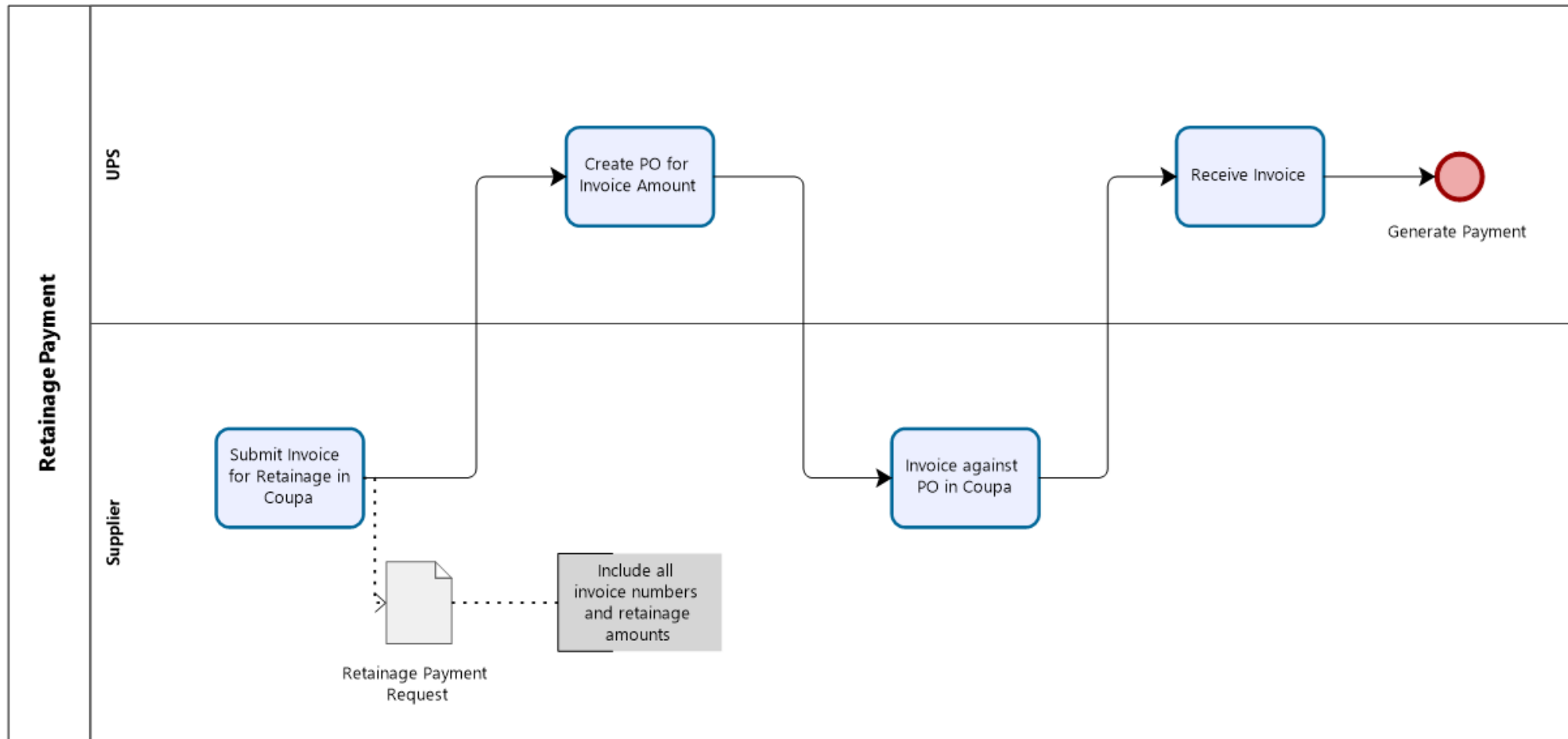
STEP 5 Click on the **PO Change #.**

PO Change # ▾	Order #	Version #	Ship To User	Status	Items
151531	COUDV4814302		DAPHNE CROWE	Draft	100 Each of 9773400001R_MI_ARCHITECTURAL/ENGINEER FEES -...

STEP 6 Scroll down to the **History** section to view changes.



Retainage Payment



Retainage Payment

Upon completion of work and retainage amount is to be paid:

STEP 1 Send retainage payment request to UPS.

Request must include invoices numbers and retainage amount withheld per invoice.

Note: Only one PO at a time may be requested for retainage payment.

CSP will send a notification when UPS has created a PO for this retainage request.

Retainage Payment cont.

STEP 2 Click the **Orders** tab.

STEP 3 Locate the correct purchase order in the **Purchase Orders** list.

In the **Actions** column, click on the **gold coins** to create an invoice.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes tabs for Home, Profile, Forecasts, **Orders** (highlighted with a red box), Service/Time Sheets, ASN, Invoices, Catalogs, Payments, and Business Performance. Below this, a sub-navigation bar lists various order-related actions. The main content area is titled 'Purchase Orders' and contains a table of purchase orders. A tooltip is displayed over the 'Actions' column of the first row, showing a gold coins icon and the text 'Accept PO #COUDV4814091 and Create Invoice'.

Actions	PO Number	Order Date	Status	Acknowledged	Items	Unanswered Comments	Total	Assigned To	PO ID	Comments
	COUDV4814091	06/05/24	Issued	None	250,000 Each of 8900200B_MI_ARCHITECTURAL & ENGINEERING CONSULT...	Yes	250,000.00 USD		4814091	on 06/05/24 at 02:10 PM Please see attached Change Order.

Invoicing

- STEP 4

Enter a **unique invoice number** in the **Invoice #** field (the green check indicates success).
- STEP 5

Scroll down below the **Taxes & Totals** section of the invoice and click **Submit**.

Create Invoice

Create

General Info

From

* Invoice #

INV12345

✓

* Supplier

CONSTRUCTION INC

Invoice Date

Set automatically at time of submission

Supplier Tax ID

Net Total

20,000.00

Total

20,000.00

Delete

Cancel

Save as Draft

Calculate

Submit



THANK YOU