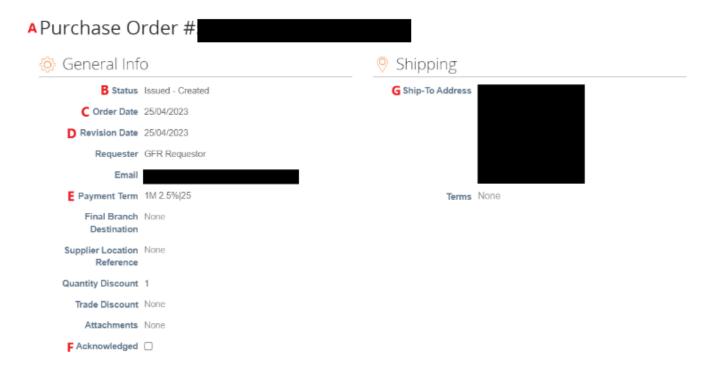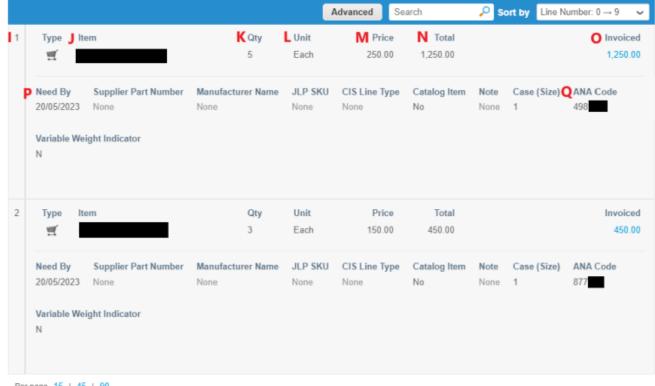# Understanding Your GFR PO in Coupa

Once you have located and opened the GFR PO in Coupa, you can use the table and Letter references in this guide to help understand the different components of the PO:

A Purchase Order # ███████████████

⚙ General Info

B Status	Issued - Created
C Order Date	25/04/2023
D Revision Date	25/04/2023
Requester	GFR Requestor
Email	███████████
E Payment Term	1M 2.5%|25
Final Branch Destination	None
Supplier Location Reference	None
Quantity Discount	1
Trade Discount	None
Attachments	None
F Acknowledged	☐

⦿ Shipping

G Ship-To Address	██████████
Terms	None

(Continued over page)

H Lines

| | Advanced | Search 🔍 | Sort by | Line Number: 0 → 9 ⌄ |

I 1

Type **J** Item	**K** Qty	**L** Unit	**M** Price	**N** Total	**O** Invoiced
🛒 ▮▮▮▮	5	Each	250.00	1,250.00	1,250.00

P Need By	Supplier Part Number	Manufacturer Name	JLP SKU	CIS Line Type	Catalog Item	Note	Case (Size)	**Q** ANA Code
20/05/2023	None	None	None	None	No	None	1	498▮

Variable Weight Indicator
N

2

Type	Item	Qty	Unit	Price	Total	Invoiced
🛒 ▮▮▮▮		3	Each	150.00	450.00	450.00

Need By	Supplier Part Number	Manufacturer Name	JLP SKU	CIS Line Type	Catalog Item	Note	Case (Size)	ANA Code
20/05/2023	None	None	None	None	No	None	1	877▮

Variable Weight Indicator
N

Per page 15 | 45 | 90

Total GBP **1,700.00**

R

Create Invoice   Save   🖨 Print View

Ref:	Description
A	The PO (purchase order) number which you have been issued with for this order.
B	The status of your GFR PO in Coupa, this should show as issued to you to review.
C	The date your PO was raised by your buyer on our ordering systems. Please ensure you submit your invoice to us within 365 days of this PO date to avoid this PO soft closing and requiring reopening.
D	The date any revisions to your PO were completed by your buyer on our systems. Any revisions can be viewed by selecting the most recent date in the revision drop-down box found at the top of your PO. Please note, the revision drop down

	option will only show if your PO has been revised by your buyer since being issued.
E	The payment terms held on your supplier account which your PO has been raised against.
F	An acknowledged tick box which allows you to tick that you have acknowledged this PO which you have been issued with on your supplier account.
G	The ship-to address selected by your buyer as the delivery location for your order to be delivered to.
H	The invoice lines section which details the individual invoice lines which have been raised by your buyer on your purchase order.
I	The invoice line number for the invoice line on your issued PO, should you have more than one invoice line on your PO these will show vertically downwards on the invoice lines.
J	The description of the item ordered by your buyer on your invoice line, should you havemore than one invoice line on your PO these will show vertically downwards on the invoice lines with the item description updated for each item.
K	The unit(s) quantity ordered by your buyer for this invoice line on your PO.
L	The measurement of unit(s) for this invoice line raised by your buyer for this invoice line on your PO.
M	The unit price held on the John Lewis Partnership ordering systems for the invoice line being raised by your buyer on your PO.
N	The total invoice line amount for the invoice line raised by your buyer as part of this PO. This total is calculated by the unit price and quantity ordered. Please note, this invoice line amount excludes VAT, if you are VAT registered you will need to include this on your invoice lines when submitting your invoice.

O	The total of your PO which has been invoiced on Coupa. Where this shows as 0.00, this means your PO is yet to be invoiced on Coupa. If your **invoiced** amount exactly matches the PO value, this means you have fully invoiced against your issued PO. Where your **invoiced** amount shows as **less** than the PO value, this means there remains an uninvoiced amount on the PO. *Please note, invoices which are raised manually by our Processing teams or via EDI, will not reflect on your **invoiced** amount against your PO in Coupa. You will be able to view the unmatched invoice within Coupa but the PO invoiced amount will not reflect the invoices which have been raised outside of Coupa.*
P	The latest date which your PO needs to be converted to an invoice to ensure payment can be scheduled in line with your payment terms. If you convert your PO into an invoice after this date, payment will be delayed beyond your payment terms held on your supplier account. Please ensure you submit your invoice to us within 365 days of your PO date to avoid your PO automatically closing.
Q	The EDI mailbox number for the invoice line ordered by your buyer as part of your PO.
R	If you wish to print your Coupa PO as a paper or PDF copy you are able to complete this by selecting the 'Print View' option towards the bottom of your Coupa PO.

What Happens Next?

Once you have viewed your purchase order you will be able to convert this to an invoice by following our '**Converting a GFR PO into an Invoice**' guide which can be found here.

Additional guides and supporting material can be found on our JLP Supplier Support website
https://www.jlpsupplierhelp.co.uk/portal/ss/