

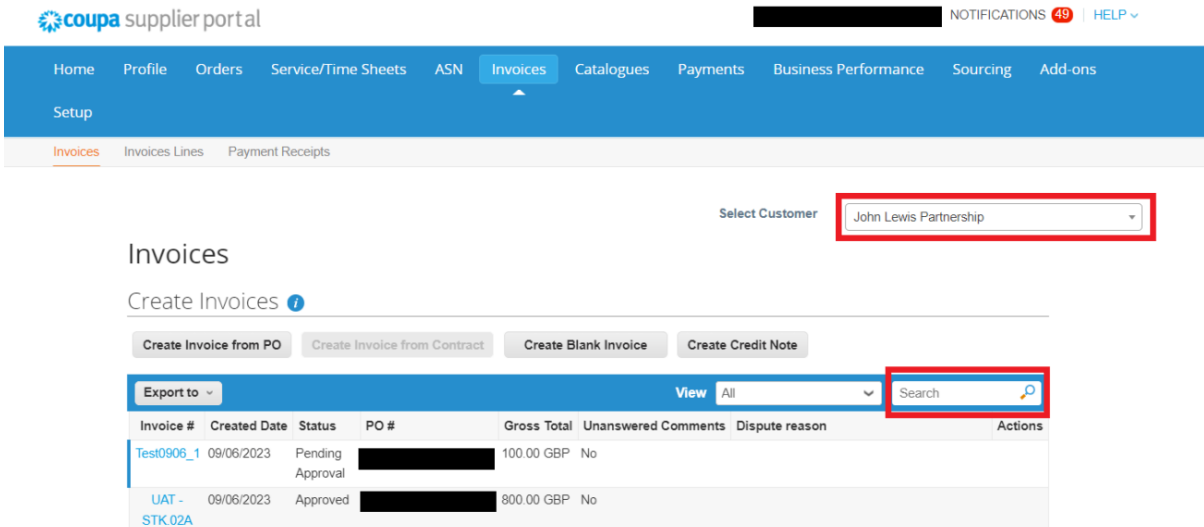
Uploading a POD Copy in Coupa

If one or more invoice(s) on your supplier account show the Didos Hold Status as '**Awaiting Supplier POD**' or, you have received an email notification requesting a POD (Proof of Delivery) then you will need to provide this to us. To do this, and to upload a POD copy to us on Coupa, please follow the steps below.

Navigation

Step 1 - Login to Coupa Supplier Portal and select **Invoices** from the toolbar across the top.

Step 2 - Ensure the **John Lewis Partnership customer profile** is showing for the specific supplier account you are querying. On this page a full list of invoices will show that have been successfully submitted to John Lewis. Select the blue invoice number for the invoice which you need to provide a POD for.



coupa supplier portal

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

Setup

Invoices Invoices Lines Payment Receipts

Select Customer John Lewis Partnership

Invoices

Create Invoices ⓘ

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
Test0906_1	09/06/2023	Pending Approval		100.00 GBP	No		
UAT - STK.02A	09/06/2023	Approved		800.00 GBP	No		

Step 3 - Once you have opened your invoice check the '**Didos Hold Status**' shows as '**Awaiting Supplier POD**'. If so, continue to Step 4. Alternatively, If the 'Didos Hold Status' shows as blank, re-check that you have selected the correct invoice.


Step 4 - If you need to provide a POD copy scroll down page to the Comments section. To upload your POD copy for an invoice, select **File** under the comments box and upload your POD copy.

Ensure this POD copy is signed and clearly shows your PO number with a full breakdown of the packing list. Once attached, select **Add Comment** to add this attachment to your invoice. You do not need to enter any comments in the comments box, but you can if it is useful to do so. Once submitted tes POD will be reviewed by the JLP Financial Processing team.

 Comment

Mute Comments 

Enter Comment

 Pod_Copy.docx
Add  File | URL

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

Add Comment

What Happens Next?

Once your POD has been submitted on Coupa, the '**Didos Hold Status**' will show as '**Awaiting Processing of POD**'.

The JLP Financial processing team will review the POD provided and will reverse the debit note if this confirms the order has been fully delivered.

If JLP are unable to fully reverse this debit note, you will be advised of this accordingly.