

## View and Manage Purchase Orders

### Navigation

1. To login you will need your email address and Coupa password, once logged in you will need to select **Orders** from the toolbar across the top
2. Click on the **Orders** tab on the main menu. The **Orders** page with the **Purchase Orders** table appears.

### Purchase Orders

Click the Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
3050	05/31/17	Issued	None	200 Each of Purple Spiral Notebook	No	100.00 USD	
3049	05/31/17	Issued	None	1 Box of Blue Pens	No	90.00 USD	
2818	07/31/19	Issued	08/19/19	Print Services	No	200.00 USD	

The **Purchase Orders** table (shown above) shows the following information for all the POs you have received.

Column	Description
PO Number	PO number generated by Coupa. Click on it to view the PO.
Order Date	Date when the PO was created.
Status	Current status of the PO. For more information, see the PO status list below.
Acknowledged At	Date when you acknowledged the receipt of the PO, or "None" if not acknowledged.  You can choose to let your customer know that you received their PO by selecting the <b>Acknowledged At</b> checkbox on the PO. When you select the checkbox, the current date appears in the <b>Acknowledged At</b> column.  This checkbox is a simple toggle, so you can also un-acknowledge an invoice by deselecting the checkbox. If you re-acknowledge at a later time, the new date appears.
Items	List of items on the PO.
Unanswered Comments	Your comments on the PO for your customer. Also, your customer's comments that you need to respond to.  You can see all your customer's comments or add your comments for the customer when you open the PO.  <b>Note:</b> If you need urgent communication, contact your customer directly.
Total	Total amount of the PO.





## Assigned To

Contains the email address of the users that have been assigned the **Restricted Access to Orders** and **Restricted Access to Service/Time Sheets** permissions.

**Note:** This column is visible only if the **Restricted Access to Orders** and **Restricted Access to Service/Time Sheets** permissions are assigned to at least one user.

## Actions

Click on the icons for the following actions:

-  - Create (flip the PO into) an invoice.  
 Depending on your customer's settings, the tooltip text can be about creating an invoice from the PO or accepting the PO and creating an invoice.
-  - Create a credit note.
-  - Create a service/time sheet.
-  - Create (flip the PO into) an advance ship notice (ASN).

You can export the **Purchase Order** table to CSV or Excel if you want to. You can also print POs. To do this you follow these steps:-

- Click on the **PO Number** link to open the PO
- At the end of the PO, click on the **Print View** button
- Depending on your browser, click on the three vertical dots or the three horizontal lines icon in the top right corner of the appearing window to open the browser menu,
- Select **Print** from the list of options.

Please be aware that you cannot reject a PO but if you do not accept the PO, you can add a comment on it.

POs can have the following statuses, the link attached also provides this information. [Link to PO statuses](#)

POs can have the following statuses:

Status	Description
Buyer Hold	The PO is approved but pending buyer review.
Cancelled	The PO is cancelled and does not need to be fulfilled.
Closed	The issued PO was received and then closed, either manually or automatically within Coupa.
Currency Hold	The PO is on hold due to a currency exchange rate issue.
Error	Something is wrong with the PO. Contact your customer to get the PO back on track.
Issued	The PO was approved and sent to you.
Soft Closed	The PO is closed but can be reopened. You cannot invoice against a PO in this status.
Supplier Window Hold	The PO was approved outside of the order window schedule under contract terms.