

## View and Manage Purchase Orders

Login to Coupa Supplier Portal and select **Orders** from the toolbar across the top.

The **Purchase Orders** table 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: If you need urgent communication, contact your customer directly.</b>
Total	Total amount of the PO.

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 a number of statuses, the link below provides this information.

[https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal/Work\\_with\\_the\\_CSP/View\\_and\\_Manage\\_POs](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Work_with_the_CSP/View_and_Manage_POs)