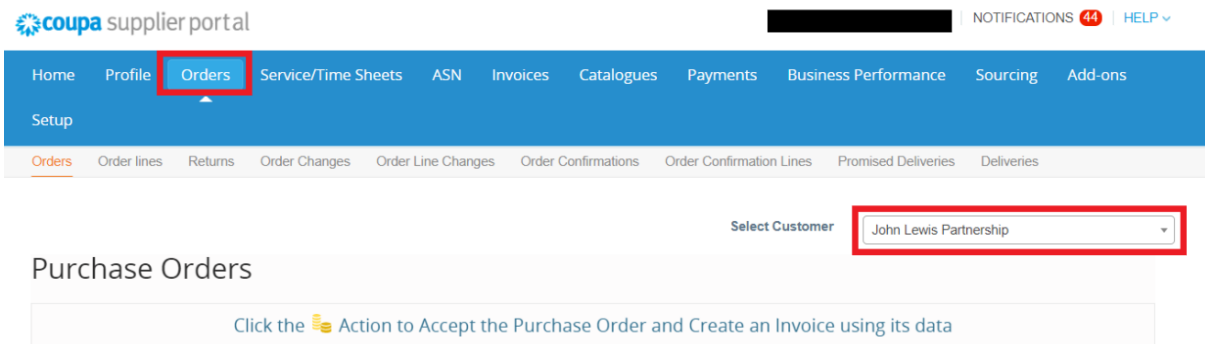


Viewing GFR Purchase Orders on Coupa

Navigation

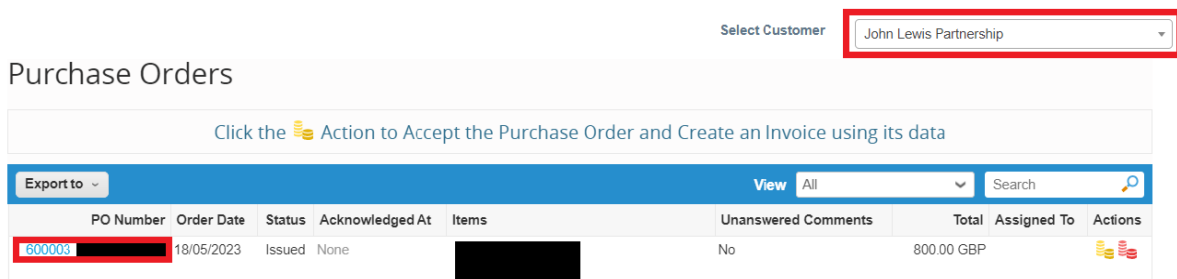
Step 1 - Login to Coupa Supplier Portal and select **Orders** from the toolbar across the top.

Step 2 - Ensure the **John Lewis Partnership customer profile** is showing for the specific supplier account you are querying.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Home, Profile, Orders (highlighted with a red box), Service/Time Sheets, ASN, Invoices, Catalogues, Payments, Business Performance, Sourcing, and Add-ons. Below this is a secondary navigation bar with links for Setup, Orders (highlighted), Order lines, Returns, Order Changes, Order Line Changes, Order Confirmations, Order Confirmation Lines, Promised Deliveries, and Deliveries. On the right side, there is a 'Select Customer' dropdown menu with 'John Lewis Partnership' selected (highlighted with a red box). Below the navigation is a 'Purchase Orders' header and a button that says 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'.

Step 3 - Below the **Purchase Orders** header, you will be able to view all issued purchase orders on the supplier account selected for the John Lewis Partnership customer profile. Select the **PO number** you wish to view:



The screenshot shows the 'Purchase Orders' section of the Coupa Supplier Portal. It features a 'Select Customer' dropdown menu with 'John Lewis Partnership' selected (highlighted with a red box). Below the header is a button that says 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'. A table of purchase orders is displayed with the following columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row in the table has the PO Number '600003' highlighted with a red box. The table also includes an 'Export to' dropdown, a 'View' dropdown set to 'All', and a search bar.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
600003	18/05/2023	Issued	None		No	800.00 GBP		



Step 4 - Once a purchase order number has been selected, extra detail will be shown. The Purchase Orders table below explains what each column shows:

Column	Description
PO Number	Unique PO number generated by the Waitrose or John Lewis ordering systems
Status	Current status of the PO, see the PO status list on our Purchase order status in Coupa page
Order Date	Date when the PO was created
Revision Date	Date any revisions to the PO were made (if applicable)
Payment Term	Payment terms held on your supplier account linked with this PO
Acknowledged	Optional tick box to show that you have acknowledged this PO
Ship-To-Address	The address this order is to be shipped to
Lines	Breakdown of the individual items on your PO
Item	Invoice line item description
Qty	Quantity of invoice item(s)
Unit	This should be set to 'each' by default
Price	The price per unit
Total	The total invoice line price matches the quantity and unit price totals of this invoice line
Invoiced	Shows price amount that has been invoiced against the invoice line total price.
Need By	Shows the date the invoice is required to be submitted to ensure payment in line with your payment terms
ANA Code	The EDI mailbox number (if relevant)
Total	Total amount of the PO
Comments	Comments left by John Lewis Partnership linked to this PO or by the supplier

Step 5 - You can also print your PO by following the below steps.

- At the bottom of the PO click on the **Print View** button
- Right click in the opened PO print view and select print, this will allow you to print the PO in a PDF format

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.jlpupplierhelp.co.uk/portal/ss/>