

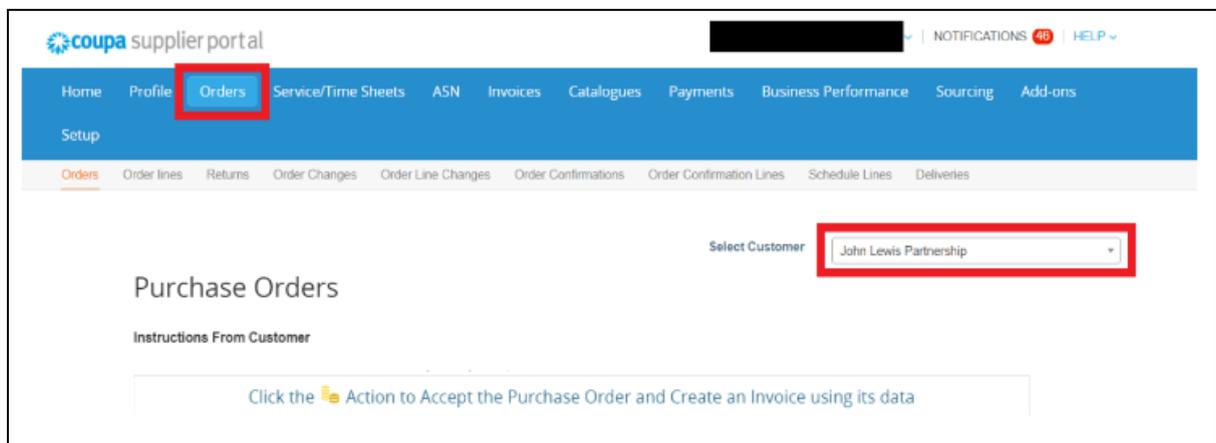


Viewing SOR or D2C Purchase Orders and Sale or Return Data on Coupa

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.



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 customer profile. Select the **PO number** you wish to view for your weekly issued SOR or D2C purchase order full breakdown, and matching sale or return data. A visual image of this can be found on the next page:

Select Customer John Lewis Partnership

Purchase Orders

Instructions From Customer

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to	View	All	Search					
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
SOR0000	9/04/2023	Issued	None	384.16 Each of 0042_Standard_45 331.58 Each of 0045_Standard_45 755.93 Each of 0081_Standard_45 182.01 Each of 0009_Standard_45 887.00 Each of 0032_Standard_45 516.08 Each of 0025_Standard_45 341.18 Each of 0022_Standard_45 389.01 Each of 0085_Standard_45 2,447.96 Each of 0012_Standard_45 26.83 Each of 0008_Standard_45 18 more lines	No	11,449.33 GBP		

Step 4 - Once you have selected the purchase order number this will show further detail and enable you to download a full weekly sale or return report linked to this purchase order. In order to download a full Excel sale or return report, select the **attachment link**. Alternatively you can view each individual purchase order line underneath the **lines** heading. A visual image of this can be found on the nextpage.

Useful to Know...

- On your sale or return report each individual invoice line will be grouped under the purchase order to represent weekly transactions for a specific John Lewis branch and tax code. Sale or return activity under the same grouping will be split into two separate invoice lines on your purchase order: sales activity will be displayed on one invoice line with return activity showing on a separate line. For a full breakdown of understanding your issued PO and sale or return report view our **'What Happens Next Section'** at the end of this guide.

Purchase Order #SOR0000 [REDACTED]

General Info

Status: Issued - Not Sent

Order Date: 19/04/2023

Revision Date: 19/04/2023

Requester: SOR USER

Email: [REDACTED]

Payment Term: 30 0%/30

Final Branch: None

Destination: None

Supplier Location: None

Reference: None

Quantity Discount: None

Trade Discount: None

Attachments: 20230306_078771.xlsx

Shipping

Ship-To Address: [REDACTED]

Terms: None

Shipment Tracking + Add

No package tracking.

Lines

Advanced Search Sort by Line Number: 0 → 9																																																	
1	Type	Item	Qty	Unit	Price	Total	Invoiced																																										
		0042_Standard_45	364.16	Each	1.00	364.16	0.00																																										
<table border="0"> <tr> <td>Need By</td> <td>Part Number</td> <td>Manufacturer Name</td> <td>JLP SKU</td> <td>CIS Line Type</td> <td>Catalog Item</td> <td>Note</td> <td>Case (Size)</td> <td>ANA Code</td> <td></td> </tr> <tr> <td>03/06/2023</td> <td>None</td> <td>None</td> <td>None</td> <td>None</td> <td>Yes</td> <td>None</td> <td>None</td> <td>None</td> <td></td> </tr> <tr> <td colspan="10">Variable Weight Indicator</td> </tr> <tr> <td colspan="10">None</td> </tr> </table>										Need By	Part Number	Manufacturer Name	JLP SKU	CIS Line Type	Catalog Item	Note	Case (Size)	ANA Code		03/06/2023	None	None	None	None	Yes	None	None	None		Variable Weight Indicator										None									
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Variable Weight Indicator																																																	
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2	Type	Item	Qty	Unit	Price	Total	Invoiced																																										
		0045_Standard_45	331.58	Each	1.00	331.58	0.00																																										
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What Happens Next?

Once you have downloaded your weekly Excel sale or return data you can review this or alternatively view each purchase order line which is a summative copy of the Excel sales or return report. For a breakdown of each of the headings on this Excel download and individual PO lines visit our **‘Understanding SOR or D2C Sale or Return Data Report and Coupa Invoice Lines’** found [here](#).

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