

## Quick Reference Guide – Acknowledging a PO

## How to Acknowledge a PO

- 1. Once logged in, click on Orders tab.
- 2. Search and click on the PO number.

Coupa supplier portal														
Но	ome	Profile	Orders	Service/Tim	e Sheets	ASN	Invoices	Catalogs	Busine	ess Performance	Sourcing	Add-ons	Setup	
Orc	ders	Order Lines	Returns	Order Chang	es Order L	ine Change	es Shipme	ents						
GROW YOUR BUSINESS WITH COUPA. Get noticed by companies spending billions										TNOW				
		Select Customer Commercial Metals Company									bany	Ψ		
	Purchase Orders													
		Click the 🍋 Action to Invoice from a Purchase Order												
	Export to View A				All	<b>v</b> 5	Gearch	P						
		PO Numb	per Order Dat	e 🔺 Status	Acknowledg	ed At Iten	ns			Unanswered Comment	ts Total	Assigned To	Actions	
		7600000	<mark>)89</mark> 02/22/22	Issued	None	10	each of HP F	Printer		No	2,000.00		8	
		76000001	157 02/27/22	Issued	None	1 e Eq Re	each of 3 Mhz quipment, Size epair Service	z Ultrasound The e/Dimens	erapy	No	600.00			

3. Click the Acknowledged box.

Purchase Order #760000089											
🔅 General Inf	0			🔗 Shipping							
Status	Status Issued - Sent via Email			Ship-To Address 901 CANTRELL STREET							
Order Date	02/22/22				WAXAHACHIE, TX 75165-3120 United States						
Revision Date	02/22/22										
Requester	Jane Williams			Legal Entity	Attn: Jane Williams CMC Steel Fabricators, Inc.						
Email	roncatindig+123@gmail.com			, 	, No						
Payment Term	Z000			ierms		0					
Attachments	None			🦈 Shipment I	racking	• Add					
Acknowledged				No shipment tracking.							
Assigned to	Select										
🔲 Lines											
				Advanced Search	Sort by Line Numbe	r: 0 → 9 🗸					
1 Type Item		Qty	Unit	Price To	otal	Invoiced					

Revised 09/01/2022

For questions contact suppliersupport@cmc.com

