



The Financial Times

**Coupa Supplier Portal
User Guide**



Purchase Orders

Viewing Purchase Orders in the CSP

Step 1:

- 1: To view your Purchase Orders in the CSP select the **Orders** tab in the top toolbar. This will show a list with all the POs raised by the FT or its associated entities.
- 2: Ensure you are on the right customer if you work with multiple customers through the CSP.
- 3: Select a **PO number** to open the PO.
- 4: Select **View** to customise the PO view.
- 5: Use the **Search** functionality to search for a particular PO.

The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Fortra Plus', 'Orders', and 'Service/Time Sheets'. The 'Orders' tab is highlighted. Below the navigation bar, there are sub-tabs for 'Orders', 'Order Lines', 'Returns', 'Order Changes', and 'Order Line Changes'. The main content area is titled 'Purchase Orders' and shows a 'Select Customer' dropdown menu set to 'FT TEST SYSTEM'. Below this, there is a table of Purchase Orders with columns for 'PO Number', 'Order Date', 'Status', 'Acknowledged At', 'Items', 'Unanswered Comments', 'Total', 'Assigned To', and 'Actions'. The table contains five rows of data. The 'View' button and a search input field are also visible.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
371	02/24	Issued	None	1 Each of ergerger	No	2,000.00 GBP		
352	03/20/24	Issued	None	TEST COA	No	10,000.00 GBP		
339	02/20/24	Issued	None	ex check	No	100,000.00 GBP		
338	02/06/24	Issued	None	QQQQQQQQQQ	No	5,000.00 GBP		
336	01/23/24	Issued	None	test order	No	10,000.00 GBP		

Viewing Purchase Orders in the CSP

Step 2:

In the PO window you can view details of the purchase order. Scroll down to PO lines to see the description of the item, the unit price, quantity and total value of the PO.

Tips:

1: To acknowledge the PO, tick the **Acknowledged** box. This helps us identify which POs have been seen by a Supplier.

2: Select **Print View** to see a PDF version of the PO.

Purchase Order #371

General Info

Status Issued - Sent via Email
Order Date 04/18/24
Revision Date 04/18/24
Requester Jason Andrew
Email Jason.Andrew@FT.com
Payment Term EOM 30
Attachments None

Shipping

Ship-To Address JA TEST
JA TEST
JA TEST
United Kingdom
Attn: Jason Andrew
Terms DDP

Acknowledged

Advanced Search Sort by Line Number: 0 → 9

Type	Item	Qty	Unit	Price	Total	Invoiced
	ergerger	1	Each	2,000.00	2,000.00	0.00

Supplier Part Number None
Supplier Auxiliary Part Number None
Manufacturer Name None
Manufacturer Part Number None

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Total GBP 2,000.00

Create Invoice **Print View**

Purchase order status in CSP

PO Status	Description
Buyer Hold	The purchase order is approved, but pending buyer review within the Financial Times
Cancelled	The purchase order is cancelled and does not need to be fulfilled
Closed	The issued purchase order was received and then closed, either manually or automatically
Currency Hold	The purchase order is on hold due to an issue related to currency exchange rates
Error	Something is wrong with the purchase order, please reach out to your FT business contact to help resolve the issue
Issued	The purchase order was approved and sent to you
Soft Closed	The purchase order is closed but can be reopened Note: You cannot create an invoice for an order in this status

Further help and support

If you are unable to find answers to your questions within these guides you can refer to:

- [FT Supplier Webpage](https://aboutus.ft.com/suppliers), which includes FAQs and other supporting information: aboutus.ft.com/suppliers
- You can contact our Procure-to-Pay Operations team at p2p@ft.com

Or if you require technical assistance with Coupa you can refer to:

- [Coupa Supplier Help Centre](#)
- [Coupa Compass](#) - Provides generic user guides for Suppliers including videos, courses and resources to help with technical issues.
- View the '[Getting started with the CSP](#)' guide from Coupa
- From the [CSP homepage](#) you can click the bubble in the bottom right of the screen, to chat live with a Coupa specialist

Glossary of Terms

CSP	Coupa Supplier Portal
Admin	The person with Administration rights for the Coupa Supplier Portal for your account
Financial Times business contact	The Financial Times employee you have been discussing supply of goods and/or services
PO	Purchase Order
Users	Your employees who have access to the Coupa Supplier Portal
Invitation	There are two types of invitation you could receive from the Financial Times, both will be sent by email. Suppliers already working with the FT will receive an invitation when we launch the CSP on <insert date>. After this date, any new Suppliers that start working with the FT will receive an invitation initiated by their Financial Time business contact.
Coupa Compass	This is Coupa's own support webpage that includes user guides for suppliers including videos, courses and resources to help with any issues you may have using the CSP, including technical help
Supplier Information Form	This is the form that will be sent by the Financial Times business contact. It is a Supplier Information form that allows The FT to collect basic company information from our Suppliers and is the first step in connecting with the Financial Times for business through the CSP