## **The Financial Times**

## Coupa Supplier Portal User Guide



# **Purchase Orders**



## Viewing Purchase Orders in the CSP

#### Step 1:

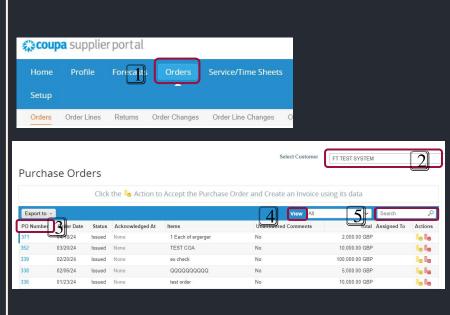
1: To view your Purchase Orders in the CSP select the **Orders** tab in the top toolbar. This will show a list with all the POs raised by the FT or its associated entities.

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.



### 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.

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#### 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, 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:

- <u>Coupa Supplier Help Centre</u>
- <u>Coupa Compass</u> Provides generic user guides for Suppliers including videos, courses and resources to help with technical issues.
- View the '<u>Getting started with the CSP</u>' guide from Coupa
- From the <u>CSP homepage</u> 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
РО	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.</insert>
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