

# For Suppliers - How to Understand PO Statuses in Coupa

This guide provides definitions of the status of your PO in Coupa.

1. **Draft:** The PO is being created by Solenis and has not yet been fully sent to you.
2. **Sent:** The PO has been sent to you, but not acknowledged / accepted.
3. **Acknowledged:** You have received & acknowledged the PO by checking the box on the



PO.

4. **Partially Invoiced:** Some items from the PO have been invoiced, but not all.
5. **Invoiced:** You have fully invoiced all items from the PO.
6. **Closed:** The PO is complete, and no further actions are required.

You can view and manage your POs by navigating to the “Orders” tab and selecting Solenis from the drop-down list in the upper right corner. This will open a table with all your POs from Solenis and their statuses, allowing you to track them effectively.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'coupa supplier portal' on the left and 'NAM', 'NOTIFICATIONS 8', and 'HELP' on the right. Below this is a main navigation menu with 'Orders' highlighted. A secondary menu below 'Orders' includes 'Order Lines', 'Returns', 'Order Changes', 'Order Line Changes', 'Order Confirmations', and 'Order Confirmation Lines'. On the right side, there is a 'Select Customer' dropdown menu with 'Solenis' selected. Below the navigation is a section titled 'Purchase Orders'. Underneath, there is an 'Instructions From Customer' section with a text box containing: 'Click the [icon] Action to Accept the Purchase Order and Create an Invoice using its data'. Below this is a table with columns: 'PO Number', 'Order Date', 'Status', 'Acknowledged At', 'Items', 'Unanswered Comments', 'Total', 'Assigned To', and 'Actions'. The table contains one row with the following data: PO Number: PO65, Order Date: 03/28/25, Status: Issued, Acknowledged At: None, Items: 15 Each of test item, Unanswered Comments: No, Total: 75.00 USD, Assigned To: (empty), and Actions: (three icons). There are numbered callouts (1-4) pointing to the 'Orders' tab, the 'Select Customer' dropdown, the instruction text box, and the first row of the table, respectively.

Rev.	Author	Description of change	Date	Training required
0	Ana Panduru	Document creation	March 18, 2025	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1				
2				
3				
4				