



mitsui E&P
Australia



Purchase Orders in Coupa


Coupa User Guides




Managing Purchase Orders in Coupa

- [Purchase Orders](#)
- [Acknowledging a Purchase Order](#)
- [Commenting on a Purchase Order](#)
- [Submitting an Invoice against a Purchase Order](#)

Purchase Order Email



(TEST)
MITSUI E&P
Australia

Powered by 

MEPAU (TEST) Purchase Order #00000674

Order Summary

Date

6/2/24

PO Total

1,000.00 AUD

Payment Terms

30 days from invoice date

Contact

Rose Requisitioner (E)
Rose.Requisitioner@mepau.net.au

Manage Order

Create Invoice

Orders details below



Acknowledge
PO



Add
Delivery
Tracking



Add
Comment

Once we have engaged you during our procurement process, we will raise an internal requisition on Coupa.

Once this requisition has been approved, a Purchase Order will be issued, and an email will be sent to your nominated email address.

The body of the email will look like this, with a copy of the PO at the end.


You will be able to manage the invoice from this email, or through the Coupa Supplier Portal (CSP) if you have an account.

If you do not have a CSP Account, but would like to set one up, please reach out to our team and they will send you an invitation link.

The CSP is a free portal for suppliers and has no cost.



Acknowledging a Purchase Order

 (TEST)
MITSUI E&P
Australia

MEPAU (TEST) Purchase Order #00000674

Order Summary

Date 6/2/24

PO Total 1,000.00 AUD


Payment Terms 30 days from invoice date


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Rose.Requisitioner@mepau.net.au


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After our internal requisition has been approved, Coupa will convert the requisition into a Purchase Order, and an email will be sent to your nominated email address with the details and PO Number.

To update your nominated email address, please contact our Procurement department.

An advantage of the Coupa system is that you can acknowledge receipt of the purchase order from the email you receive and the person who has requested the goods can then see that you have received the Purchase Order.





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Commenting on a Purchase Order



MEPAU (TEST) Purchase Order #00000674

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An additional benefit offered by the Coupa system is the ability to include comments directly on the purchase order received via email.

This feature proves valuable for communicating important information to the requestor or documenting post-issuance communications related to the purchase order.





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Submitting an Invoice against a Purchase Order

There are two preferred ways to submit invoices against Purchase Orders with MEPAU.

1. 'Flipping' a Purchase Order

You can 'flip' a purchase order (ie. create and submit an invoice using the Coupa purchase order notification e-mail that you receive) and attach an electronic copy of your invoice.

When you are ready to 'flip' a purchase order for invoice submission and payment, simply locate and open the PO email notification and click the "Create Invoice" button.

2. Creating an Invoice via the Coupa Supplier Portal

You can create and submit an invoice through the Coupa Supplier Portal.

For more information on how to submit an invoice, please see our [Supplier Invoicing Guide].





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