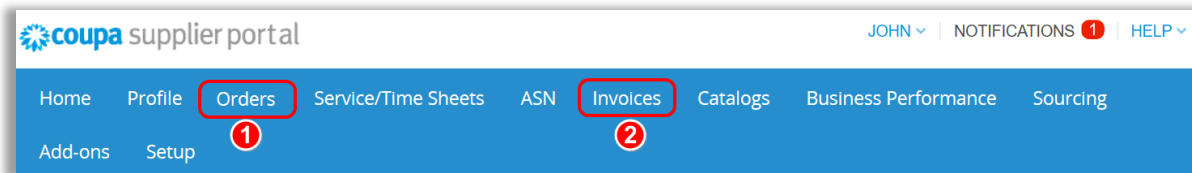


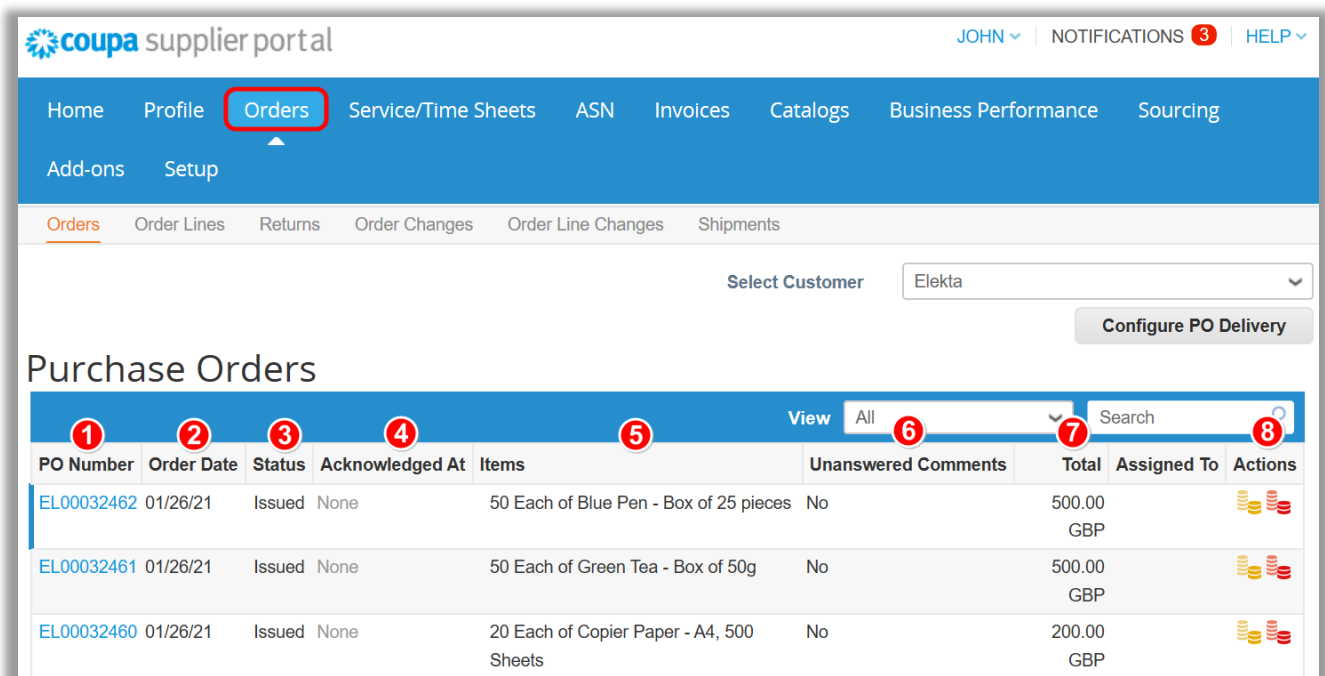
This document describes how to review Purchase Orders (PO) sent to your company by Elekta and Invoices you have issued to Elekta through the Coupa Supplier Portal (CSP).

## STEPS




1. Log in to Coupa Supplier Portal (CSP). Go to the navigation bar at the top and click on:
  - a) **Orders** - for Purchase Orders
  - b) **Invoices** – for Invoices issued through CSP



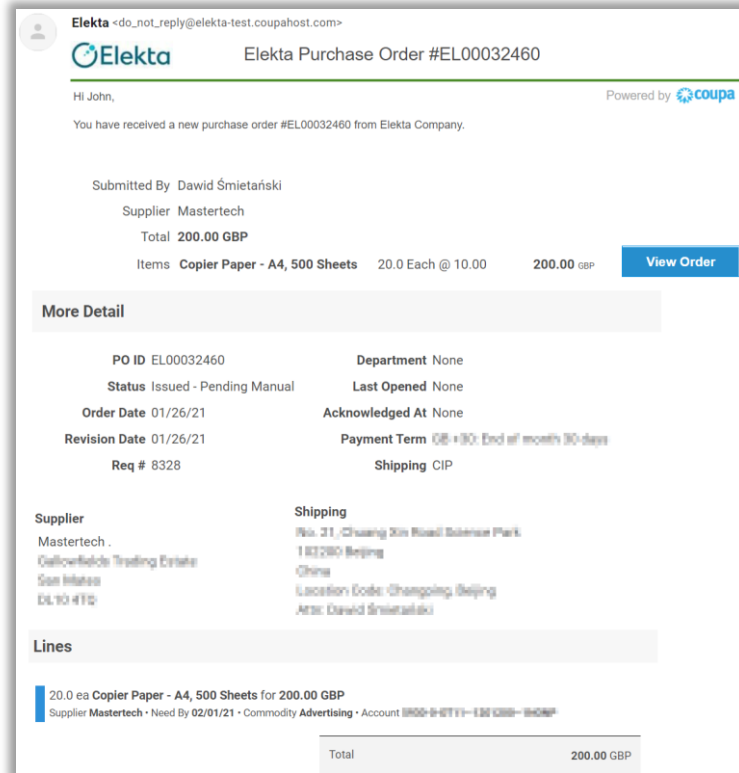
2. After opening **Orders**, you can see all the orders sent to your company. Visible columns present:
  - a) **Elekta PO Number** – to view detailed PO information or print a PO, click on the PO number
  - b) **Order Date** – when an order was created by an Elekta user
  - c) **Status** of a PO (e.g. Issued, Cancelled)
  - d) **Acknowledged At** – date of your PO acknowledgment of receipt (through email or the CSP)
  - e) **Item** – items (with quantity) or services requested by Elekta employee
  - f) **Unanswered Comments** – the column informing you if you have any unanswered comments from Elekta
  - g) **Total** – the total value of a PO
  - h) **Actions bar** – buttons allowing you to create an invoice or a credit note for a PO



Purchase Orders

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
EL00032462	01/26/21	Issued	None	50 Each of Blue Pen - Box of 25 pieces	No	500.00 GBP		
EL00032461	01/26/21	Issued	None	50 Each of Green Tea - Box of 50g	No	500.00 GBP		
EL00032460	01/26/21	Issued	None	20 Each of Copier Paper - A4, 500 Sheets	No	200.00 GBP		

You can also view the order details once it has been sent to you by email.



3. After opening **Invoices**, you can see all the invoices you sent to Elekta using the CSP. Visible columns present:
  - a) **Invoice #** - the number of the invoice created in CSP by your company. You can click to view the invoice details
  - b) **Status** – invoice status
    - 1) Statuses requiring supplier action: Draft, Disputed, Approved
    - 2) Statuses requiring Elekta’s action: Pending Approval, Pending Receipt, Approved
  - c) **PO #** - order number assimilated with the invoice
  - d) **Total** – total gross amount of the invoice
  - e) **Unanswered Comments** – the column informing about any unanswered comments from Elekta
  - f) **Dispute Reason** – Elekta has the right to dispute the content of the invoice and, if so, Elekta’s comment will appear in this column
  - g) **Actions** – buttons allowing you to action an invoice or a credit note (actions may vary depending on status)

