

The aim of this document to provide an overview of the process to create a service entry sheet in the Coupa Supplier Portal.

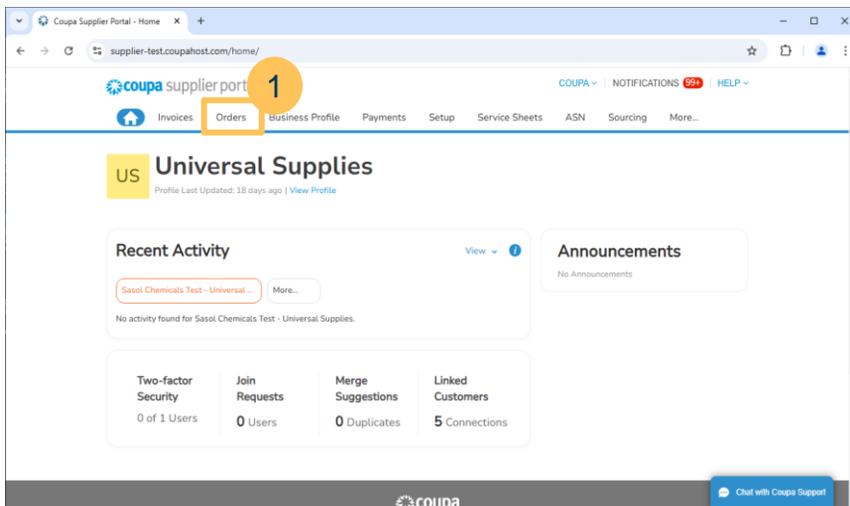


### Note:

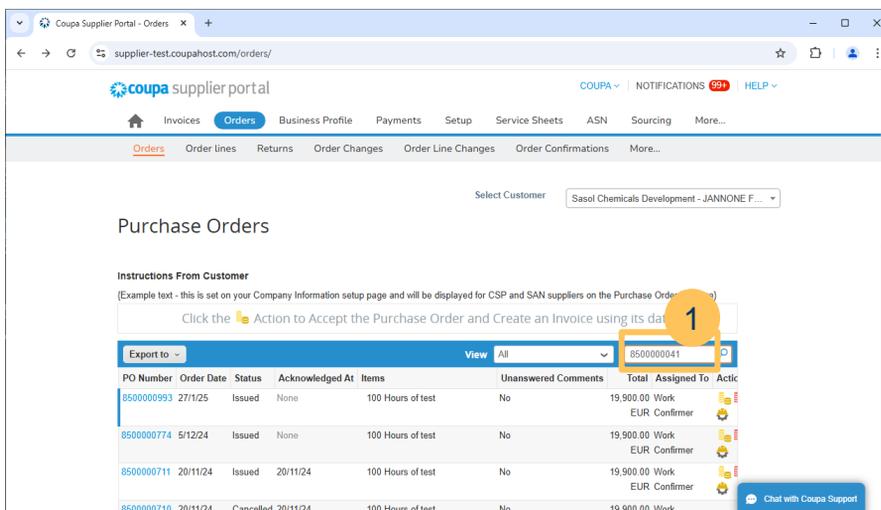
The data used in this Quick Reference Guide is for learning purposes only. Please use data that is specific to the transaction you are executing when working in the live system.

## Log into CSP and Locate Purchase Order

1. Log into the CSP and click on **Orders** tab on the home screen.

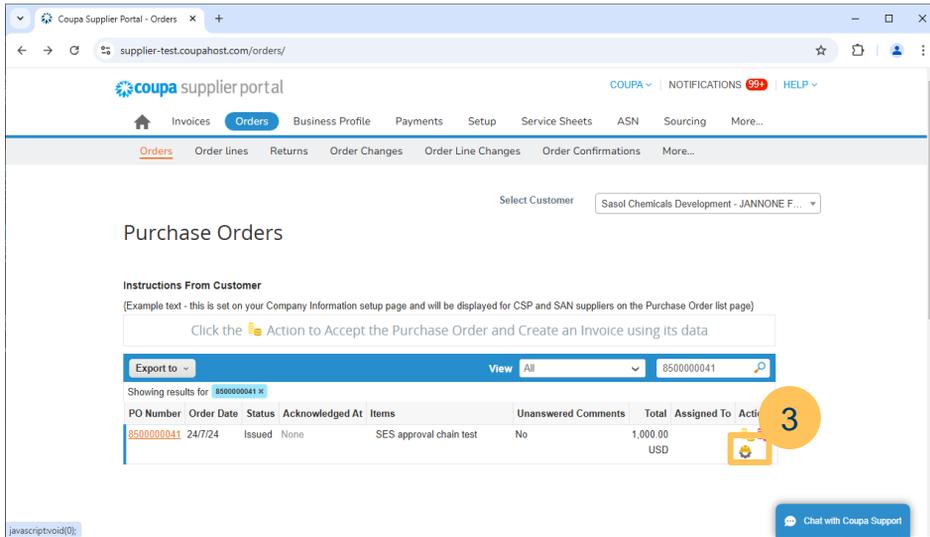


2. Use the search field to enter the purchase order number.

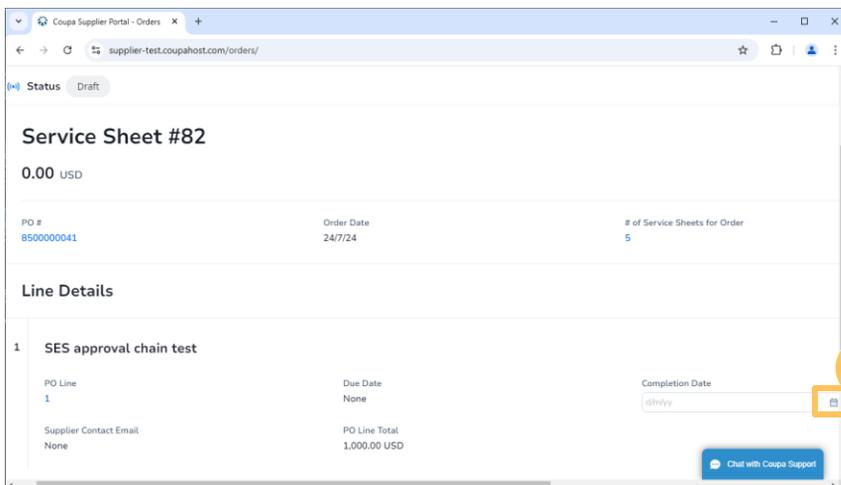


### Log into CSP and Locate Purchase Order

3. Click the search icon to execute the search.

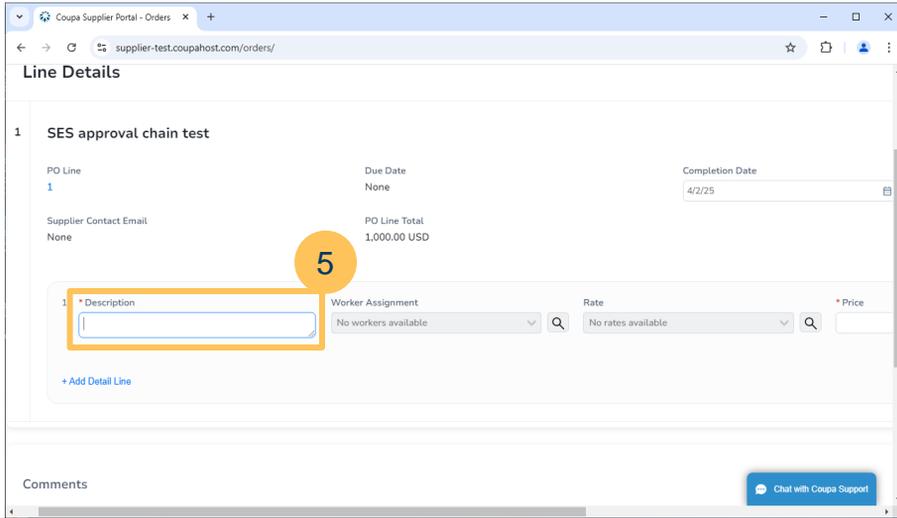


4. A draft service entry sheet opens. Click the **Calendar** icon to select the **Completion Date**.

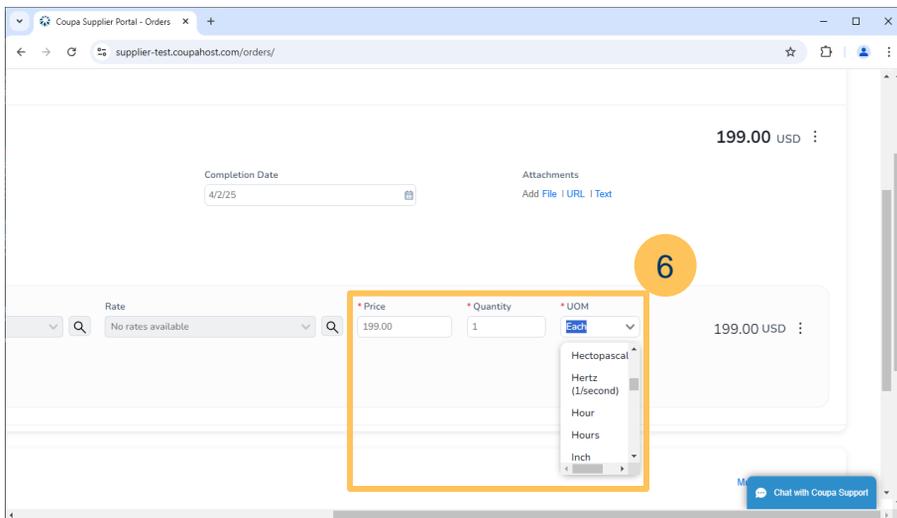


### Enter Service Details

5. Enter a **Description** of the service complete.

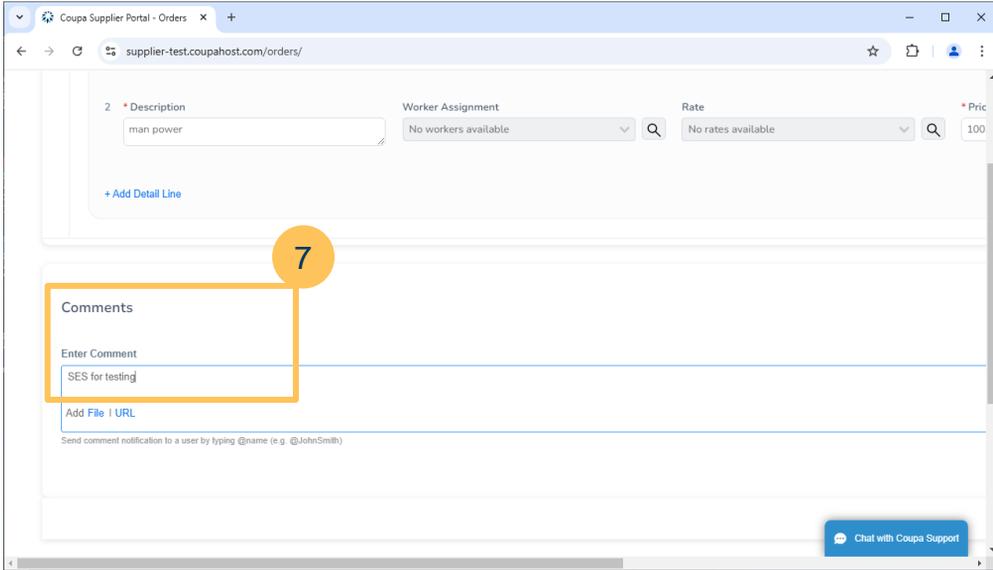


6. Enter the **price, quantity, and UOM**.

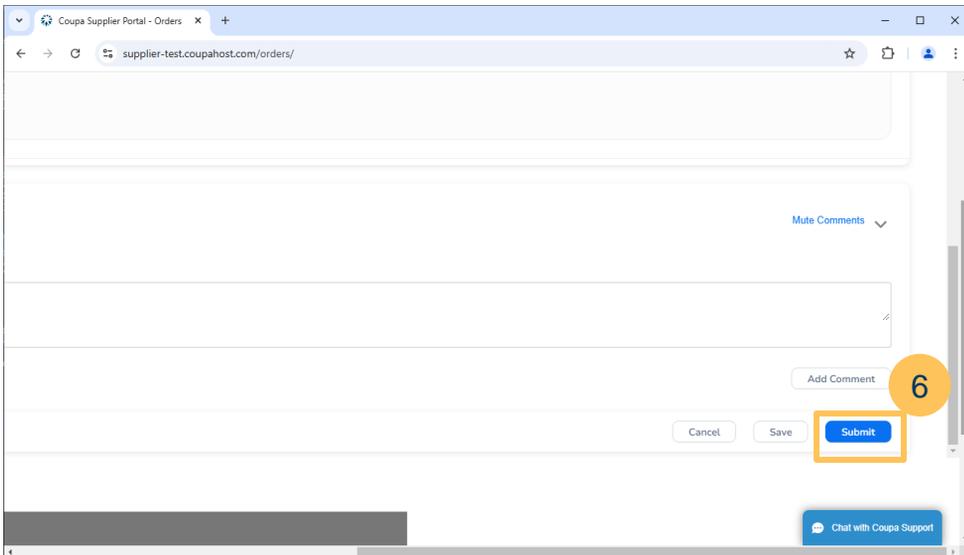


## Submit Service Entry Sheet

7. Enter a **Comment** if you would like to send a comment to Sasol along with the service entry.

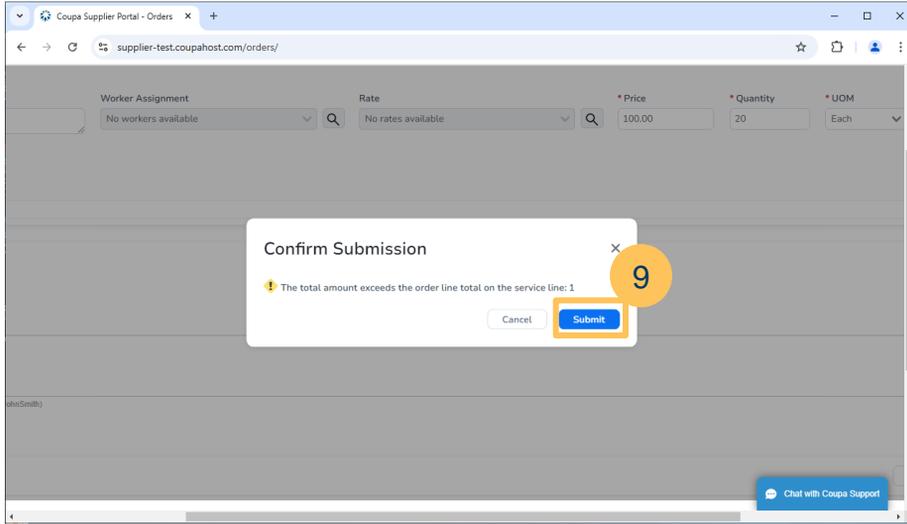


8. Click **Submit**.



### Submit Service Entry Sheet

9. Click **Submit** again on the popup to confirm submission.



10. **Service Entry Sheet** has been submitted in Coupa.

