

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.

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	Invoices	Orders Business Prof	ile Payments	Setup Service Sheets	ASN Sourcing More				
	Recent Activit Sasol Chemicals Test - U No activity found for Sasol	ty niversat More I. Chemicals Test - Universal Su	upplies.	View ~ 🚺	Announcements No Announcements				
	Two-factor Security	Join Requests	Merge Suggestions	Linked Customers					

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

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Log into CSP and Locate Purchase Order

3. Click the search icon to execute the search.

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Orders Order lines Returns Order Changes Order Line Changes Order Confirmations More				
Select Customer Sasol Chemicals Development - JANNONE F. Purchase Orders Instructions From Customer (Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page) Click the Se Action to Accept the Purchase Order and Create an Invoice using its data				
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Showing results for 800000001 x				
PO Number Order Date Status Acknowledged At Items Unanswered Comments Total Assigned To Actin 3				
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4. A draft service entry sheet opens. Click the **Calendar** icon to select the **Completion Date**.

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PO #	Order Date	# of Service Sheets for Order
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Line Details		
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Supplier Contact Email	PO Line Total	
None	1,000.00 USD	
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Enter Service Details

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

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SES approval chain test					
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Supplier Contact Email None	PO Line Total 1,000.00 USD				
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+ Add Detail Line					
Comments				👳 Chat with Coupa Support	

6. Enter the price, quantity, and UOM.

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Submit Service Entry Sheet

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

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8. Click Submit.

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Submit Service Entry Sheet

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

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10. Service Entry Sheet has been submitted in Coupa.

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Purchase Order #850000041					1
Service Sheet #82 submitted successfully	×				ł
🔅 General Info 🛛 🔗 Shipping					
Status Issued - Pending Manual Ship-To Address Contrada Marcellino Order Date 24/7/24 B011 Augusta Baly Revision Date 24/7/24 Location Code: 1102 Requester Purti Sandip Shah Attr. Purti Sandip Shah Email purtshah@deloitte.com Terms Payment Term 001-Pay immediately w/o deduction Shipment Tracking Attachments None No package tracking.	Add				
Acknowledged Lines Advanced Source Use Number 0					
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