Kurzreferenz Servicenachweis in Coupa erstellen



Das Ziel dieses Dokuments ist es, einen Überblick über den Prozess zur Erstellung eines Servicenachweises im Coupa Supplier Portal zu geben.



Anmerkung:

Die in dieser Kurzreferenz verwendeten Daten sind nur für Lernzwecke gedacht. Bitte verwenden Sie die Daten, die für die Transaktion, die Sie ausführen, spezifisch sind, wenn Sie im Live-System arbeiten.

Loggen Sie sich in CSP ein und suchen Sie die Bestellung

1. Loggen Sie sich in das CSP ein und klicken Sie auf der Startseite auf die Registerkarte Orders.

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	coupa supplier	port 1				ons 999 Help ~			
	Invoices (Orders Business Prof	ile Payments	Setup Service Shee	ts ASN Sourcing	More			
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	Recent Activit Sasol Chemicals Test - Ur No activity found for Sasol Two-factor Security	ty wersatMore Chemicals Test - Universal Su Join Requests	Merge Suggestions	View - () Linked Customers	Announcements	nts			

2. Verwenden Sie das Suchfeld, um die Bestellnummer einzugeben.

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🗱 coupa supplier po	ortal	COUPA~ N	otifications 991 Help -		^
A Invoices Ord	ers Business Profile Payments Setup	Service Sheets ASN So	urcing More		
Orders Order lines	Returns Order Changes Order Line Chan	ges Order Confirmations Mo	re		
Purchase Ord Instructions From Custom (Example text - this is set on yo Click the Export to ~	s ers wr company Information setup page and will be displayed f chord to Accept the Purchase Order an vie	elect Customer Sasol Chemicals or CSP and SAN suppliers on the Purcha ad Create an Invoice using its w Al SS Statement Sason S	Se Order (1) da (1) 0000041 0		
PO Number Order Date S	tatue Acknowledged At Items	Inanewarad Commente Tot	A Actic		
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Loggen Sie sich in CSP ein und suchen Sie die Bestellung

3. Klicken Sie auf das Suchsymbol, um die Suche auszuführen.

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COUPA - NOTIFICA	ATIONS 99+ HELP ~			^
A Invoices Orders Business Profile Payments Setup Service Sheets ASN Sourcing	More			
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Select Customer Sato Chemicals Develop 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 Orde Click the Se Action to Accept the Purchase Order and Create an Invoice using its data	ment - JANNONE F *			
Export to View All View All View	i1 🔎			
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USD USD	0			
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4. Es öffnet sich ein Entwurf des Servicenachweises. Klicken Sie auf das Kalendersymbol, um das Erledigungsdatum auszuwählen.

Coupa Supplier Portal - Orders × +		-	o ×
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) Status Draft			
Service Sheet #82			
0.00 USD			
PO =	Order Date	# of Service Sheets for Order	
850000041	24/7/24	5	
Line Details			
			_
1 SES approval chain test			
PO Line	Due Date	Completion Date	
1	None		8
Supplier Contact Email	PO Line Total		
None	1,000.00 USD	🖨 Chat with Coupa Su	oport
			•

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Dienstdetails eingeben

5. Geben Sie eine Beschreibung des Sevices vollständig ein.

🔅 Coupa Supplier Portal - Orders 🗙 🕂						-		×
→ C Supplier-test.coupahost.co	om/orders/				☆	Ď		3
Line Details								
SES approval chain test								
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1	None			4/2/25				f
Supplier Contact Email None	PO Line Total 1,000.00 USD							
1 * Description	Worker Assignment		Rate				Price	
	No workers available	~ Q	No rates available		~ a			
+ Add Detail Line								
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omments				💬 🤉	Chat with	Coupa S	upport	I

6. Geben Sie den Preis, die Menge und die UOM ein.

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Leistungserfassungsblatt einreichen

7. Geben Sie einen **Kommentar** ein, wenn Sie zusammen mit dem Serviceeintrag einen Kommentar an Sasol senden möchten.

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	2	* Description	Worker Assignment	Rate	
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8. Klicken Sie auf Absenden.

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Servicenachweis einreichen

9. Klicken Sie in dem Popup-Fenster erneut auf Senden, um die Übermittlung zu bestätigen.

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← → C	supplier-test.coupahost.com	/orders/		☆	D 😩	:
ļ	Worker Assignment No workers available	Rate V Q No rates available	* Price Q 100.00	• Quantity 20	• UOM Each	~
		Confirm Submission The total amount exceeds the order line total on the Car	service line: 1 neet Submit			
inSmith)						
				🗭 Chat wit	h Coupa Support	

10. Der Servicenachweis wurde in Coupa eingereicht.

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← → C 2 supplier-test.coupahost.com/orders/	7	2	₽		:
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					
Image: Type Item Price Total Image: Total	nvoiced 0.00				
Worker Assignment Resource Manager Confirmed Pending Approval Pending Rework Discarded Supplier Part Number + Add Akshat Pradeep 0.00 3,990.00 0.00 0.00 None	💬 Cha	t with C	Coupa	Support	