How to review your Purchase Orders and Invoices in CSP

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
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)