

## QUICK REFERENCE GUIDE

## MANAGING IRT PURCHASE ORDERS VIA THE COUPA SUPPLIER PORTAL (CSP)

(Increase the zoom to view the screenshots clearly.)

Please check with your company to identify who has access to the Coupa Supplier Portal (CSP) to manage compliance documents and invoices for IRT. This person can add you as a user, enabling you to access the table containing all purchase orders issued by IRT.

	plierportal		KEVIN ~   NOT	IFICATIONS 🧐   HELP -	Step 1
Invoice:	es Orders	Business Profile	Payments Setup M	ore	(Coupa Supplier Portal)
		Select "Orders"			
Coupa Verify Coupa Verific customers lo	IF Account And ed builds trust an poking for product	I Get Noticed d gets you in front of r is like yours.	From the home page navigate to the orders tab.		
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Use the different views such as 'Open Orders' or 'Orders Not Invoiced", or the search bar to organise, track and invoice IRT purchase orders.