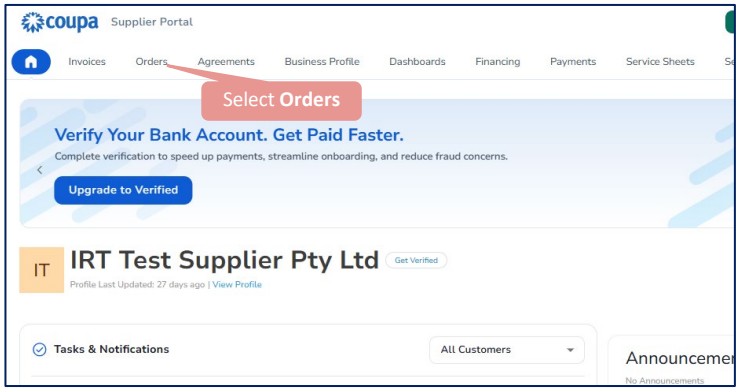
Coupa Suppliers
User Guide

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.

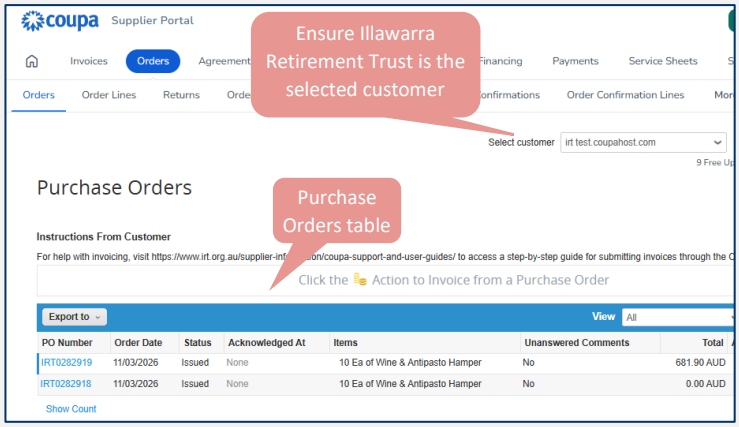
This person can add you as a user, enabling you to access the table containing all purchase orders issued by IRT.



Step 1

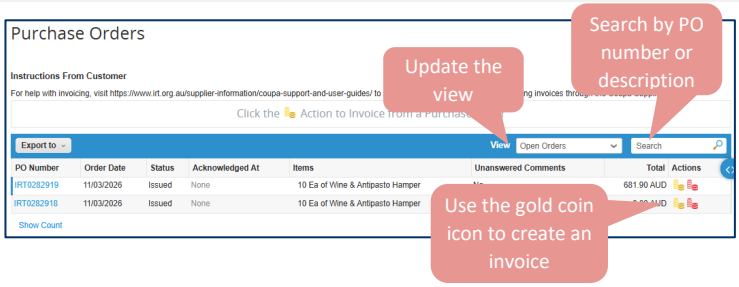
Log into your Coupa Supplier Portal (Coupa Supplier Portal)

From the home page navigate to the orders tab.



Step 2

View the Purchase Orders table to view IRT purchase orders.



Step 3

Use the different views such as 'Open Orders' or 'Orders Not Invoiced", or the search bar to organise, track and invoice IRT purchase orders.