

wintershall dea

HOW TO EDIT A PURCHASE ORDER

COUPA SUPPLIER PORTAL (CSP) USER GUIDE

Version 1.0 (December 2021)

HOW TO EDIT A PURCHASE ORDER

Request Purchase Order Changes

You can request changes to Purchase Orders (POs) created in Coupa and submit them for approval to Wintershall Dea. You cannot request changes to closed or soft-closed POs or PO lines.

Click on the Orders tab on the main menu, and on the appearing Purchase Orders page, click on the number of the PO that you want to modify.

At the bottom of the purchase order, click on the Request Change button. If you have saved but not submitted your change request, click on the Edit Change button.

The screenshot displays the 'Lines' section of a purchase order in Coupa. At the top, there is a blue header with 'Advanced' and 'Sort by' options, and a search bar. Below this is a table with one line item:

Type	Item	Price	Total	Invoiced
1	Print Services	200.00	200.00	0.00

Below the table, there is a section for 'Additional Information' with the following details:

- Need By: 08/03/19
- Part Number: None
- Job Type: Poster • Binding • Color Prints? , Yes • Need By Date 08/07/19 • Additional Instructions

At the bottom right, a summary box shows 'Total 200.00 USD'. At the bottom, there are four buttons: 'Create Invoice', 'Request Change', 'Save', and 'Print View'.

You can edit the fields that your customer allows you to change, for example, Ship to User, Department, and Estimated Arrival Date on the order, and Need by Date, item Qty/Amt, and Price on an order line. You can also delete PO lines that cannot be fulfilled.

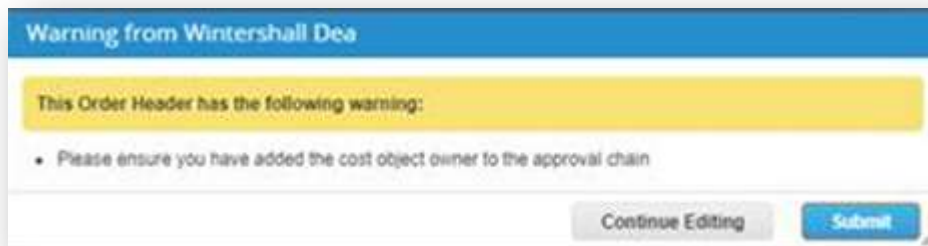
Note: You cannot reduce the quantity/amount below the values already received or invoiced against. You can also not add PO lines.

You need to select a Reason for Change from the drop-down list:

- Cannot fulfil order quantity/amount
- The ordered item is no longer available
- Cannot fulfil orders by the Need-by date
- Other - In this case, you also need to provide a comment.

Cancel, Save, or Submit the change request.

When submitting a change request, the following warning message will appear:



Please click "Submit" in order to submit your changes to Wintershall Dea.

At the bottom of the page, you can also add comments for your customer.

Note: Only one change request can be pending approval at a time. You cannot submit a PO change request while your customer has a change pending approval.

Changes are effective when a change request is approved. When a PO change request is rejected, you receive the Order change request is rejected notification.

After submitting your change request and while waiting for your customer's approval, you can view the pending changes if you Click to view pending change at the top of the PO. You can also select a PO revision to view by clicking the drop-down list next to the PO number.



When viewing pending changes, the Pending Change Request page shows the PO number, the revision date, the date when the change request was submitted, the reason for the change, change status, change type, and more.

Purchase Orders #2810

Pending Change Request

Initiated By Supplier
 Submitted On 09/11/19
 Change Reason Cannot fulfill orders by the Need-by date
 Justification

General Info Shipping

Change Status Pending Approval Address
 Status Issued - Sent via Email
 Order Date 07/31/19
 Revision Date 08/30/19 Terms
 Requisition # 3048

You can withdraw your change request by clicking Withdraw at the bottom of the page.

On the Order Changes and Order Line Changes tabs, you can see tables listing all your PO and PO line changes.

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal

IMPRINT

Wintershall Dea AG

Supply Chain WD5/P
 Ueberseering 40
 D-22297 Hamburg

Email: SupplierSupport@wintershalldea.com