



OUR **TEAM.** OUR **TIME.**
SHERWIN-WILLIAMS®

**View, acknowledge and comment on a
Purchase Order (PO) on the Coupa Supplier
Portal (CSP)**

Coupa Supplier Guide

PO notification

When you receive a Purchase order from Sherwin Williams. You will receive an email similar to the one on the right, and a notification on the Coupa Supplier Portal as shown below

SUPPLIER ▾ | NOTIFICATIONS **1** | HELP ▾

A new order is received

New PO DEP00535927 for €140.00 issued by Sherwin-Williams.

[See All Notifications](#)

New PO Inbox x

 **Sherwin-Williams** <do_not_reply@sherwin-test.coupahost.com>
to sherwinsupplieremeai+AV ▾

 Sherwin-Williams Purchase Order #DEP00535927

Hi supplier,

You have received a new purchase order #DEP00535927 from Sherwin-Williams Company.

Submitted By Ann Vandekerckhove

Supplier AV demo

Total **140.00 EUR**

Items	COVID-19 Antigen Rapid Test, 2.0 Each X 70.00	
	1 Pack, 2 Tests Total, FDA EUA Authorized OTC at-Home Self Test, Results in 15 Minutes with Non-invasive Nasal Swab, Easy to Use & No Discomfort	140.00 EUR

[View Order](#)

More Detail

PO ID DEP00535927	Department None
Status Issued - Scheduled for email	Last Opened None
Order Date 09/05/23	Acknowledged At None
Revision Date 09/05/23	Payment Term None
Req # 643483	Shipping None

Supplier

AV demo sherwinsupplieremeai+AV@gmail.com

Shipping

Friedensstrasse 40
52249 Eschweiler
Germany
Location Code: DEU Eschweiler Plant
Attn: Ann Vandekerckhove

Lines

2.0 EA COVID-19 Antigen Rapid Test, 1 Pack, 2 Tests Total, FDA EUA Authorized OTC at-Home Self Test, Results in 15 Minutes with Non-invasive Nasal Swab, Easy to Use & No Discomfort for 140.00 EUR

Supplier AV demo • Commodity Safety Equipment • Supplier Part Number "PART NUM: 334857" • Account 147-SPA25-

Coupa Supplier Guide

PO view

If you navigate to the orders tab, you can view all orders from Sherwin Williams.

If you click on the PO number, you can acknowledge or comment on this PO.

The screenshot shows the Coupa Supplier Portal interface. At the top, the logo "coupa supplier portal" is on the left, and "SUPPLIER" with a dropdown arrow, "NOTIFICATIONS 1", and "HELP" with a dropdown arrow are on the right. Below this is a navigation bar with tabs: Home, Profile, Orders (highlighted with a red box), Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Underneath the navigation bar is a secondary menu with links: Orders (highlighted with a red box), Order Lines, Returns, Order Changes, Order Line Changes, Order Confirmations, Order Confirmation Lines, Promised Deliveries, and Shipments. On the right side, there is a "Select Customer" dropdown menu with "Sherwin-Williams" selected. The main content area is titled "Purchase Orders". Below the title is a section "Instructions From Customer" with a paragraph of text and a button that says "Click the [icon] Action to Invoice from a Purchase Order". At the bottom, there is a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row of the table is highlighted with a red box and contains the following data: PO Number: DEP00535927, Order Date: 01/05/23, Status: Issued, Acknowledged At: None, Items: 2 Each of COVID-19 Antigen Rapid Test, 1 Pack, 2 Tests To..., Unanswered Comments: No, Total: 140.00 EUR, and Actions: [icon].

coupa supplier portal

SUPPLIER | NOTIFICATIONS 1 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Shipments

Select Customer Sherwin-Williams

Purchase Orders

Instructions From Customer

Sherwin-Williams is driving strategic improvements in the way we purchase and pay for goods and services. One of the benefits of these changes is more consistent, on-time payments to suppliers as a result of electronic invoicing. Please review with all personnel involved with customer invoicing and update your billing system(s) as appropriate.

Click the [icon] Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
DEP00535927	01/05/23	Issued	None	2 Each of COVID-19 Antigen Rapid Test, 1 Pack, 2 Tests To...	No	140.00 EUR		[icon]

Coupa Supplier Guide

PO acknowledgments and comments

Purchase Order #DEP00535927

General Info

Status Issued - Sent via Email

Order Date 09/05/23

Revision Date 09/05/23

Requester Ann Vandekerckhove

Email annvandekerckhove@kpmg.com

Payment Term None

Phone Number for Delivery Confirmation 123456789

CIN
Corporate Identification Number for India Use

Attachments None

Acknowledged

Assigned to

Shipping

Ship-To Address Friedensstrasse 40
52249 Eschweiler
Germany
Location Code: DEU Eschweiler Plant
Attn: Ann Vandekerckhove

Neighborhood None

Registration Number None

Terms None

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
1	COVID-19 Antigen Rapid Test, 1 Pack, 2 Tests Total, FDA EUA Authorized OTC at-Home Self Test, Results in 15 Minutes with Non-invasive Nasal Swab, Easy to Use & No Discomfort	2	Each	70.00	140.00	0.00

Supplier Part Number PART NUM: 334857 | **Manufacturer Name** None | **Manufacturer Part Number** None

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Total EUR 140.00

[Create Invoice](#) [Save](#) [Print View](#)

Please notify Sherwin Williams that you have received the purchase order by clicking the **Acknowledge PO** button within the purchase order highlighted on the left. Once the PO is acknowledged you will see a green pop up confirming that the PO is acknowledged.

Any comments you want to add will be added to the purchase order and the requester will be notified.

Comments

[Mute Comments](#)

Enter Comment

Add [File](#) | [URL](#)

Send Comment notification to a user by typing @name (ex. @JohnSmith)

[Add Comment](#)

History

