



COUPA GUIDE

COUPA SUPPLIER PORTAL

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WHAT IS COUPA?



It is the world-class solution selected to standardize the TERPEL purchasing process. Through this technological platform we will gain visibility, control and efficiency for decision making:

5,000+

Clients

10M+

Suppliers

125+

Countries

Multi

Currency

Multi

Language

Rated #1 by top analysts

Gartner

Spend
Matters

PayStream
ADVISORS

FORRESTER

IDC

SUPPLIER PORTAL (Coupa Supplier Portal)

Coupa Supplier Portal – CSP

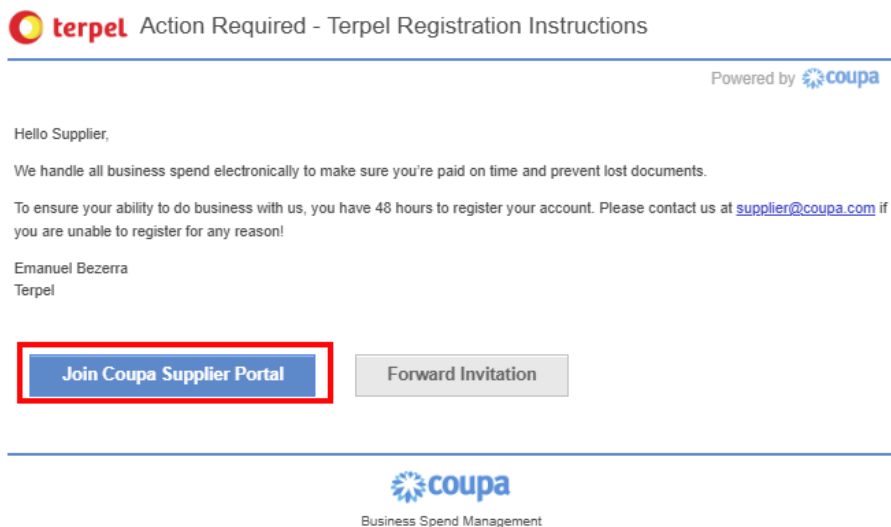
Coupa 's Supplier Portal is where suppliers can manage their purchase orders, create and monitor their invoices and credit notes, among other things. It is a free tool for suppliers to easily interact and collaborate with TERPEL. Interacting with the Portal is free of charge and is an opportunity for other companies, Coupa customers, to find them.

These are the actions that will be enabled in the supplier portal:



REGISTRATION ON THE COUPA SUPPLIER PORTAL (CSP)

1. You will receive an email from Coupa Supplier Portal, indicating that TERPEL has invited you to register for Coupa Supplier Portal:



2. Using the Join Coupa button Supplier Portal You will be directed to the Coupa Supplier Portal to begin your registration.

3. Using the **Resend Invitation** button you can redirect this invitation to someone else in your organization by entering their email.

4. Once you click on the '**Join Coupa**' option **Supplier Portal**' you will need to complete your registration on the portal. To do so, you will need to set up a password and accept Coupa's privacy policies and terms of use.

Create an account

Terpel is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with Terpel so you're ready to do business together.

* **Business Name**

Your legal business name (or legal personal name if an individual)

* **Email**

* **First Name** * **Last Name**

* **Password** * **Confirm Password**

Use at least 8 characters and include a number and a letter.

* **Country/Region** * **Tax Registration** ⓘ

☐ I do not have a Tax ID

☐ I accept the [Privacy Policy](#) and [Terms of Use](#)

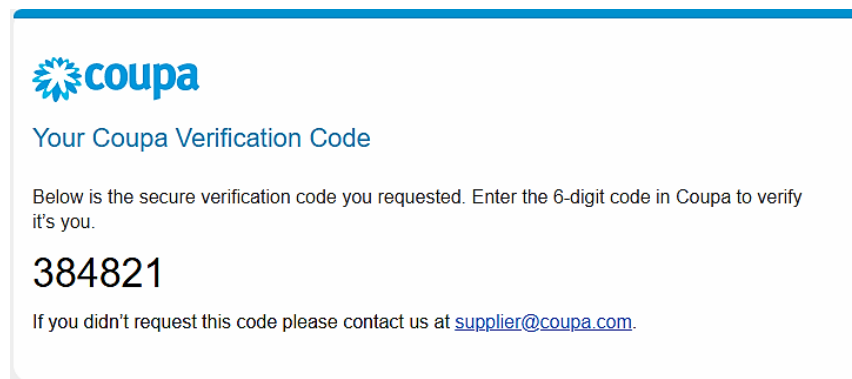
Create an account

Already have an account? [Log In](#)

[Forward this to someone](#)

After this, click on **Create an account**.

5. Enter the code sent to your email:



Email Verification

We sent a one time verification code to [redacted email address]

Didn't receive the Verification Code? [Request a New Code](#)

Next

6. As a next step you will be able to manage the following form with account information as main address, in case you select Spain as your country/region of registration, additional fields such as commercial registry and tax registrations will be displayed. These additional fields are not mandatory. Once you have completed this section, click **Next**.

Joining Coupa Supplier Portal

Please complete the necessary information for your business profile before accessing the Coupa Supplier Portal

Account details

Payment information

Main address

* Country/Region

Spain

* Address line 1

Address line 2

* City

* State

* Zip code

Spain

Commercial Registry

Invoice origin code

Preferred language

Spanish (Spain)

Tax registrations

* Country/Region

Id. of VAT

Following

Note: This information is to complement your company profile on Coupa. It is not information that TERPEL is requesting from you. Therefore, **it is 'NOT MANDATORY TO COMPLETE'**.

7. Next you must complete the payment information. The CSP portal will allow you to register different payment methods including Virtual Card, Bank Transfer and Check.

Incorporación a Coupa Supplier Portal

Cumplimente la información necesaria para su perfil de negocio antes de acceder al Coupa Supplier Portal

✓ La dirección principal se ha guardado

Detalles de la cuenta [Información de pago](#)

Tarjeta virtual ⓘ

Compatible con el cliente

Introduzca la siguiente información para recibir pagos con tarjeta virtual.

* Nombre del método de pago ⓘ

* Dirección de correo electrónico

☐ No aceptar pagos con tarjeta virtual de este cliente

Siguiente

8. You will be able to configure 3 different payment methods between virtual card, bank transfer, and check. After completing all the information, you will finish the initial registration of your profile.

Joining Coupa Supplier Portal

Please complete the necessary information for your business profile before accessing the Coupa Supplier Portal

✓ Good news! Payment Information has been successfully shared with the following customers and validated to receive payments via Coupa Pay: Kao Chemicals Europe SLU and its affiliate Kao Corporation SAU

Account details

Payment information

Bank transfer

Customer Supported

Please enter the following information to receive payments by bank transfer.

*Payment method name ⓘ

* Country/region of bank account

Spain ▼

* Bank account currency

EUR ▼

Beneficiary name

Bank name

IBAN ⓘ

Confirm IBAN

☐ My company expects international payments

Branch No.

Bank account type

Business ▼

Email address ⓘ

Recipient code ⓘ

Supporting documents ⓘ

Drop or Browse Files

Browse

☐ Do not accept bank transfer payments from this customer

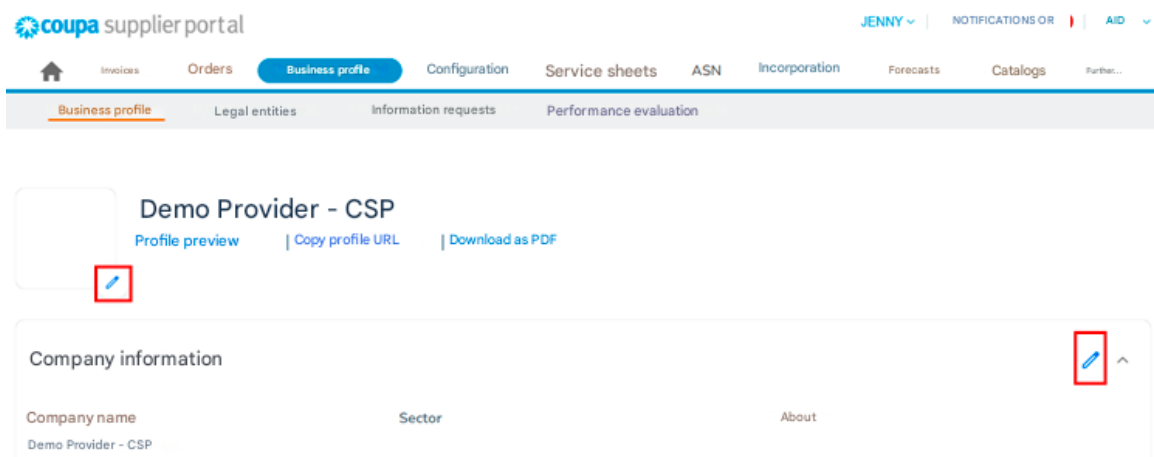
Following

Note: Completing the payment information is not a mandatory process at the beginning of your account setup, moreover, this information is requested by Coupa and not by TERPEL. To skip this section, you may not accept payments by each of the methods by checking the box at the bottom of each form as in the example below.

☐ Do not accept virtual card payments from this customer

Following

9. At the end you will see the initial interface of the portal where you will be able to edit your profile and account information whenever you need to.

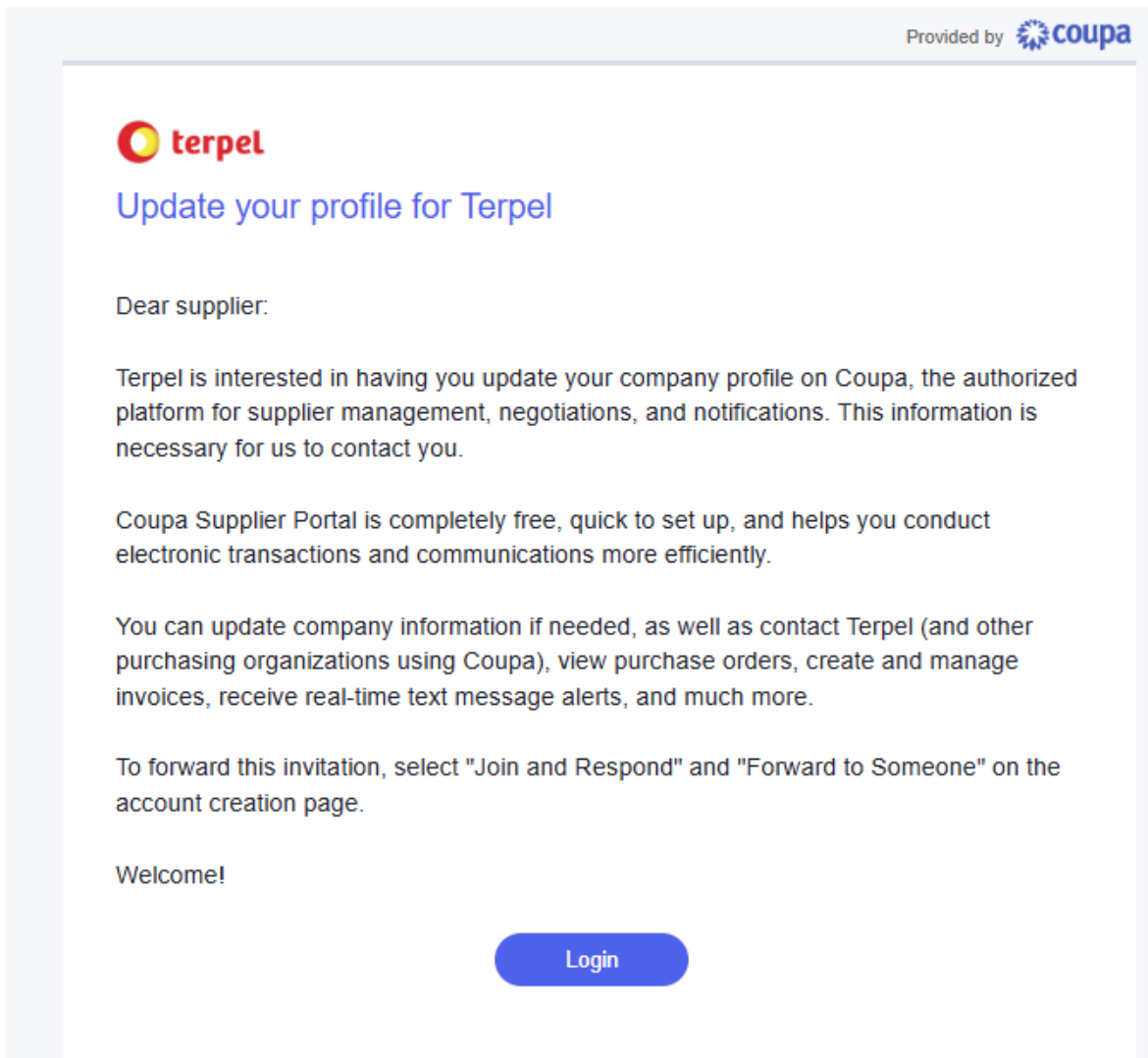


Public Profile on Coupa

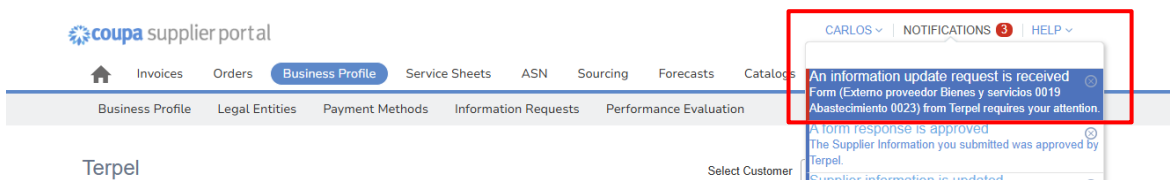
Coupa's supplier network, when you register on the portal, the platform asks you for a series of data to build your company profile. This information is for public use by Coupa's clients and through this information, Coupa can suggest your company as a potential supplier based on what customers are looking for. For example, based on the goods or services you offer and/or the areas in which you operate. It is your decision if you want to complete some of this data, understanding that it is for Coupa's use and not a request or requirement of TERPEL.

TERPEL Information Request

The supplier will receive an email message to access the COUPA Supplier Portal and update their information:



When TERPEL asks you to complete information through a form, you will also receive due notification and will be able to complete this form from the Portal.



The supplier logs in with their access credentials and COUPA will display the form where they must provide all the required information and documents:

Terpel

Select Customer Terpel ▾

✓ We have auto-filled some information from your Public Profile. ✕

[View All Responses](#)

Externo proveedor Bienes y servicios 0019 Abastecimiento 0023

Supplier Information

Proveedor Brasil

Datos generales

Categoría de revisión

Abastecimiento

Información interna Terpel

* Name

Once you have completed all the fields, click Submit for Approval (at the bottom of the page):

Seleccionar archivo ningun archi... seleccionado

Firme y cargue el documento relacionado previamente.

Sección de uso exclusivo Terpel

¿Requiere validación PIF Infolaft?

None

Decline

Save

Submit for Approval

 Comments

[Mute Comments](#) ▾

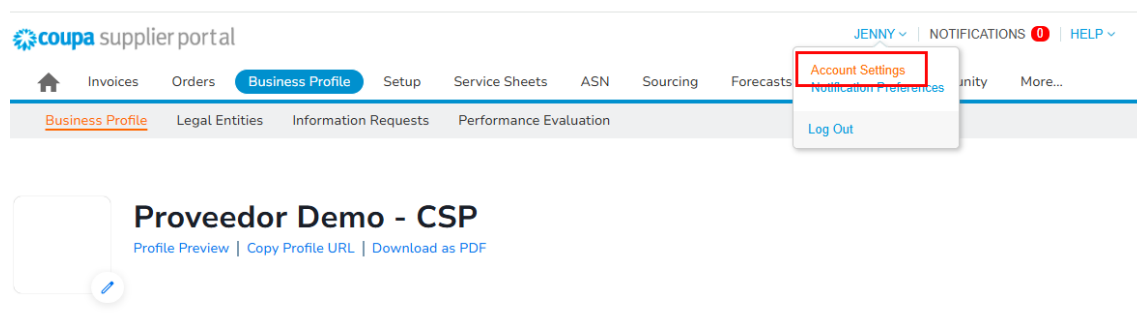
Enter Comment

Add File | URI

MULTIFACTOR AUTHENTICATION

To further protect your information, Coupa allows you to enable a second security check known as Two Factor Authentication (2FA). This security method is very common in banking applications and other types of applications, including email, and consists of using a password and additionally a code or token. To do this, you will need an application which you will configure to connect it to your account on the Portal and generate this code for you. There is a long list of applications available for this purpose. When the Portal asks you to verify your authenticity to grant you access, you will have to enter the code that is currently valid in your application.

The process below can only be performed by users with administrator permission. from the supplier/primary contact:



1. Place the cursor (mouse) pointer over your name, in the upper right corner, and click on **'Account Settings.'**

My Account Security & Multi Factor Authentication

[Settings](#)
[Notification Preferences](#)

[Security & Multi Factor Authentication](#)

[App Connections](#)

Multi Factor Authentication

☐ Disabled

☒ For Payment Changes (Required for changing Legal Entity or Remit-To)

☐ For Both Account Access (Login) and Payment Changes

Via Authenticator App

Use an Authenticator App available from your mobile phone app store.

☐ Default

Via Text Message

Use a code sent via text message to your phone number.

☐ Default

Recent Login Activity

01/24/25 (09:01 AM) - Chrome - Windows - 190.67.216.241

01/23/25 (01:41 PM) - Chrome - Windows - 190.67.216.241


2. In the menu on the left, click '**Security and multi-factor authentication.**'

Multi Factor Authentication via App ×

1 Scan this QR code using your mobile device.

- Open your preferred authentication app on your mobile device. [Learn more](#)
- For most apps, select "Add" or "+" to scan the QR code or copy and paste the security key.

Coupa Supplier Portal



CA4IVCLMRDINRXYTCPX73
ZHLD26LV3PJ

Click to copy Security Key

2 Enter the 6-digit verification code from your device.

Code

Cancel

Enable

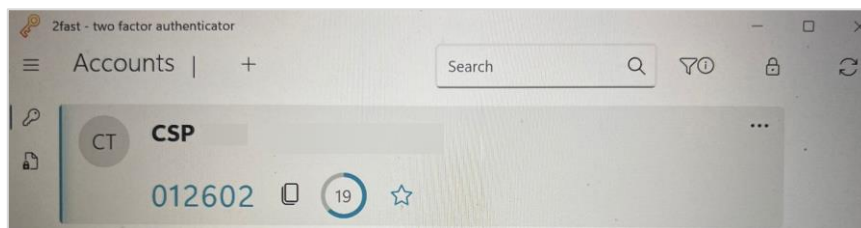
3. Download the authenticator app of your choice.

a. On your mobile device

- i. You can download an authenticator app, such as Google Authenticator or Microsoft Authenticator, from the AppStore or Google Play on your computer.
- ii. Enter the application, register (if necessary), and authorize the use of your camera.
- iii. Using your mobile device and from the app, point to the screen with the QR code. This will complete the registration of your access to the CSP in said authentication application.
- iv. Enter the 6-digit code, which you will find in the application you just downloaded, on your internet browser screen (Step 2 on the screen).

b. On your computer (desktop application)

- i. You can download a desktop authenticator app, such as [2Fast](#).
- ii. Please log in to the app and register if necessary.
- iii. Enter the code you see on the screen (from the CSP), which you will find just below the QR code. This will complete the registration of your access to the CSP in said authentication application.
- iv. Enter the 6-digit code, which you will find in the application you just downloaded, on your internet browser screen (Step 2 on the screen).



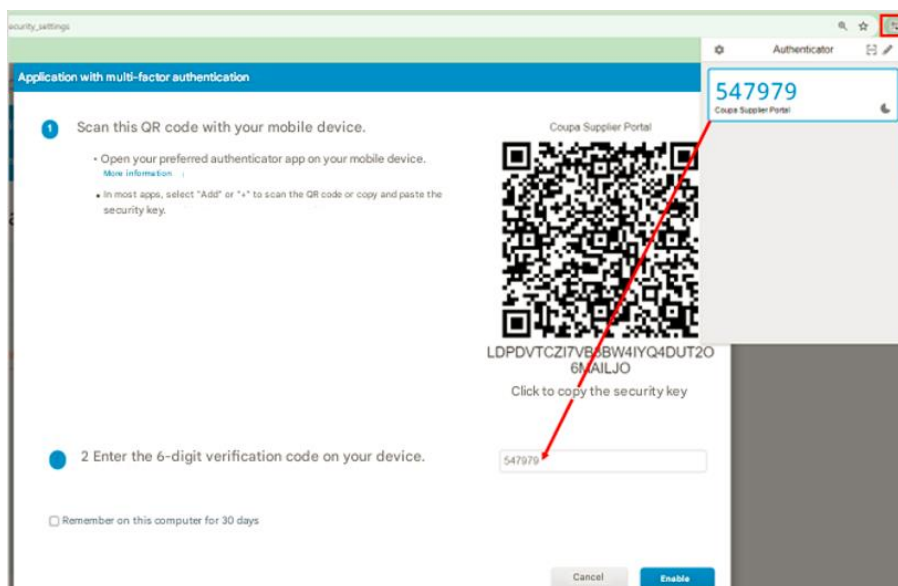
c. From your internet browser (Chrome, Edge, Safari, etc.)

- i. Download/add an authentication extension for your internet browser:
 1. Google Chrome – [Google Authenticator](#) or [Authenticator](#)

2. Mozilla Firefox – [Authenticator](#)

3. Microsoft Edge – [2FA](#)

- ii. Enter the extension and register if necessary.
- iii. Scan the QR code from the extension or copy/paste the code you see on screen (from the CSP), which you will find just below the QR code. This will complete the registration of your access to the CSP in said authenticator application.
- iv. Enter the 6-digit code, which you will find in the application you just downloaded, on your internet browser screen (Step 2 on the screen).



4. By clicking 'Enable', Coupa will generate backup codes to restore access in case you lose your mobile as an access device. It is recommended to download them and leave them in an easily accessible but safe place.

Save your backup codes

These codes were generated on July 10, 2024.

Emergency recovery codes are the only way to get in if you lose access to your device or authenticator app.

You can only use each recovery code once.

Store these somewhere safe but accessible.

4A00ZQ	IcLhFg
FXc-aA	VcfS8w
Ao7IHg	eZFELA

Copy

Discharge

Print

- Multi-factor authentication , the configuration screen will open where you can choose for which cases to activate authentication (Payment or Login Changes), whether you want to change the authentication app, whether you want to enable SMS authentication (with additional SMS fees), or whether you want to display or regenerate recovery codes.

My Account Security and Multi-Factor Authentication

[Configuration](#)
[Notification preferences](#)
[Security and multi-factor authentication](#)

Multi-factor authentication

☒ For payment changes (required to change legal entity or sender)
☐ Both for account access (Login) and for payment changes

Using the authenticator app

Use an authenticator app available in your cell phone's app store.
☒ Default

By text message

Use a code sent by text message to your phone number.
☐ Default

[Show recovery codes](#)
[Regenerate recovery codes](#)

INVITATION TO USERS

You can invite other users in your company to also be part of the portal, either by resending the initial invitation with the 'Resend this invitation' option (refer to the [CSP Registration section](#)) or from the configuration menu.

1. Select **Settings** at the top of the page.
2. Click the **Invite User** button on the left.

[Home](#)
[Invoices](#)
[Orders](#)
[Business Profile](#)
[Setup](#)
[Service Sheets](#)
[ASN](#)
[Sourcing](#)
[Forecasts](#)
[Catalogs](#)
[Add-ons](#)
[More...](#)

[Admin](#)
[Customer Setup](#)
[Connection Requests](#)

Admin Users

[Users](#)
[Merge Requests](#)
[Merge Suggestions](#)
[Requests to Join](#)

Invite User

View All

Search

User Name	Email	Status	Permissions	Customer Access	Purpose	Actions
Contacto Proveedor	supplierteste+schindlerkao@gmail.com	Active	ASNs Admin Business Performance	Kao Chemicals Europe SLU y su afiliada Kao Corporation S.A.U.	Accounting, Diversity, Legal, Recruitment	Edit

After completing the contact information of the person, you are going to invite them to the portal, you can assign the permissions that the user will have to view the different tabs and the corresponding data, and send the invitation. From this menu, administrators can assign visibility and access to the information and the client(s) to which the user will have access.

Invite User

User Information

First Name

Last Name

* Email

Purpose ⓘ

Select Some Options

Phone Number

Country/Region

Area/City

Local

Extension

Permissions ⓘ

☒ All

☒ Admin

☒ Orders

☒ All

☐ Restricted Access to Orders

☒ Invoices

☒ Catalogs

☒ Profiles

☒ ASNs

☒ Service Sheets

☒ All

☐ Restricted Access to Service Sheets

☒ Payments

☒ Order Changes

☒ Early Payments

☒ Business Performance

☒ Sourcing

☒ Private and Public

☐ Hidden, Private, and Public

☒ Community

☒ Order Line Confirmation

☒ Forecast Planner

☒ Workers

☒ View

☐ Manage

☒ Worker Assignments

☒ View

☐ Manage

☒ Inventory

Customers

☒ All

☒ terpel-test

Cancel

Send Invitation

Please note the correct format for filling out the Phone Number fields.

Mobile Phone:

Invite User

on

Country/Region

Colombia

Area/City

314

Local

1234567

Extension

Landline:

Invite User

n

Country/Region

Colombia

Area/City

601

Local

1234567

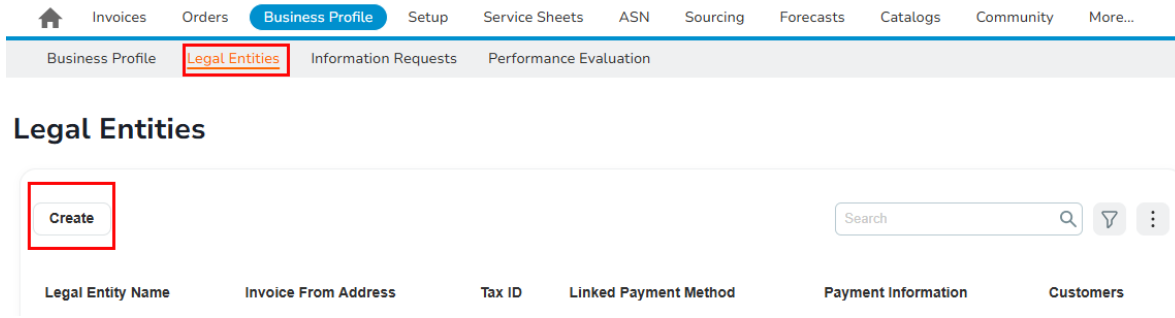
Extension

Upon receiving the invitation, the user must accept the T&C to **Join Coup**. As well as verify their email using the automatically generated code. Once these steps are completed, they will not be asked to enter data related to the company profile. However, if the user has access to the Profile, they can update it at any time.

ADD LEGAL ENTITY

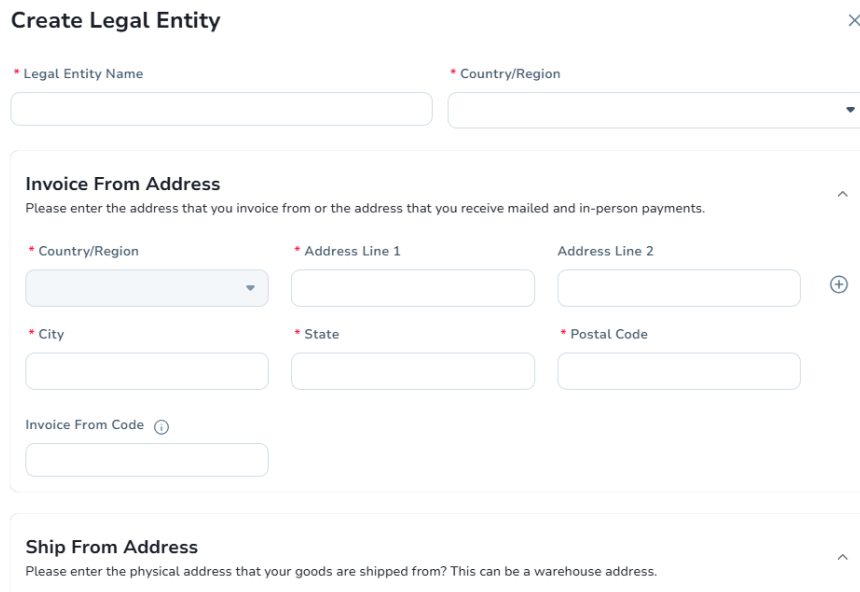
To create invoices in the CSP, you need to add your 'legal entity'. Legal entity is a generic term used by Coupa and is basically used to register the address from which you will be invoicing. This is

independent of whether it is a company or a natural person. As you will see below, the portal will ask for the address data as the client(s) applied. This way, the address can be automatically assigned to the invoices that you are going to register in the future. This configuration can only be done by the administrator user of the main supplier/contact:



1. Select **Business Profile** at the top of the page.
2. Select **Legal Entities** in the bar.
3. Click the **create button** on the left.

You must complete the requested information:



When selecting the country from which you operate and from which you will be billing, the portal may ask you to complete additional data on this screen.

Create Legal Entity ×

* Legal Entity Name

* Country/Region

Spain ▼

Tax Registrations

* Country/Region

▼

VAT ID

[+ Add Tax Registration](#)

Additional Company Information

Mercantile Register ⓘ

You must complete the data for the invoice's origin address. Note that by default, the boxes are selected so that this same address is used as **the Remittance Address** and the address from which the invoice is **sent**. If there are different addresses, you must uncheck the box, and in the next screens, you can indicate the corresponding address. Remember that VAT ID is a generic term used by Coupa, as is Tax Registration. Both refer to the unique identifier assigned to your company, when it is registered in the country, for fiscal and tax purposes. In each country this identifier has a different name, in the case of Mexico it would be the RFC.

Click '**Save**'

Invoice From Address

Please enter the address that you invoice from or the address that you receive mailed and in-person payments.

* Country/Region	* Address Line 1	Address Line 2
<input type="text" value="Spain"/>	<input type="text"/>	<input type="text"/>
* City	* State	* Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Invoice From Code ⓘ	Preferred Language	
<input type="text"/>	<input type="text" value="Spanish (Spain)"/>	


Ship From Address

Please enter the physical address that your goods are shipped from? This can be a warehouse address.

☒ Same as Invoice From Address

[Cancel](#) [Save](#)

Then click 'continue':



Your Legal entity setup is now complete. If you would like to add new Payment Methods to this Legal Entity which your customers can use to pay you, please click continue below.

[Close](#) [Continue](#)

Add return address.

1. Select **Settings** at the top of the page.
2. Select **Admin** from the bar and **Payment Methods**.
3. Click the **Add Return Address** button.

Admin Remit-To

- Users
- Merge Requests
- Merge Suggestions
- Requests to Join
- Fiscal Representatives
- Payment Methods**
- sFTP Accounts
- cXML Errors
- sFTP File Errors (to Customers)

Add Payment Method			
Payment Method Name	Remit-To Address	Payment Type	Legal Entity
No results found			

Select the **ADDRESS** option.

Add a new remittance account

* Payment type Bank account

What are the Address bank account? i

Account Country/Region Colombia

Fill in the information shown, then click the Save and Continue button.

Add a new remittance account

* Payment typeAddress

What is your Shipping Address?

*Address line 1

*City

State

* Postal code

*Country/Region

Recommended

If you receive payments to a location other than where your business is registered, add the address here.

What is your remittance address integration code? (optional)

Which customers can use this account?

Everything

Transnetwork

Cancel

Save and continue

Click 'Next':

Add a new remittance account

Remittance Address locations let your customers know where to send their payment. Click Add Remittance Address to add more locations, otherwise click Next.

Add Return Address

Remittance account	Shipping Address	State	
Address	Plaza Grecia, Local 12 El Ingenio 20301	Aspet	Manage
	Costa Rica		

Deactivate legal entity

Cancel

Following

Click 'Done' or 'Ready'

Add a new remittance account

For many countries/regions, it is mandatory to include different shipping details on the invoice if they are different from the country where your legal entity is registered.

Add Send from

Qualification

State

Las Americas Avenue 1750

Medellin

Antioch

01009

Colombia

Asset

Manage


Deactivate legal entity

Ready

Once all the requested information has been completed, Coupa will show that the Legal Entity was successfully added:


Complete setup

1 2 3 4



Congratulations!

This legal entity can now be used on new invoices.

To get paid - Most clients require you to send them this payment information in addition to providing it on the invoice. 

- Click the Profile Tab to see if your client has a form that collects payment information.
- Otherwise, you will need to send it through another channel.

Go to Orders

Go to Invoices

Return to Admin.

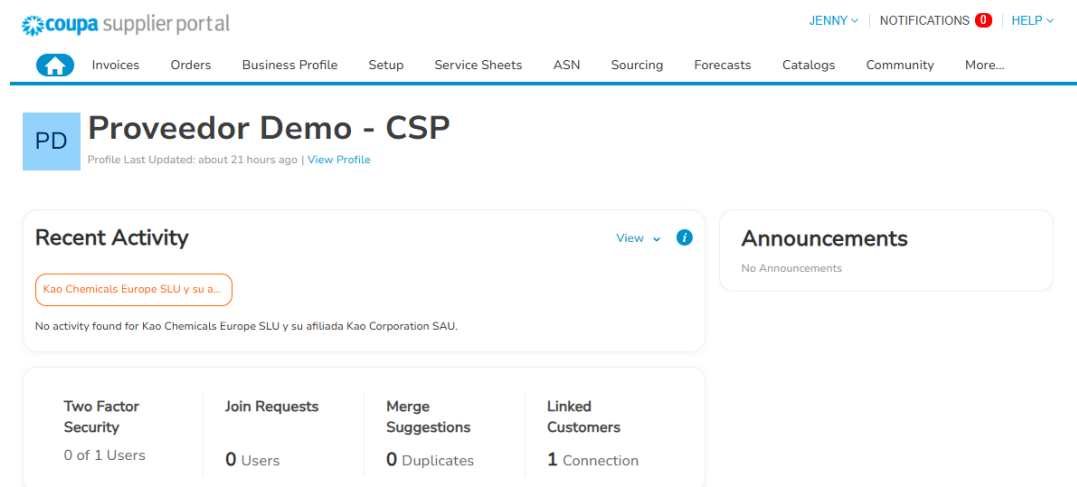
Ready

It is necessary to have at least one Legal Entity registered in the portal to register and send invoices. However, if you have several entities/companies and invoices from different addresses, you can register several entities. Then, for each invoice, you must indicate which entity/address applies.

Note: The addresses used in this manual are fictitious examples.

HOME PAGE

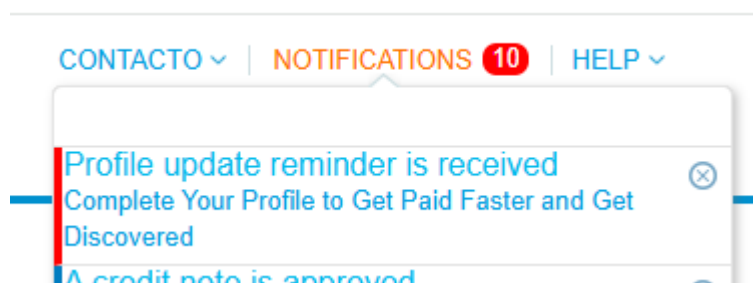
On the portal's home page, you will find an overview of your activity with TERPEL. For example, you will be able to see the latest Purchase Orders received, as well as the latest status changes to your invoices. Here you will also be able to see any important announcements shared by TERPEL. For example, information about an upcoming cut-off in invoice receipts.



The screenshot shows the Coupa Supplier Portal interface. At the top, there's a navigation bar with the Coupa logo and 'supplier portal' text. On the right, there are links for 'JENNY', 'NOTIFICATIONS' (with a red badge showing '10'), and 'HELP'. Below this is a main navigation menu with links: Invoices, Orders, Business Profile, Setup, Service Sheets, ASN, Sourcing, Forecasts, Catalogs, Community, and More... The main content area features a 'Proveedor Demo - CSP' profile card with a 'PD' icon and a note that the profile was last updated about 21 hours ago. Below this, there's a 'Recent Activity' section showing a list of activities for 'Kao Chemicals Europe SLU y su a...' with a note that no activity was found. To the right of the activity section is an 'Announcements' box stating 'No Announcements'. At the bottom, there are four summary cards: 'Two Factor Security' (0 of 1 Users), 'Join Requests' (0 Users), 'Merge Suggestions' (0 Duplicates), and 'Linked Customers' (1 Connection).

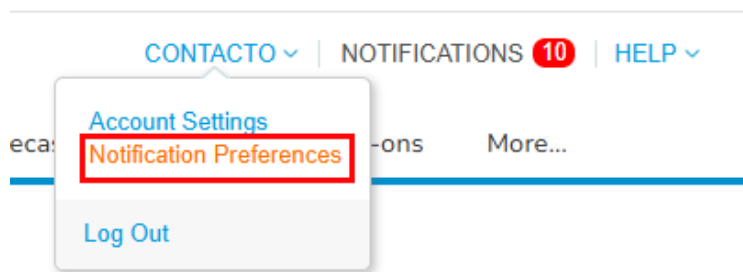
NOTIFICATIONS

You will be able to receive notifications in your email as well as directly in the portal. Once inside the portal, hover over the Notifications link to see the latest notifications received. Only the three most recent notifications will be displayed, to see all notifications in detail and manage them, click on the **Notifications** or **View all notifications** links:



The screenshot shows the 'NOTIFICATIONS' dropdown menu. The menu is open, displaying three notifications: 'Profile update reminder is received', 'Complete Your Profile to Get Paid Faster and Get Discovered', and 'A credit note is approved'. Each notification has a close button (X) in the top right corner. The 'NOTIFICATIONS' link in the navigation bar has a red badge showing '10'.

To configure your notifications, select **Notification Preferences**.



My Account Notification Preferences page, all notifications that can be disabled or enabled as Platform notifications (online) and/or by email will appear.

My Account Notification Preferences

You will start receiving notifications when your customers enable them.

Email: Mobile(SMS):

⚠ Verify number to receive SMS

Account Access

Merge Request	<input type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS
Request to Join	<input type="checkbox"/> Online	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> SMS

Announcements

New Customer Announcement	<input type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
---------------------------	---------------------------------	--------------------------------	------------------------------

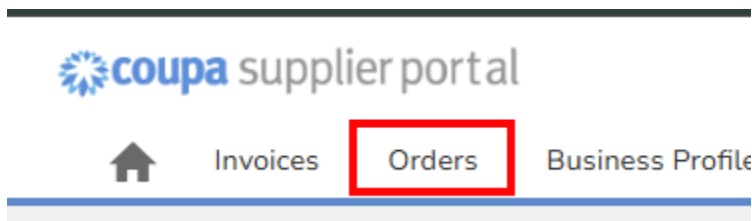
Business Performance

Business Performance Role Granted	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Email	<input type="checkbox"/> SMS
-----------------------------------	--	--------------------------------	------------------------------

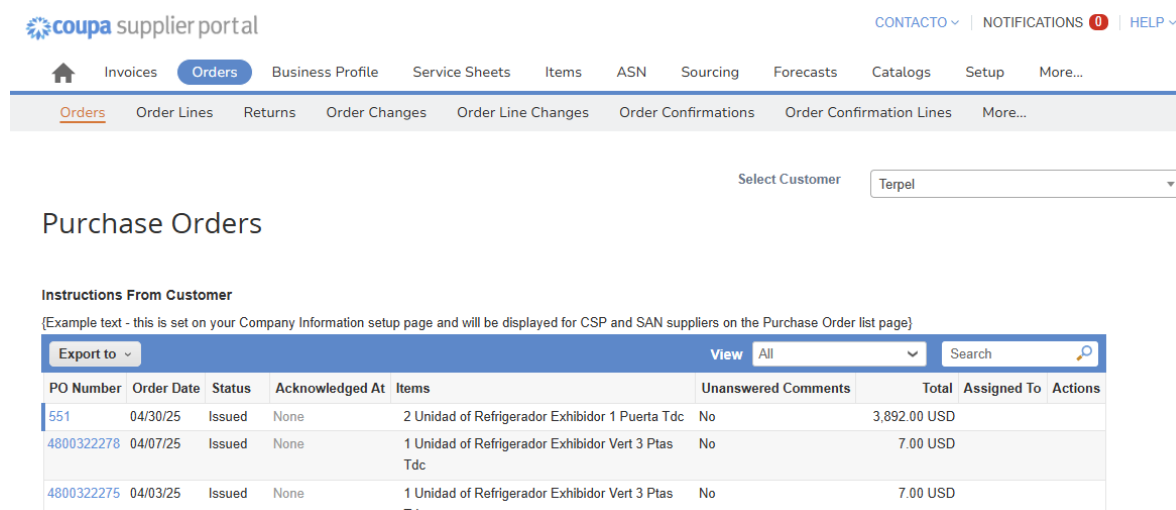
When you are finished, select the **Save** button at the bottom of the page.

PURCHASE ORDER MANAGEMENT

In the main menu, click on the Orders tab. The Orders page will appear with the Purchase Orders table. In this section, you will have complete visibility over the purchase orders that your customer has issued to you.



On this screen, you will find a summary of the Orders you have received from TERPEL. In case you are connected to several clients, from the portal, you will be able to select the client whose orders you want to review.



Purchase Orders

Instructions From Customer
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
551	04/30/25	Issued	None	2 Unidad of Refrigerador Exhibidor 1 Puerta Tdc	No	3,892.00 USD		
4800322278	04/07/25	Issued	None	1 Unidad of Refrigerador Exhibidor Vert 3 Ptas Tdc	No	7.00 USD		
4800322275	04/03/25	Issued	None	1 Unidad of Refrigerador Exhibidor Vert 3 Ptas Tdc	No	7.00 USD		

In this summary, you will be able to see the status of the order, the goods/services ordered, and the total of the order. To see the details of the order, you must click on the order number (link in blue). While in the Purchase Order, select the 'Acknowledged' box to let your client know that you have seen the Purchase Order and are working on it.

Purchase Order #4800322278

General Info

Status Issued - Created
Order Date 04/07/25
Revision Date 04/07/25
Requester PIF PIF
Email hcastro+PIF@parameta.co
Payment Term 0006

Comentarios

Attachments None

Acknowledged ☐

Shipping

Ship-To Address Carrera 7 No. 75 - 51
Bogotá, Cundinamarca 11011
Colombia
Location Code: 27
Attn: PIF PIF

Terms Nacional



Shipment Tracking

 Add

No shipment tracking.

Within each purchase order you will find different options:

Create Invoice

Save

 Print View

Comments

Mute Comments 

Enter Comment

Complete lines

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

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

Add Comment

Print Preview will show you the purchase order in the format in which the order arrives in your email.



PURCHASE ORDER No. 4800322278

Bill To Address
Terpel

Cra 7 # 75 - 51
Bogotá, 11011
Requerido por: PIF PIF
Conmutador (571)3175353

Ship To Address
Terpel

Carrera 7 No. 75 - 51
Bogotá, Cundinamarca 11011
27
Nombre Administrador:
Correo Administrador:

Supplier Details
GRUPO COLOMBIA SAS

EDIFICIO
Contacto: Contacto Proveedor
supplierestve+terpeleng@gmail.com

General Info

PO Date: 04/07/25
Payment terms: Pago En 30 Dias
Shipping terms: Nacional
Currency: USD

Line #	Item Details	Quantity	Unit	Price (USD)	Total (USD)
1	Refrigerador Exhibidor Vert 3 Ptas Tdc	1	Unidad	7.00	7.00
Need By Date: 05/07/25					
Commodity: Electrodomésticos					
					Total: 7.00 USD

Changes to the Purchase Order


In the event that TERPEL modifies an existing Purchase Order, you will be duly notified. For example, the notification you receive by email indicates that this is a Purchase Order that has been **revised**.

Likewise, when entering the order, you will be able to see that there are several revisions for the order, indicating which of these is the current version.

Purchase Order #4800322263

Select Customer: Terpel

Revision: 2 (Current) Apr 07



General Info

Status: [REDACTED]

Order Date: [REDACTED]


Revision Date: 04/07/25

Requester: Jose Molina

Email: jmolina@parameta.co

Payment Term: 0006


Comentarios:



Shipping

Ship-To Address Carrera 7 No. 75 - 51
Bogotá, Cundinamarca 11011
Colombia
Location Code: 27
Attn: Jose Molina

Terms Nacional

 **Shipment Tracking** + Add

No shipment tracking.

In the portal you will be able to see the current content of the order (current version), as well as the content of previous versions. Additionally, both the email and the print view of the order will clearly detail what the change was.

Updated PO #4800322263-2

Line #	Item Details	Quantity	Unit	Price (USD)	Total (USD)
1	Refrigerador Exhibidor Vert 3 Ptas Tdc	2	Unidad	1,797.00	3,594.00
Need By Date: 04/27/25 Commodity: Equipos Y Repuestos Tdc					

Updated Total: 3,594.00 USD

Previous Total: 1,797.00 USD

Net Difference: -1,797.00 USD

1 Changed Lines

Line #	Item Details	Quantity	Unit	Price (USD)	Total (USD)
1	Refrigerador Exhibidor Vert 3 Ptas Tdc	2	Unidad	1,797.00	3,594.00
		4			4,797.00

Acceptance – Confirmation of Receipt

When the TERPEL user has confirmed that they have successfully received the order or part of it (partial delivery), you can be notified and view the details of the acceptance from the Purchase Order. When entering the purchase order, the "ERP Reception Code" field with a number:

Purchase Order #4800322259

General Info

Status Issued - Created

Order Date 03/26/25

Revision Date 03/26/25

Requester PIF PIF

Email hcastro+PIF@parameta.co 120

Payment Term 0006

Comentarios None

Attachments None

Acknowledged ☐

Shipping


Ship-To Address Carrera 7 No. 75 - 51
Bogotá, Cundinamarca 11011
Colombia
Location Code: 27
Attn: PIF PIF

Terms Nacional

Shipment Tracking

No shipment tracking.

Lines

Advanced							
Search							
Sort by							
Line Number: 0 → 9							
1	Type	Item		Price	Total		Invoiced
<input type="checkbox"/>		Servicios profesionales		350.00	350.00		0.00
Worker Assignment		Due Date	Resource Manager	Confirmed	Pending Approval	Pending Rework	Discarded
+ Add		03/31/25	Cesar Beltran	0.00	0.00	0.00	0.00
Supplier Part Number		Supplier Auxiliary Part Number		Manufacturer Name	Manufacturer Part Number	ERP Reception Code	
None		None		None	None	1004389846-10	

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Purchase Order Status

Status	Detail
Issued	Purchase Order was created
Canceled	Purchase Order was cancelled and does not need to be processed.
Provisionally Closed	The purchase order was closed and you will not be able to issue an invoice for it. In case of an error, you can contact your customer to open the order.
Closed	The purchase order was permanently closed. No action can be taken with respect to this purchase order.

MANAGEMENT AND REPORT CREATION

Coupa features the concept of Views, which consists of various reports that come pre-loaded on the platform. Each section has its own views, which help you filter transactions in a particular

status. You can also create your own views, as well as export the data on screen to a CSV (Comma Separated Values) or Excel file.

Purchase Orders

Instructions From Customer

(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Export to			View			Search
PO Number	Order Date	Status	Acknowledged At	Items	Unansw	
551	04/30/25	Issued	None	2 Unidad of Refrigerador Exhibidor 1 Puerta Tdc	No	
4800322278	04/07/25	Issued	None	1 Unidad of Refrigerador Exhibidor Vert 3 Ptas Tdc	No	
4800322275	04/03/25	Issued	None	1 Unidad of Refrigerador Exhibidor Vert 3 Ptas Tdc	No	
4800322268	03/28/25	Issued	None	1 Unidad of Asistencia Tecnica Infraestructura It	No	
4800322265	03/28/25	Issued	None	1 Unidad of Asistencia Tecnica Infraestructura It	No	

For example, in the case of Purchase Orders, you can create a custom view to help you identify which Orders have already been accepted by TERPEL. To do this, go to the Purchase Orders screen and click Create View at the bottom of the list.

Purchase Orders

Instructions From Customer

(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Export to			View			Search
PO Number	Order Date	Status	Acknowledged At	Items	Unansw	
551	04/30/25	Issued	None	2 Unidad of Refrigerador Exhibidor 1 Puerta Tdc	No	
4800322278	04/07/25	Issued	None	1 Unidad of Refrigerador Exhibidor Vert 3 Ptas Tdc	No	
4800322275	04/03/25	Issued	None	1 Unidad of Refrigerador Exhibidor Vert 3 Ptas Tdc	No	
4800322268	03/28/25	Issued	None	1 Unidad of Asistencia Tecnica Infraestructura It	No	
4800322265	03/28/25	Issued	None	1 Unidad of Asistencia Tecnica Infraestructura It	No	

For every custom view, you should assign a name that will help you remember what its purpose is or what information the viewer will filter for you. You can create a view and share it with other users in your company who have access to this screen. However, we recommend that you be careful not to unnecessarily extend the list of views for everyone.

Create New Data Table View

General

Name  Use a significant name for the view.


Visibility ☒ Only Me
☐ Everyone

Start with view

Define the conditions that purchase orders must meet to be included in your view (report).

Conditions

Match Conditions

 Add group of conditions

Filter By Filter Clause Filter Text



You can add one or more conditions (filters), as well as create groups of conditions and define whether the view should show only transactions that meet all the conditions or those that meet at least one of the conditions. The fields you can apply filters on will depend on which screen you are creating the view on (Orders vs Invoices). In this example, the purpose of the view is to only show Orders that have one or more comments regarding acceptance [\(receipt\) of the order](#).

Columns

Drag columns to the right to select, to the left to unselect and vertically to change column order.

You can also use your keyboard to modify the selected columns. Use TAB to focus and ENTER to move a column to or from the Selected Column list. To reorder, use SPACE to grab an item and then UP or DOWN to move it. Press SPACE again to drop the item, or ESC to cancel the reordering.

Available Columns	Selected Columns
Comments	PO Number
Payment Agreements	Order Date
PO ID	Status
	Acknowledged At
	Items
	Unanswered Comments
	Total
	Assigned To
	Actions

Default Sort Order

Sort by in ascending order.

Cancel

Save

In the Columns section, you will find the columns available for you to include in your view on the left side and the ones that are part of your view on the right side. You should move the fields you do not require to the left side and the ones that should be included in your view to the right side. You can also change the order in which these fields/columns are to be displayed. Finally, you can (optionally) define whether the results that the view is to display should be sorted based on a particular field. If you want to modify your view, you will need to click on the pencil icon next to the view name.



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terpel |  coupa