

# **STAR – Service Receipt via Coupa Supplier Portal**

eProcurement / Coupa

Job Aid



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**Service Receipt via Coupa Supplier Portal**






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# Service Receipt via Coupa Supplier Portal




## Create / Edit Service Entry Sheets or Time Sheets

- You can view, create, edit, and submit service/time sheets against purchase orders (POs).
- From the Select Customer drop-down list in the top right corner, select ARLANXEO, whose service/time sheets you want to see.
- Click on the Service/Time Sheets tab on the main menu. The Service/Time Sheets page appears.

Purchase Orders

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
27	11/05/18	Issued	None	1 Hours of test 1 Hours of TEST	No	3,000.00 EUR	 
23	11/05/18	Issued	None	test	No	1,500.00 EUR	
22	11/05/18	Issued	None	test	No	1,500.00 EUR	
6	10/11/18	Issued	None	Service	No	10,000.00 USD	

Service/Time Sheets

Service/Time Sheets	Purchase Order	Status	Submitted At	Approved At	Actions
468	3472	Draft	None	None	 
353	3434	Approved	03/02/17	03/02/17	
352	3434	Pending Approval	03/02/17	None	

# Service Receipt via Coupa Supplier Portal

## Create / Edit Service Entry Sheets or Time Sheets

- There are three Service PO types:
  - Service (timesheet available)
  - Resource (timesheet available)
  - Amount
- The service/time sheet is routed for approval to Arlanxeo. Approval or rejection happens on the entire PO, not individual item lines.
- If the service/time sheet is approved, a receipt and an inventory transaction are created in Coupa for the values of each PO line and you get a notification.
- If the service/time sheet is rejected, you receive a notification and the service/time sheet must be submitted again.
- The type of notification depends on your notification preference settings.

### For 'Resource' PO Type

#### Service/Time Sheets #15

PO 27

 Timesheet

◀ November 04, 2018 - November 10, 2018 ▶

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	4	5	6	7	8	9	10	
PO Line #								
1								0
Item								
test								
Submitted: 0.0 Hours	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	

Attachments

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

Total hours: 0.0

Cancel

Save as draft

Submit

### For 'Service' PO Type

#### Service/Time Sheets #14

PO 22

 Services

PO Line #	Item	Attachments	Due Date	* Amount	Actual Completion
1	test	Add <a href="#">File</a>   <a href="#">URL</a>   <a href="#">Text</a>	11/08/18	<input type="text" value="10.000"/> EUR	<input type="text" value="11/05/18"/> 

Cancel

Save as draft




Submit

# Service Receipt via Coupa Supplier Portal

## Create / Edit Service Entry Sheets or Time Sheets

### Service Receipt Statuses

- The Service/Time Sheets table shows the following information for all the service/time sheets and their PO lines that you selected in the PO details.

Column	Description
Service/Time Sheets	Service/time sheet number generated by Coupa. Click on it to view the service/time sheet.
Purchase Order	PO number of the order that contains the line associated with the service/time sheet. Click on it to view the PO.
Status	Current status of the service/time sheet: approved, draft, or pending approval.
Submitted At	Date when you submitted the service/time sheet to your customer.
Approved At	Date when your customer approved the service/time sheet.
Actions	<p>Click on the icons to perform the following actions on a service/time sheet:</p> <ul style="list-style-type: none"><li>•  - Edit.</li><li>•  - Delete.</li><li>•  - Withdraw.</li></ul> <p>You can edit or delete only draft service/time sheets.</p> <p>You can withdraw service/time sheets only in pending approval status.</p>

ARLANXEO

Performance Elastomers