

## Job Aid –Supplier: How to Navigate the CSPC oupa Tool

#### How to Navigate the Coupa Supplier Portal (CSP)

In this job aid:

How to Navigate the Coupa Supplier Portal (CSP)

This job aid demonstrates how suppliers can navigate within the Coupa Supplier Portal (CSP). The Coupa Supplie Portal is a free tool for suppliers to manage company information, review purchase orders, create invoices, and view paymentistatus invitation from DaVita to signup for SP

• Effective February 21, 2022, new DaVita policy requires Purchase Orders for ALL services and goods

### Process Login

1. Login to the Coupa Supplier Portal (https://supplier.coupahost.com). On the homepage, ensure you are connected to DaVita under "Latest Customers".

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- 2. Once you are connected with DaVita, you can:
  - a) Manage company information
  - b) Review purchase orders
  - c) Create invoices
  - d) View payment status

Process





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#### Process-Create Invoices

You will need an open Purchase Order to process an invoice in CSP. In the Purchase Order screen, click Creation 1.

1	Type Item		Qty	Unit	Price	Total		In
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	Part Number	Manufacturer Name	Manufactur	er Part 💼 🚆	- 4 -			
	None Non	e None						
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Р	erpage 15 ( 45   90							
							Total USD	100.00

Complete all required fields on the Invoice, including invoice # (Note: this must be a unique number) and invoi 2.

#### date.

🔅 General Info	From	
		* Invester. 4 8003813

- Confirm all line item details. Values will prepulate from the Purchase Order. If you do not wish to invoice the 3. full order, then you can change the quantity or price.



Click Submit to send the invoice to DaVita. 4.



\*For additional details on how to submit invoices via the Coupa Supplier Portal, please see the Job Aid titled





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#### Process-View Payment Status

- 1. Navigate to the Invoices tab to review all Invoices that you have sent DaVita.
- 2. Make sure that "DaVita Inc" is the Selected Customer.
- 3. On the Invoice table, review the Status to determine if the invoice was Approved. (Note: Click the Invoice # to open and review invoice details).

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4. To view Payment Status, scroll to the bottom of the invoice and review Payments

🚍 Paym	ents		
	Status	Fully Paid	
Paid-in-F	ull Date	03/01/22	

5. If you have a question regarding your invoice payment status, use the comments section to send a message to the DaVita requestor. By using the @ symbol, you may send targeted comments to DaVita. (Note: The comment section is available on both Purchase Orders and Invoices).

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	Add Comment

#### Revised 2/28/2022 For questions contact DaVitaCoupaSuppliers@davita.com

