

Job Aid –Supplier: How to Reject CoupaPurchase Order (PO)CoupaTool

How to Reject a Purchase Order (PO) in the Coupa Supplier Portal (CSP)

In this job aid:

How to Reject a Purchase Order (PO) in the Coupa Supplier Portal (CSP)

POs cannot be rejected.

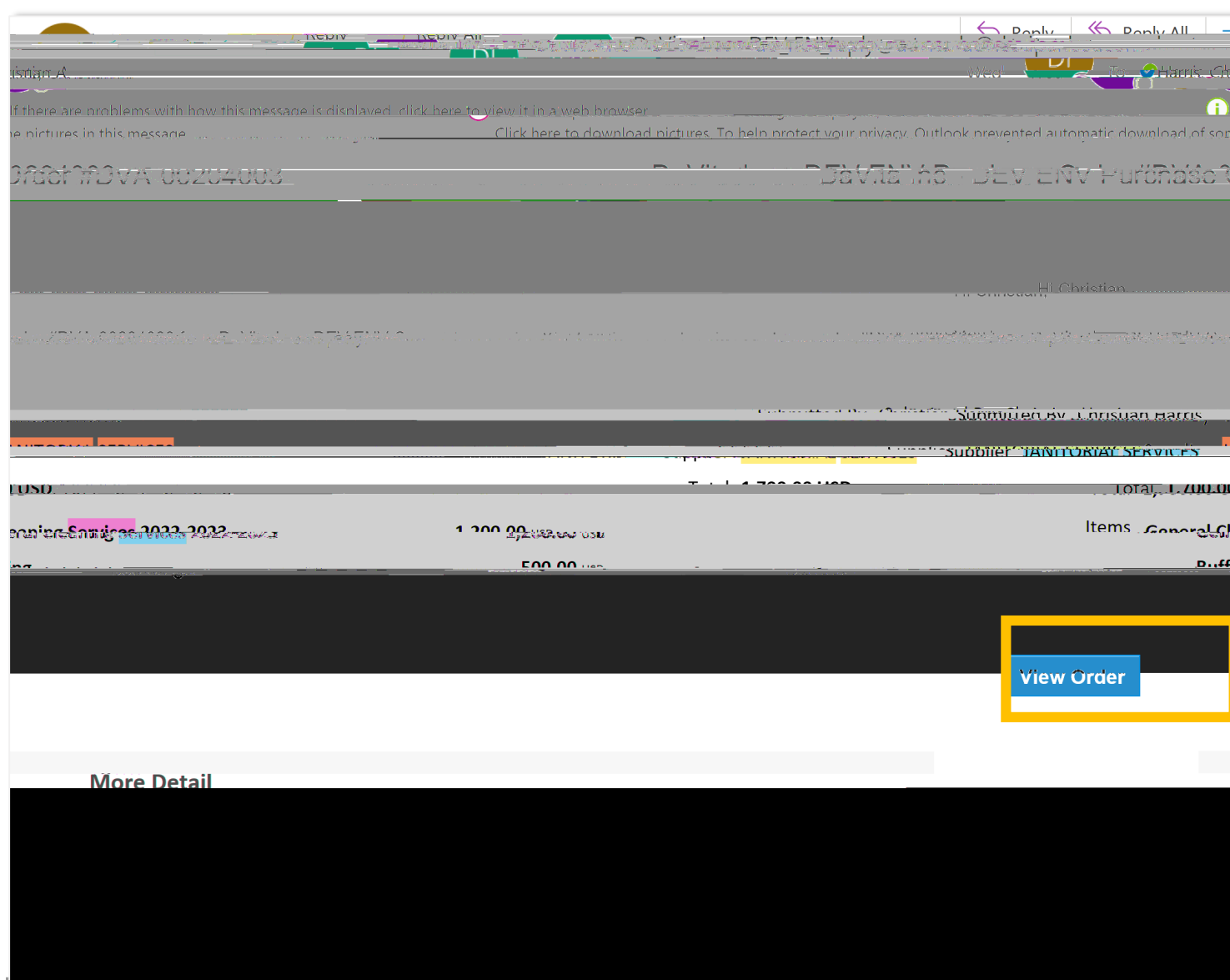
This job aid is to be leveraged by suppliers that have been selected to transact with DaVita and have an existing account on the Coupa Supplier Portal (CSP), or the ability to create a CSP account. This job aid will outline how to reject a Purchase Order submitted by a DaVita Teammate.

Rejecting a Purchase Order (PO) Overview

- Navigate to DaVita POs within the CSP
- Review DaVita POs and Line-Item information
- Leaving a comment to reject/revise a Coupa PO will send a notification to DaVita. DaVita Teammates should revise the PO OR close the rejected PO and create a new Coupa PO to be reissued to the supplier via CSP.
- If you have questions regarding the CSP, please refer to our Procurement webpage, <https://www.davita.com/about/suppliers>.

Process - Navigate to DaVita Purchase Orders

1. With a set-up CSP account, you will receive email notifications for POs sent by DaVita. Notifications will include PO details and a link to review the order in your CSP account
2. To view the PO, click the “View Order” button and it will be redirected to the CSP Log in page.



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Process - Review DaVita POs and Line-Item Information

2. At a line-item level, you will be able to review all order detailed items.
3. Review product description, quantity, unit of measure (UoM), price and total amount
4. Review the amount already invoiced for that PO
5. Review service start and end dates
6. Review total values for the entire PO

The screenshot displays the Coupa Supplier Portal (CSP) interface for reviewing a Purchase Order (PO). The interface is divided into sections for line items and a summary. Numbered callouts indicate the steps for reviewing the PO:

- 3**: Points to the line item header table.
- 4**: Points to the Invoiced amount for the selected line item.
- 5**: Points to the Service Start and End Dates for the selected line item.
- 6**: Points to the Total amount for the entire PO.

Type	Item	Price	Total	Invoiced
General Cleaning Services 2022				

Need By	Part Number	Manufacturer Name	Manufacturer Part Number	Service Start Date	Service End Date
09/06/22	None			09/06/22	09/09/22

Type	Item	Price	Total	Invoiced
Buffing		500.00	500.00	0.00

Need By	Part Number	Manufacturer Name	Manufacturer Part Number	Service Start Date	Service End Date
09/06/22	None	None	None	09/06/22	09/09/22

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6	Total USD 1,700.00
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Create Invoice Save Print

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Process – Reject PO and Request Revised Version

Note: There is no “Reject” button. If you do not agree with any aspect of the order, please alert the requester by sending your concerns to the requester’s email address or by leaving a comment directly on the PO. To have a PO removed, reach out to the requester to have it closed by DaVita. Once closed, a new PO can be issued.

To tag a specific user (typically the business requester) in your comment, you can use the “@” symbol followed by the user’s First Name.Last Name. Once the user appears, please select their name in the dropdown below.

After selecting a user, please add your preferred comment and select “Add Comment”. The user tagged will then