How to Transact – Purchase Order (PO)

Updated on 24 March 2025

Coupa Supplier Portal (CSP) Home Page

ComfortDelGro

Purchase Order in CSP (1/2)

1. View PO - Click on "Order" tab to view Purchase Orders. For PO details, click on PO number hyperlink.
2. Search PO - To find a specific PO, you can use the "search" bar or "view" functionality to filter PO.

You can create your own view based on the available information.

Coupa user guide:

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Get_Started_with_the_CSP/Your_Account/Create_Custom_Views

3. Acknowledge PO – Under PO General Info, check "Acknowledged" field to notify ComfortDelGro that you have received the PO.

It is recommended for suppliers to acknowledge POs upon receipt as a form of confirmation of delivery to CDG users.

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Purchase Order via Email

1. PO will be sent to the email address maintained in our system for PO issuance. For other Supplier-users who have been given permission to view Orders, they will receive email and platform notifications on the PO.

2. Please provide PO acknowledgement upon received of the email.

Other Resources

For more information on Purchase Orders, you may look up Coupa Guides posted in their website below:
https://success.coupa.com/Suppliers/For_Suppliers/Core/Purchase_Orders or contact supplier@coupa.com
if you encounter difficulties in using the system.

Watch a training video by Coupa:
https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/CSP_Videos/CSP_Videos#Orders

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thank you!

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