How do I find my purchase orders?

You can view all your purchase orders (POs) in the Coupa Supplier Portal (CSP).

It's Jazz policy to issue purchase orders for all spend over $5000. Invoices must be matched to purchase orders and approved before payment can be made.

Your Jazz contact will raise a purchase order in our internal systems which will be sent to you in the CSP. To access it:

Step 1: Login to the Coupa Supplier Portal

Go to the Coupa Supplier Portal and sign in using your email address and password.

Step 2: Go to your purchase orders

From the main menu, select **Orders**

Choose Jazz from the **Select customer** dropdown box

This will take you to a list of all purchase orders sent to you by Jazz.

Step 3: Find the order you need

You can:

- Scroll through the list
- Use the search bar to find a specific PO
- Filter by status

Click on a purchase order to open it and view the details.

What you can see

For each purchase order, you'll be able to view:

- PO number
- Items or services requested
- Quantities and prices
- Delivery details
- Status of the order

Quick tip:

Make sure the email address linked to your CSP account is correct.

Jazz will send purchase orders to the ordering email address you provided during onboarding.

You should not start work or ship goods without a valid PO for all spend over $5000

Note:

If you provide GXP materials your purchase orders will be available in SAP, not Coupa, and will be sent to you separately.

Need help?

If you can't see a purchase order you're expecting:

- Check you're logged into the correct CSP account
- Check your filters or search criteria
- Confirm it's not for a GXP product

If you still can't find it, contact your Jazz representative.