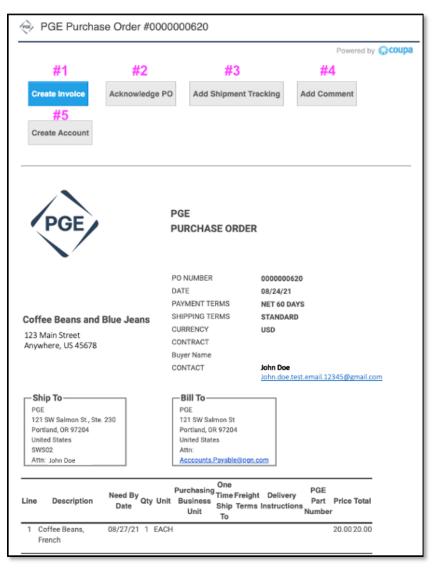
## **Supplier Actionable Notifications (SAN) Guide**

## **Quick Reference Guide for Suppliers**

**Portland General Electric** is moving to a new eProcurement system - Coupa - for their P2P needs. In using Coupa via the Supplier Actionable Notifications (SAN) process, you will now have the ability to act directly from your inbox when you receive a PO notification email without the need to sign in or create an account.

## **How It Works**

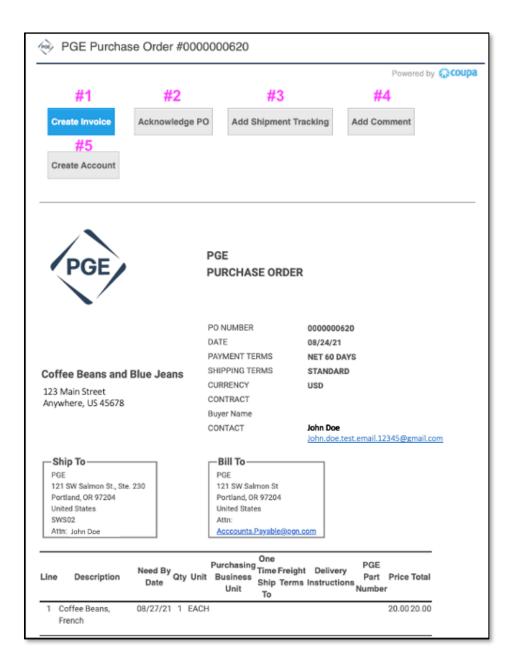
The **Order Summary** email has five buttons for use:



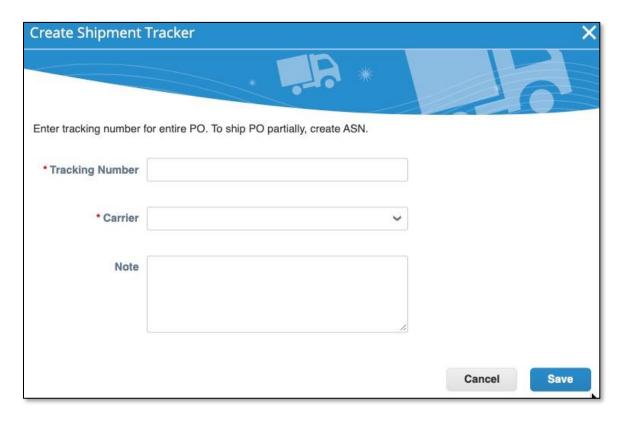
- The Create Invoice button will pull all the relevant information from the PO onto the invoice. You will only need to enter the Invoice # and Shipping/Tax/Misc. charges, as well as any other necessary data not on the PO.
  - i. You will be prompted to enter a Remit-To Address the first time you create an invoice using this method. This information will not be used for payment but will be stored for future invoices created through this method. Portland General Electric will go through their internal validation process before making payments to a newly submitted Remit-To address
  - ii. Once you have entered all invoice details, click Calculate to calculate the total amount, review the invoice details, and then click Submit to submit the invoice to Portland General Electric.

**Note:** You will be able to change the Price and Quantity on the invoice, but this may trigger approval notifications when submitted to **Portland General Electric.** These may delay payment processing should the changes be outside expectations

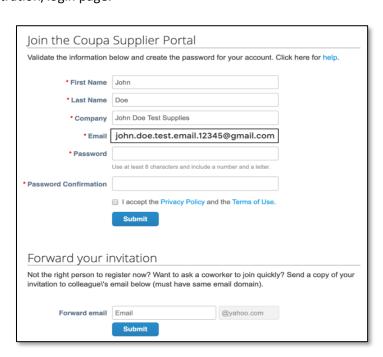
 Acknowledge PO button, eliminates time-consuming calls and emails by quickly acknowledging receipt of the PO. This will mark the PO as acknowledged and let Portland General Electric know you have received their order.



3. Add Shipment Tracking button, clients can get real-time tracking status updates for the items they've ordered. In-product shipping details provide greater visibility into the incoming shipments. You would do this by clicking on the add shipment tracker and it will take you to a window where you will be able to input your tracking information. Once the tracking details are added, make sure to save. Example listed below.



- **4. Add Comment** button, this is another communication tool available for you to add a time stamped comment directly to the PO.
- 5. **Create Account** button, lets you create a Coupa Supplier Portal (CSP) account directly from the PO by taking you to the registration/login page.



One additional feature, after you have created your Invoice – and prior to submitting to **Portland General Electric** - you will be able to choose to receive notifications about the status of the invoice. You will be able to track the progress towards payment when clicking this box "**Email me status updates for Invoices I create this way**".

