



# RFS

# Coupa Supplier Portal- CSP

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## Coupa Icons & Key Terminologies

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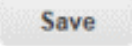









### Background

This guide will help Suppliers familiarise yourself with the meaning of commonly used icons and also identifies key terms that are used throughout the Coupa Platform.

### Outline

Shows icons used in the Coupa system which will help users quickly and easily identify what they need as well as explaining commonly used terms.

## Supplier: Coupa Icons

| ICON  | ACTION / FUNCTION                | ICON  | ACTION / FUNCTION                                    |
|---|----------------------------------|---|--|
|  | Print                            |  | Expand Table   |
|  | Edit                             |  | Collapse Table                                       |
|  | View                             |  | Information  |
|  | Save                             |  | Add Item   |
|  | Delete                           |  | Resolve  |
|   | Void (cancel)                    |  | Mark as read   |
|  | Create (flip PO into) an invoice |  | Calendar   |
|  | Create credit note               |  | Secure Information -<br>not published to your public |

## Supplier: Key Terminologies

| Term   | Description   |
|--|---|
| <b>Purchase Order (PO)</b>                     | A legal & commercial document issued by RFS (Customer) to a supplier as a commitment to purchase goods or services in agreed upon type, quantity and prices.  |
| <b>PO Acknowledgement</b>                      | For a supplier to confirm receipt of the PO, after which the effectiveness of this PO will be acknowledged  |
| <b>Invoice</b>                                 | Billing document issued to RFS, stating financial obligations for goods received or service provided  |
| <b>Dispute Invoice</b>                         | An invoice rejected and sent back by RFS (customer), for supplier to re-submit the new invoice  |
| <b>Credit Note</b>                             | An invoice with negative value, to offer a credit to the RFS (customer) or to resolve the issue   |
| <b>Remit-to accounts</b>                       | Account where RFS pays for their invoices to your company   |
| <b>Payment Term</b>                            | The expected duration between the date your customer received the invoice and sent payment. Payment terms are set up while onboarding   |
| <b>Supplier Actionable Notifications (SAN)</b> | SAN is when you act on an email without logging into the CSP. This gives you the ability to act directly from your email inbox when you receive a PO. With this option, you will receive an email notification for every PO so you do not need to register or log anywhere to acknowledge it or create an invoice |
| <b>Supplier Information Management (SIM)</b>   | Coupa's software is called SIM (Supplier Information Management) which allows suppliers to easily initiate updates when they're receiving a PO, sending an invoice, or using the supplier portal  |

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For further information – go to the [Coupa Supplier Portal](#) or contact Coupa via email [sourcing.support@coupa.com](mailto:sourcing.support@coupa.com)

