



ComfortDelGro • Procurement • Analytics • Sourcing • Supplier management

Guiding you through your purchases

Powered by  **coupa**

How to Transact – Purchase Order (PO)

Updated on 24 March 2025

Coupa Supplier Portal (CSP) Home Page

AO | NOTIFICATIONS 99+ | HELP

Home | Profile | Orders | Service/Time Sheets | ASN | Invoices | Catalogues | Business Performance | Sourcing | Add-ons | Setup

Recommended: Complete your profile to get paid faster and get discovered [Learn More](#)

Profile Progress 61% Complete **Last Updated** 16 days ago [Improve Your Profile](#)

Profile Summary

 26 Legal Entities View	 1 Registered User View	 58 Connected Customers
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✓ Banking Info ✓ Diversity ⊘ Accelerate ⊘ Bribery Policy

RIK Pte Ltd

Announcements [View All \(1\)](#)

 **Do not submit Multiple Invoice numbers within one Invoice** (ComfortDelGro ComPASS)
Dear Suppliers It has come to our attention that some suppliers are inputting multiple invoice

One-Click Savings [View All](#)

 **Start saving today!**
Explore deals for your company, exclusive to the Coupa Community.

Merge Accounts

Additional accounts have been found for your company. Merge these accounts to reduce confusion for your customers. [Learn more](#)

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.

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons Setup

Orders Order lines Returns Order Changes Order Line Changes Deliveries

You have 1 customer announcements related to Orders (ComfortDelGro ComPASS) [View All Announcements](#)

Select Customer ComfortDelGro ComPASS - GIL Pte L

Purchase Orders

Instructions From Customer

Please acknowledge the PO upon receipt. Please contact @requestor for any questions regarding this order.

Click the Action to Accept the Purchase Order and Create an Invoice using its data

Export to **View** All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
CDG0000003780	29/7/22	Issued	None	1 Each of test1 1 Each of test3 1 Each of test4 1 Each of test2	No	47.24 SGD		
CDG0000003779	29/7/22	Issued	None	1 Each of test1 1 Each of test3	No	47.24 SGD		

View All Search

- All
- Open Orders
- Orders not acknowledged
- Orders not invoiced
- Orders overdue
- Orders with pending changes
- POs with service lines
- Create View**

No 47.24 SGD

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

Purchase Order in CSP (2/2)

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

Purchase Order #CDG0000003780

Order marked as sent manually and acknowledged ✕

General Info

Status Issued - Pending Manual

Order Date 29/7/22

Revision Date 29/7/22

Requester Irene Goh

Email irenegoh@comfordelgro.com

Payment Term NT30

Attachments None

Acknowledged

Assigned to

Shipping

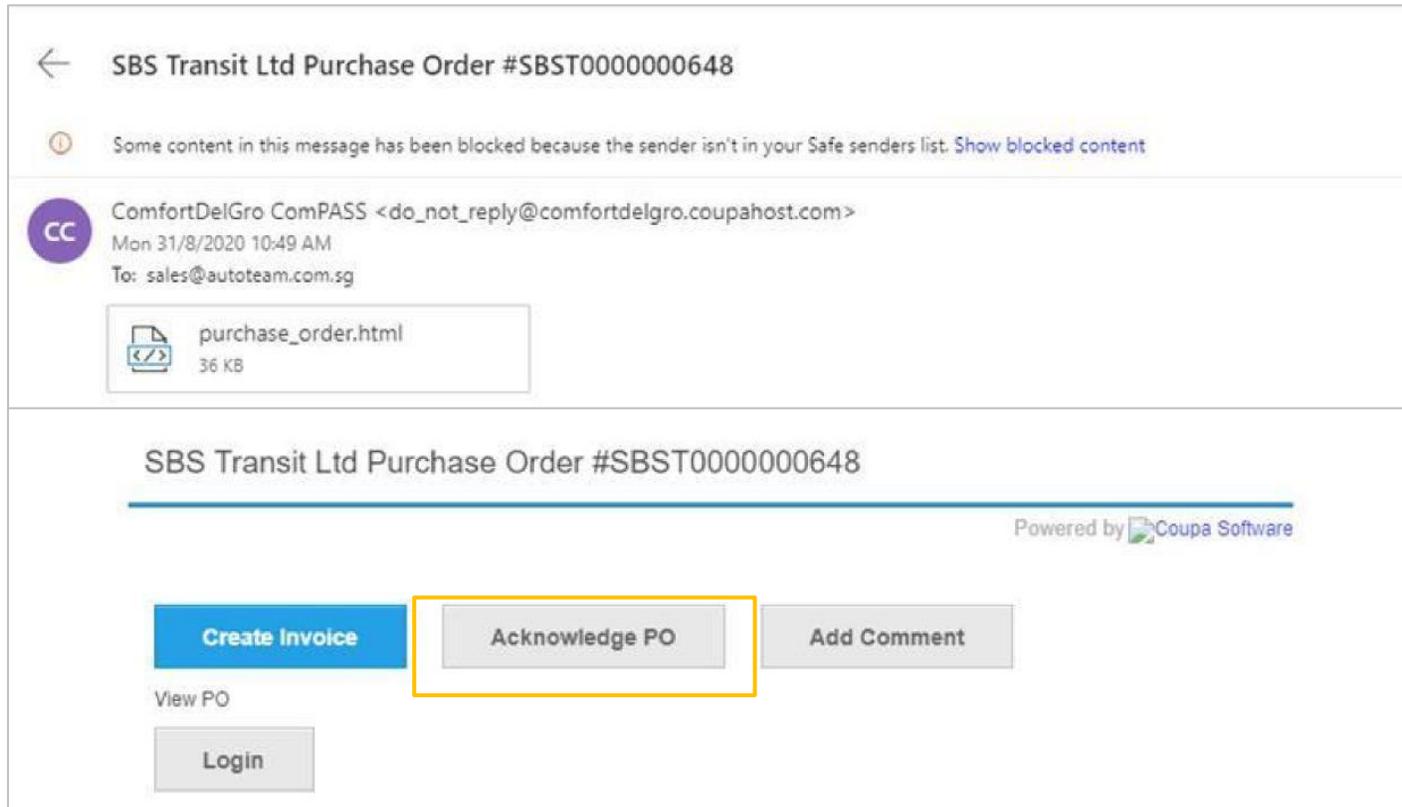
Ship-To Address 205 Braddell Road
East Wing Level 5
Singapore 579701
Singapore
Location Code: CDG_Group Procurement
Attn: Amutha Rajan

Terms DDP

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

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.



The screenshot displays an email interface for a purchase order. At the top, the subject is "SBS Transit Ltd Purchase Order #SBST0000000648". A warning icon indicates that some content is blocked because the sender is not in the safe senders list, with a link to "Show blocked content". The sender is identified as "ComfortDelGro CompPASS <do_not_reply@comfortdelgro.coupahost.com>" with a timestamp of "Mon 31/8/2020 10:49 AM" and a recipient of "To: sales@autoteam.com.sg". An attachment named "purchase_order.html" (36 KB) is shown. Below the email content, a header repeats the subject line, followed by a blue horizontal line and the text "Powered by Coupa Software". A row of three buttons is present: "Create Invoice" (blue), "Acknowledge PO" (grey and highlighted with a yellow border), and "Add Comment" (grey). Below these buttons, there is a "View PO" link and a "Login" button.

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

thank you!