

1. When Zymeworks issues a purchase order, you will receive an email containing the purchase order details and a button 'View Order' to take you to the purchase order in the CSP.

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## Zymeworks Purchase Order #2030-000201

Hi Brian,

This is to inform you Purchase Order 2030-000201 from Zymeworks has been issued, and this same notification has been sent to your fellow team members with access to the Coupa Supplier Portal.

Submitted By Brian Jones  
Supplier Test BJ WHT SIM Ext3 41625  
Total **1,000.00** CAD

Items	<b>Test</b>	1 Each X 1,000.00	<b>1,000.00</b> CAD
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[View Order](#)

2. Once you login to the CSP, you will be taken directly to the purchase order and will see a Create Invoice button you can click on to create a new invoice against the purchase order.

Lines

Advanced							Search	Sort by	Line Number: 0 → 9
Type	Item	Qty	Unit	Price	Total	Invoiced			
1	Test	1	Each	1,000.00	1,000.00	0.00			
<b>Supplier Part Number</b> <b>Supplier Auxiliary Part Number</b> <b>Manufacturer Name</b> <b>Manufacturer Part Number</b>									
None                      None                      None                      None									

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Total CAD **1,000.00**

    

3. On the Create Invoice screen, populate the required fields and click Submit to send the invoice to Coupa.

[+ Add Line](#)   [+ Pick lines from PO](#)   [+ Pick lines from Contract](#)

Totals & Taxes	
Lines Net Total	1,000.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/>
<a href="#">+</a>	
Total Tax	0.00
Net Total	1,000.00
<b>Total</b>	<b>1,000.00</b>