



COUPA SUPPLIER PORTAL (CSP) - Guide

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WHAT IS COUPA SUPPLIER PORTAL (CSP)?

The Coupa Supplier Portal (CSP) is a platform for suppliers that makes working with Brenntag much easier and comfortable. Registration and usage are free of charge!



<http://supplier.coupa.com>

The CSP is a **free web-based tool** for suppliers to easily do business with Brenntag. The CSP makes managing **transactions** easy and consolidates all **relevant information** in one easy-to-use location!

Please keep in mind:

- ✓ Brenntag will not be using e-Invoicing, ASN (advanced shipping notice) or Add-ons in Coupa.
- ✓ Each Brenntag site for which you have an existing ERP ID will be a separate Customer, and therefore will be designated as individual customers, and as a result, separate profile.

With CSP, you can:



Receive and view POs from Brenntag



Create and maintain catalogs for Brenntag to order against in one single tool



Manage your company information



Create and manage service time sheets

CSP REGISTRATION

E-mail Invitation: Registration Instructions

In order to connect your company to Brenntag via the CSP, you will receive an email from Coupa Supplier Portal

(sender: do_not_reply@supplier.coupahost.com) inviting you to register and join.

This e-mail includes your legal consent when you accept the invitation.

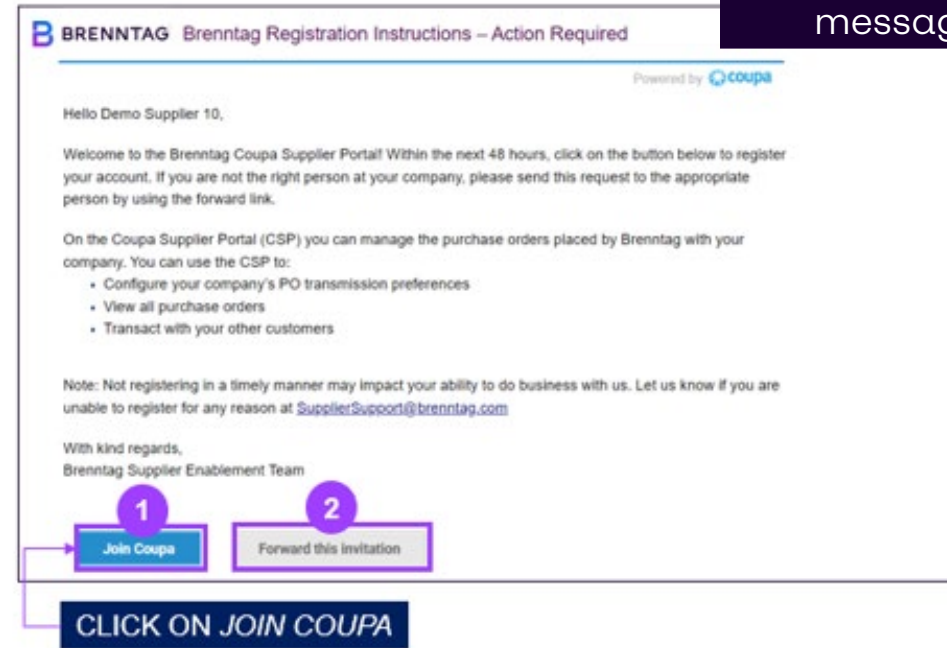
- 1 Click on the **Join Coupa** button in the e-mail, which will direct you to the Coupa Supplier Portal registration page.
- 2

You can also forward the invitation (only to email addresses with the same domain) by clicking the



Note: If you do not receive any email from Coupa, also check your email spam or deleted items folder.

Notice the subject of the message!



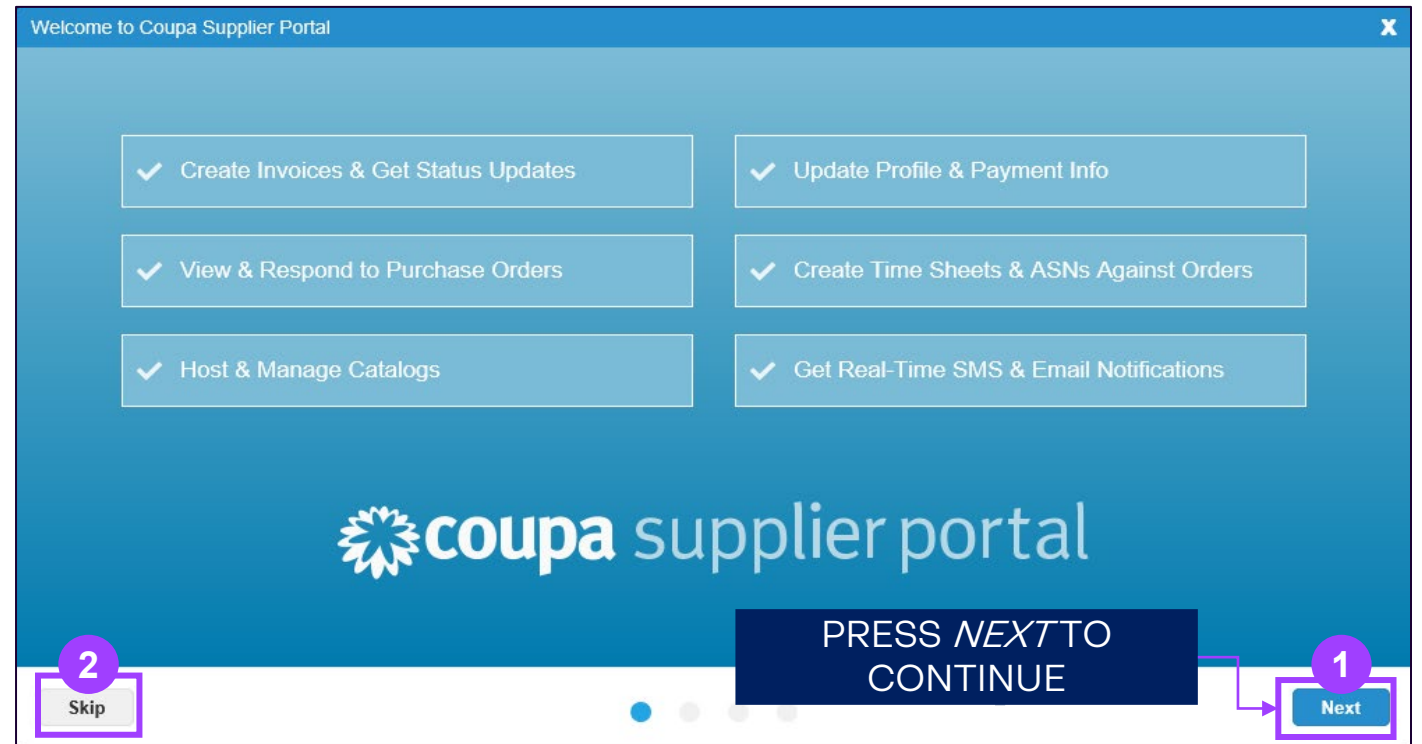
CSP REGISTRATION

Coupa Supplier Portal (CSP) Welcome Tour

Once you are signed in, Coupa offers you a welcome tour. We highly recommend that upon your first login you take the tour in order to gain valuable insight to the functionality of the CSP

If this is your first-time logging in, a pop-up window will appear with a few messages showing you all the features available with the CSP.

- 1 Clicking Next takes you to the succeeding pages of the tour. Once you're done on the tour, you will reach the CSP homepage.
- 2 You can also click the Skip button if you want to skip the tour or click X in the upper right corner to close the window.



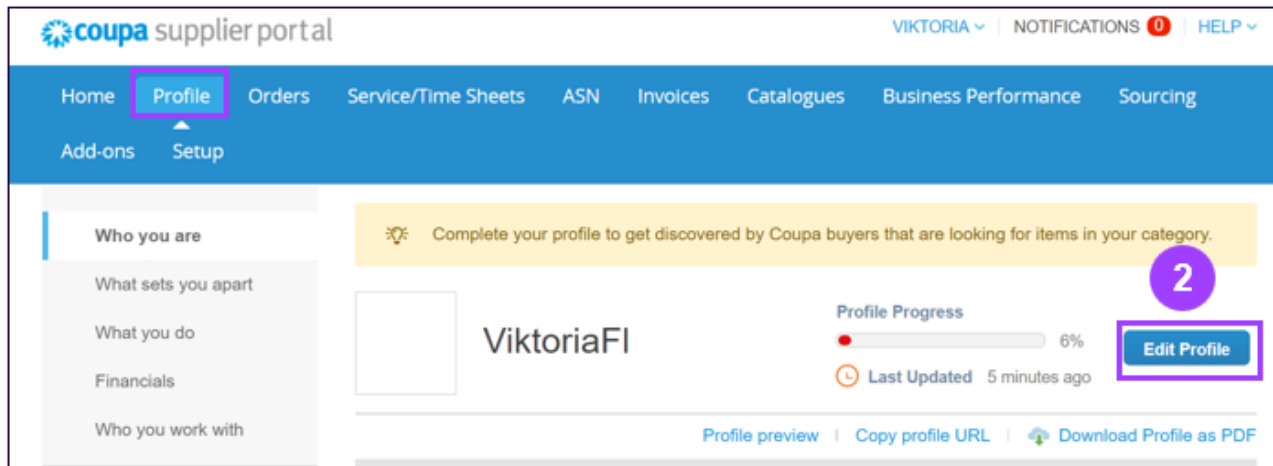
CSP REGISTRATION

Profile Completion

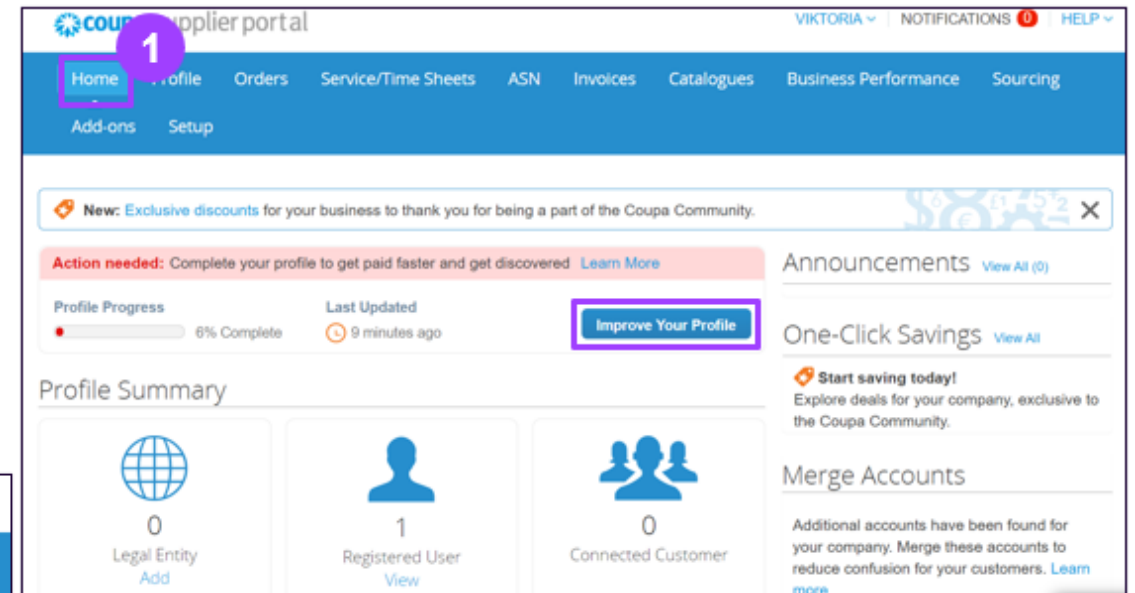
After signing up to the CSP, you will complete the onboarding process.

- 1 First, you will see the **homepage** with the menu tab, profile summary, actions needed.
- 2 To properly onboard as a supplier, you need to click on the **Profile** tab, then on **“Edit profile”**.

This way, you can enter the basic information such as address, contact information, company related information e.g. shipping, bank information, price listings, discounts for customers...



The screenshot shows the Coupa Supplier Portal homepage. The navigation menu at the top includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogues, Business Performance, and Sourcing. The Profile tab is highlighted with a red box and a red circle containing the number 1. Below the navigation menu, there is a yellow banner with a magnifying glass icon and the text: "Complete your profile to get discovered by Coupa buyers that are looking for items in your category." Below this banner, the profile progress is shown as 6% complete, with a red progress bar and a clock icon indicating it was last updated 5 minutes ago. A red box highlights the "Edit Profile" button. The profile name "ViktoriaFI" is displayed. At the bottom, there are links for "Profile preview", "Copy profile URL", and "Download Profile as PDF".



The screenshot shows the Coupa Supplier Portal homepage. The navigation menu at the top includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogues, Business Performance, and Sourcing. The Profile tab is highlighted with a red box and a red circle containing the number 1. Below the navigation menu, there is a yellow banner with a magnifying glass icon and the text: "Complete your profile to get discovered by Coupa buyers that are looking for items in your category." Below this banner, the profile progress is shown as 6% complete, with a red progress bar and a clock icon indicating it was last updated 9 minutes ago. A red box highlights the "Improve Your Profile" button. The profile name "ViktoriaFI" is displayed. At the bottom, there are links for "Profile preview", "Copy profile URL", and "Download Profile as PDF".

CSP HOMEPAGE NAVIGATION

How to log in to CSP

- 1 Go to CSP link:
<http://supplier.coupahost.com>
- 2 Enter **Email Address**
- 3 Enter your **Password**.
- 4 Click Log in

The screenshot shows the Coupa supplier portal login page. At the top left is the Coupa logo and the text "coupa supplier portal". Below this is a navigation bar with "Log in" and "Sign up" buttons. The main heading is "Login to your Coupa account". There are two input fields: "Email Address" with the placeholder "Enter email address" and "Password" with the placeholder "Enter password". Below the password field is a "Forgot Password" link with a tooltip that says "Please fill out this field.". At the bottom is a large orange "Log in" button. Three dark blue callout boxes on the left point to the input fields and the "Log in" button, with purple arrows indicating the flow. The callouts are: "Enter your Email Address" pointing to the email field (labeled with a purple circle 2), "Enter your Password" pointing to the password field (labeled with a purple circle 3), and "Click Log in" pointing to the orange "Log in" button (labeled with a purple circle 4).



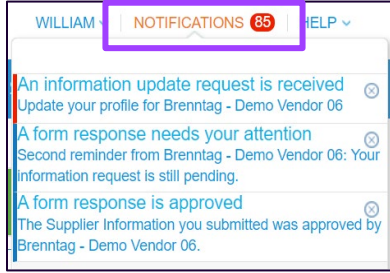
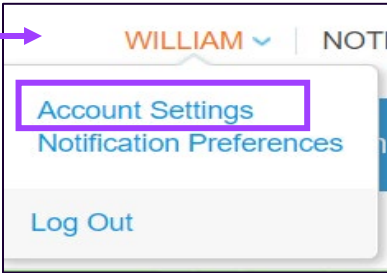
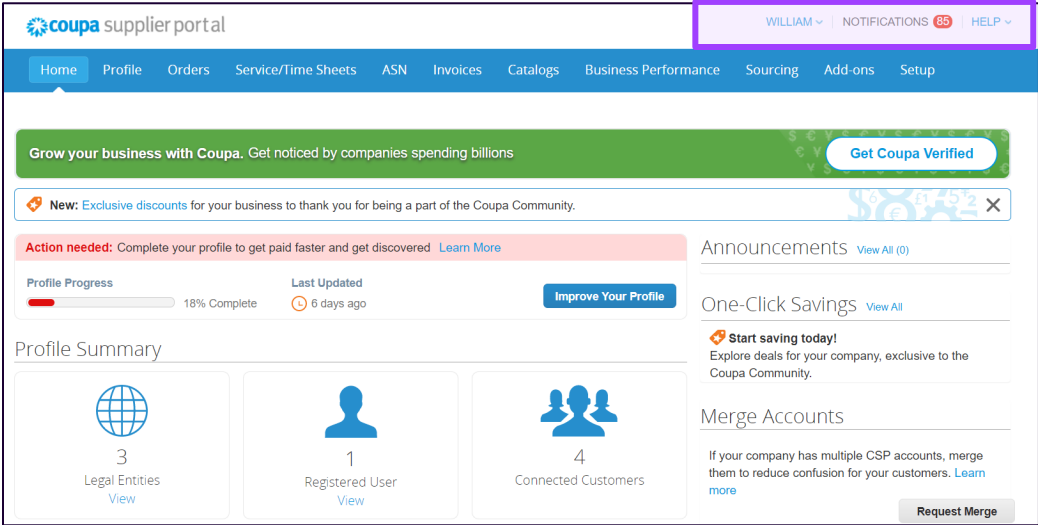
Note: This is applicable only if you have already registered for the CSP.

CSP HOMEPAGE NAVIGATION

Homepage overview

On the top right side of the page, next to your username, you will find the account settings, notifications and help buttons.

In this slide, we will explain their functions.



Account settings:

On the “*My account*” page you can make changes to your personal information (name, photo, Password)

You can also set your **Notification preferences**, (Online / E-mail / SMS) and enable/disable two-factor authentication

Notifications:

Hover your cursor over the Notifications tab to see your unread system notifications.

Help:

Click on the “**Help**” link on the top right corner of the page to access the Online Help, or to view the Blog & Help Tour anytime.



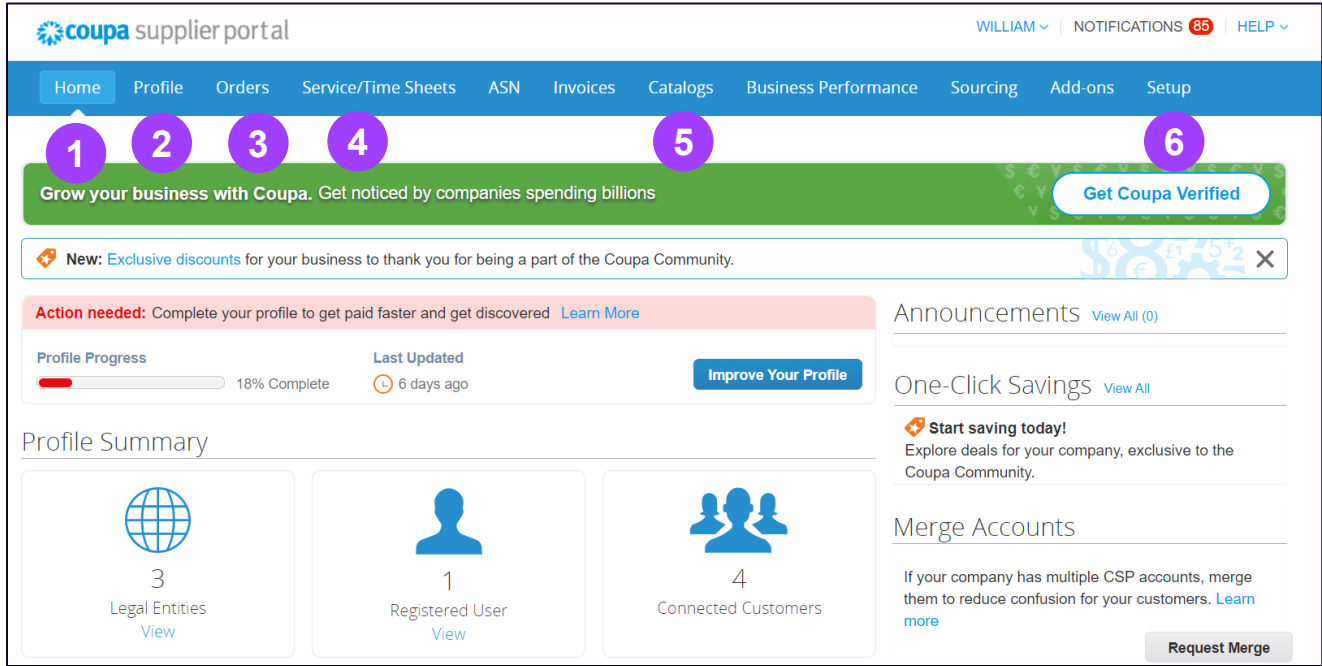
CSP HOMEPAGE NAVIGATION

Header Bar

1 Home: You can view and edit your company profile, access list of connected customers, and merge accounts.

2 Profile - This is where you create, modify, and manage your profiles, and manage which remit-to addresses which Brenntag can use.

3 Orders: This is where you can find the Purchase orders issued by Brenntag.



4 Service / Time sheets: List view of service-based time sheets, and related Purchase order lines

5 Catalogs: In this tab, you can create and manage Brenntag catalogs.


6 Setup: This is where you can manage users, merge requests, add legal entities, accept terms of use.

Please note that for Brenntag, only the tabs marked are relevant. **Brenntag will not use the CSP to process Invoices.**

CSP HOMEPAGE NAVIGATION

Orders Tab (1/9) – Introduction

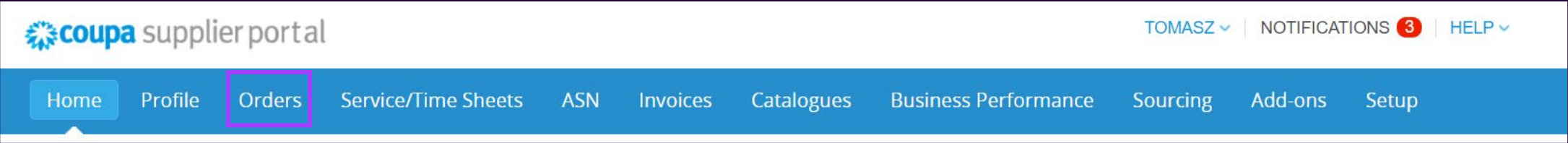
To interact with Brenntag and receive Purchase Orders you will either use ...

The **Coupa Supplier Portal (CSP)** a free of charge online platform  **coupa supplier portal**

Supplier Actionable Notifications (SAN)* to act directly on e.g. new POs from **your E-Mail inbox**

*See Appendix for the details

Within the CSP you will always have an overview and be **able to receive your Purchase Orders** (POs) from Brenntag!



Note that depending on your notification settings, you will receive E-Mail and/or SMS notifications first, with the information about a new PO.

The PO will be added as an attachment to your E-Mail.



CSP HOMEPAGE NAVIGATION

Orders Tab (2/9) – Introduction

Click on the Orders tab from the main menu to see the full list of Purchase Orders issued to you from the selected customer. You will be able to find your purchase orders from Brenntag and their status. For a detailed look at a specific PO, click the PO number you wish to review

- 1 If Brenntag is not displayed right away, you can use the Select Customer menu (should there be more than one customer of yours using the CSP).
- 2 You will see a list of all orders with their PO numbers, items selected, their status & total amount.
- 3 Acknowledged at: refers to the date when you acknowledge the receipt of a PO. Can be seen as “none” if it has not been done yet.

The screenshot shows the CSP interface for the Orders tab. The top navigation bar includes Home, Profile, Orders (highlighted), Service/Time Sheets, ASN, Invoices, and Catalog. Below this is a secondary menu with Add-ons and Setup. A yellow notification bar states: "You have 1 customer announcements related to Orders (Coupa Customer #1) View All Announcements". A dropdown menu for "Select Customer" is set to "Coupa Customer #1" and has a "Configure PO Delivery" button next to it. The main content area is titled "Purchase Orders" and contains a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, and Unanswered. The table lists five purchase orders for "Print Services" with PO numbers 2819, 2818, 2817, 2816, and 2815, all dated 07/31/19. The "Acknowledged At" column shows "08/19/19" for PO 2819 and "None" for the others. A "View All" link is visible. A "Click the Action to Invoice from a Purchase Order" instruction is present above the table. Annotations include: 1. A purple box around the "Orders" tab and the "Select Customer" dropdown. 2. A purple box around the "Purchase Orders" title and table. 3. A red box around the "Acknowledged At" column. A dark blue callout box at the top right says "Brenntag might also create announcements specific to the order page". Another dark blue callout box at the bottom right says "Let customers know how you can receive POs by clicking here and filling out the required fields" with an arrow pointing to the "Configure PO Delivery" button.

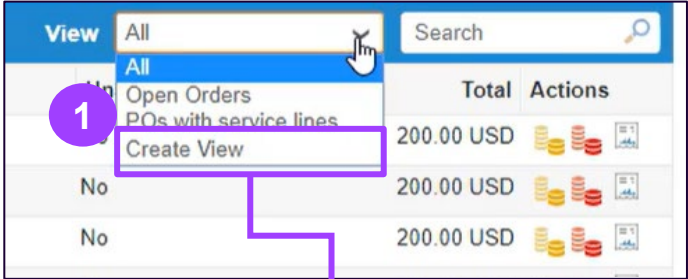
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered
2819	07/31/19	Issued	08/19/19	Print Services	No
2818	07/31/19	Issued	None	Print Services	No
2817	07/31/19	Issued	None	Print Services	No
2816	07/31/19	Issued	None	Print Services	No
2815	07/31/19	Issued	None	Print Services	No

CSP HOMEPAGE NAVIGATION

Orders Tab (3/9) – Create custom views for your POs

The View option helps manage filtering among POs, which is useful in case the table is quite populated.

- 1 If you want something more customized, you can select “**create view**” from the dropdown in order to create your own table.
- 2 You are being taken to a new table to create your view. Give it a **name** and select the columns you want to be displayed in the area **Columns**. If you only want to display specific POs, you can also apply some filters in the area **Conditions**. Click “**save**” once the assembly of your view is finished.



2 Create New data table view

General

Name

Visibility Only Me Everyone

Start with view

Conditions

Match Conditions

Filter By Filter Clause

Columns

Drag columns to the right to select, to the left to unselect and vertically to change column order

Available Columns	Selected Columns
<input type="text" value="Comments"/>	<input type="text" value="PO Number"/>
<input type="text" value="Estimated Arrival Date"/>	<input type="text" value="Order Date"/>
<input type="text" value="PO ID"/>	<input type="text" value="Status"/>



CSP HOMEPAGE NAVIGATION

Orders Tab (4/9) – Header Details

After clicking on **the PO number** on the list, the system will display all the **PO Details** to the specific order.

- 1 PO Number
- 2 Status of the PO
- 3 Order Date
- 4 Revision Date (if applicable)
- 5 Requester's name
- 6 Requester's e-mail
- 7 Payment Terms
- 8 Attachments
- 9 After the PO is reviewed, ensure to acknowledge the PO by ticking the box. You can also uncheck this box again.

The screenshot shows the 'Purchase Order #ACU65' details page. At the top right, there is a 'Select Customer' dropdown menu with 'Brenntag' selected. The main title is 'Purchase Order #ACU65'. Below the title, there are two main sections: 'General Info' and 'Shipping'. The 'General Info' section contains the following fields: 'Status' (Issued - Sent via Email), 'Order Date' (22/03/2022), 'Revision Date' (22/03/2022), 'Requester' (Amrit Saravanan), 'Email' (amrit.saravanan@accenture.com), 'Payment Term' (None), 'Attachments' (None), and 'Acknowledged' (checkbox). The 'Shipping' section contains 'Ship-To Address' (Schweizerhall, 0000 Basel, Switzerland, Attn: Amrit Saravanan) and 'Terms' (None). Below the shipping section is a 'Shipment Tracking' section with a '+ Add' button and the text 'No delivery tracking.' At the bottom of the page, there is a 'Lines' section with a blue bar.



CSP HOMEPAGE NAVIGATION

Orders Tab (5/9) – Line-Item Details

After clicking on **the PO number** on the list, the system will display all the **PO Details** to the specific order.

- 10 Review product description, quantity, unit of measure (UoM), price and total amount
- 11 Review required Need By date
- 12 Review total values for the entire PO
- 13 Action buttons, you may save the PO or print the view of the same
- 14 Comments can be made to raise any concerns, or in general for clarity purposes.

The screenshot shows the 'Lines' page with the following details:

1	Type	Item	Qty	Unit	Price	Total	Invoiced
		Pencil HB	6	Box	5.00	30.00	0.00

Additional details shown below the table:

Need By	Part Number	Manufacturer Name	Manufacturer Part Number
26/03/2022	654	Steadlter	654

Summary and actions:

- Total USD 30.00
- Buttons: Save, Print View
- Comments section with an input field and 'Add Comment' button.



CSP HOMEPAGE NAVIGATION

Orders Tab (6/9) - Create Shipment Tracking (optional)

- 1 In the **Shipment Tracking** section in the PO, Click on the **Add** (+) icon.
- 2 In the appearing **Create Shipment Tracker** popup window, enter the tracking number for the entire PO.
- 3 Select a carrier (FedEx, USPS, UPS) from the drop-down window,
- 4 And add a note (optional), and Save



Note: You can add shipment tracking information to POs if real-time shipment tracking needed.
You can enter only one tracking number on a PO.

The screenshot shows the 'Shipment Tracking' section of a PO. The section title is 'Shipment Tracking' with a box icon. To the right of the title is a purple circle with the number '1' and a green '+ Add' button. Below the title, it says 'No shipment tracking.' Below this is a blue header for the 'Create Shipment Tracker' popup window. The popup has a close button (X) in the top right. Below the header, there is a blue banner with a truck icon and the text 'Enter tracking number for entire PO. To ship PO partially, create ASN.' Below the banner are three input fields: a text field labeled '* Number' with a purple circle '2' to its right, a dropdown menu labeled '* Carrier' with a purple circle '3' to its right, and a text field labeled 'Note' with a purple circle '4' to its right. At the bottom right of the popup are 'Cancel' and 'Save' buttons.

CSP HOMEPAGE NAVIGATION

Orders Tab (7/9) – PO Changes

You can request changes to POs created in Coupa, and then submit them for Brenntag’s approval.

- 1 Click on the **number of the PO** you wish to modify.
- 2 Scroll down and click on **“Request change”** (If you previously saved but not submitted your change request, click on **“edit change”**).

Request Change

- 3 The editable fields are **Quantity** and **Need by Date**.
- 4 Select a **Reason for change** from the drop-down list
- 5 After changing the needed fields, you can decide to Save, or **Submit** the change request. Wait until the request is processed by Brenntag. You can always withdraw it in the meantime.

Purchase Orders

Instructions From Customer
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Export to View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
4100000334	09/16/22	Issued	None	25 Hours of German Translator	No	2,500.00 EUR		

Type	Item	* Qty	Unit	* Price	Total
1	12.9" Ipad Pro	4	Box	1,244.000000	4,976.00

Need By Date
09/27/22

Total 4,976.00 EUR

* Reason for Change

Comment (required for "Other")

Cancel Request PO Cancellation Save Change Request Submit Change Request

CSP HOMEPAGE NAVIGATION

Orders Tab (8/9) – PO Changes

Changes are effective when a change request is approved. When a PO change request is rejected, you receive the "**Order change request is rejected**" notification. For more information, see [View and Manage Notifications](#).

My Notifications

Notification Preferences

View

<input type="checkbox"/>	Message	Received
<input type="checkbox"/>	Brenntag rejected your change request - PO #338.	09/27/22 10:36 AM



CSP HOMEPAGE NAVIGATION

Orders Tab (9/9) – PO Changes

On the **Order Changes** and **Order Line Changes** tabs, you can see tables listing all your PO and PO line changes.

You can filter both tables by columns, use the search bar to filter with a search term(next to “advanced”), or click on the **View** drop-down list to perform advanced filtering.

- 1 The **Purchase Order Changes** table has the **Change orders initiated by suppliers** and **Pending approval order changes** built-in filters
- 2 The **Purchase Order Line Changes** table has the **Pending approval order line changes** built-in filter.

1

Order Lines Returns **Order Changes** Order Line Changes Shipments

Select Customer Brenntag

Purchase Order Changes

Export to View All Advanced Search

PO Change #	Order #	Version #	Ship To User	Status	Items	All	Initiated	Created By	Reason Code
149	410000334		Viktoria Földes	Draft	25 Hours of Ge	Change orders initiated by suppliers Pending Approval Order Changes Create View		William Jones	None
148	410000331		Requester BT	Pending Approval	4 Box of 12.9" Ipad Pro		Yes	William Jones	Cannot fulfill orders by the Need-by date

2

Order Lines Returns Order Changes **Order Line Changes** Shipments

Select Customer Brenntag

Purchase Order Line Changes

Export to View All Advanced Search

PO Change #	Order #	Line #	Line Type	Supplier	Account	All	Item	Item #	Marked for Dele
149	410000334	1	Quantity	B-Buy Supplier	Q23CLNT100_1462_DE Cost Center-321110-80000000-1010	Pending Approval Order Line Changes Create View	German Translator	None	No
148	410000331	1	Quantity	B-Buy Supplier	4003 sample-Cost Center-10958-43200000-1250		4003 - BRENNTAG SE IT Hardware	12.9" Ipad Pro	None



CSP HOMEPAGE NAVIGATION

Service/Time Sheets Tab (1/4) – Introduction

Service-based Time sheets and the related Purchase Order lines can be found under the **Service/Time Sheets** tab.


The screenshot displays the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets' (highlighted with a purple box), 'ASN', 'Invoices', 'Catalogues', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The user profile 'TOMASZ' and 'NOTIFICATIONS 3' are visible in the top right. Below the navigation bar, the 'Service/Time Sheets' tab is active, and a 'Select Customer' dropdown is set to 'Brenntag - B-Buy Supplier'. The main content area is titled 'Service/Time Sheets' and features a table with the following data:

Service/Time Sheets	Purchase Order	Status	Submitted At	Approved At	Created By	Assigned To	Actions
65	4100000334	Draft	None	None	William Jones		
64	4100000334	Draft	09/16/22	None	William Jones		



CSP HOMEPAGE NAVIGATION

Service/Time Sheets Tab (2/4) – How to create and submit

To create a time sheet, click on the  icon as shown on the right side; or click on a PO and click the button.


Create Service/Time Sheets

- 1 Enter the hours per day against the PO line item. You can enter only one week at a time.
- 2 You can **save as draft or submit** the time sheet to your customer.
- 3 You can also **add a comment** for your customer.

Purchase Orders

Instructions From Customer
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Export to View All

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
4100000334	09/16/22	Issued	None	25 Hours of German Translator	No	2,500.00 EUR		
4100000331	09/14/22	Issued	None	4 Box of 12.9" Ipad Pro	No	4,976.00 EUR		

Service/Time Sheets #55

PO 4100000289

Time Sheet August 07, 2022 - August 13, 2022

	Sun 7	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12	Sat 13	Total
1 German Translator Submitted: 0.0 Hours	0.0	6	6	8	6	9	5	40.00

Attachments
Add [File](#) | [URL](#) | [Text](#)

Total Hours: 40.00

Cancel Save as Draft Submit

Comments Mute Comments

Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Attachments Add [File](#) | [URL](#)

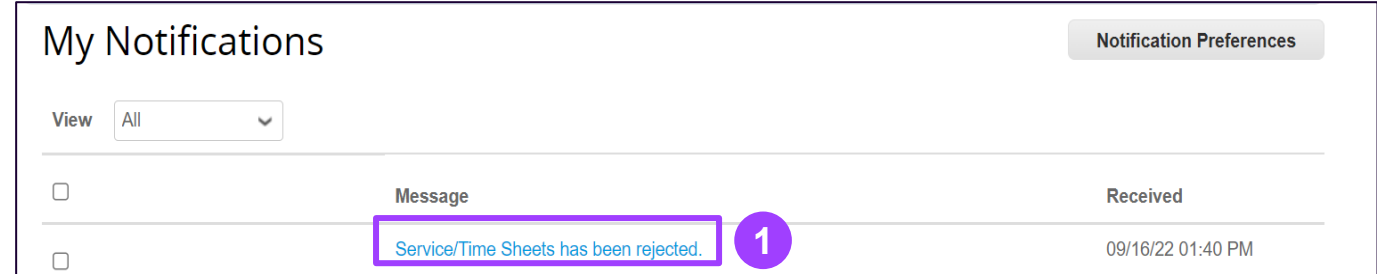


CSP HOMEPAGE NAVIGATION

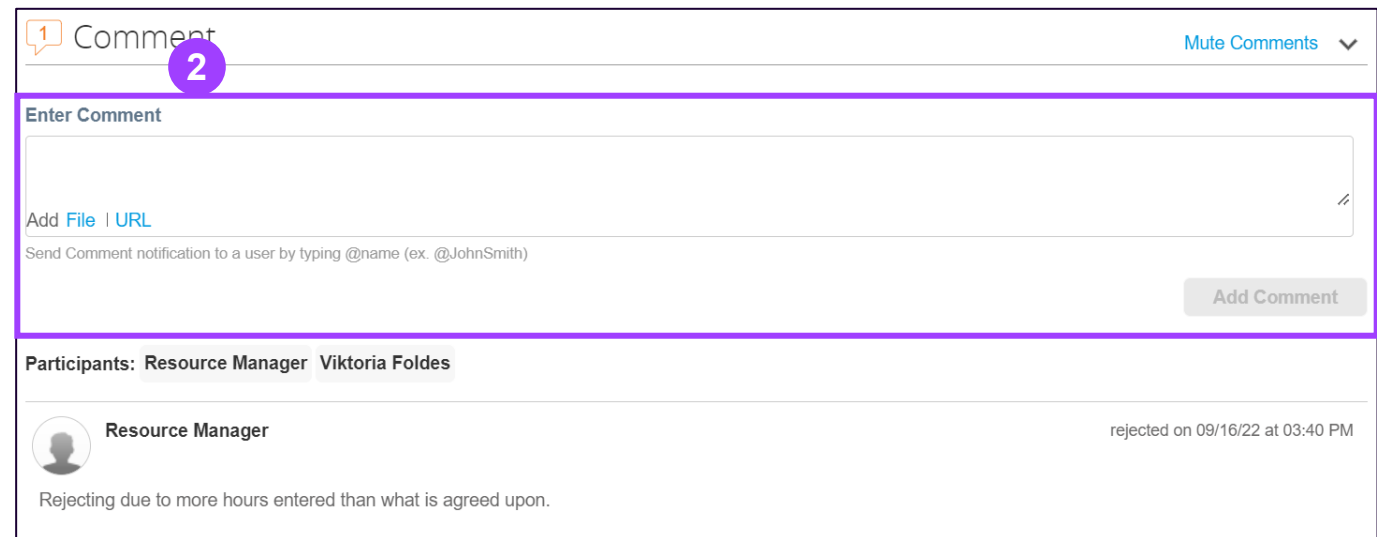
Service/Time Sheets Tab (3/4) – Rejected time sheets

If more hours than agreed are entered, the Brenntag resource manager will not be able to approve the timesheet, and **the order will not be completed.**

- 1 You will receive a **Notification** about the rejected timesheet.
- 2 Resource Managers can **include comments** for their reason for rejection.
- 3 In this case, **you will have to create a time sheet again.**



The screenshot shows the 'My Notifications' interface. At the top right is a 'Notification Preferences' button. Below the title is a 'View' dropdown menu set to 'All'. A table of notifications is displayed with columns for checkboxes, 'Message', and 'Received'. One notification is highlighted with a purple box and a purple circle containing the number '1'. The message text is 'Service/Time Sheets has been rejected.' and the received time is '09/16/22 01:40 PM'.



The screenshot shows the 'Comment' section for a rejected time sheet. At the top left is a 'Comment' header with a notification icon and a purple circle containing the number '2'. At the top right is a 'Mute Comments' dropdown menu. Below the header is an 'Enter Comment' section with a text input field, a 'Send Comment notification to a user by typing @name (ex. @JohnSmith)' instruction, and an 'Add Comment' button. Below the comment section is a 'Participants' section listing 'Resource Manager Viktoria Foldes'. At the bottom, there is a profile card for 'Resource Manager' with a rejection message: 'rejected on 09/16/22 at 03:40 PM' and 'Rejecting due to more hours entered than what is agreed upon.'

CSP HOMEPAGE NAVIGATION

Service/Time Sheets Tab (4/4) – Advanced View

The “advanced” option provides a more punctual way for you to filter time sheets easily. You can filter and customize your view to:

- Match conditions
- Filter by,
- Filter clause and text,
- Or even adjust the view depending on their status

Service/Time Sheets

View All [dropdown] Advanced Search

Match Conditions Match all conditions [dropdown] Add group of conditions

Filter By Service/Time Sheets [dropdown] Filter Clause is [dropdown] Filter Text [input] +

Cancel Search

Service/Time Sheets	Purchase Order	Status	Submitted At	Approved At	Created By	Assigned To	Actions
65	4100000334	Draft	None	None	William Jones		
64	4100000334	Draft	09/16/22	None	William Jones		

View All [dropdown]

- All
- Approved
- Draft
- Pending Approval
- Pending Rework
- Create View



Supplier Actionable Notification (SAN)

WHAT IS SAN?

SAN stands for **Supplier Actionable Notification**

SAN will allow you to act on items processed by Brenntag out of Coupa directly. There is no need to register to an additional portal or remember any new passwords.

The idea is that you can control everything via your E-Mail inbox by Action Buttons.

The service is free – you can register for the CSP at any point later if you wish to no longer use SAN.

With SAN you can:



Receive POs



Act on received POs



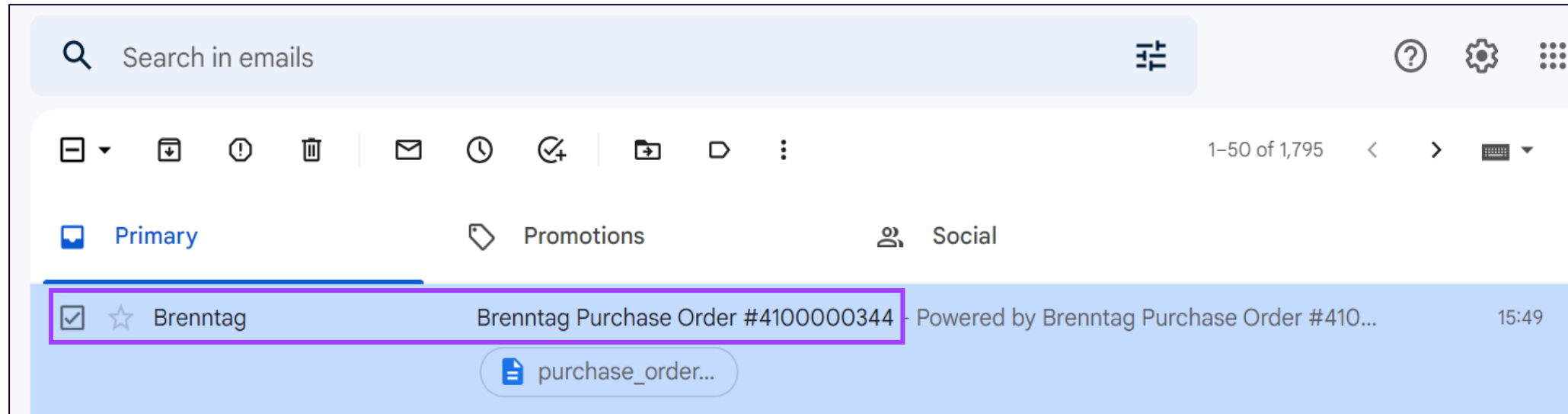
Fill in onboarding forms*

*Covered in Coupa Supplier Information Management (SIM) job aid

SAN Overview

Receiving POs

POs will arrive directly via E-mail to your Mailbox.



SAN Overview

Receiving POs

Once you open the E-mail, a brief overview of the PO will become available to read

A Issuing Site and PO-number

B Actionable buttons

C “Create your account” button

Only relevant if you want to create an account in the Coupa Supplier Portal (CSP) but not required for processing POs via SAN

The screenshot shows an email interface for a Brenntag Purchase Order. At the top, the Brenntag logo and 'Brenntag Purchase Order #4100000344' are displayed. Below this is an 'Order Summary' section containing a table with the following details:

Date	10/04/22
PO Total	20.00 EUR
Contact	Viktoria Foides viktoria.foides@accouture.com

A purple box labeled 'A' highlights this summary table. Below the summary is a 'Manage Order' button. Underneath, it says 'Orders details below'. A light blue horizontal bar contains four actionable buttons: 'Acknowledge PO', 'Add Shipment Tracking', 'Accelerate Payment', and 'Add Comment'. A purple box labeled 'B' highlights this bar. Below this bar, the text 'Manage your orders and more with Coupa' is shown. Three icons represent 'Insight', 'Opportunity', and 'Collaboration'. At the bottom, a 'Create Your Account' button is highlighted with a purple box labeled 'C'. Below the button, it says 'Learn more about Coupa'.

SAN Overview

Receiving POs – PO Header and Information

The PO header contains

- A** Supplier name, address
- B** PO-number, buyer contact information
- C** Delivery information
- D** Terms and Conditions
- E** Line Items information
- F** Payment Terms & Shipping terms (if specified)

BRENNTAG

Bestellung 4100000344

Datum: 04.10.2022
 Ansprechpartner(in)/Telefon: Viktoria Foldes
 Unsere Email-Adresse: viktor.foldes@accenture.com

Brenntag GmbH - Messeallee 11 - 45131 Essen

Cinnamon Roll RT
 Barcelona,
 Spain
 foldes.viktoria.nke@gmail.com

Bitte liefern Sie an:
 Schellerdamm 16
 Stückgut: MO – DO 07:00 – 13:00,
 FR 07:00 – 12:00
 Hamburg, 21079
 Germany

Unter Zugrundelegung unserer Allgemeinen Einkaufsbedingungen, die Sie unter <https://www.brenntag.com/de-de/ach.html> einsehen können, stellen wir Ihnen folgenden Auftrag.

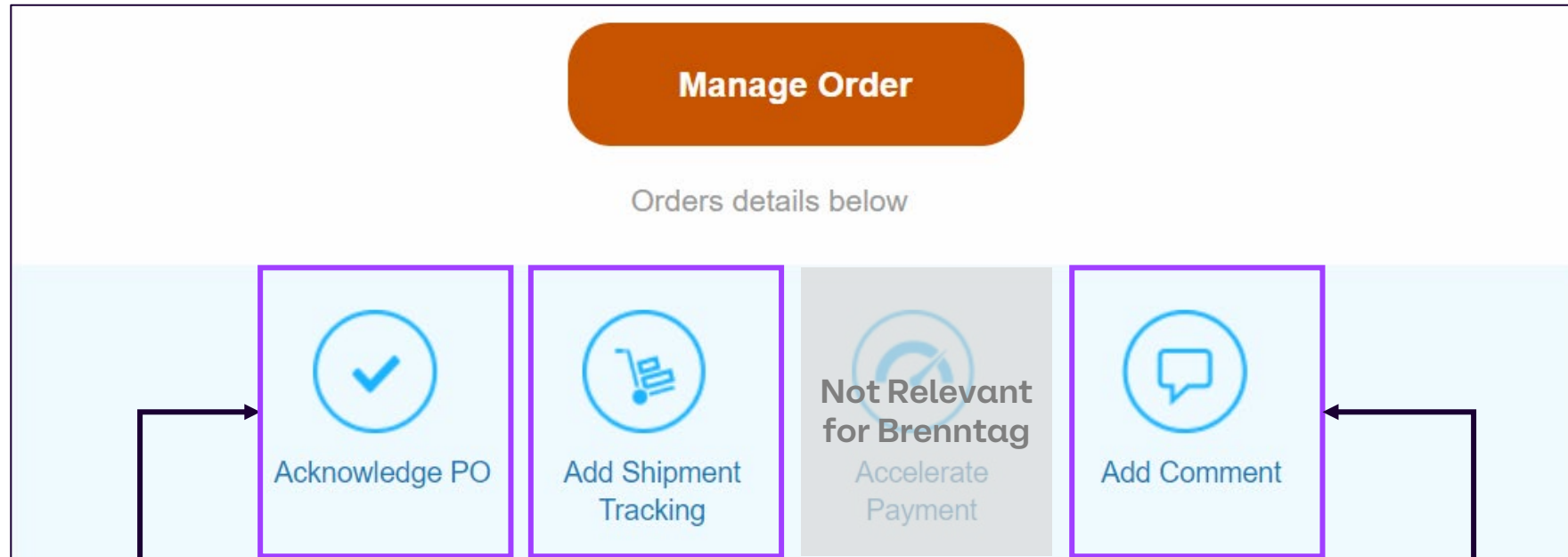
Pos	Material Bezeichnung	Lieferdatum	Menge Me	Preis/PE	Nettopreis Währ
1	A4 Notebook	10/10/22	1	20.00/Centimeter	20.00

Gesamtnettowert ohne MwSt. 20.00 EUR

Lieferbedingungen:
 Zahlungsbedingungen:

SAN Overview

Actionable Buttons



Acknowledge PO allows you to directly acknowledge the PO and send this information to Brenntag.

Add shipment tracking information can be used to enter detailed information about a delivery you sent.

Add Comment to the specific PO. You are being redirected to the PO-page, where you can enter the comment.

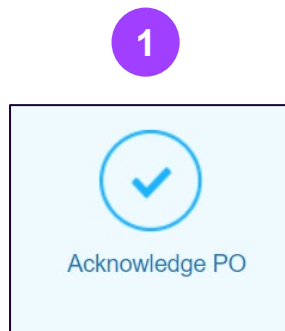
SAN

Actionable Button – Acknowledge PO

1 Amongst the actionable buttons, click on “Acknowledge PO” button from the PO E-Mail you received.

2 Then, you can tick the Acknowledged Box, so the Buyer will be able to see the date the PO was acknowledged.

If it has been acknowledged and for any reason you would like to un-acknowledge the PO, simply click on the box again so that it will be removed.



Purchase Order #4100000344

General Info

Status Issued - Sent via Email
 Order Date 10/04/22
 Revision Date 10/04/22
 Requester Viktoria Foldes
 Email viktorja.foldes@accenture.com
 Payment Term None
 Attachments None

Acknowledged

Shipping

Ship-To Address Schellerdamm 18
 Stückgut: MO – DO 07:00 – 13:00, FR 07:00 – 12:00
 21079 Hamburg
 Germany
 Attn: Viktoria Foldes

Terms None

Shipment Tracking

No shipment tracking.

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
	A4 Notebook	1	Centimeter	20.00	20.00	0.00

Need By	Part Number	Manufacturer Name	Manufacturer Part Number
10/10/22	None	None	None

Per page 15 | 45 | 90

Total EUR 20.00

Save

Print View

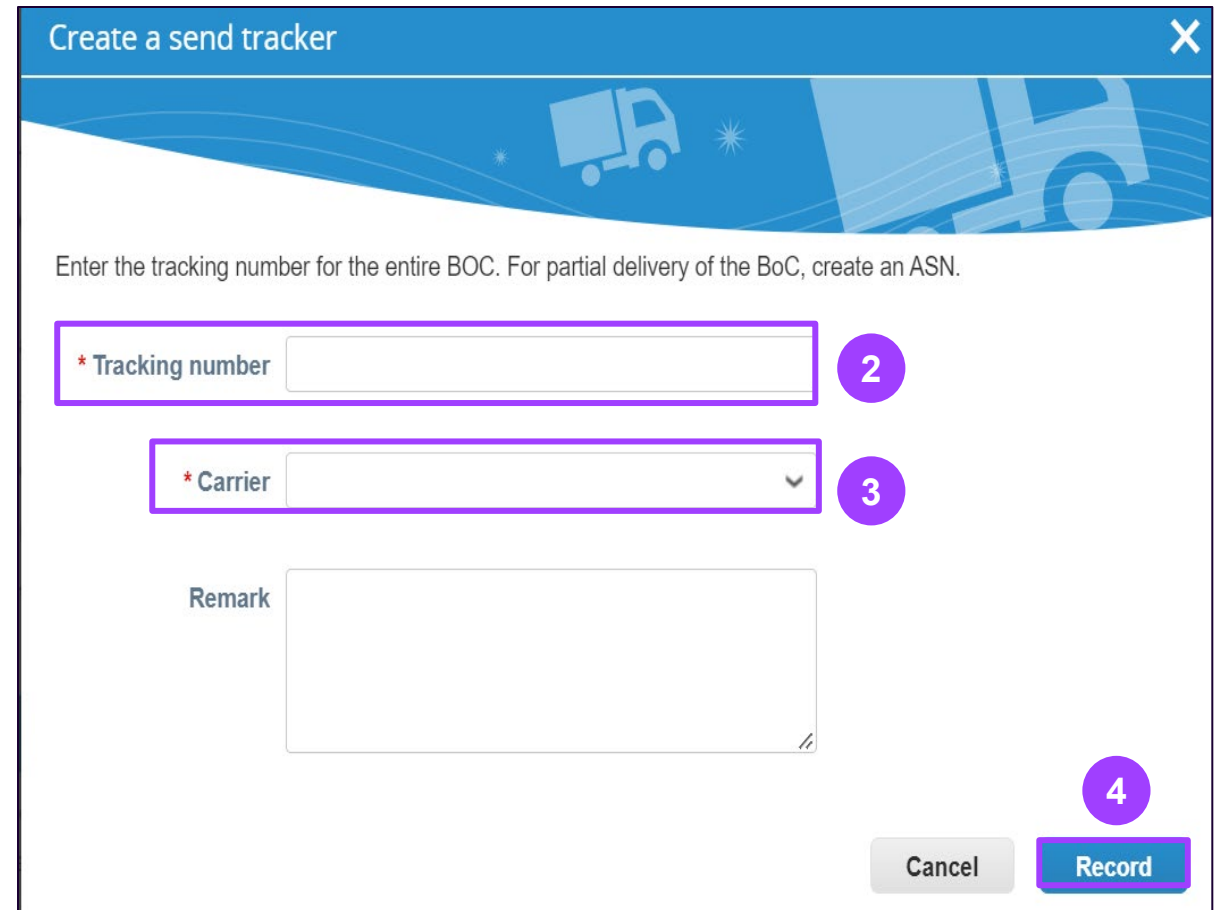
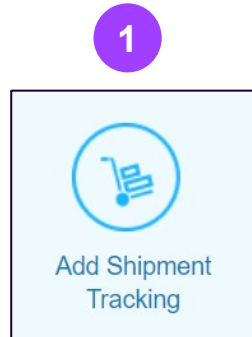


Note: If you un-acknowledge the PO, please also reach out and inform the Brenntag contact.

SAN

Actionable Button – Create Shipment Information

- 1 Amongst the actionable buttons, **click on “Add shipment tracking”** button from the PO E-Mail you received.
- 2 In the appearing **Create a send tracker** popup window, enter the tracking number for the entire PO
- 3 Select a carrier (FedEx, USPS, UPS) from the drop-down window
- 4 And add a Remark (optional), and **Record**

A screenshot of a 'Create a send tracker' popup window. The window has a blue header with a white 'X' in the top right corner. Below the header is a decorative banner with a truck icon. The main content area is white and contains the following elements: a text prompt 'Enter the tracking number for the entire BOC. For partial delivery of the BoC, create an ASN.'; a text input field labeled '* Tracking number' with a purple circle '2' to its right; a dropdown menu labeled '* Carrier' with a purple circle '3' to its right; a text area labeled 'Remark'; and at the bottom right, a grey 'Cancel' button and a blue 'Record' button with a purple circle '4' above it.

Note: You can add shipment tracking information to POs if real-time shipment tracking needed. You can enter only one tracking number on a PO.

SAN

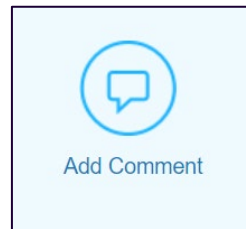
Actionable Button – Add Comment

1 Amongst the actionable buttons, click on the “Add Comment” button from the PO E-Mail you received.

2 Then, you can leave comments that will be visible for Brenntag. Both ends will be notified when a new comment is added, or if a response to one was created.

The “Comments” box should be used for ALL communication between you as a supplier and Brenntag, related to a specific PO.

3 Lastly, click on “Add comment”.



1	Type	Item	Qty	Unit	Price	Total	Invoiced
		A4 Notebook	1	Centimeter	20.00	20.00	0.00

Need By	Part Number	Manufacturer Name	Manufacturer Part Number
10/10/22	None	None	None

Per page 15 | 45 | 90

Total EUR 20.00

Save Print View

0 Comments Mute Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

2

3 Add Comment

CLICK “ADD COMMENT” BUTTON



Thank You!