


Coupa Talk – SES R41 Release


With Coupa R41 Release the SES look and feel has changed. Previously the SES looked as follow:

PO 5000001567

 Services

| Line # | Submission Type | PO Line # | Item | * Quantity | Unit Of Measure | Status |
|--------|-----------------|-----------|--|--------------------------------|-----------------|--------|
| 1 | New | 1 | 3012026 - FLOWER ARRANGEMENT, DELIVERY | <input type="text" value="1"/> | Each | Draft |

Due Date: 08/20/21

Actual Completion: 

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

T Delivery note attached

* Supplier Job Confirmation
 AB Attachment.docx

Service Sheet #153680






10 708 210,86 ZAR

Requested By: Jacques Puchert (BIS Specialist Coupa Integrat)

Submitted On: -

PO #: 5000359395 Order Date: 2025/03/04 # of Service Sheets for Order: 1

Line Details

| | | | | | | | |
|--|--|--|--|-------|--------------------------------|--------|-----------|
| 1 | 3042122 - MOVE SLAG,MARULA TO CRP,JAW,VAR.,T | 12,13 ZAR | | | | | |
| PO Line | Due Date | Completion Date | Attachments | | | | |
| 1 | 2023/04/30 | <input type="text" value="yyyy/mm/dd"/>  | Add File URL Text | | | | |
| Supplier Contact Email | PO Line Quantity | | | | | | |
| erika.goosen@samancorcr.com | 0,1 Tonnes | | | | | | |
| * Supplier Job Confirmation <input type="button" value="Choose File"/> No file chosen | | | | | | | |
| 1 | * Description | Worker Assignment | Rate | Price | * Quantity | UOM | |
| | <input type="text"/> | No workers available   | No rates available   | 12,13 | <input type="text" value="1"/> | Tonnes | 12,13 ZAR |
| + Add Detail Line | | | | | | | |

The new look in R41 presents itself in this way:

Let's discuss the changes on the next page.

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The same procedure will be followed as set out in the original training document on the bottom of the [Samancor Supplier Portal](#). The Job confirmation Document will also remain Unchanged.

+ *Quick Reference Guide*

+ *Documents*

+ *Registering for COUPA*

+ *Procurement Terms and Conditions*

– *Training Material*

Please click on the links below to view and download the specific training documents:

1. Please click [HERE](#) to view our *e-Training Manual*.
2. Please click [HERE](#) to view the *Supplier Orientation Training Documentation*.
3. Please click [HERE](#) to view the *Sourcing Training Documentation*.
4. Please click [HERE](#) to view the *Service/Time Sheet Entry Training Documentation*



+ *Announcements*

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The following **changes** should be taken note off:

- 1 Apart from an obvious layout change some additional information is now also available on the SES like the **Requested By** information and the **Amount** (Previously only the Quantity was visible).

Service Sheet #153680

1 10 708 210,86 ZAR

1 Requested By
 Jacques Puchert
 (BIS Specialist
 Coupa Integrat)

PO #
5000359395

Order Date
2025/03/04

of Service Sheets for Order
1

Line Details

1 3042122 - MOVE SLAG,MARULA TO CRP,JAW,VAR.,T

PO Line: 1

Supplier Contact Email: erika.goosen@samancorcr.com

* Supplier Job Confirmation
 No file chosen

Due Date: 2023/04/30

PO Line Quantity: 0,1 Tonnes

Completion Date:

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

| 1 * Description | Worker Assignment | Rate | Price | * Quantity | UOM | |
|----------------------|---|---|-------|------------|--------|-----------|
| <input type="text"/> | No workers available <input type="button" value="Q"/> | No rates available <input type="button" value="Q"/> | 12,13 | 1 | Tonnes | 12,13 ZAR |

[+ Add Detail Line](#)

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The following **changes are critical** and should be taken note off:

- ② **The Quantity defaults to (1)one and should be no more than 0,1 according to PO.**
Take note of PO's of which the Delivery date on the PO was changed in the last 2 weeks.
The Quantity must be Manually Adjusted by the Person creating the SES.

Service Sheet #153680

10 708 210,86 ZAR

Requested By: Jacques Puchert (BIS Specialist, Coupa Integrat)
Submitted On: -

| | | |
|------------|------------|-------------------------------|
| PO # | Order Date | # of Service Sheets for Order |
| 5000359395 | 2025/03/04 | 1 |

Line Details

1 3042122 - MOVE SLAG,MARULA TO CRP,JAW,VAR.,T 12,13 ZAR

| | | | |
|---------|------------|-----------------|-----------------------|
| PO Line | Due Date | Completion Date | Attachments |
| 1 | 2023/04/30 | yyyy/mm/dd | Add File URL Text |

Supplier Contact Email: erika.goosen@samancorcr.com

PO Line Quantity: 0,1 Tonnes

* Supplier Job Confirmation: Choose File No file chosen

| * Description | Worker Assignment | Rate | Price | * Quantity | UOM | |
|---------------|----------------------|--------------------|-------|------------|--------|-----------|
| | No workers available | No rates available | 12,13 | 1 | Tonnes | 12,13 ZAR |

+ Add Detail Line

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The following changes are critical and should be taken note off:

- ③ The Quantity defaults to (1)one – Look at line 3 of this PO, it should be 2545,26 since the full Quantity was delivered. The Quantity must be Manually Adjusted by the Person creating the SES.

3 3042124 - MOVE PRODUCT,CRP TO FP,VAR,T 3,62 ZAR :

PO Line 3 Due Date 2023/04/30 Completion Date yyyy/mm/dd Attachments Add File | URL | Text

Supplier Contact Email erika.goosen@samancorcr.com

③

PO Line Quantity
2 545,26 Tonnes

* Supplier Job Confirmation

Choose File No file chosen

1 * Description

Worker Assignment

Rate

Price

③
* Quantity

UOM

No workers available



No rates available



3,62

1

Tonnes

3,62 ZAR

+ Add Detail Line

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The following **changes are critical** and should be taken note off:

- 4 The SES now has a **maximum limit of 30 line items** – For example, If a PO has 60 line items, 2(two) x SES's need to be completed (PO line 1-30; PO line 31-60). To delete a line Click on the three dots **:** next to the amount to reveal the Delete Button.

61 3042174 - LOAD,TUGELA,TAILS,VAR,T

6,83 ZAR **:**

4 Delete

PO Line 62 Due Date 2023/04/30 Completion Date yyyy/mm/dd Attachments Add File | URL | Text

Supplier Contact Email erika.goosen@samancorcr.com PO Line Quantity 2 392 Tonnes

* Supplier Job Confirmation Choose File No file chosen

| 1 | * Description | Worker Assignment | Rate | Price | * Quantity | UOM | |
|---|---------------|----------------------|--------------------|-------|------------|--------|----------|
| | | No workers available | No rates available | 6,83 | 1 | Tonnes | 6,83 ZAR |

+ Add Detail Line