Creating and submitting service/time Sheets on the Coupa Supplier Portal

Use this quick reference guide to create and submit a service/time sheet on the Coupa Supplier Portal (CSP) after providing a service as requested by Exxaro. Goods receipts will be created by Exxaro's receiving department.

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1. Find the relevant purchase order

Once logged into the Coupa Supplier Portal, on the primary menu bar, click on the **Orders** tab. You can either:

- **1.1.** Click on the yellow hard hat action button or
- **1.2.** Click on the service purchase order number to view the details of the order.

2. Select line item(s)

On the Lines view,

- **2.1.** Select the line item you would like to create a service/time sheet for.
- 2.2. Click on the Create Service/Time Sheets button.

3. Populate the Service/Time Sheet

- 3.1. In the fields provided, enter the number of hours worked per day.
 Note: Verify that the hours are correct.
- **3.2.** To add attachments to your timesheet, scroll to the bottom of the sheet. Under **Attachments**, select one of the hyperlinks and upload a file or paste the URL.
- 3.3. Click Submit.



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4. Service/time sheet management

To manage service/time sheets go to the **Service/Time Sheets** tab.

You can edit, delete or withdraw, a service/time sheet. Click on the relevant action button:

- A. Pencil to edit.
- B. Red cross to delete.
- C. Arrow to withdraw.

Time sheets in **draft** status can be edited or deleted.

You can withdraw service/time sheets only in **pending approval status**.

For additional support contact 0872 839 704, or email <u>vendor.services@exxaro.com</u> for assistance

