Table of Contents

This guide walks you through managing purchase orders and submitting invoices in the Coupa Supplier Portal (CSP) and through Supplier Actionable Notifications (SAN), so you can acknowledge orders and get paid faster. Select a topic below to jump to it.

Need help? Book a Microsoft Teams meeting with Supplier Enablement Support.

Coupa Supplier Portal (CSP)

Locate and Acknowledge Purchase Orders

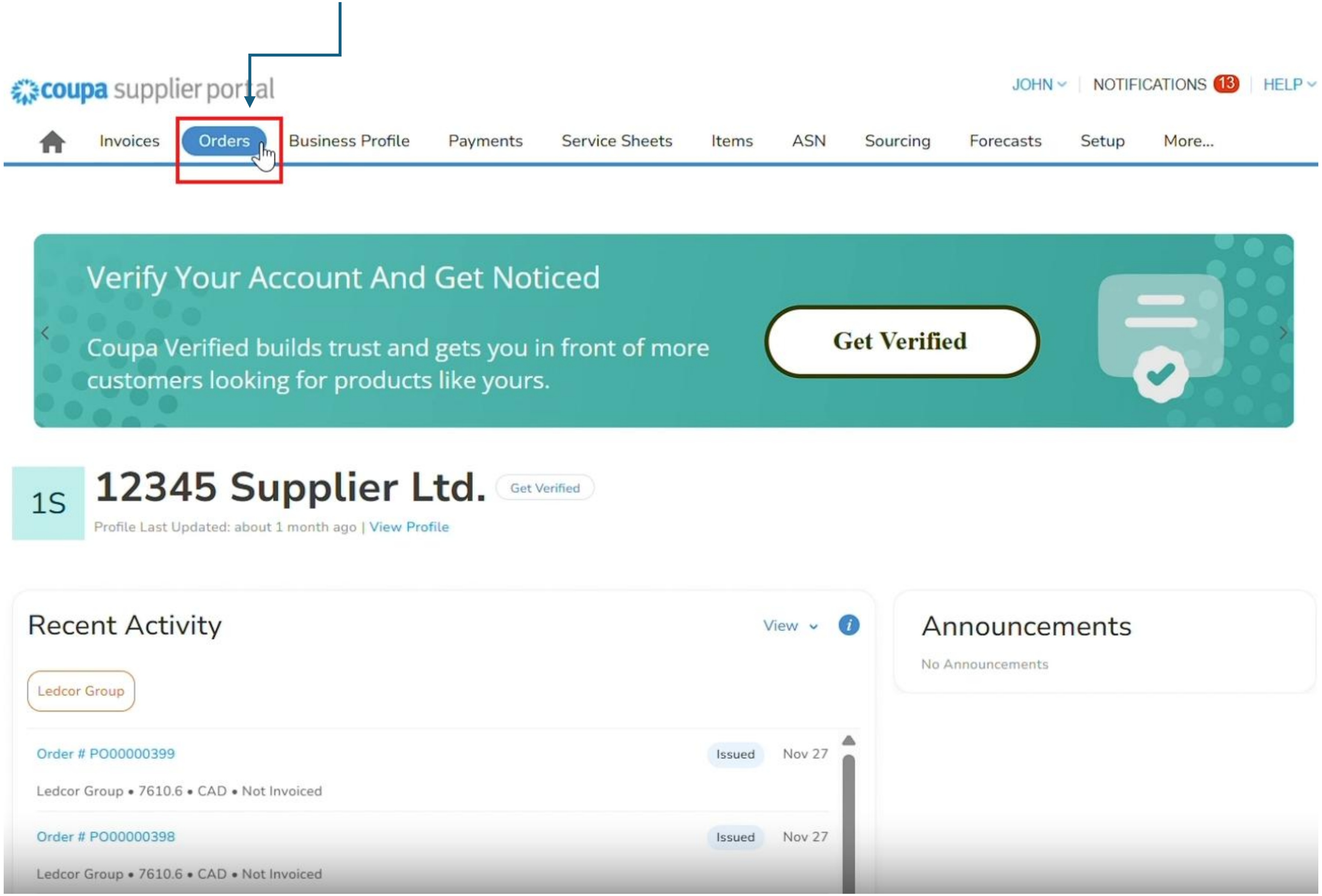
Getting started!

Coupa Supplier Portal (CSP) gives you the ability to track and manage all your transactions with Ledcor.

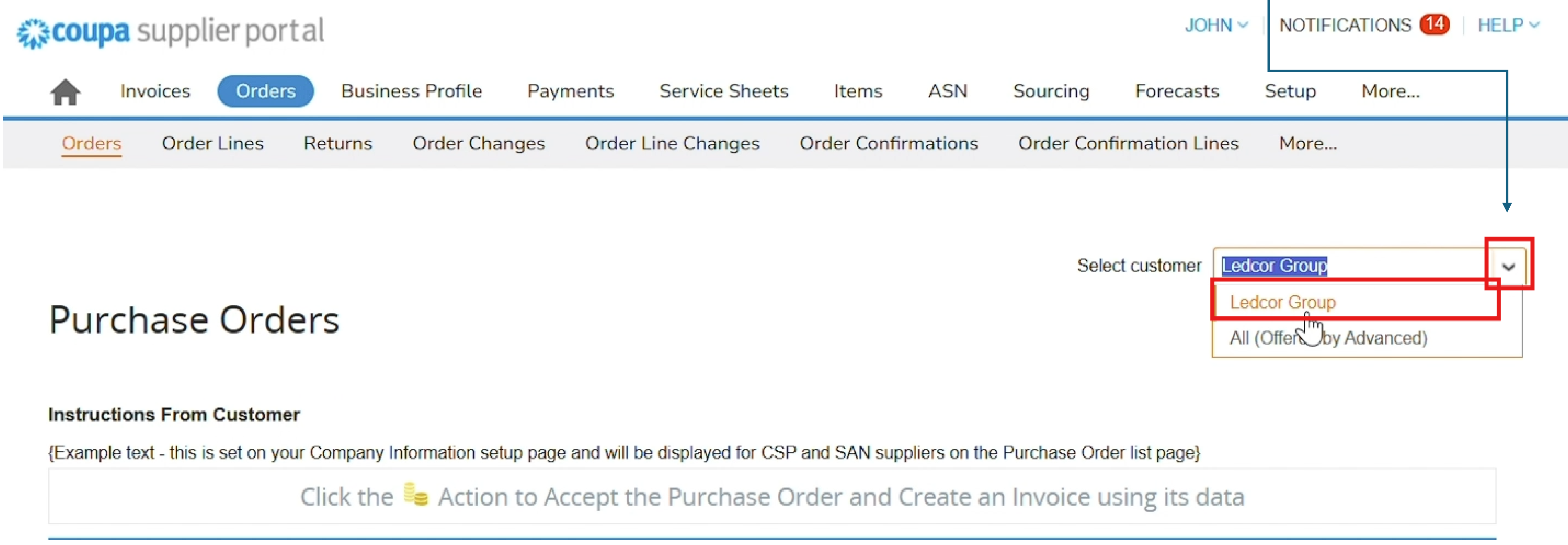
We will guide you to:

- View Purchase Order details
- Acknowledge Purchase Orders
- Provide Shipping Information, and
- Communicate with the Requestor in Coupa.

Step 1: Log into the CSP and click on the Orders tab from the home page



Step 2: Make sure that Ledcor Group is selected as your active customer



The table contains details such as the PO number, Order date, Items Ordered, Oder Total and quick Action Shortcuts.

You will now see a list of Purchase Orders that you have received from Ledcor in the table.

Step 3: To view the full details of a Purchase Order, click the PO number.

Export to | View: All | Search

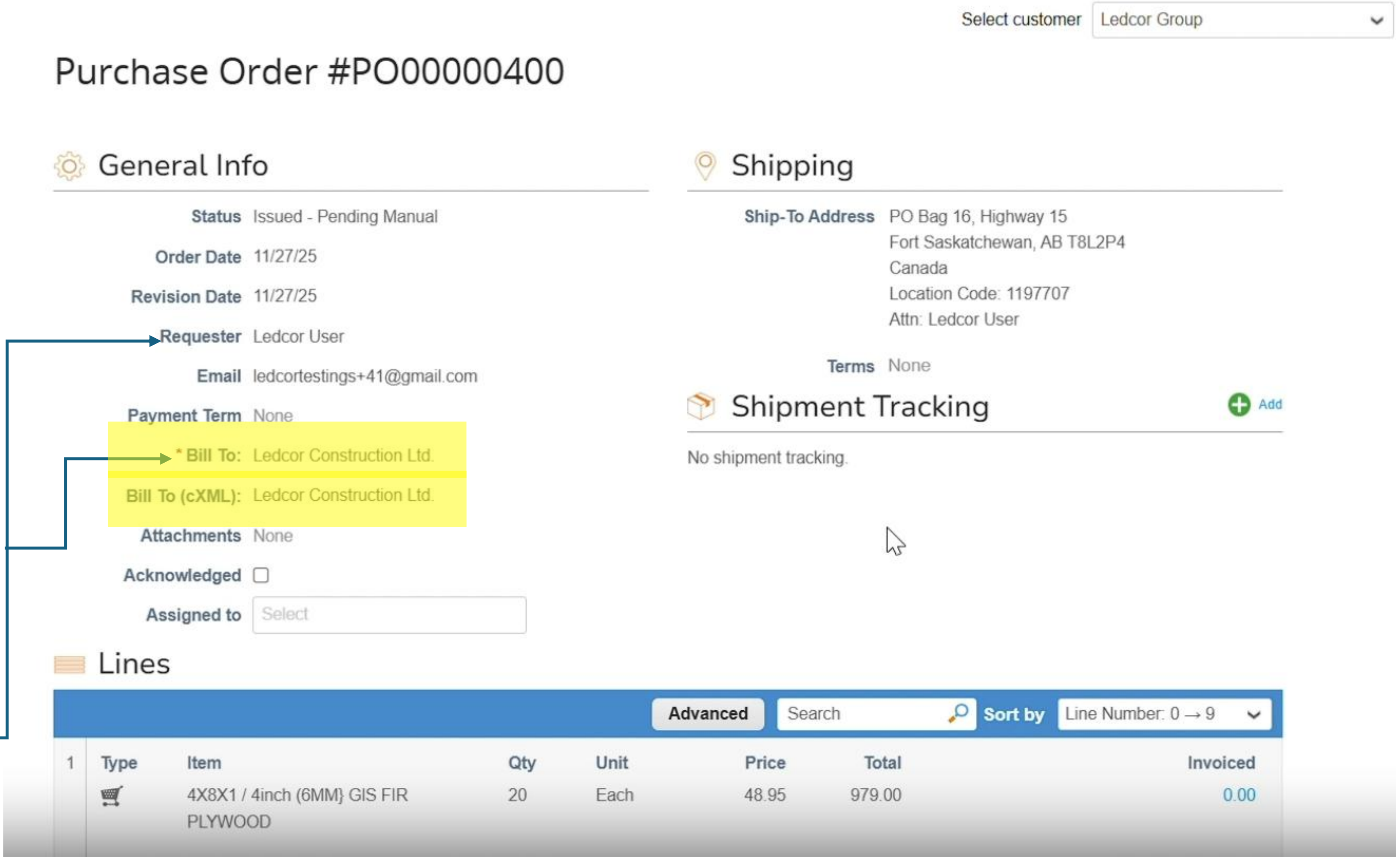
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO00000400	11/27/25	Issued	None	20 Each of 4X8X1 / 4inch (6MM} GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8XI/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000399	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM} GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8XI/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000398	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM} GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8XI/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000396	11/27/25	Issued	None	15 Each of Barricade Panel - 8' Reflective	No	877.50 CAD		
PO00000395	11/27/25	Issued	None	15 Each of 4X8X1 / 4inch (6MM} GIS FIR PLYWOOD	No	734.25 CAD		

The *PO detail page* provides detailed information related to the selected Purchase Order.

IMPORTANT:

Step 4: Make sure to use this **Bill To** address for your invoice as well.

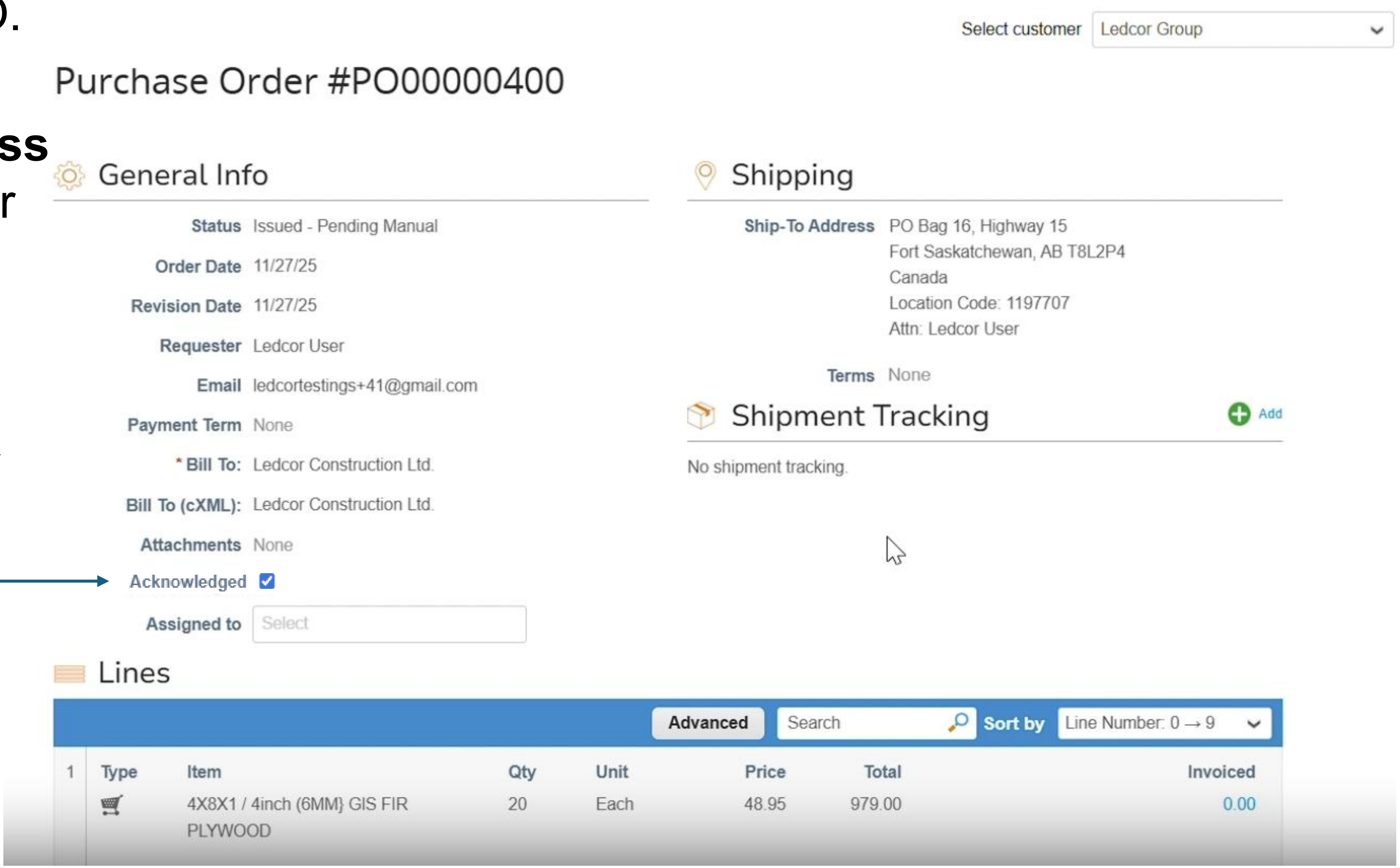
If you are not sure or have questions related to the Bill To Address, contact the Requester



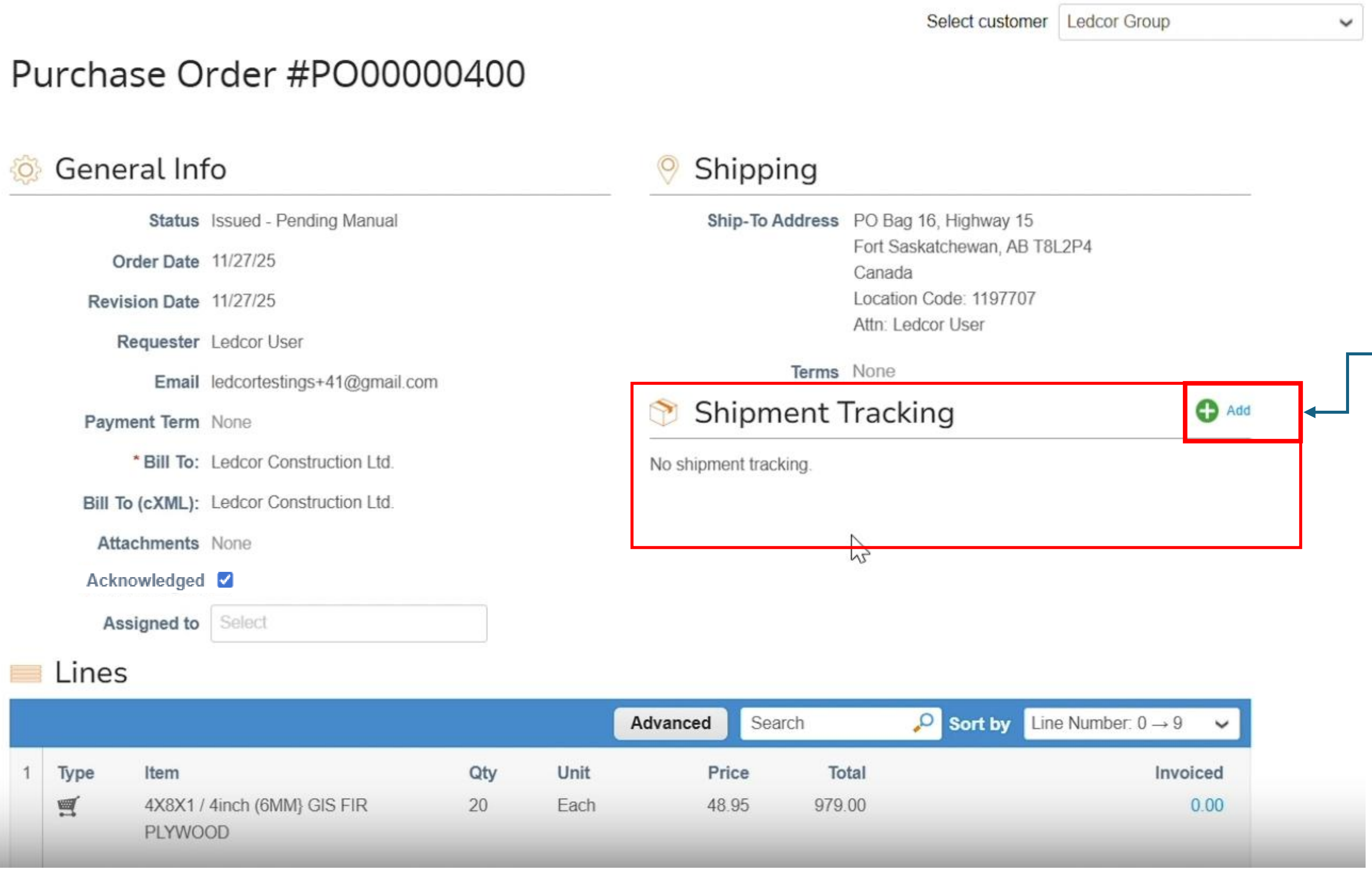
Acknowledge the Purchase Order to help the requestor know that you received and will process the PO.

The **Ship to Address** is display on header level of your PO.

Step 5: Check the Acknowledged box



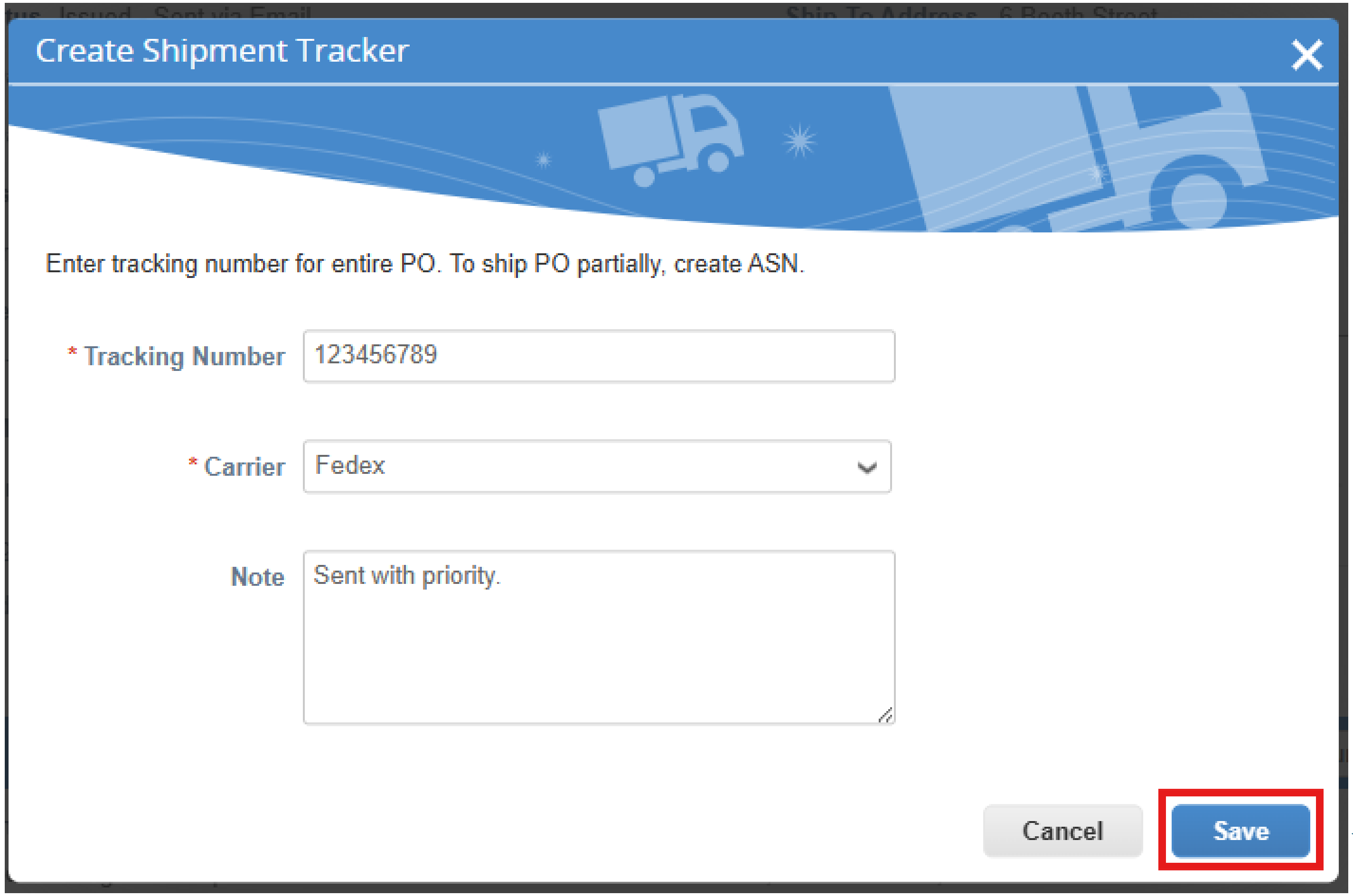
Step 6: Once the order is shipped, enter the tracking details in the Shipment Tracking section.



This will keep the requestor informed that the order has been shipped.

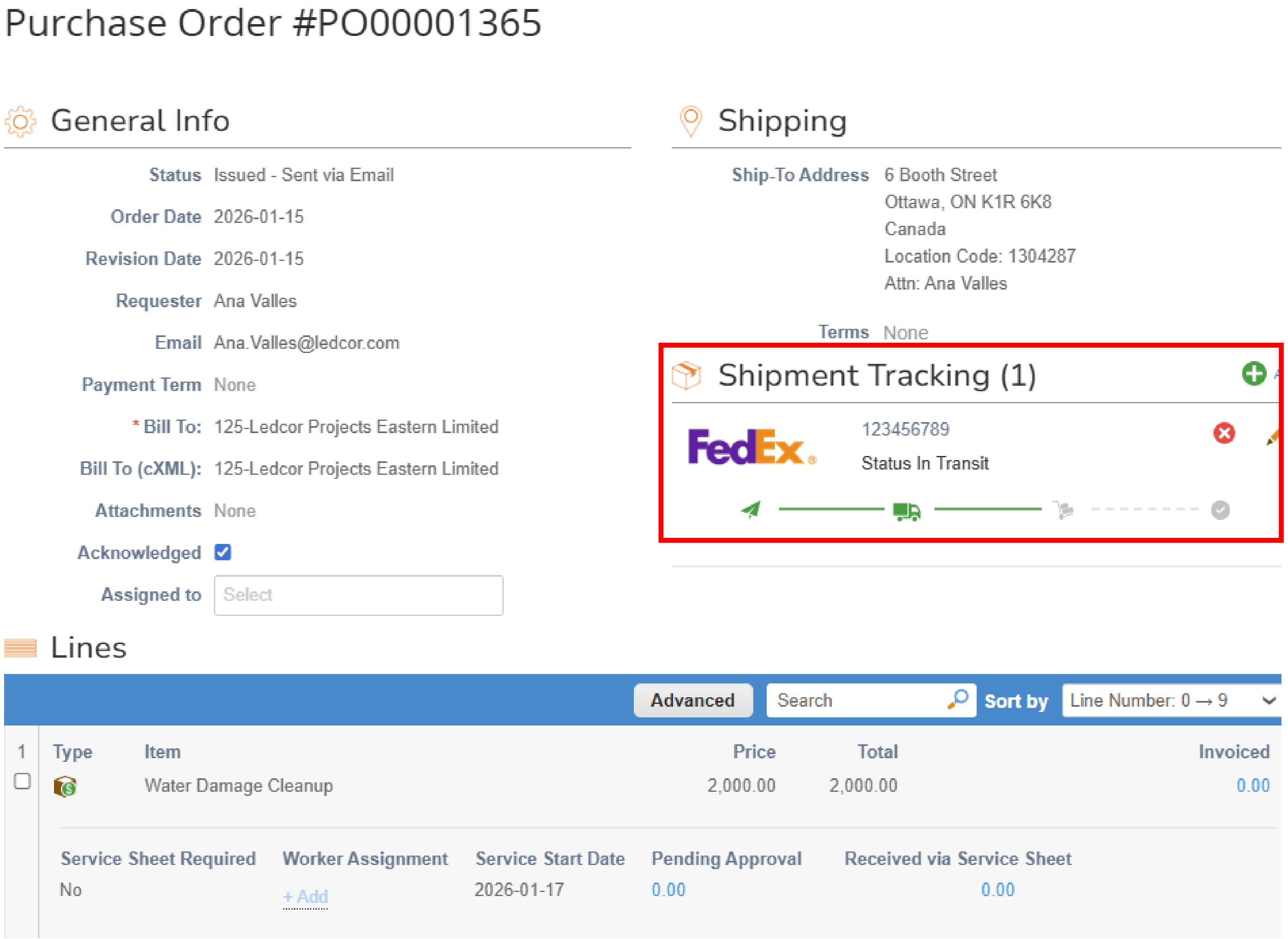
Click *Add*

Step 7: A new window will open where you will need to complete the mandatory fields marked with a red asterisk (*): **Tracking Number** and **Carrier**. You may also add **Notes** if needed.

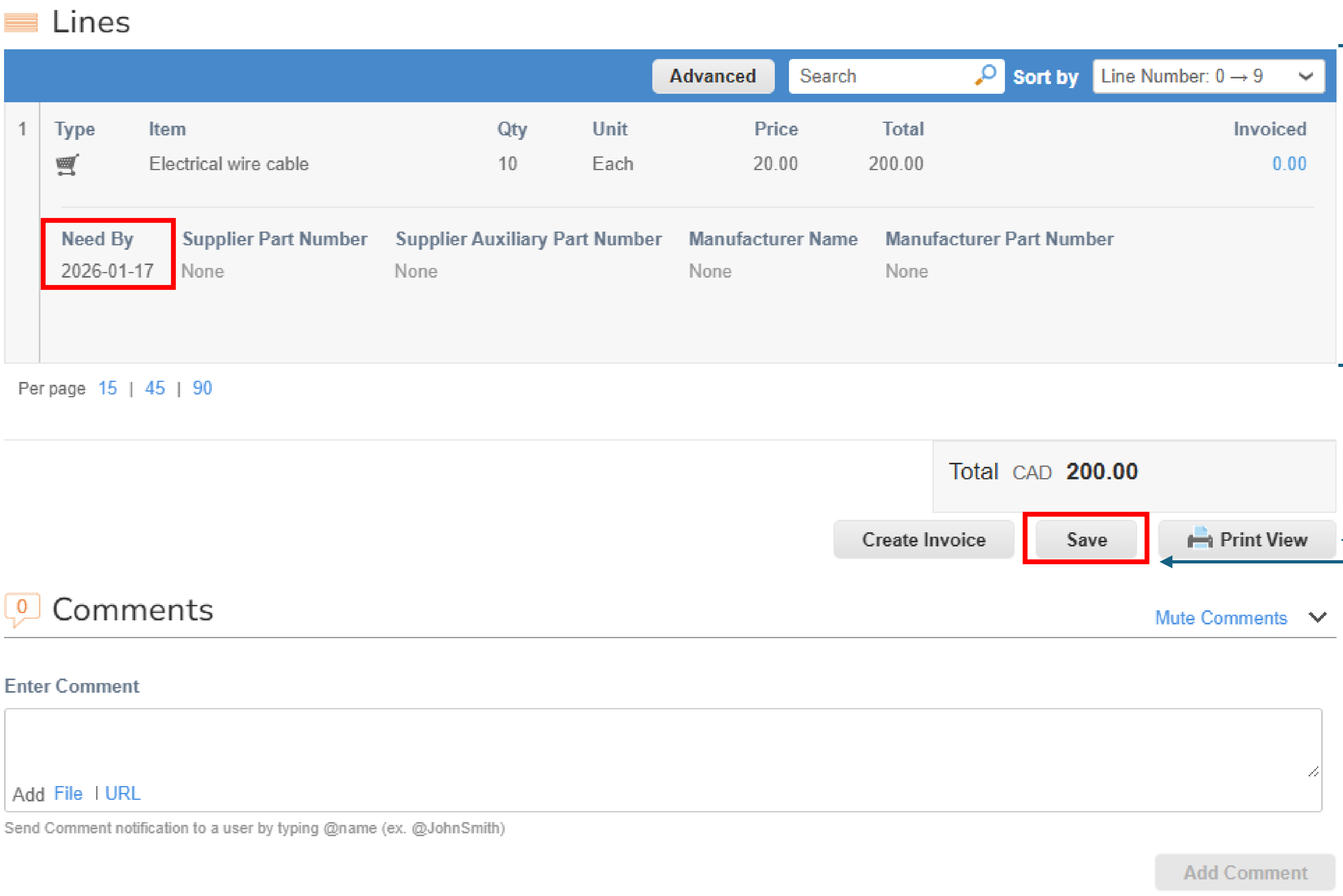


Once the tracking information has been entered, click *Save*

You can confirm that the shipment tracking has been saved when the tracking information appears in the **PO details** section.



Step 8: Scroll down to see the Purchase Order lines section and save your updates.



See the Need by date or Service dates, quantity, price, part numbers and invoiced amount in the PO lines section.

Click *Print View* to print the PO.

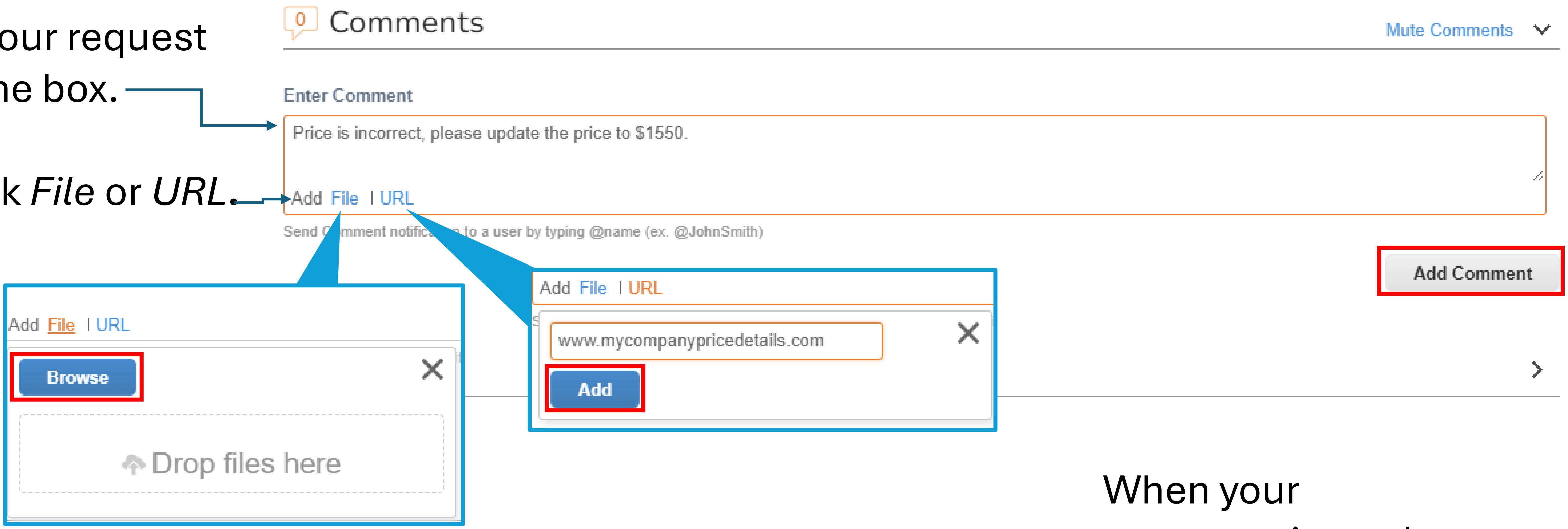
Click *Save* to save the PO acknowledgment or tracking details.

Step 9: Communicate with the requestor.

Use the *Comments* section to attach files or add links (URLs) to share relevant information with the requestor or request changes to the Purchase Order.

Type the details or your request in the box.

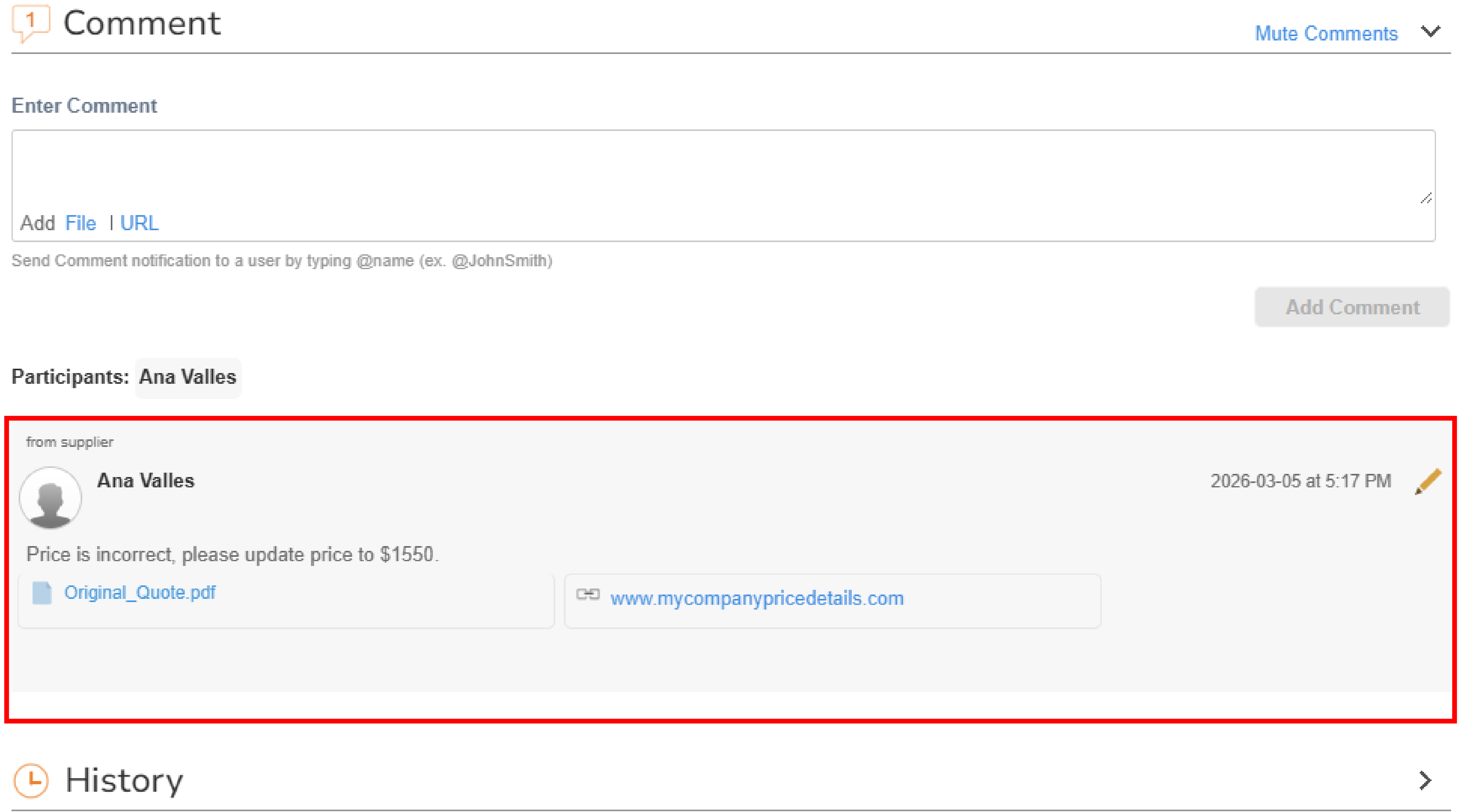
Click *File* or *URL*.



When your comment is ready click *Add Comment*

Step 10: Communicate with the requestor.

Once submitted, your comment will appear in the *Comments* section, where you will also be able to view the requestor's reply.



Thank you for Managing your POs in the CSP!

If you need any additional support, please contact the Ledcor Supplier Enablement Team at: supplier.enablement@ledcor.com.
You can also book a Microsoft Teams meeting with the Supplier Enablement team: Supplier Enablement Support.

Supplier Actionable Notifications (SAN)

Manage and Acknowledge Purchase Orders

coupa supplier portal

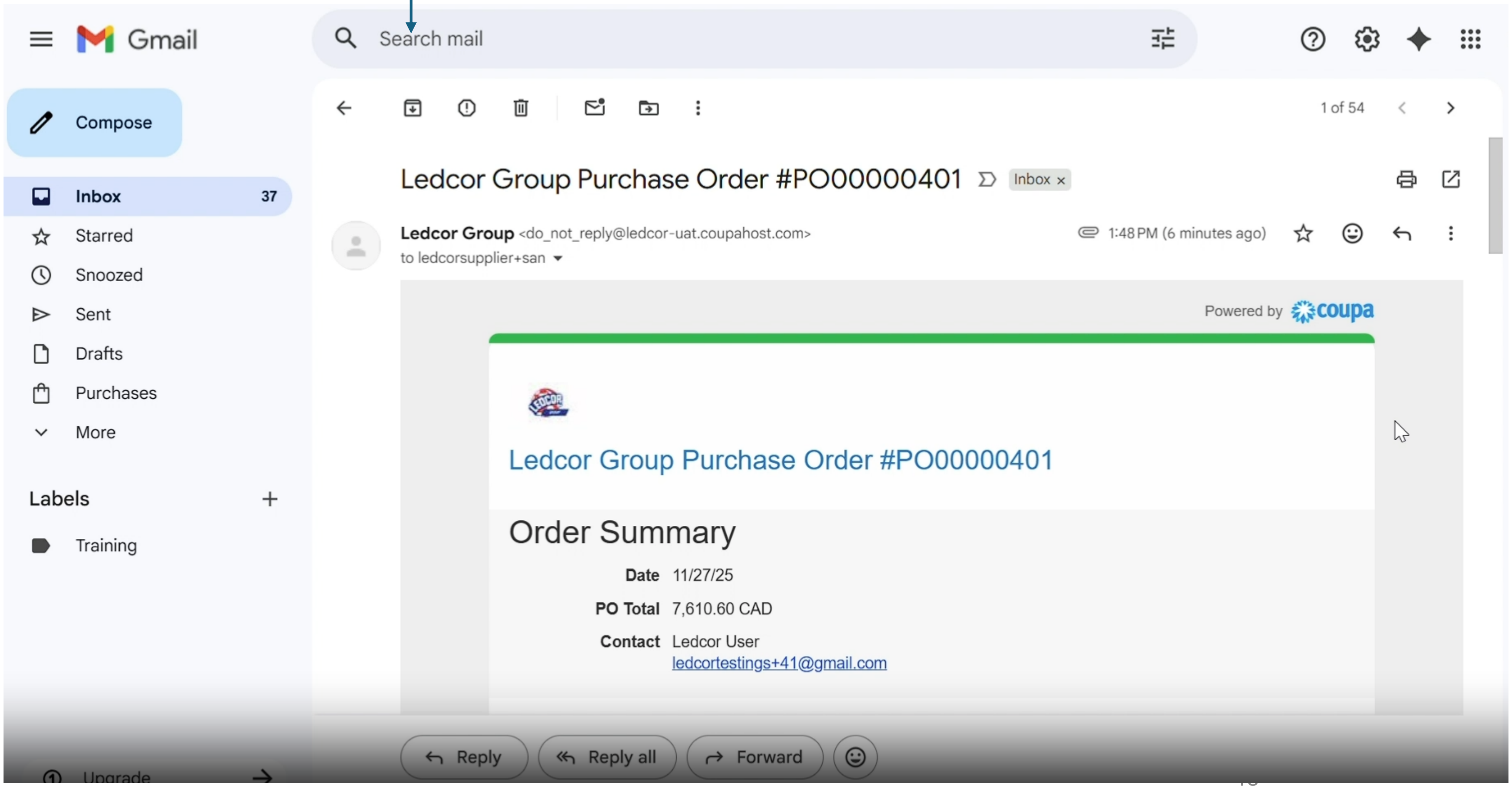
LEDCOR GROUP

Getting started!

Supplier Actionable Notifications (SAN) are email notifications that allow you to receive and act on your Purchase Orders (POs) without needing to create a Coupa Supplier Portal (CSP) account.

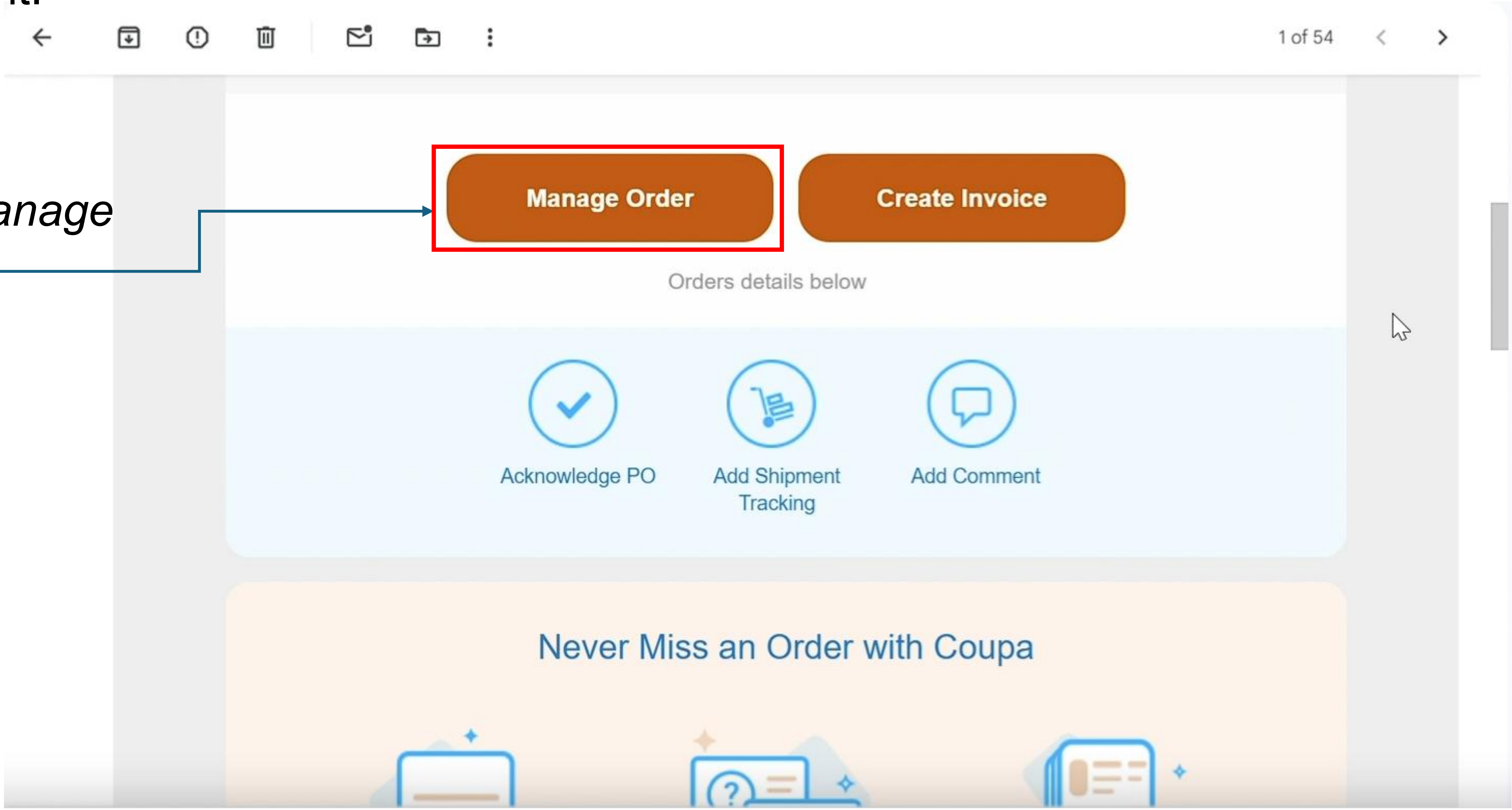
When Ledcor issues a PO, you will receive an email containing all the key details of the order.
If your company already has a CSP account, the SAN email will list your CSP admins, and you can request access if needed.
The email is sent to the Purchase Order email address you provided in the Supplier Questionnaire. If you need to update this email address, please contact us at supplier.enablement@ledcor.com. *

Step 1: Receive your Purchase Order via email with all the key details.



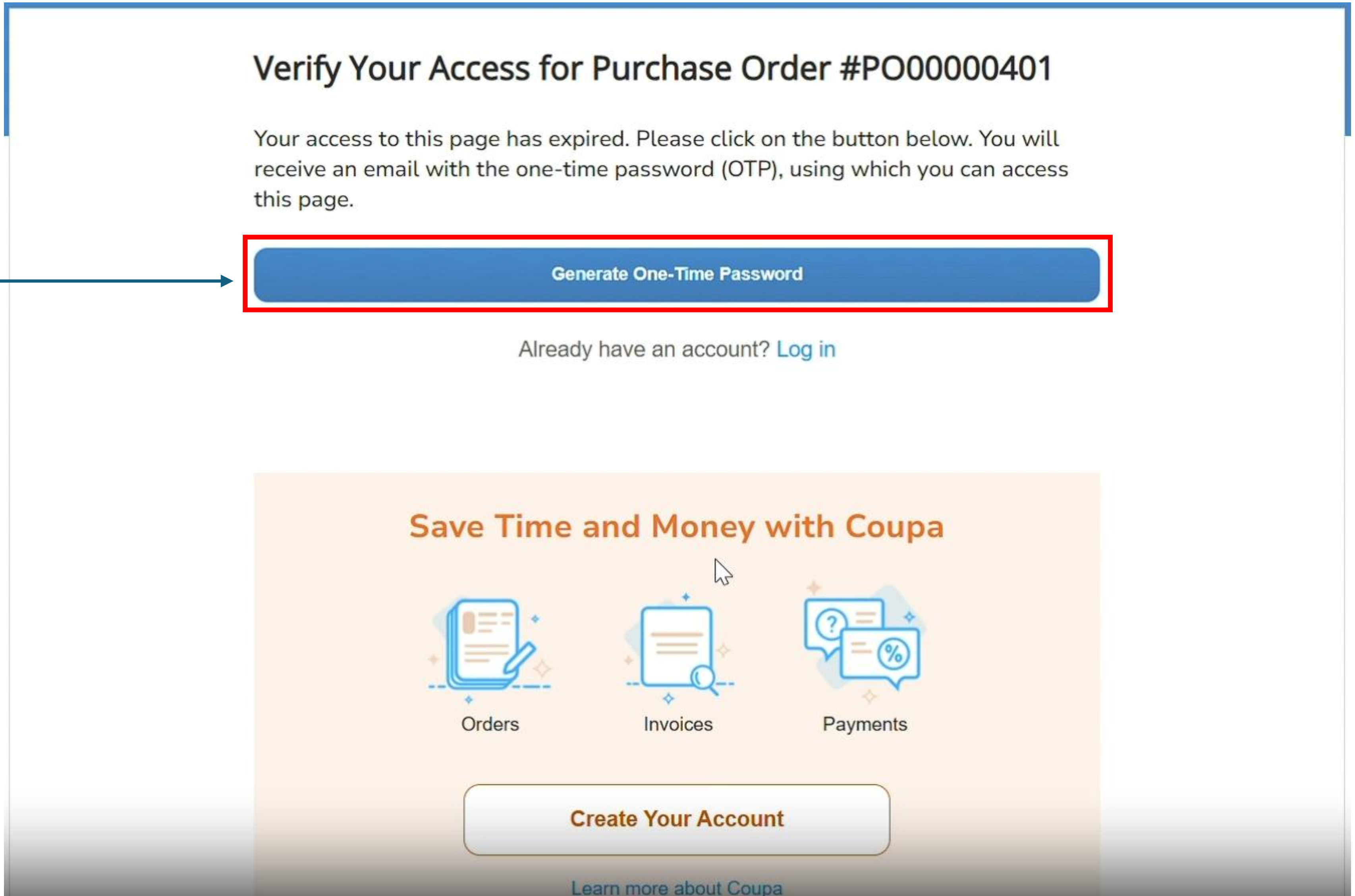
Step 2: From the email you can acknowledge the order, create an invoice, add shipment tracking or add comments to the PO, without needing to create a CSP account.

Click *Manage Order*



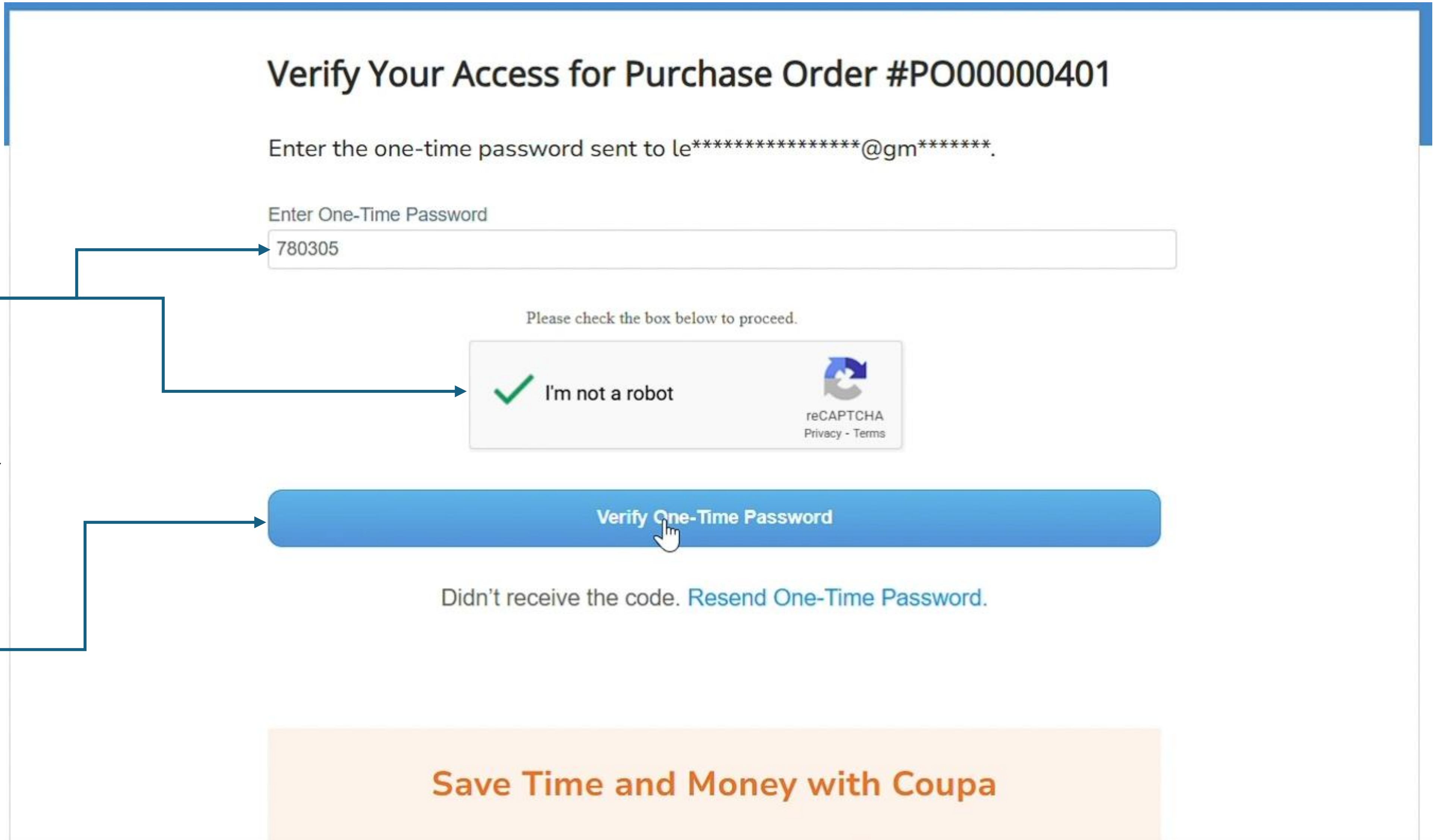
You will be directed to a Coupa screen to generate a One-Time Password that will be sent to your email.

Step 3: Click *Generate One-Time Password*.



Step 4: Enter the password, then check the *I'm not a robot* box to continue.

Step 5: Click *Verify One-Time Password* to access the *PO detail page*.

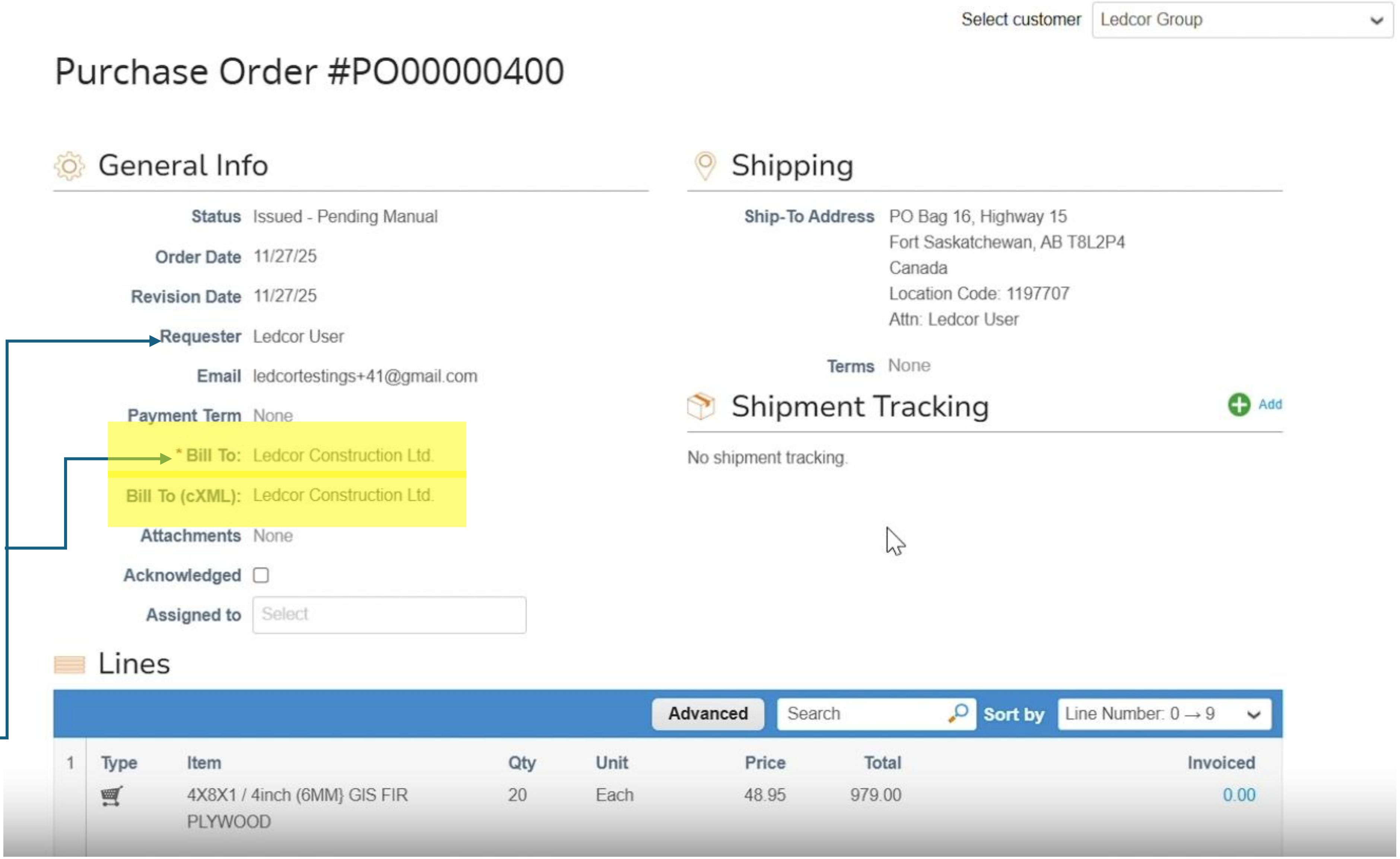


The *PO detail page* provides detailed information related to the selected Purchase Order.

IMPORTANT:

Step 6: Make sure to use this **Bill To** address for your invoice as well.

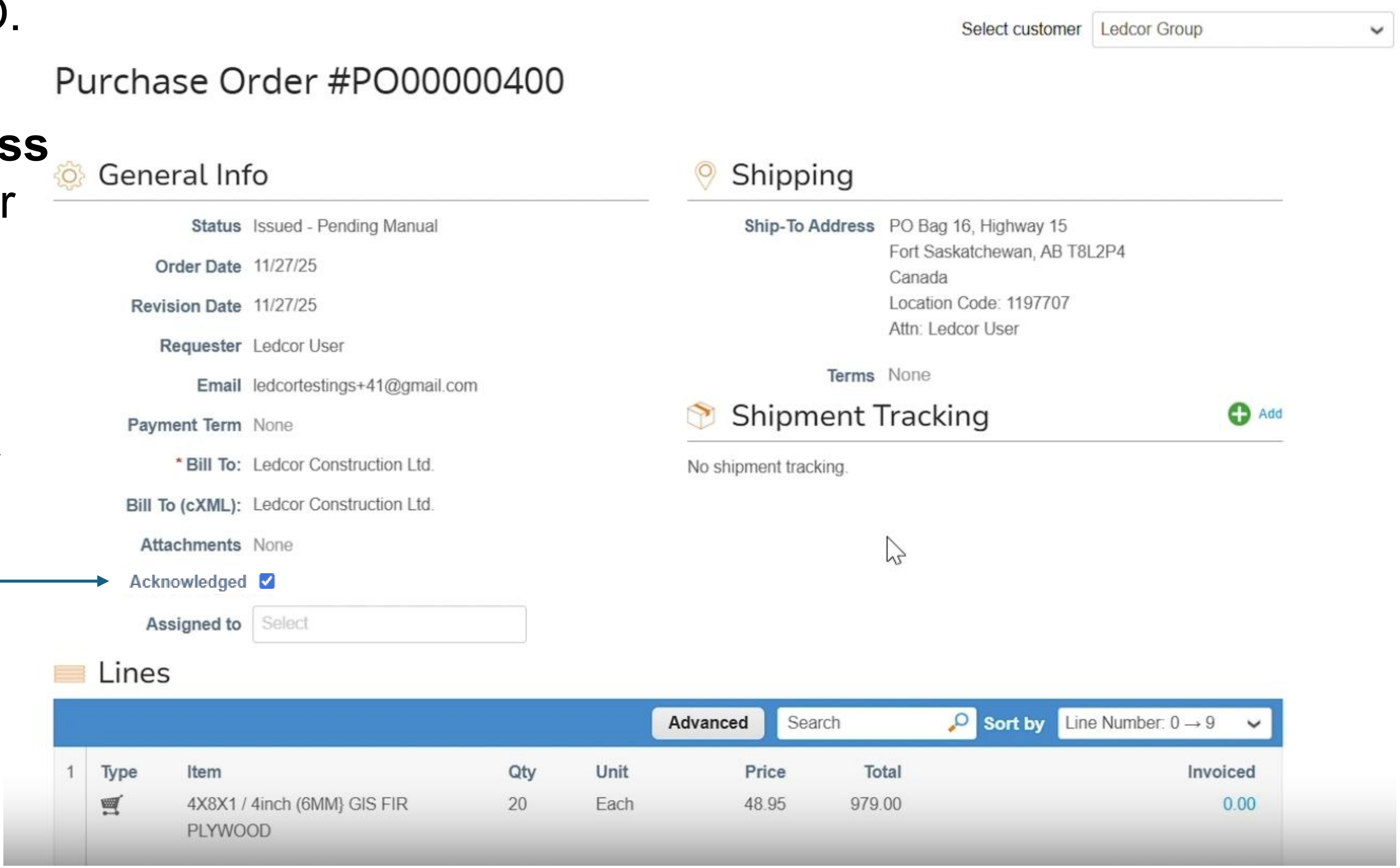
If you are not sure or have questions related to the Bill To Address, contact the Requester



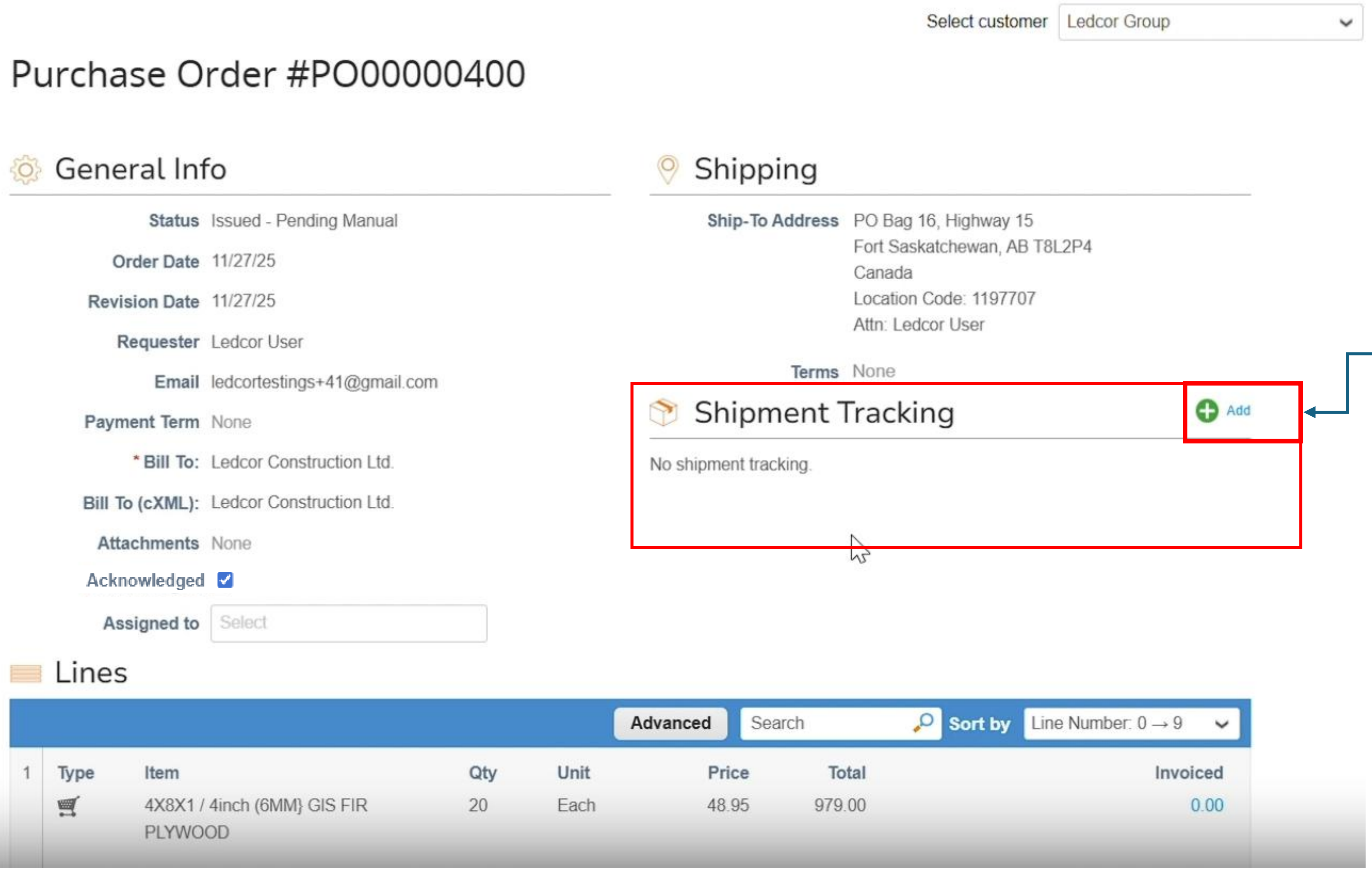
Acknowledge the Purchase Order to help the requestor know that you received and will process the PO.

The **Ship to Address** is display on header level of your PO.

Step 7: Check the Acknowledged box



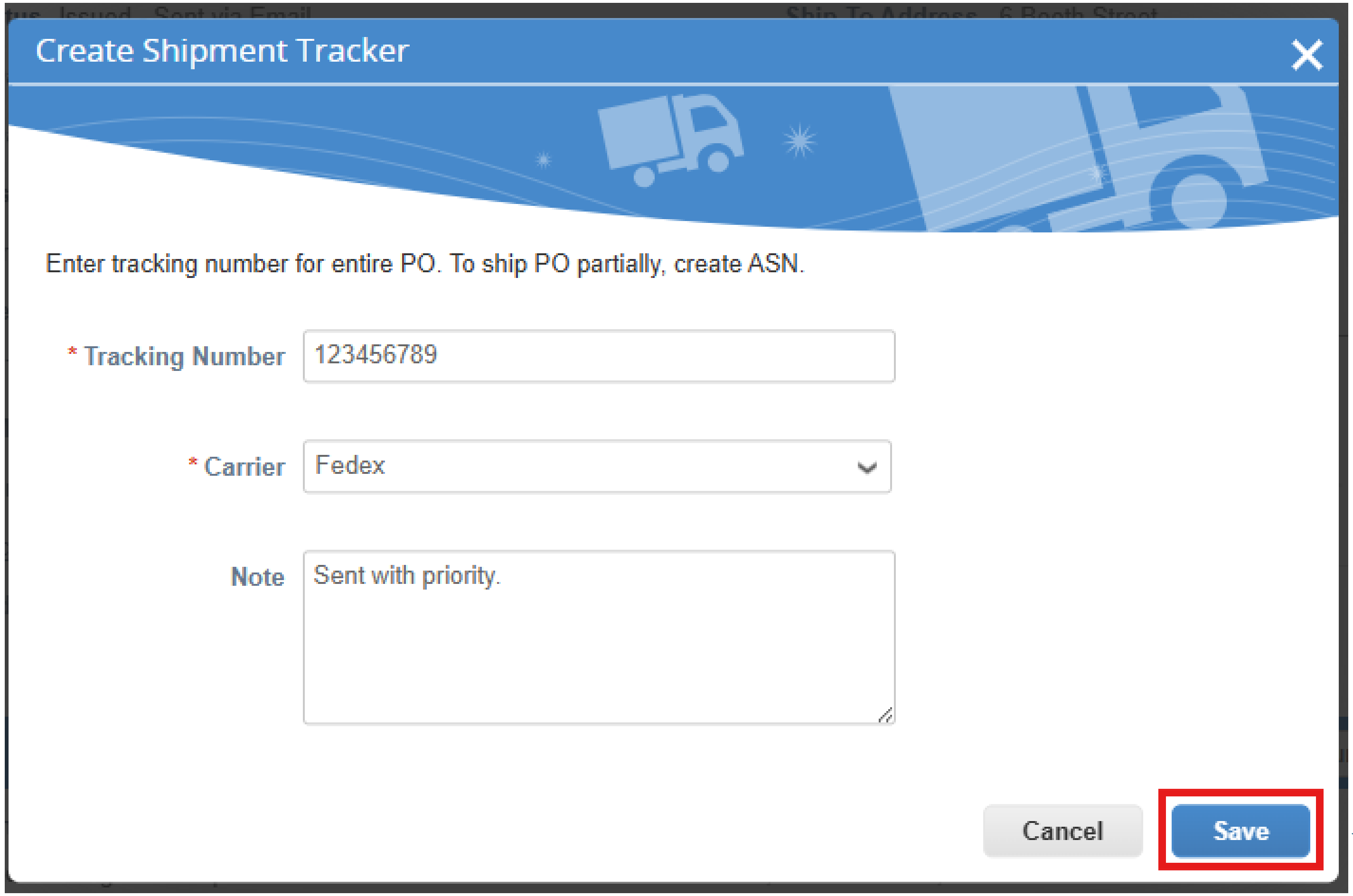
Step 8: Once the order is shipped, enter the tracking details in the Shipment Tracking section.



This will keep the requestor informed that the order has been shipped.

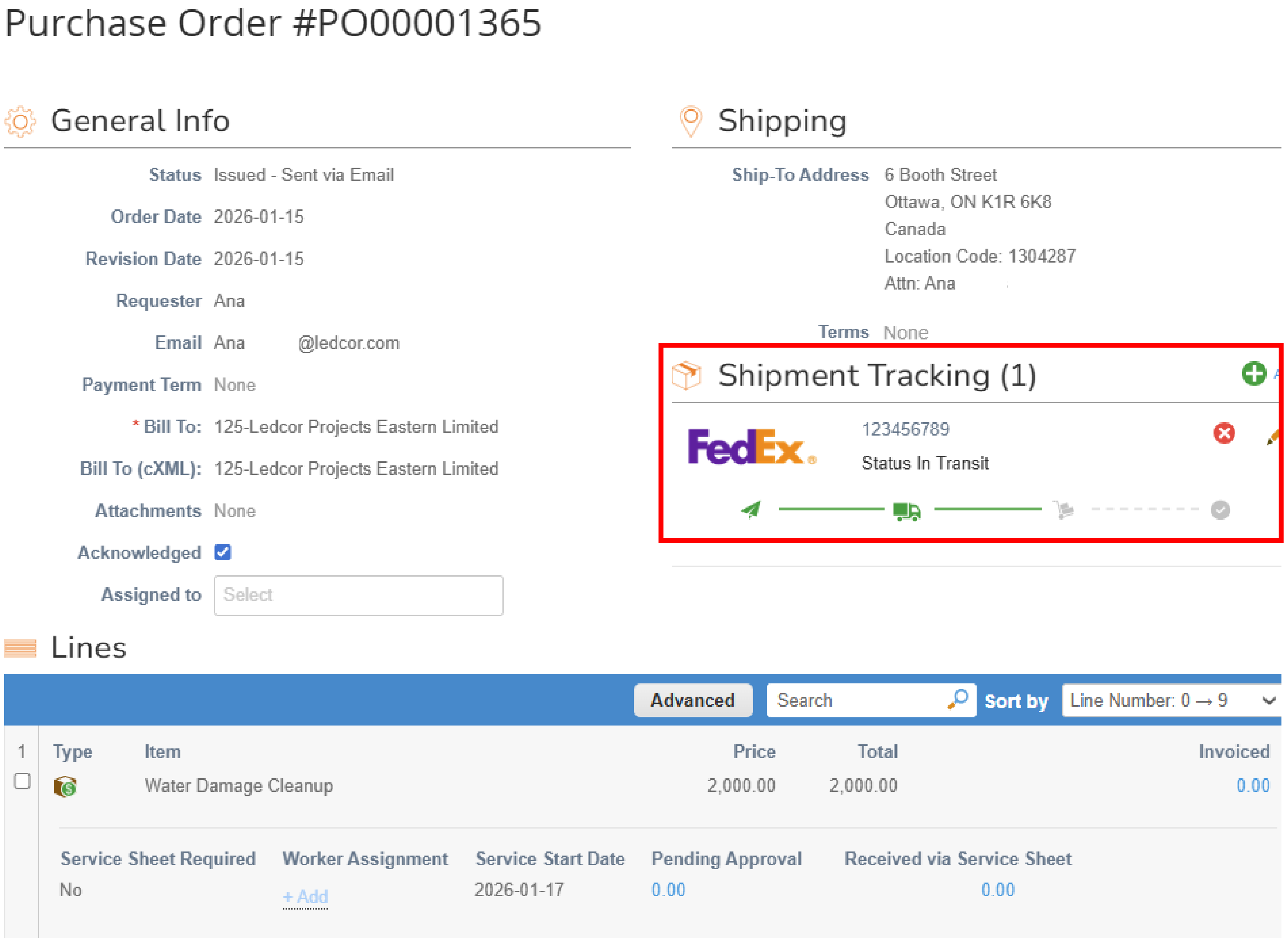
Click *Add*

Step 9: A new window will open where you will need to complete the mandatory fields marked with a red asterisk (*): **Tracking Number** and **Carrier**. You may also add **Notes** if needed.

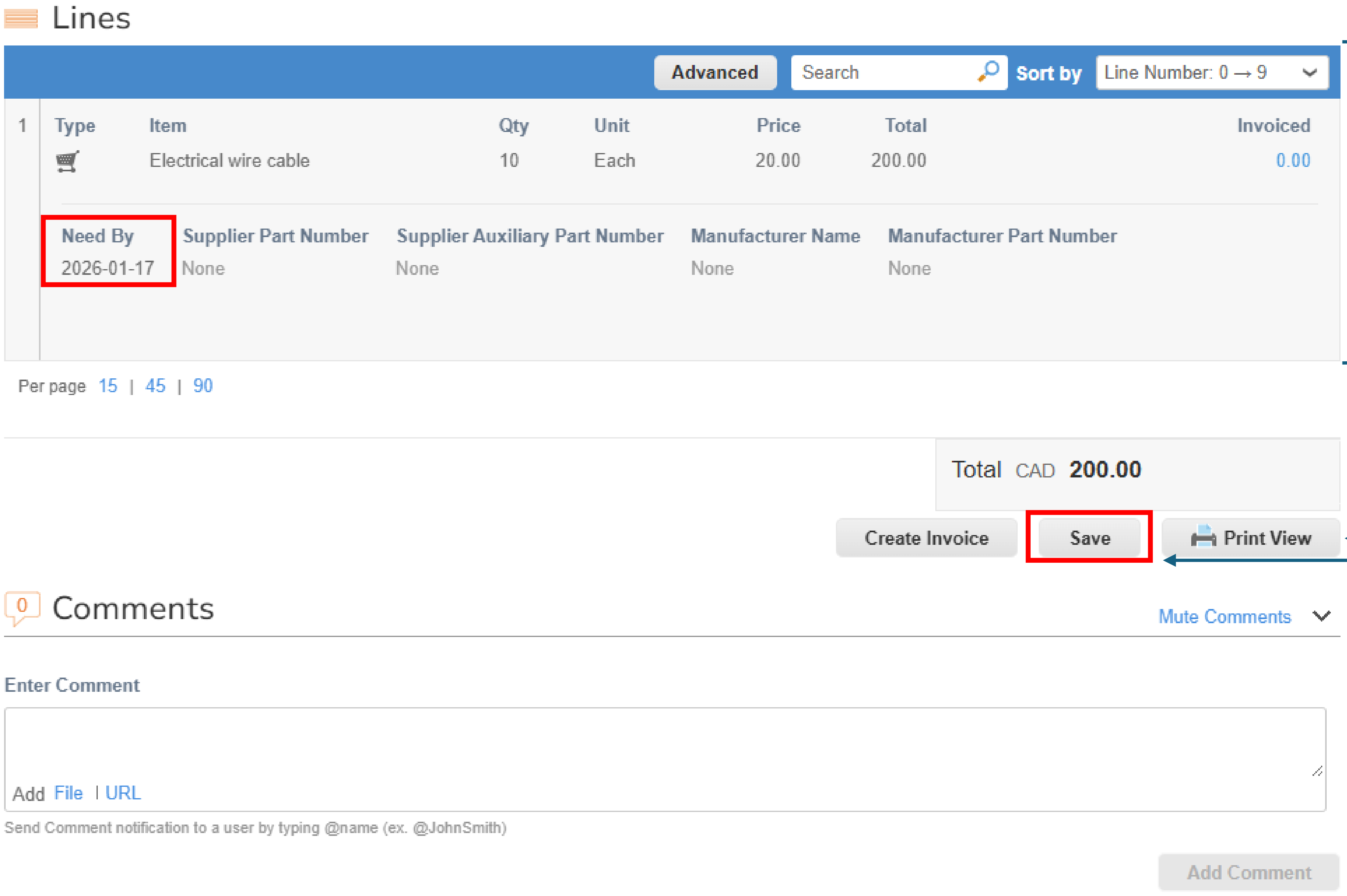


Once the tracking information has been entered, click *Save*

You can confirm that the shipment tracking has been saved when the tracking information appears in the *PO details* section.



Step 10: Scroll down to see the Purchase Order lines section and save your updates.



See the Need by date or Service dates, quantity, price, part numbers and invoiced amount in the PO lines section.

Click *Print View* to print the PO.

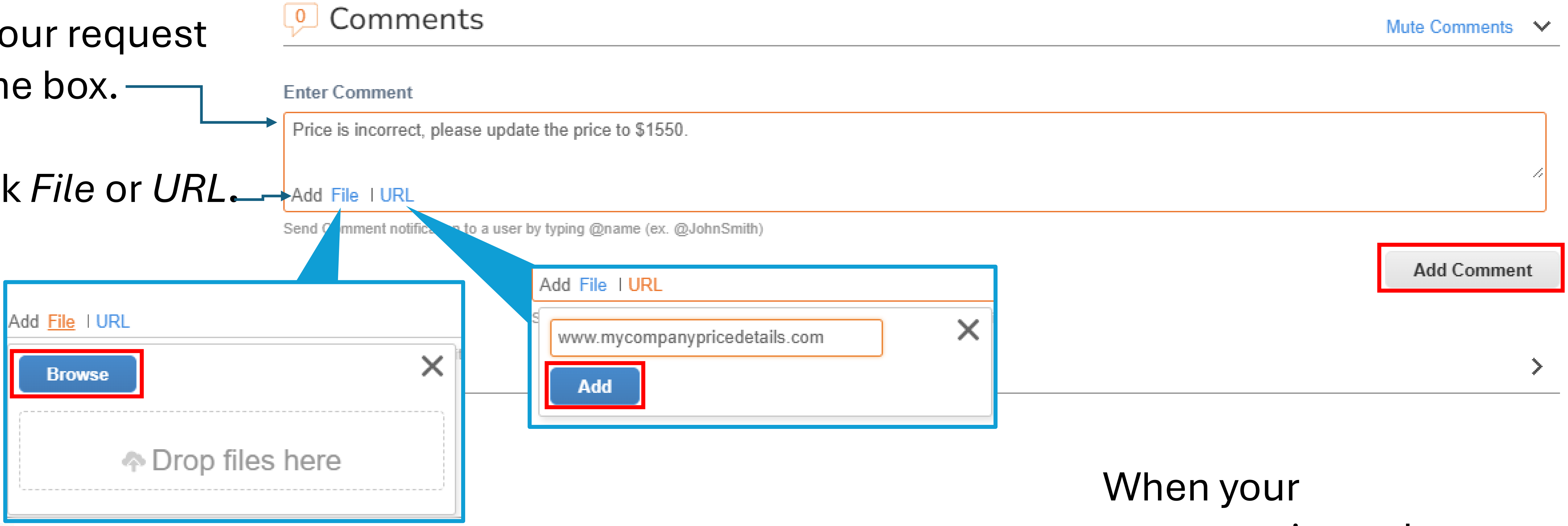
Click *Save* to save the PO acknowledgment or tracking details.

Step 11: Communicate with the requestor.

Use the *Comments* section to attach files or add links (URLs) to share relevant information with the requestor or request changes to the Purchase Order.

Type the details or your request in the box.

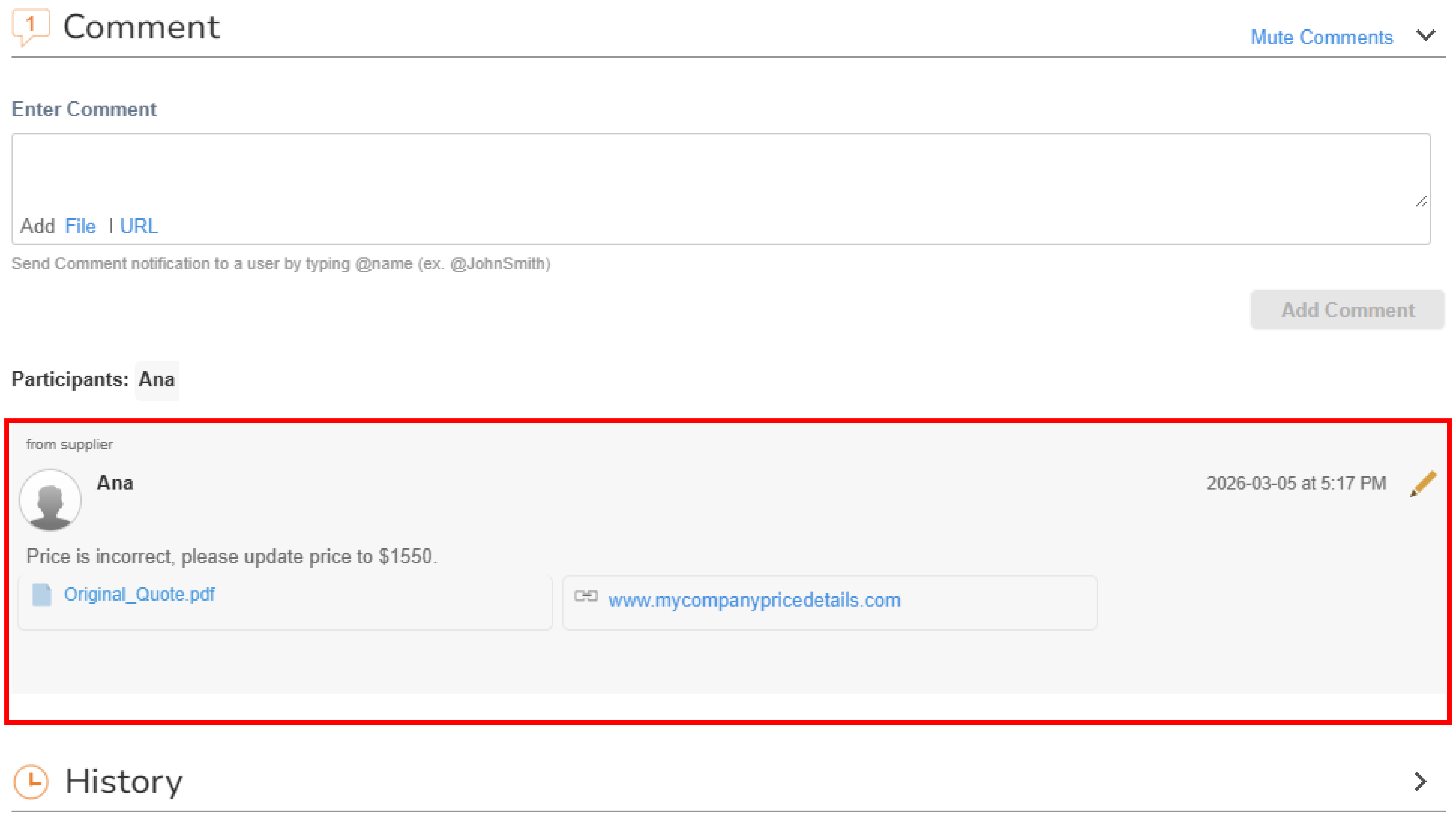
Click *File* or *URL*.



When your comment is ready click *Add Comment*

Step 12: Communicate with the requestor.

Once submitted, your comment will appear in the *Comments* section, where you will also be able to view the requestor’s reply.



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coupa supplier portal

LEDCOR GROUP

Coupa Supplier Portal (CSP)

Create a Purchase Order-Backed Invoice

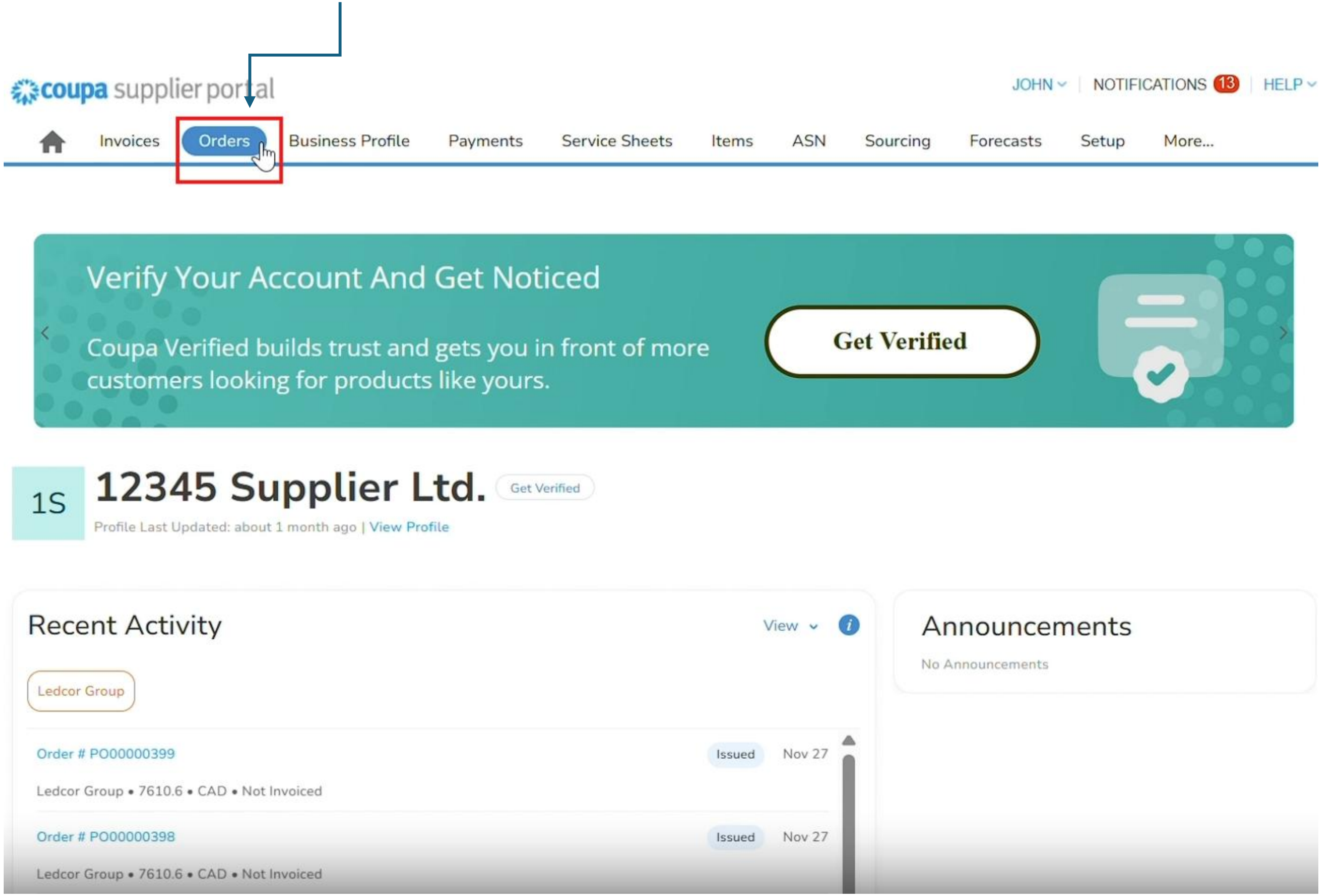
Getting started!

Coupa Supplier Portal (CSP) gives you the ability to track and manage all your transactions with Ledcor.

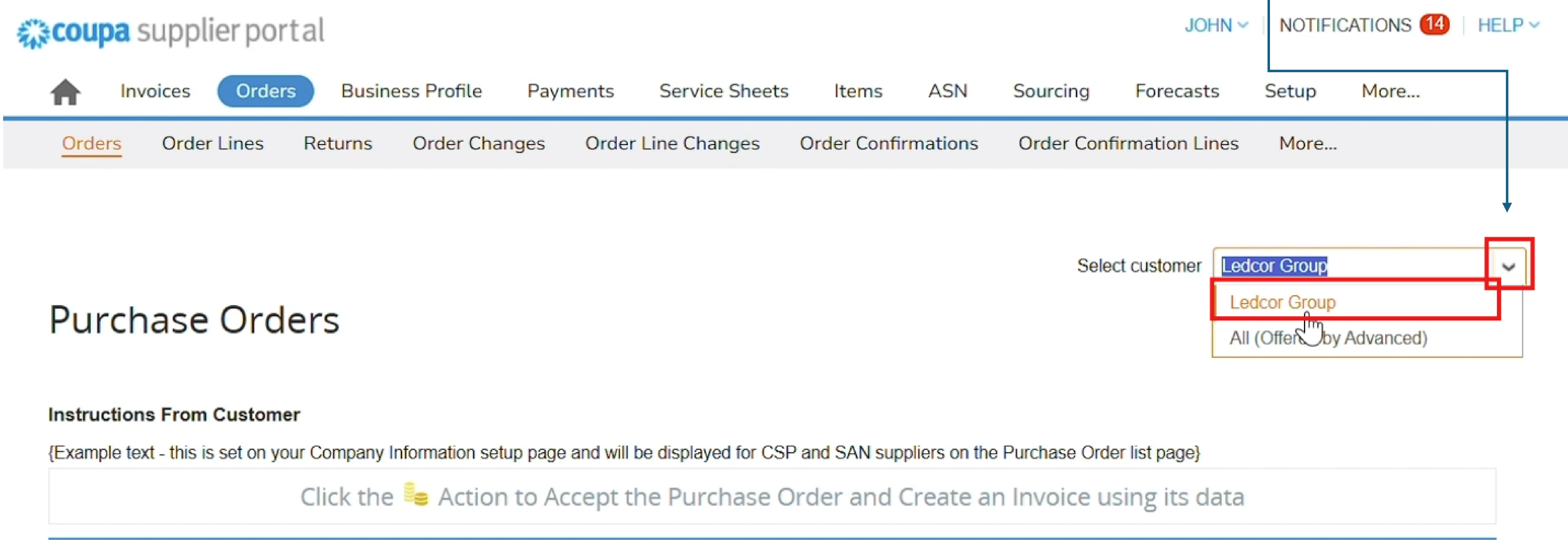
We will guide you to generate an invoice from a Purchase Order to create invoices using Coupa and track their status.

Please note that only service suppliers will be able to submit invoices in Coupa without using a Purchase Order.

Step 1: Log into the CSP and click on the Orders tab from the home page



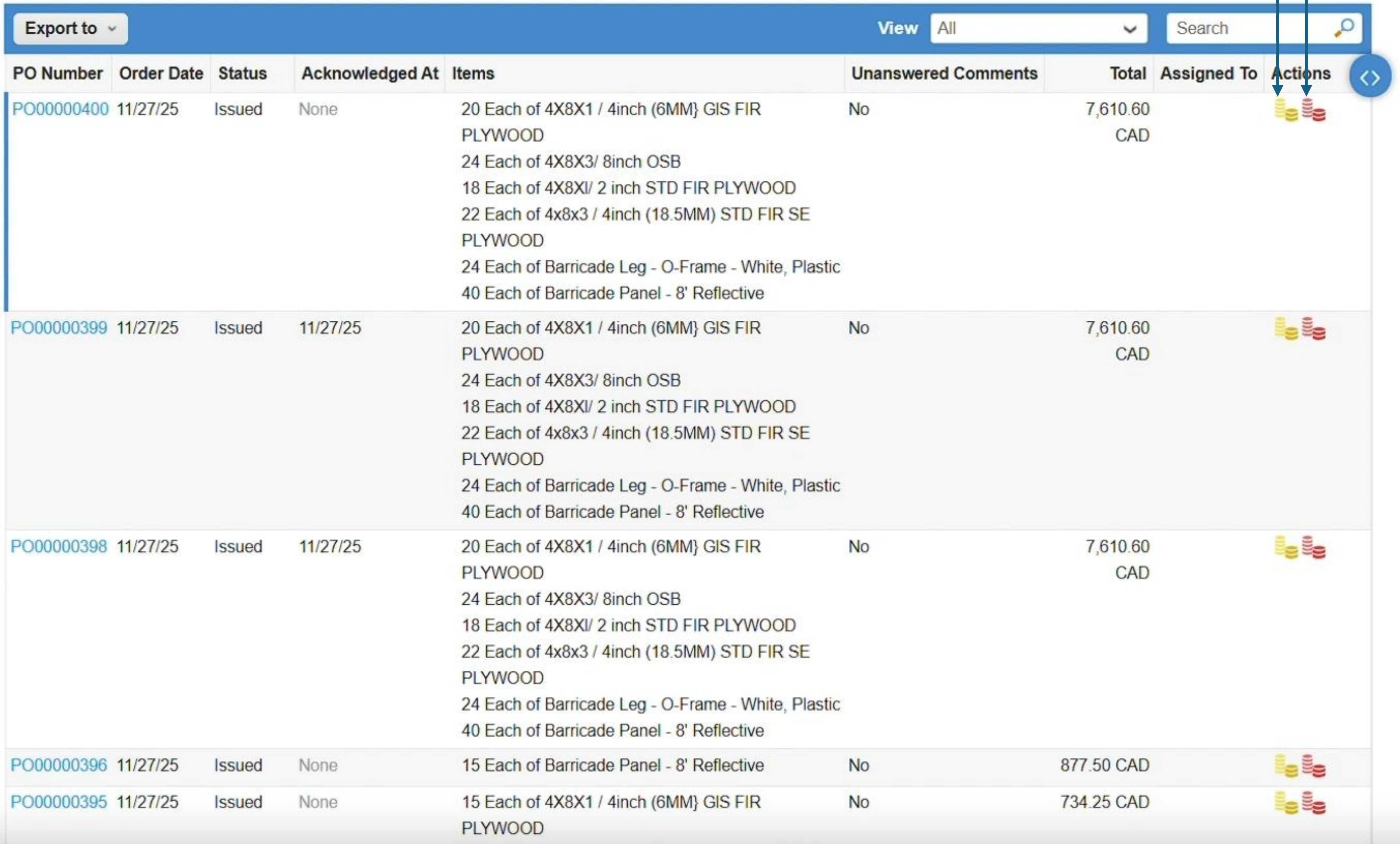
Step 2: Make sure that Ledcor Group is selected as your active customer.



The table contains details such as the PO number, Order date, Items Ordered, Oder Total and quick Action Shortcuts to Create an Invoice or to create a Credit Note.

A list of Purchase Orders that you have received from Ledcor will display.

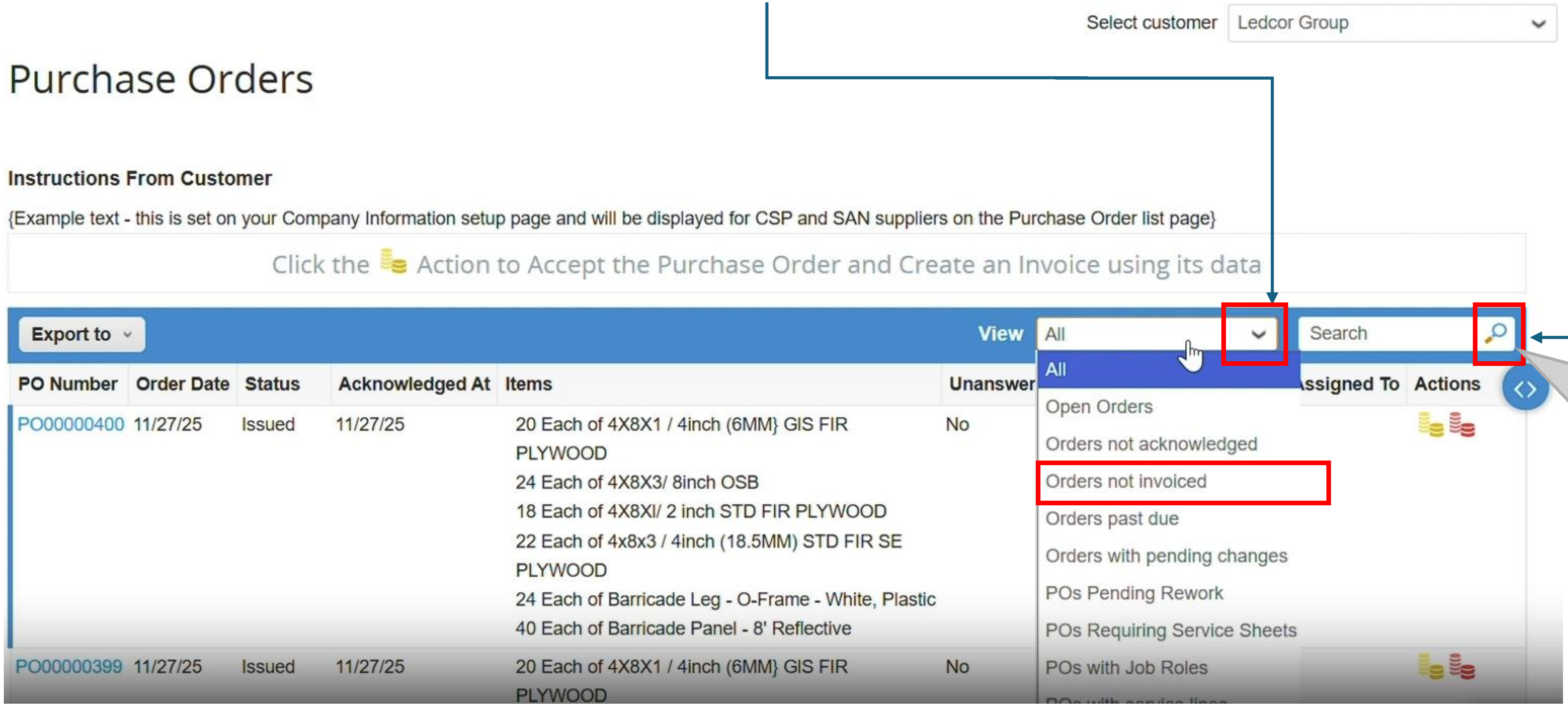
Locate the Purchase Order than needs to be invoiced.



PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO00000400	11/27/25	Issued	None	20 Each of 4X8X1 / 4inch (6MM} GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8XI/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000399	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM} GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8XI/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000398	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM} GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8XI/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		
PO00000396	11/27/25	Issued	None	15 Each of Barricade Panel - 8' Reflective	No	877.50 CAD		
PO00000395	11/27/25	Issued	None	15 Each of 4X8X1 / 4inch (6MM} GIS FIR PLYWOOD	No	734.25 CAD		

Step 3: Locate your Purchase Order to Invoice.

You can use the tab *View* to select and filter to see all the ***Orders not invoiced*** available.

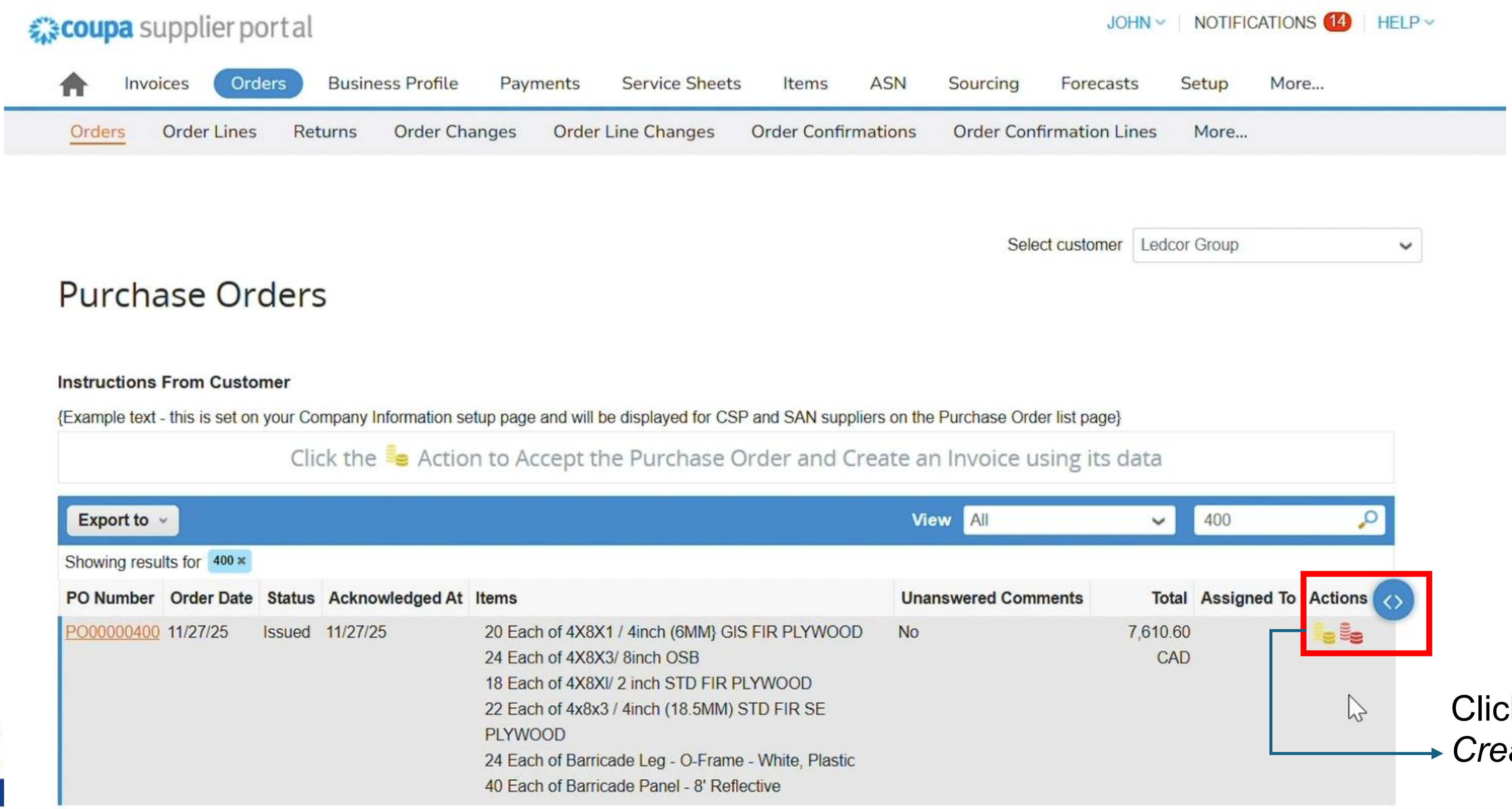


Or use the *Search* function to find the specific Purchase Order that you are looking to invoice.

Click enter or the search icon to continue.

Once you locate the correct Purchase Order:

Step 4: Click the Gold coin icon under actions Create Invoice.



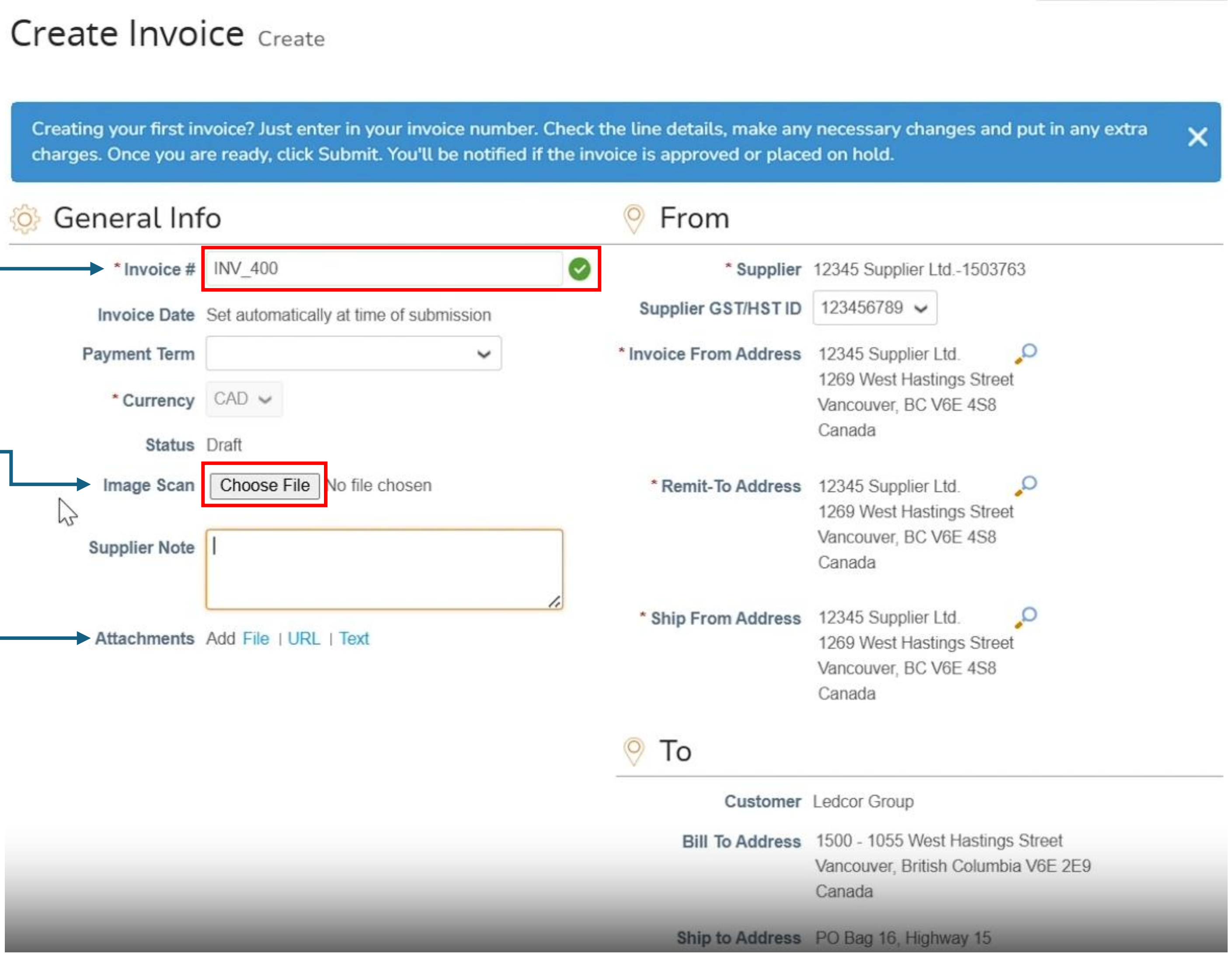
Click
Create Invoice.

The invoice creation screen is divided in five sections, and most fields are auto filled from the Purchase Order.

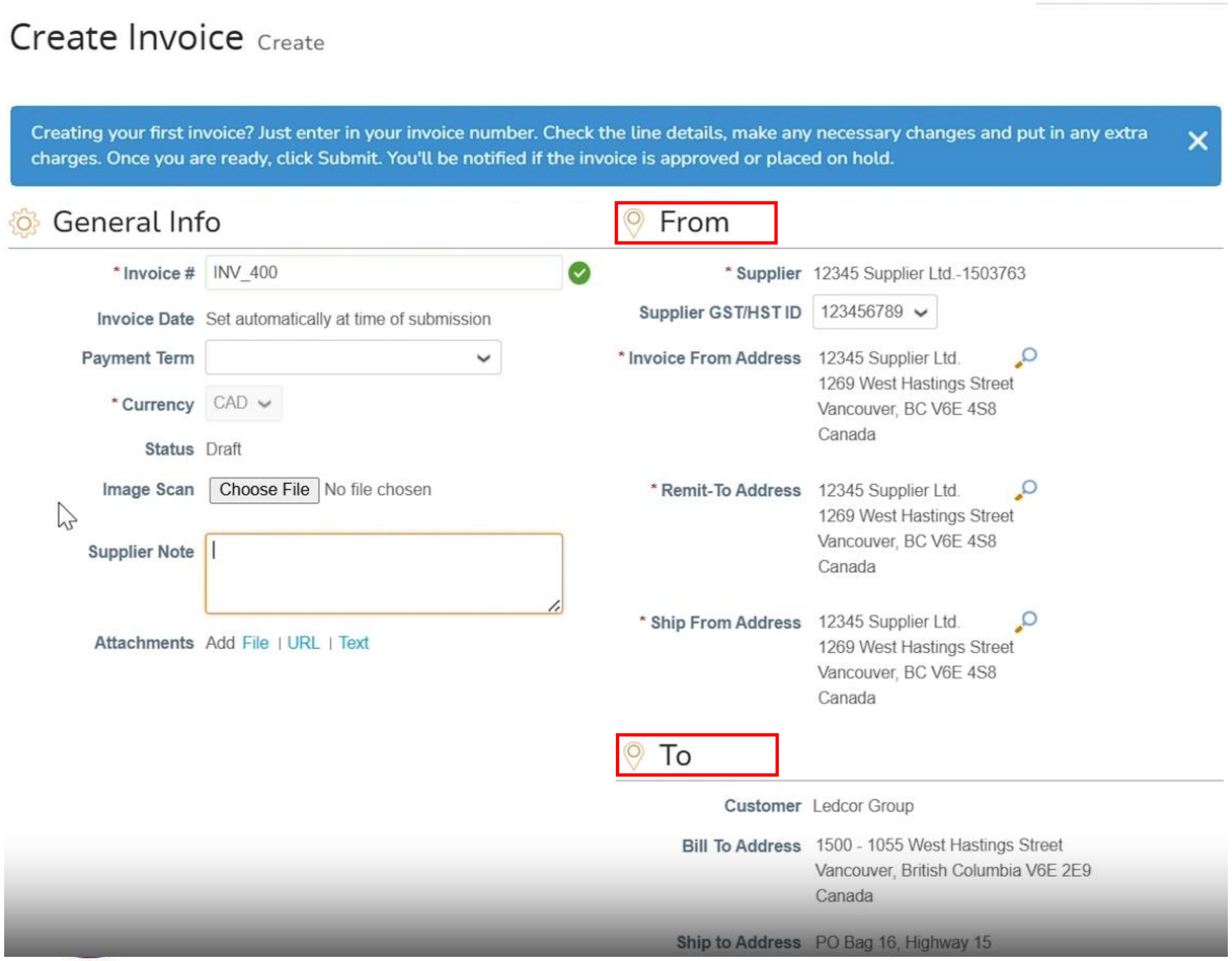
Step 5: Enter the required details marked with a red asterisk (*).

In the **General Info** section, you need to:

- Enter the **Invoice Number** exactly as it appears on your invoice PDF.
- Attach the PDF of your invoice.
- You can add notes and supporting documents to your **Coupa invoice** in the **Attachments** section.



Step 6: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.



You can edit the fields in the **From** section with the addresses from your Coupa Legal Entities.

IMPORTANT:

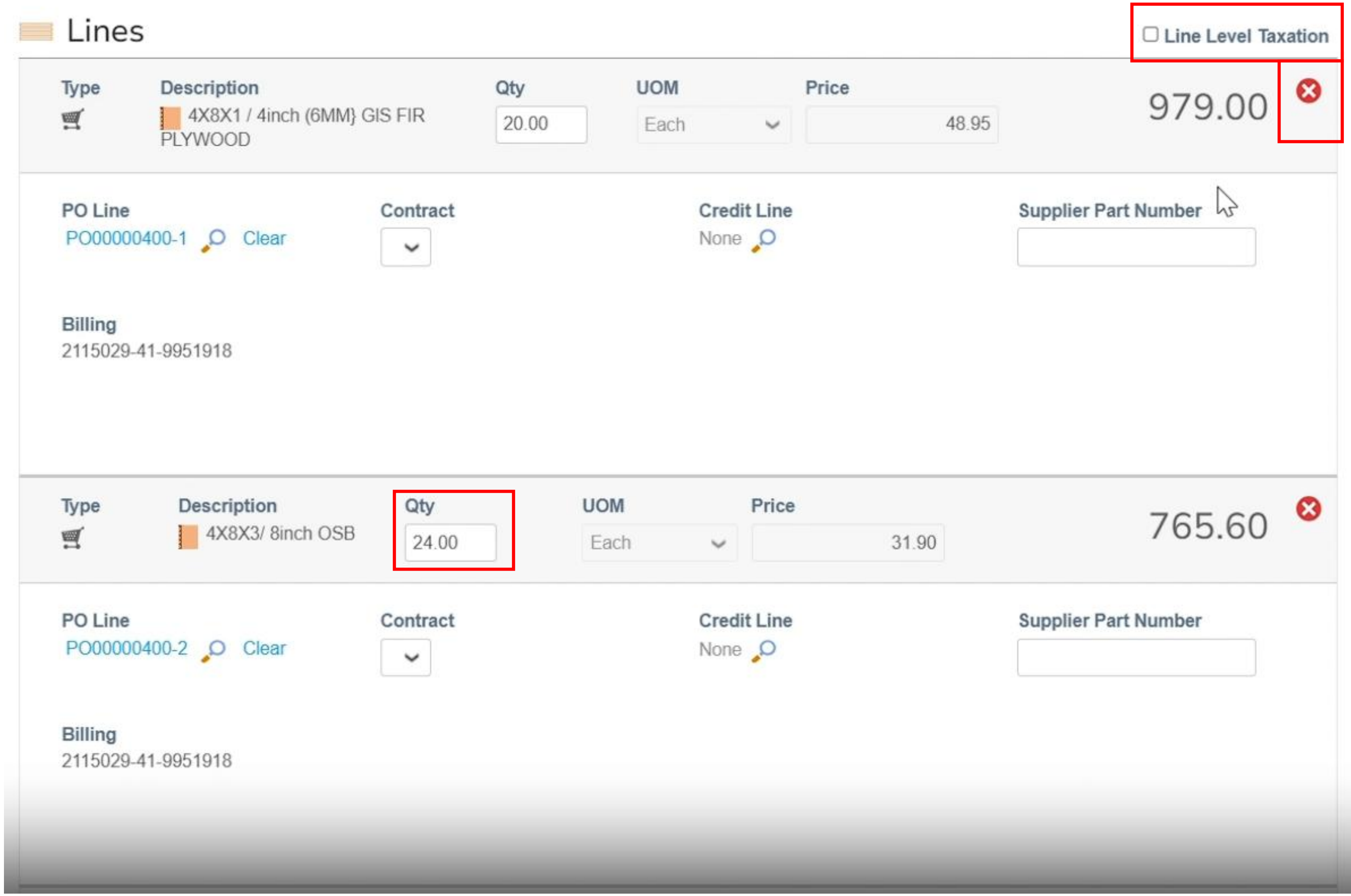
The **Bill To must match your invoice PDF**, if you have questions or want to make sure, please reach out to the requestor indicated in the Purchase Order.

Then *scroll down* to continue.

Step 7: In the **Lines** section, confirm or Edit the line details.

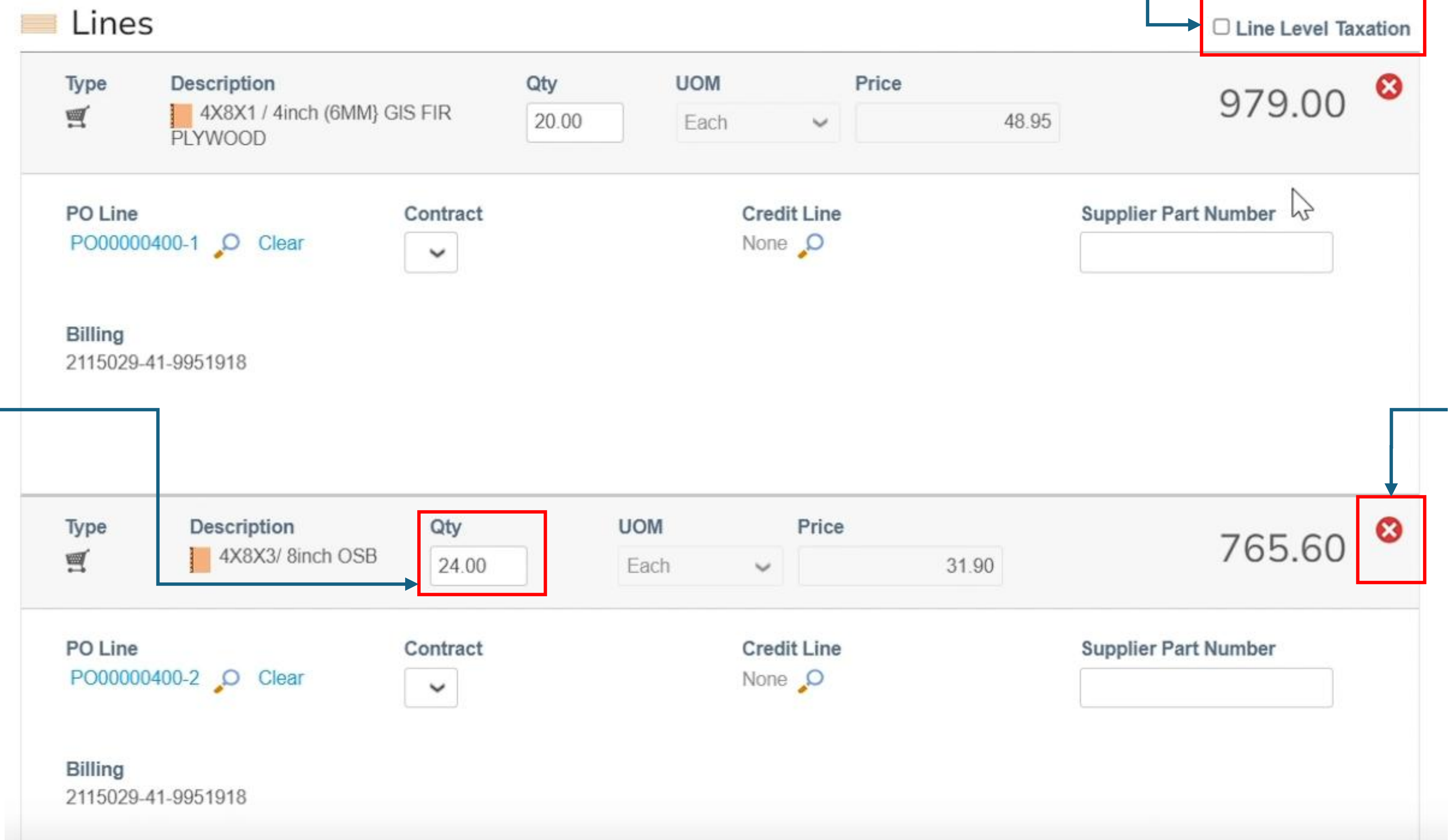
In the **Lines** section, you need to:

- Ensure the line details match those on your invoice PDF, including the quantity, items listed, and tax amounts.



Step 7: In the **Lines** section, confirm or Edit the line details.

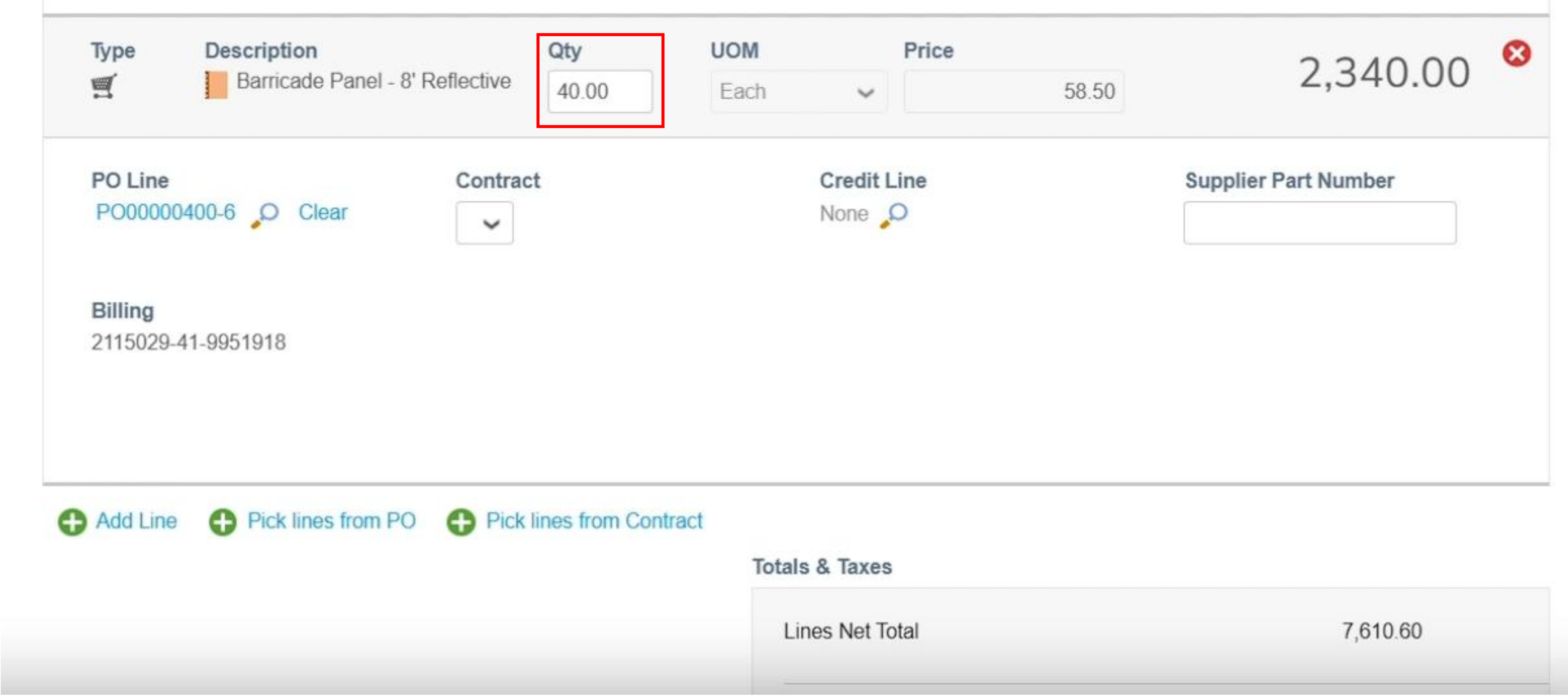
Check the **Line Level Taxation** box the enable taxed in the item lines.



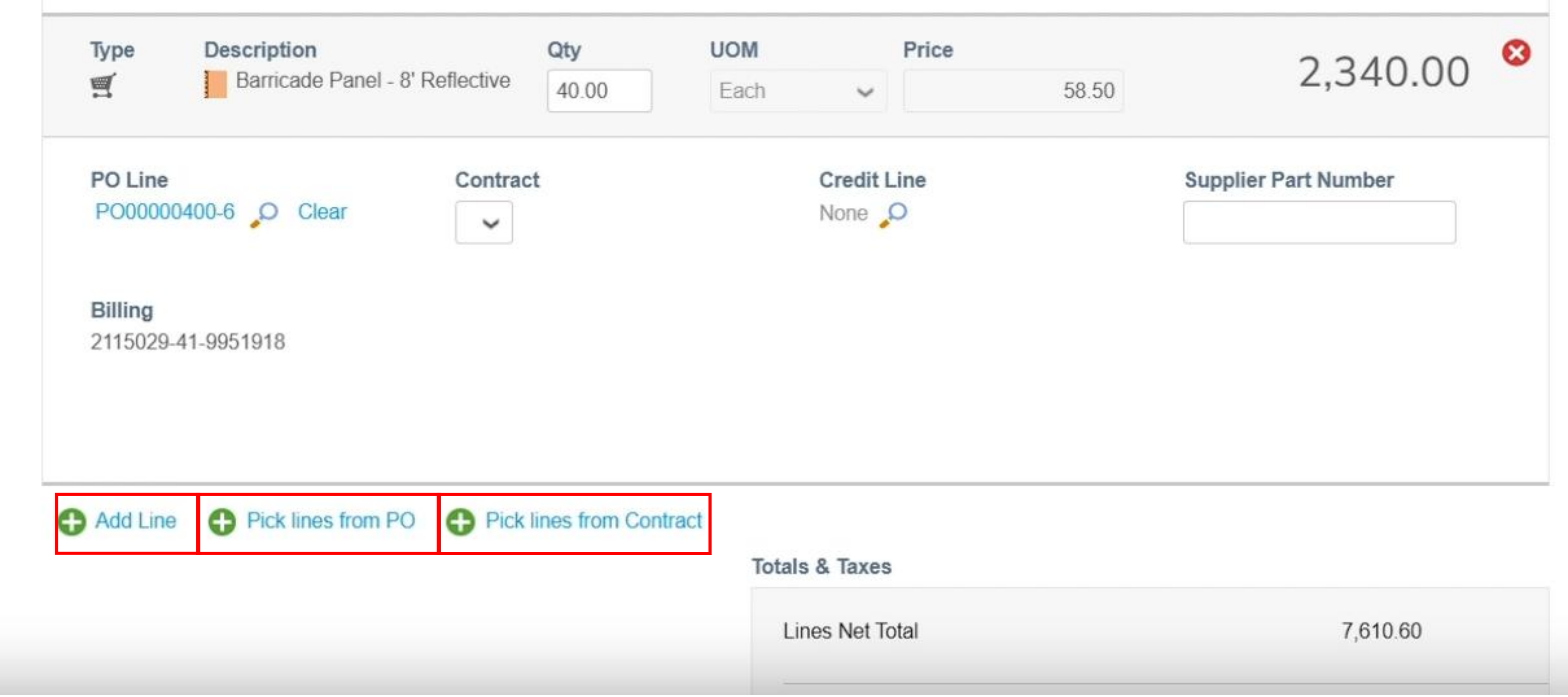
Type inside the **Qty** field to edit the item quantity.

Click the red **X** mark to delete the line from this invoice.

Step 7: For single-line Purchase Orders issued by Ledcor, invoice against the existing PO line only. Enter the applicable quantity on that line and **do not create any additional invoice lines in Coupa.**

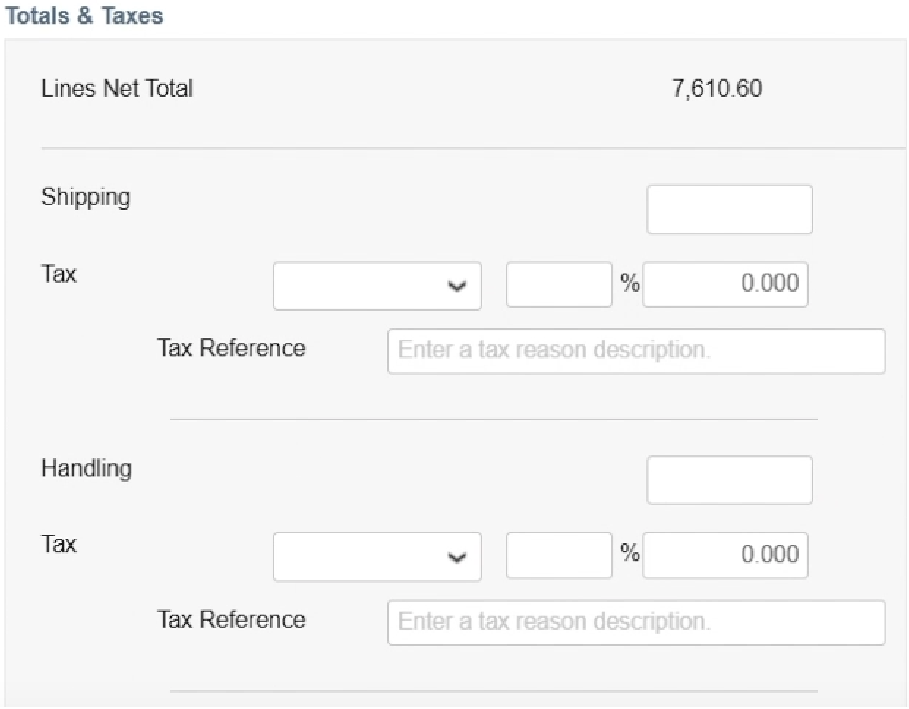


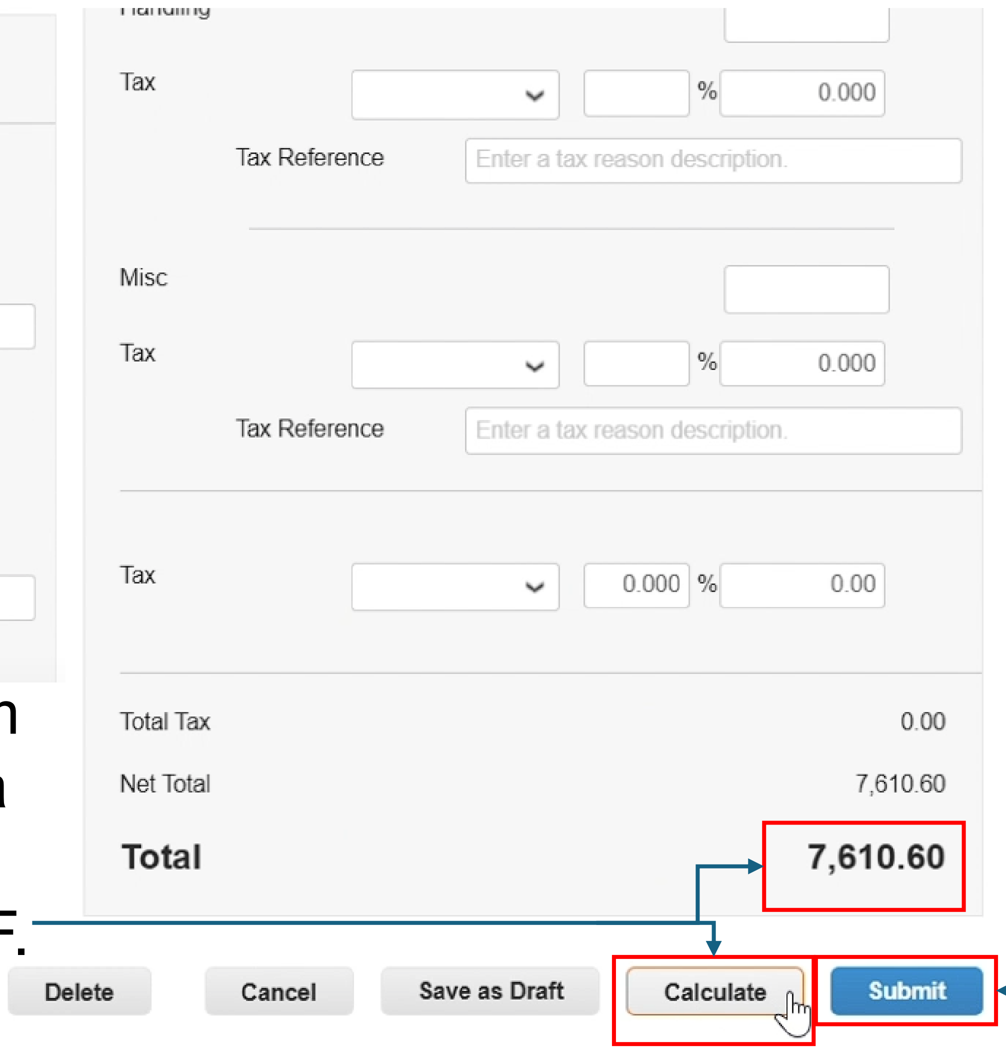
Step 7: In the **Lines** section, if necessary, you can **pick lines from a different Purchase Order** related to the invoice, **pick lines from a Contract**, or **add a line** for items that are not associated with a Purchase Order issued by Ledcor.



Then *scroll down* to the Totals & Taxes section.

Step 8: In the **Totals & Taxes** section, enter additional charges like Shipping, Handling and Tax information.

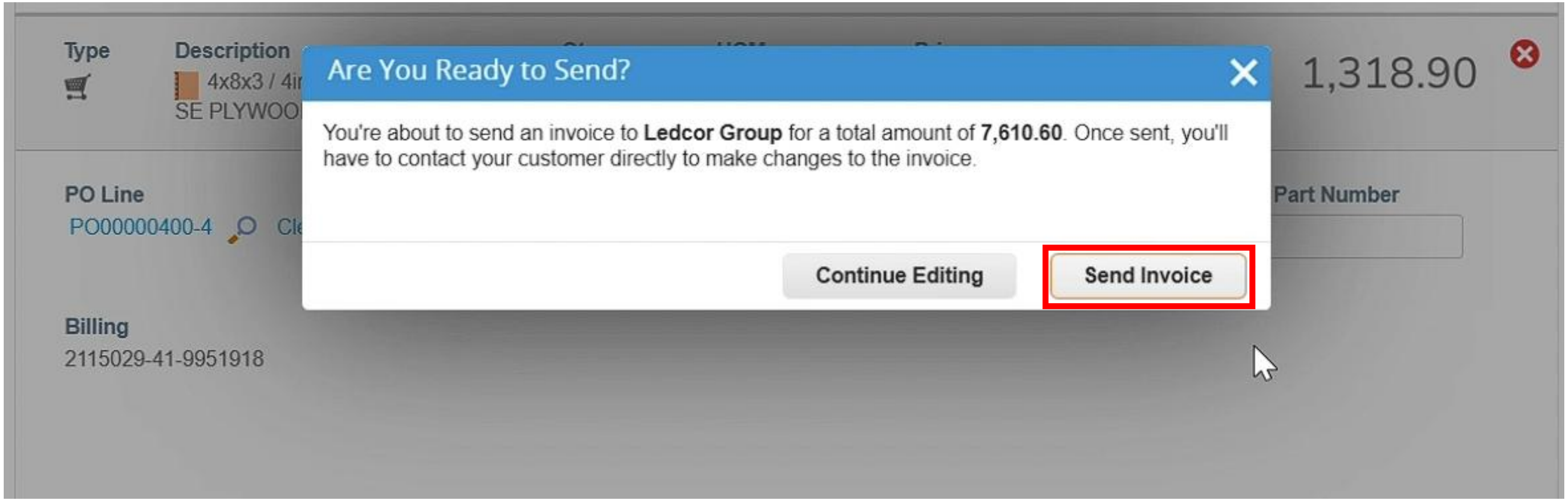




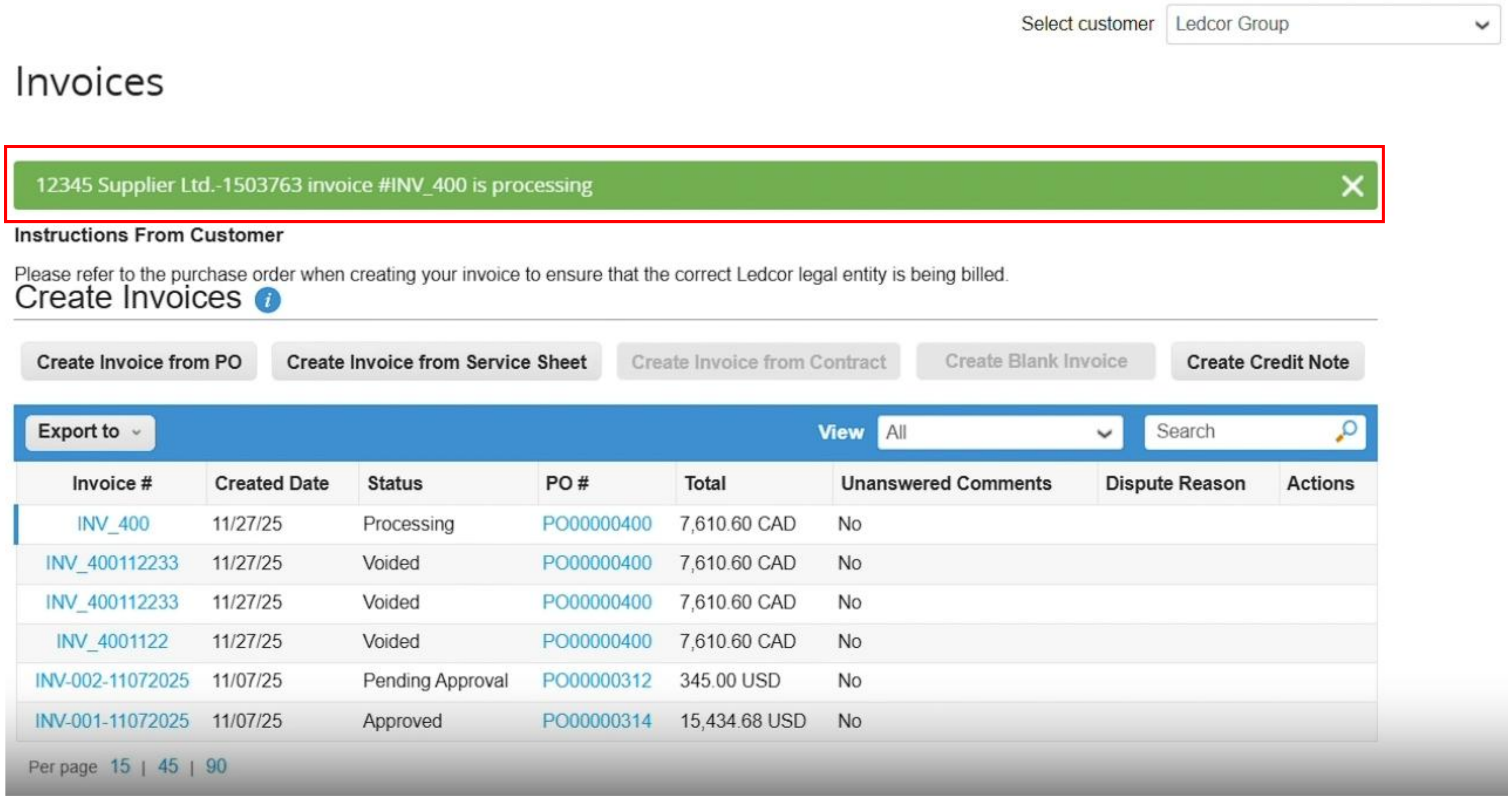
Click **Calculate** and confirm the **Total amount** of Coupa Invoice matches the total amount of your Invoice PDF.

Once everything looks correct, Click **Submit.**

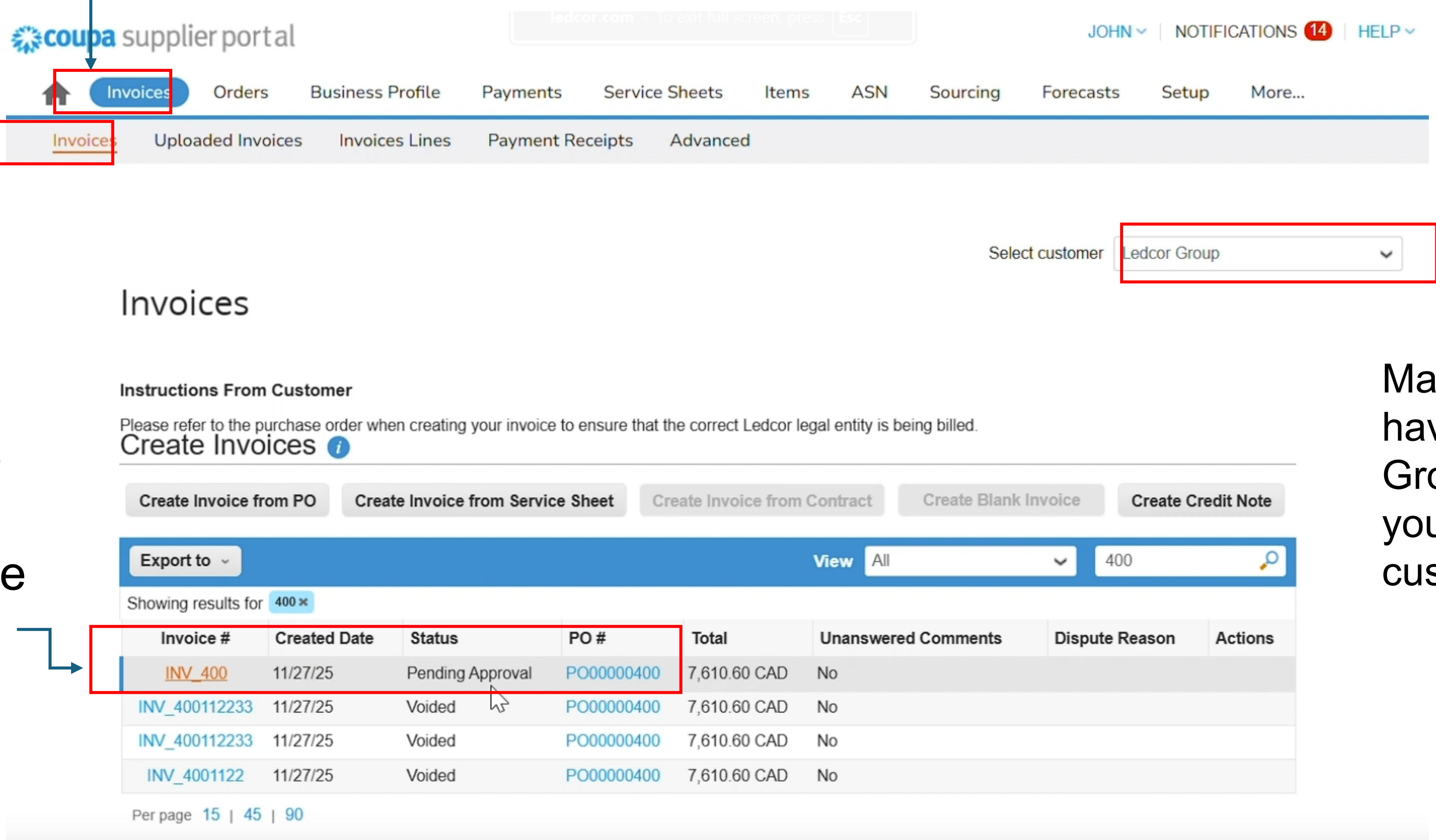
Step 9: A confirmation box will appear, click **Send Invoice** to complete the process.



Step 10: A bar message notification should appear to confirm that your invoice has been sent successfully.



Step 10: To check the status of your invoices, go to the **Invoices** tab.



The table displays the invoice creation date and status.

Make sure to have Ledcor Group as your active customer.

Thank you for Invoice your POs in the CSP!

If you need any additional support, please contact the Ledcor Supplier Enablement Team at: **supplier.enablement@ledcor.com**.
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coupa supplier portal

LEDCOR GROUP

Supplier Actionable Notifications (SAN)

Create a Purchase Order Backed Invoice

coupa supplier portal

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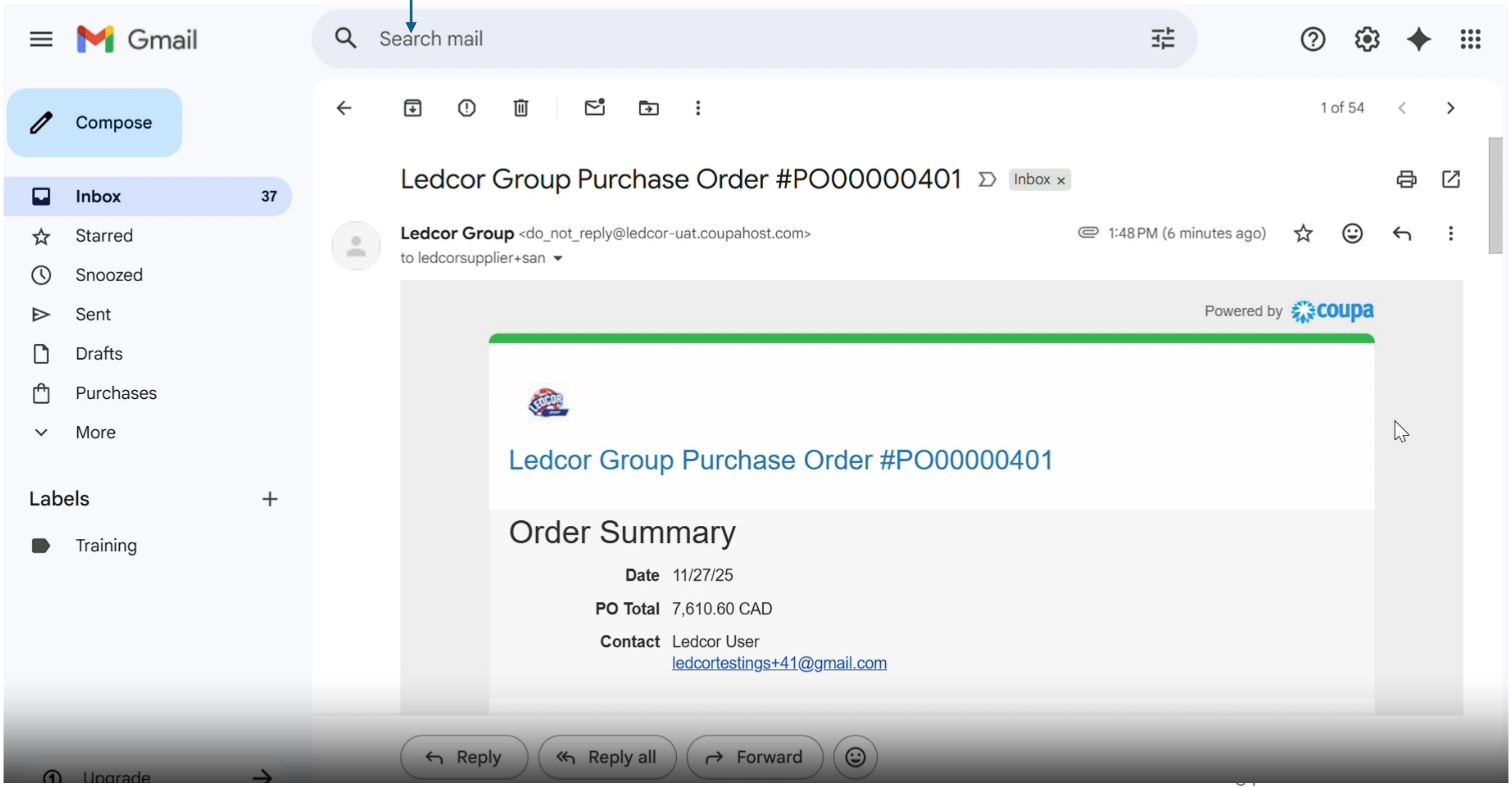
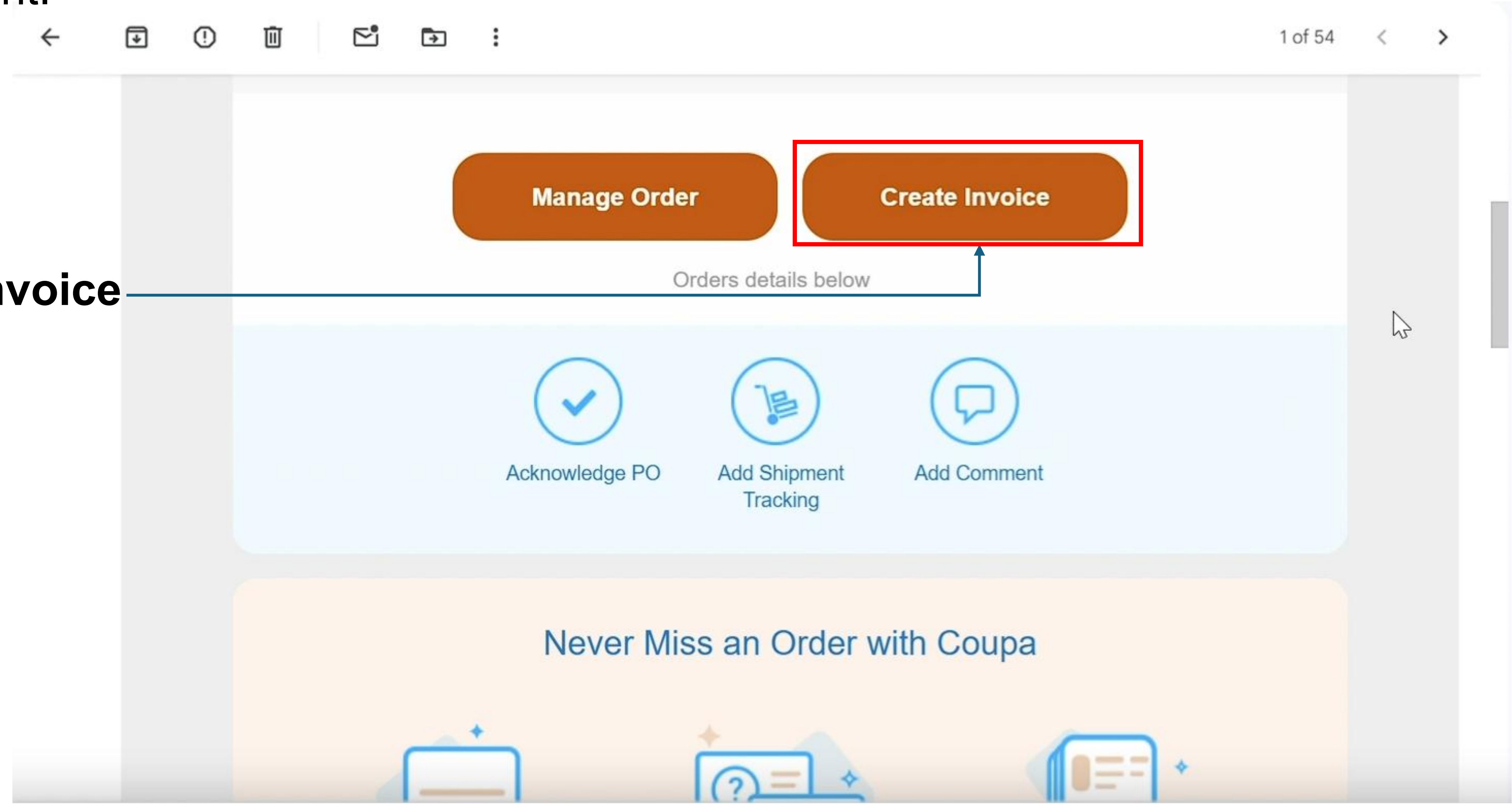
If your company already has a CSP account, the SAN email will list your CSP admins, and you can request access if needed.
The email is sent to the Purchase Order email address you provided in the Supplier Questionnaire. If you need to update this email address, please contact us at supplier.enablement@ledcor.com. *

Step 1: Receive your Purchase Order via email with all the key details and scroll down.



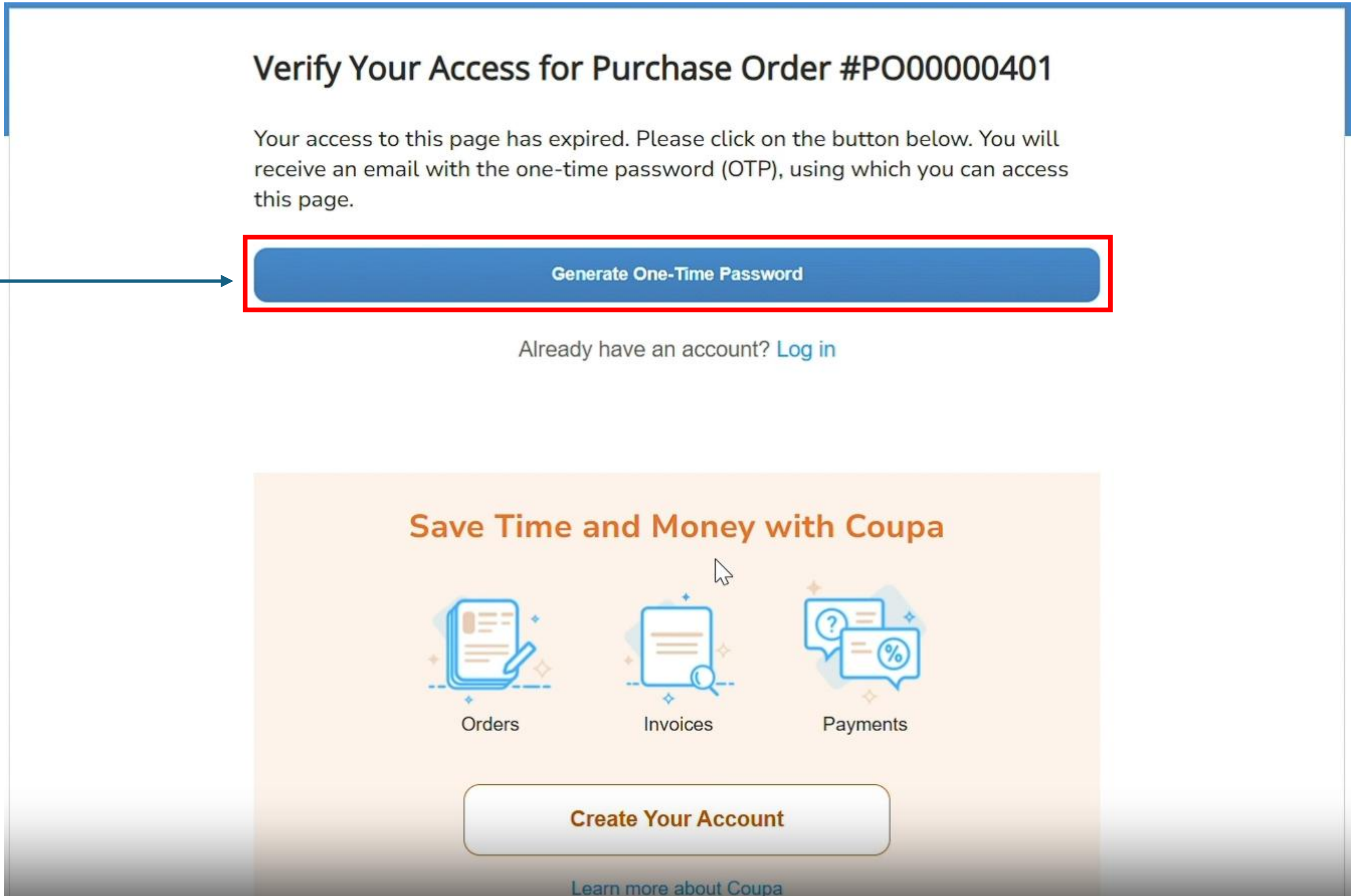
Step 2: From the email you can acknowledge the order, create an invoice, add shipment tracking or add comments to the PO, without needing to create a CSP account.

Click
Create Invoice



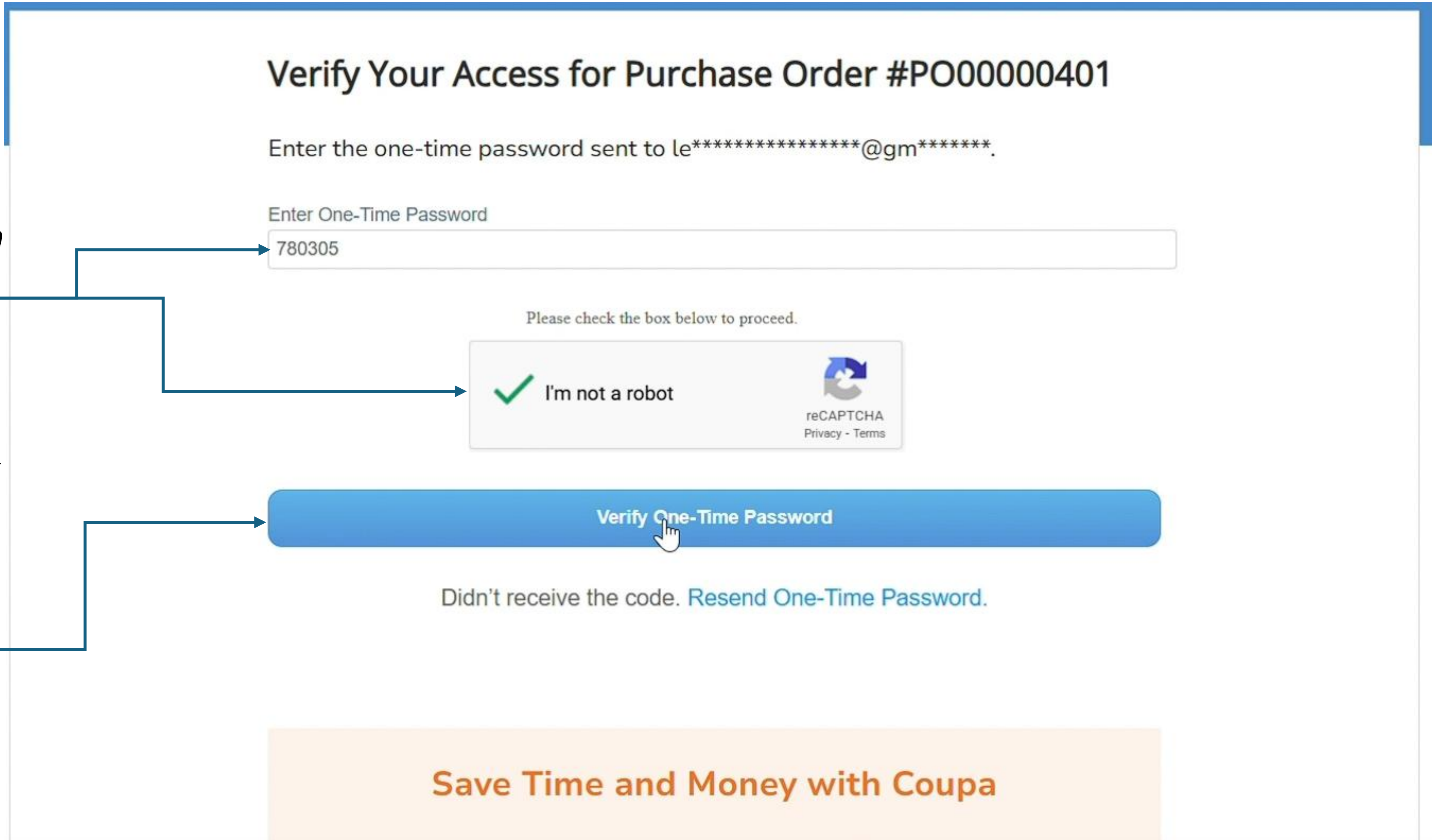
You will be directed to a Coupa screen to generate a One-Time Password that will be sent to your email.

Step 3: Click *Generate One-Time Password*.



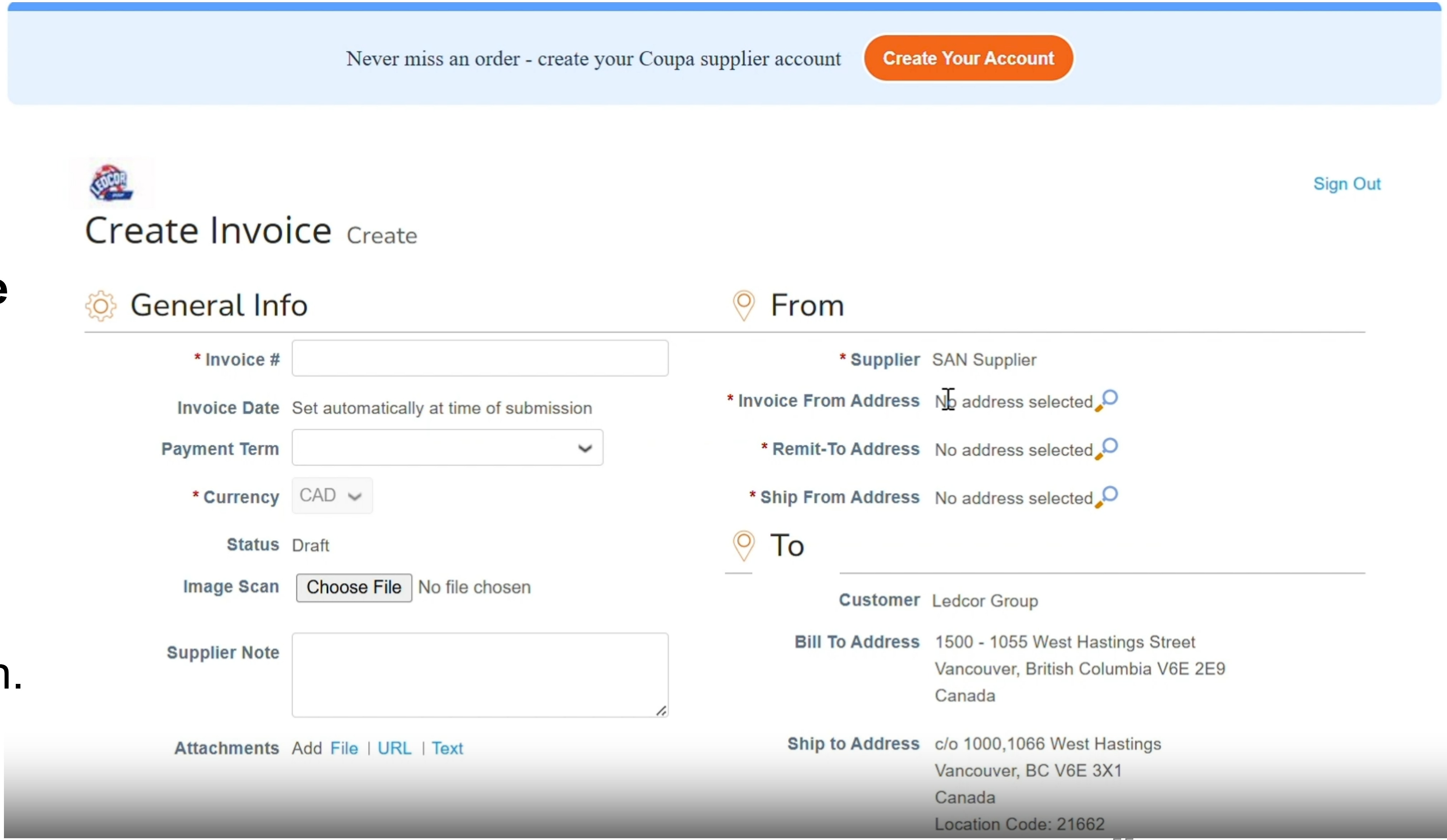
Step 4: Enter the password, then check the *I'm not a robot* box to continue.

Step 5: Click *Verify One-Time Password* to access the *PO detail page*.



The invoice creation screen includes five sections, and most fields are auto filled from the Purchase Order.

Most fields are automatically populated based on the **Purchase Order** details. However, you must enter your **company information** for each invoice in the **From** section.

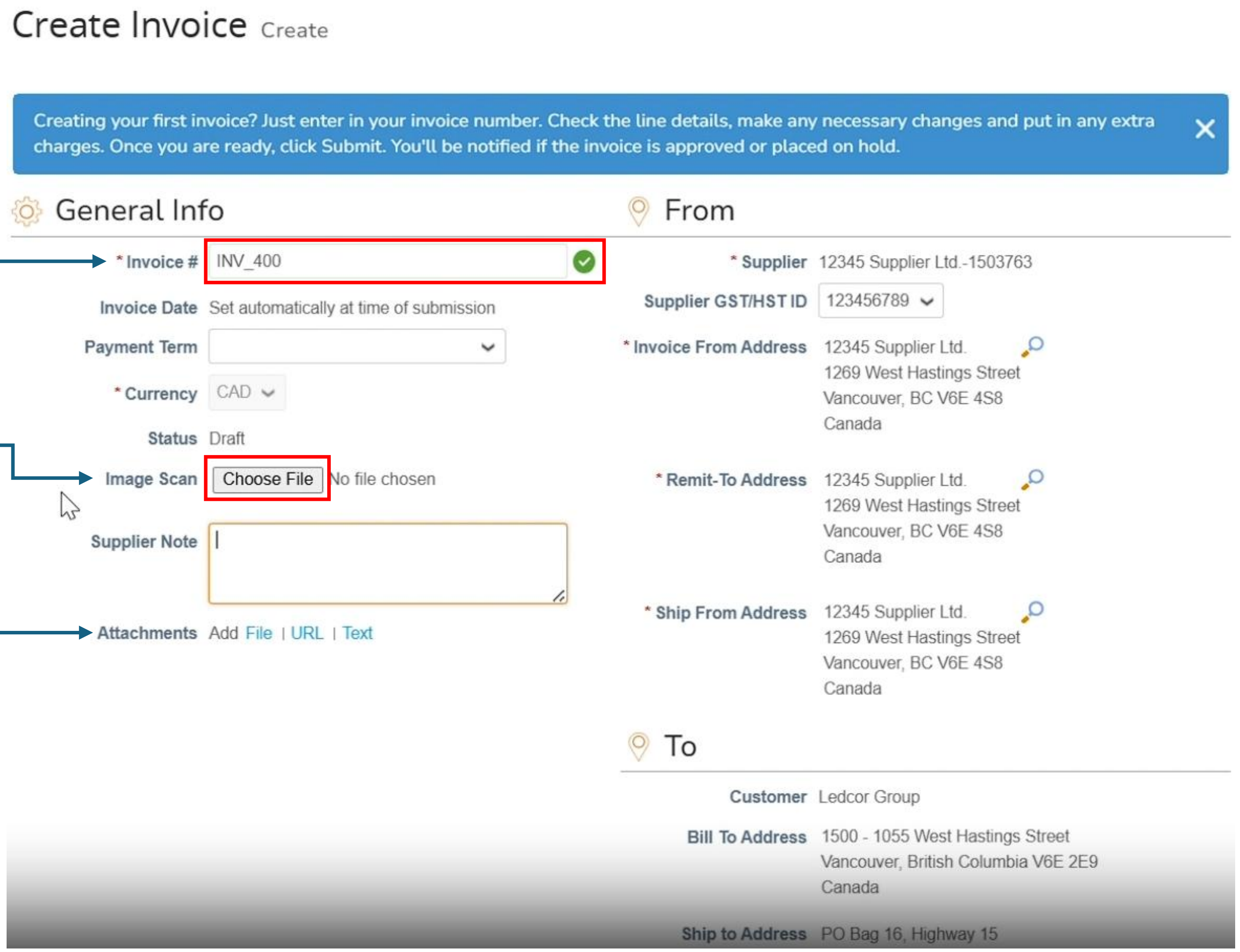


The invoice creation screen is divided in five sections, and most fields are auto filled from the Purchase Order.

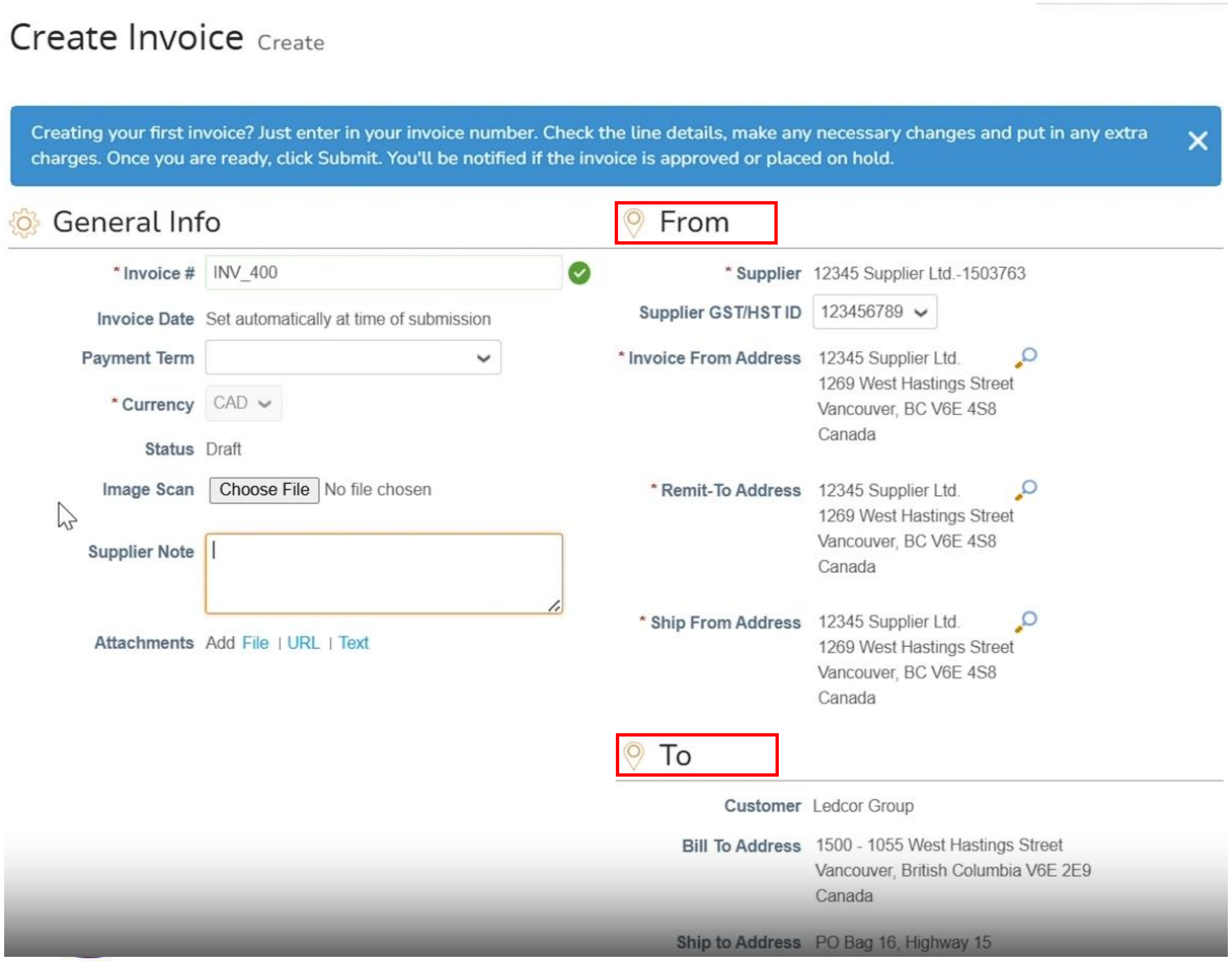
Step 6: Enter the required details marked with a red asterisk (*).

In the **General Info** section, you need to:

- Enter the **Invoice Number** exactly as it appears on your invoice PDF.
- Attach the PDF of your invoice.
- You can add notes and supporting documents to your **Coupa invoice** in the **Attachments** section.



Step 7: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.



You can edit the fields in the **From** section with the addresses from your Coupa Legal Entities.

IMPORTANT:

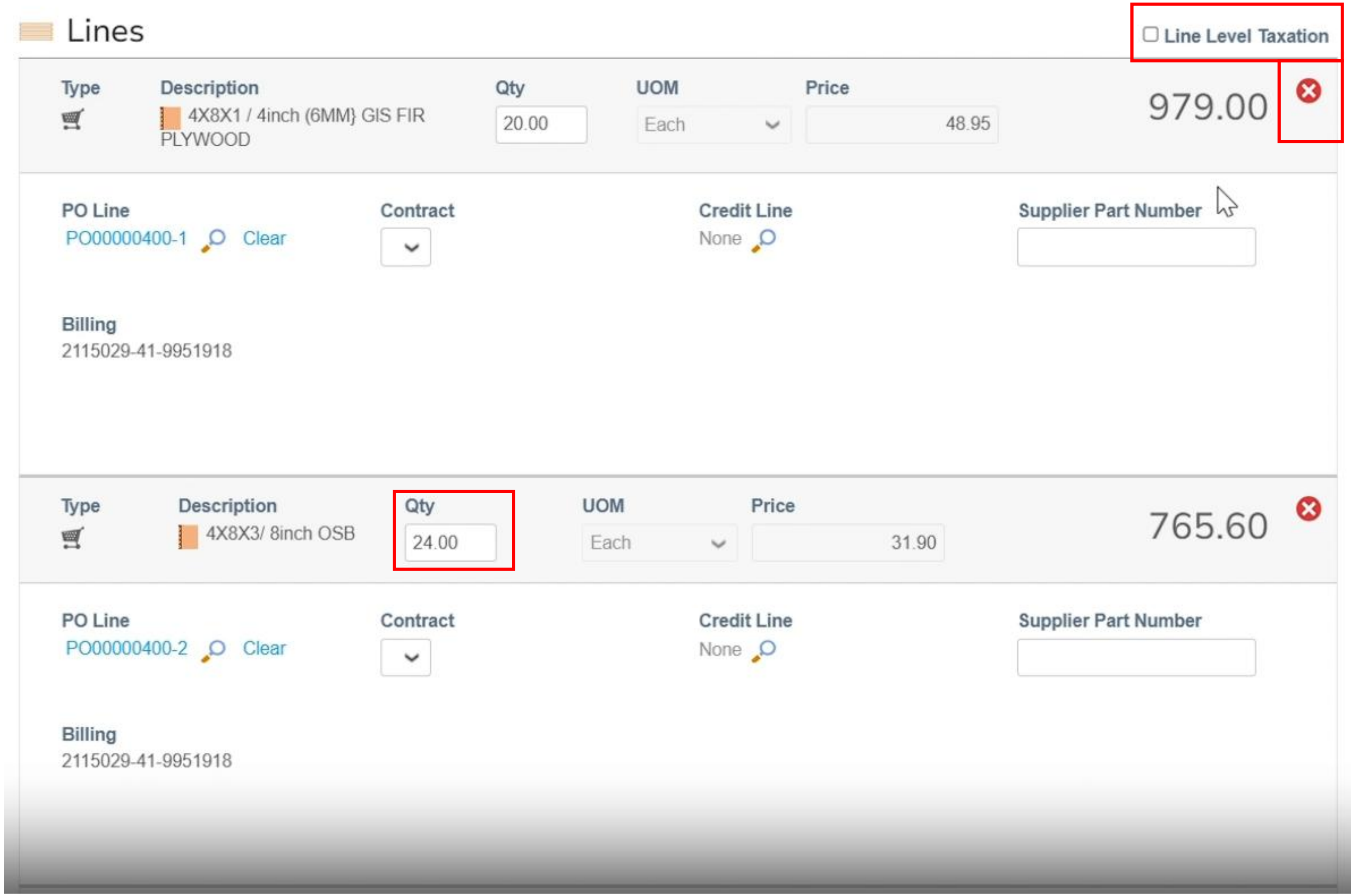
The **Bill To must match your invoice PDF**, if you have questions or want to make sure, please reach out to the requestor indicated in the Purchase Order.

Then *scroll down* to continue.

Step 8: In the **Lines** section, confirm or Edit the line details.

In the **Lines** section, you need to:

- Ensure the line details match those on your invoice PDF, including the quantity, items listed, and tax amounts.

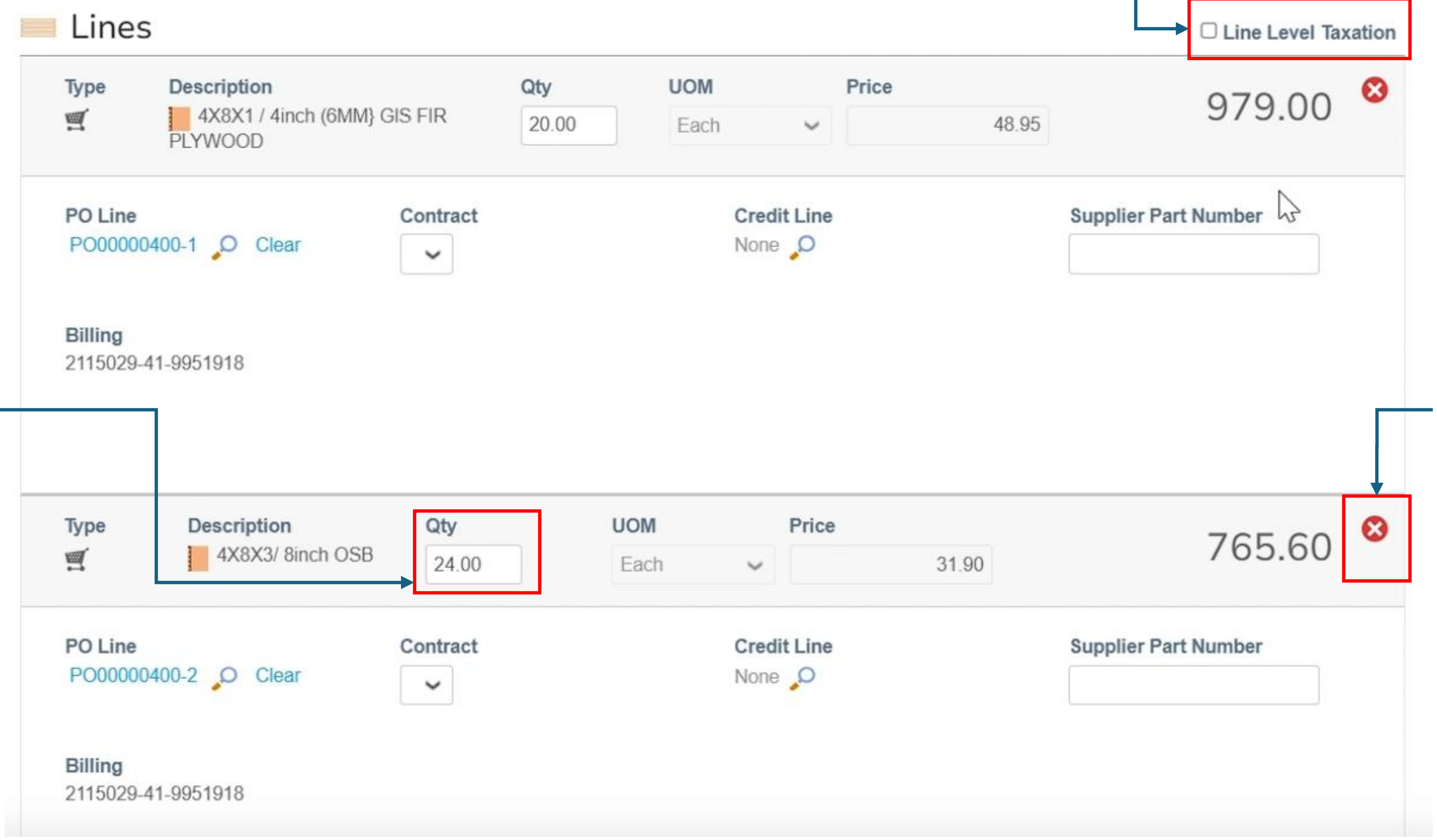


Step 9: In the **Lines** section, confirm or Edit the line details.

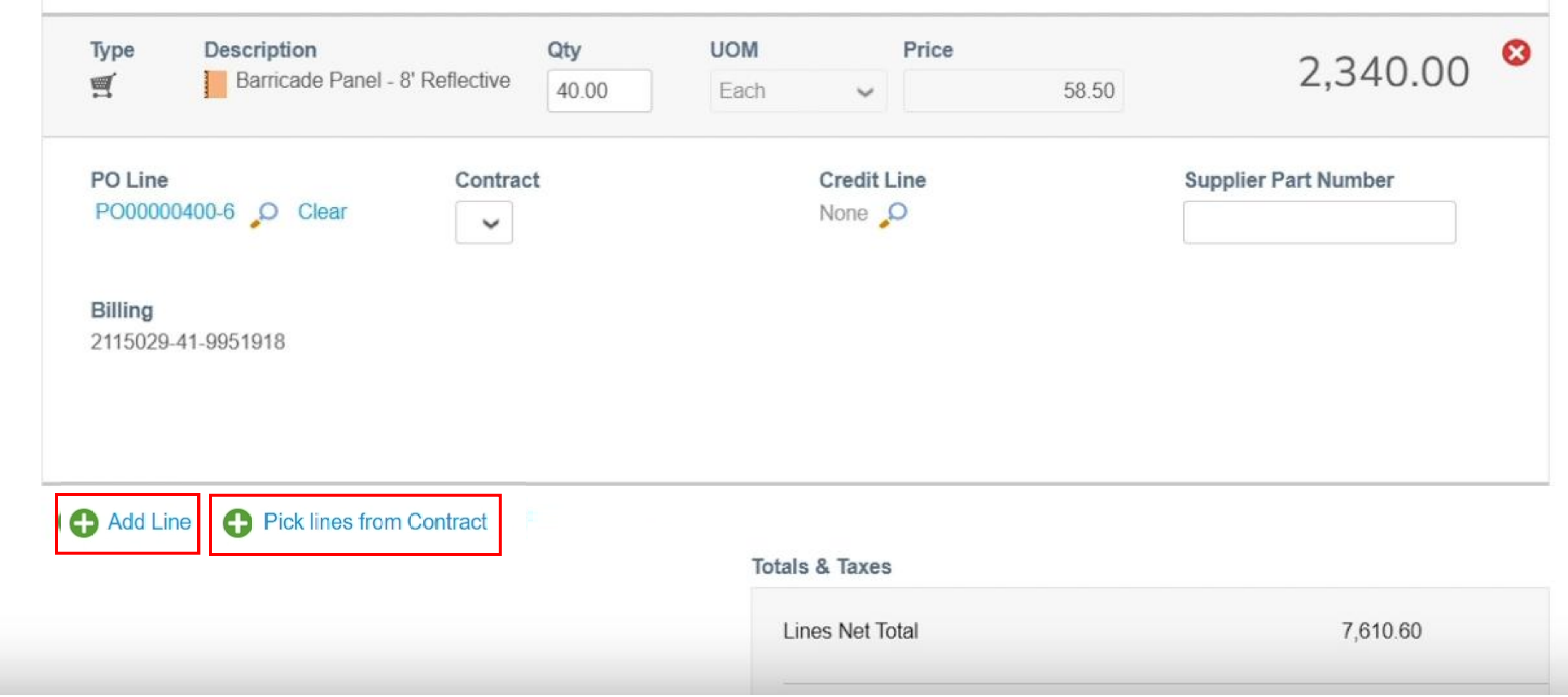
Check the **Line Level Taxation** box the enable taxed in the item lines.

Type inside the **Qty** field to edit the item quantity.

Click the red **X** mark to delete the line from this invoice.

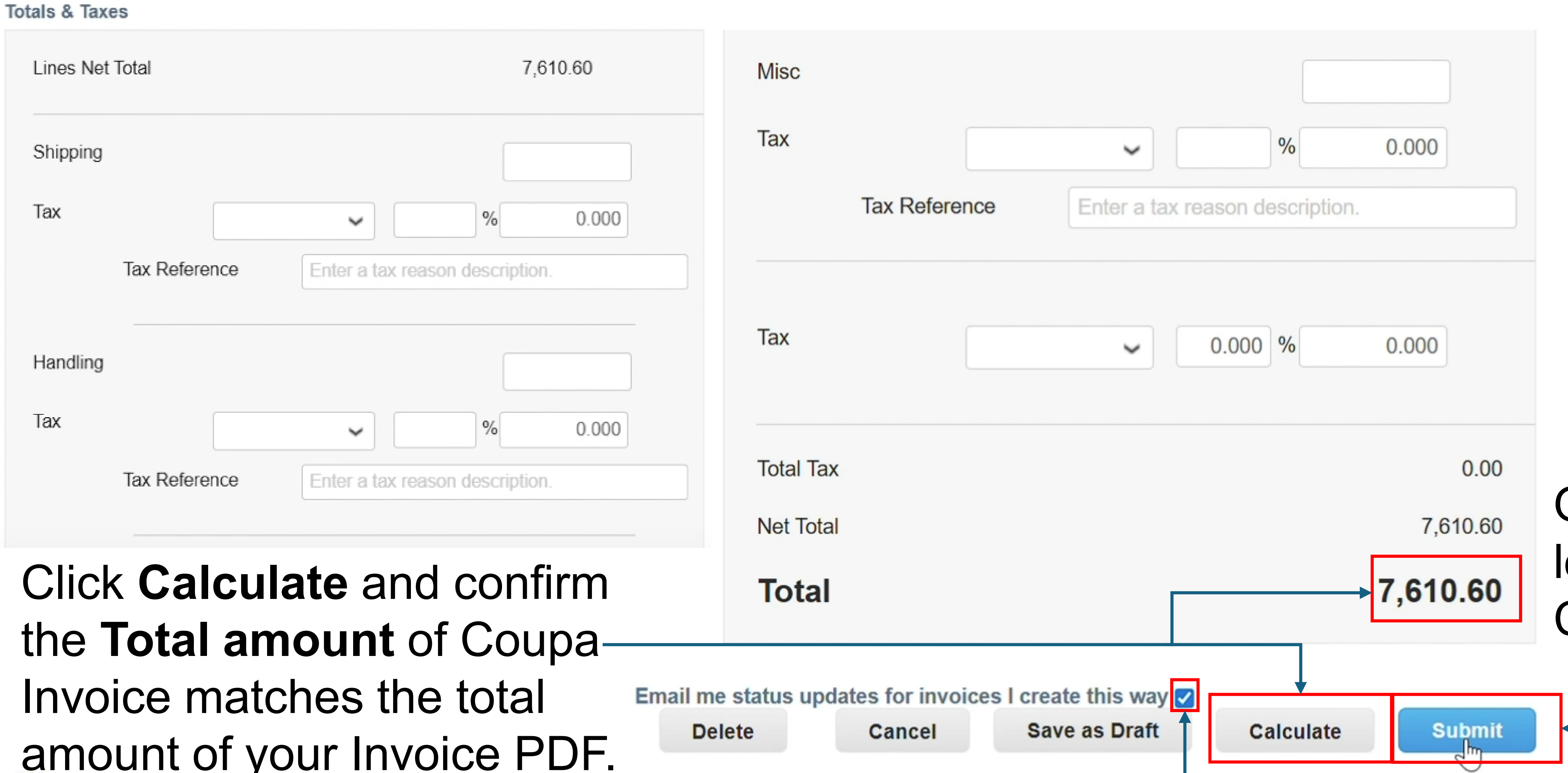


Step 10: In the **Lines** section, if necessary, you can **pick lines from a Contract** or **add a line** for items that are not associated with a Purchase Order issued by Ledcor.



Then *scroll down* on the section.

Step 11: In the **Totals & Taxes** section, enter additional charges like Shipping, Handling and Tax information.



Click **Calculate** and confirm the **Total amount** of Coupa Invoice matches the total amount of your Invoice PDF.

Once everything looks correct, Click **Submit.**

You can opt in to receive email status updates for your invoices.

Thank you for creating your invoice via SAN!

If you need any additional support, please contact the Ledcor Supplier Enablement Team at: supplier.enablement@ledcor.com.
You can also book a Microsoft Teams meeting with the Supplier Enablement team: Supplier Enablement Support.

coupa supplier portal

LEDCOR GROUP

Coupa Supplier Portal (CSP)

Create a Blank Invoice (Non – PO Backed)

Getting started!

As of **March 16, 2026**, Ledcor will transition to Coupa for invoice processing. Please review the guidelines below to ensure invoices are submitted through the correct method based on the purchase order date.

- Invoices related to **Purchase Orders from our previous system**, sent by Ledcor before the go-live date March 16th, 2026, must be sent to the usual method of invoicing.

- Invoices related to **new Purchase Orders from Coupa**, (created on March 16th or after), can be invoice in Coupa.

- Invoices **non-Purchase Order** related, can be invoice in Coupa after the go-live date on March 16th without a PO, going to the tab Invoices-> Create Blank Invoice.

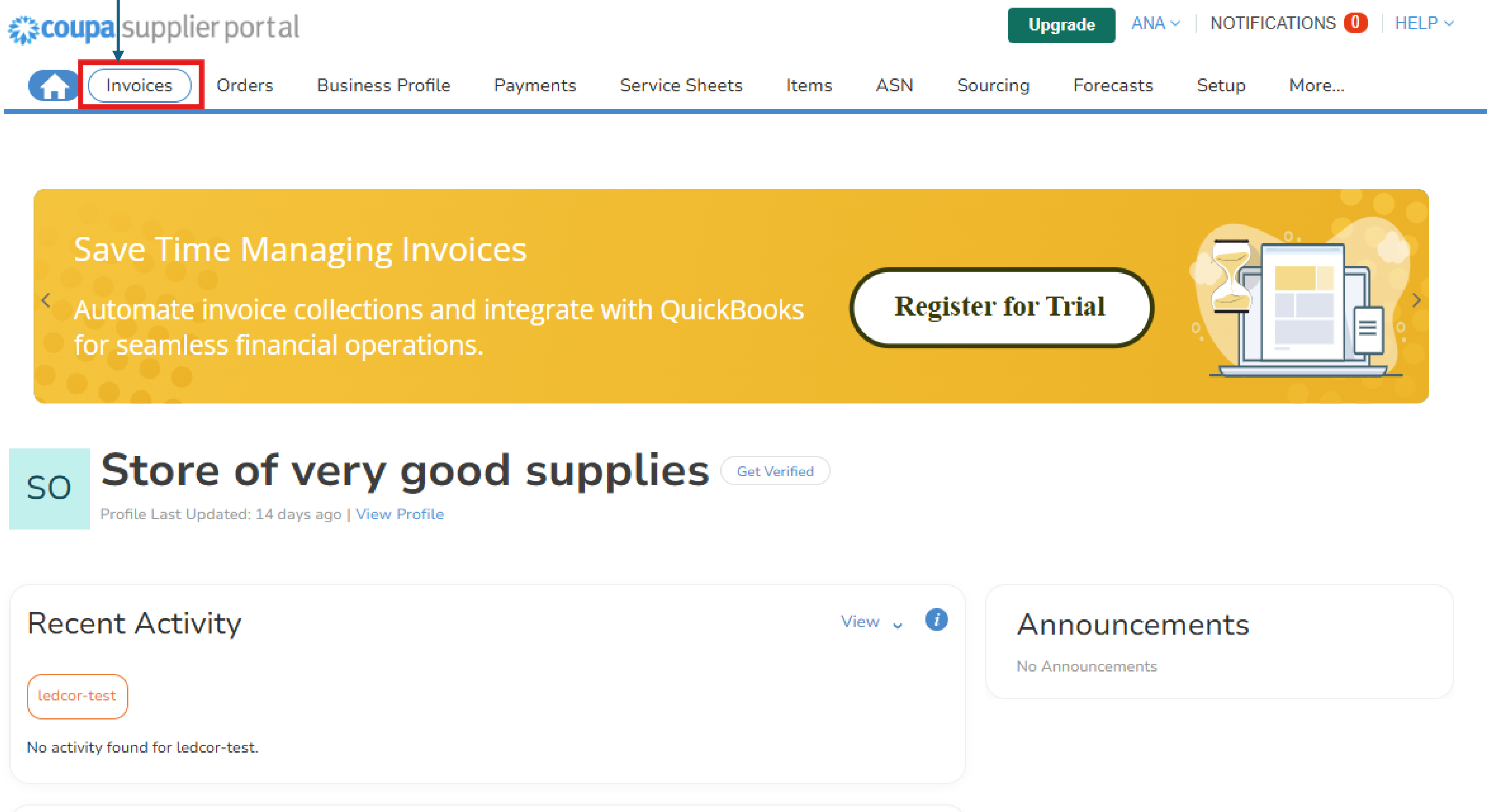
When to Submit a Non-PO Invoice.

Examples of common scenarios where a non-PO invoice may be submitted include:

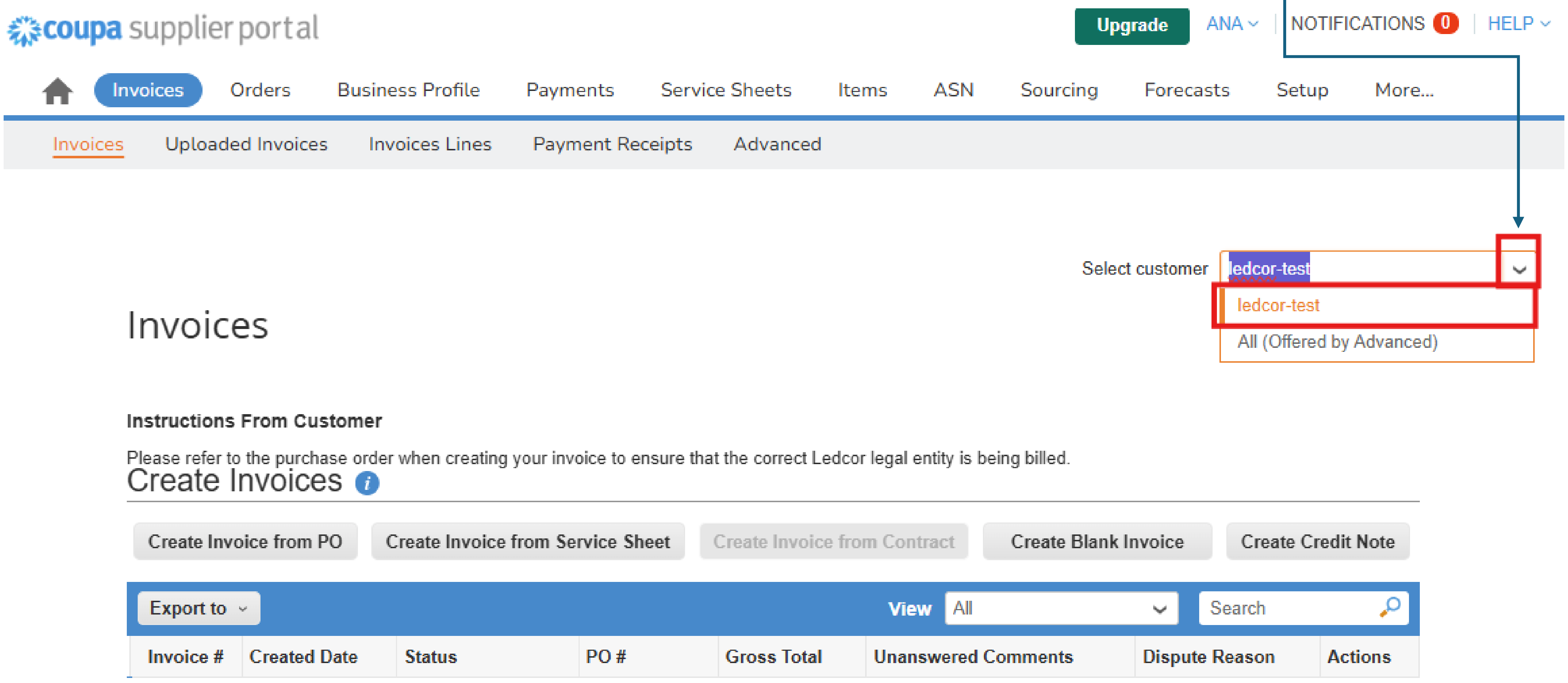
- Government entities or regulatory payments
- Professional service fees
- Utility invoices
- Donations or sponsorships
- Other services or payments where issuing a PO is not practical

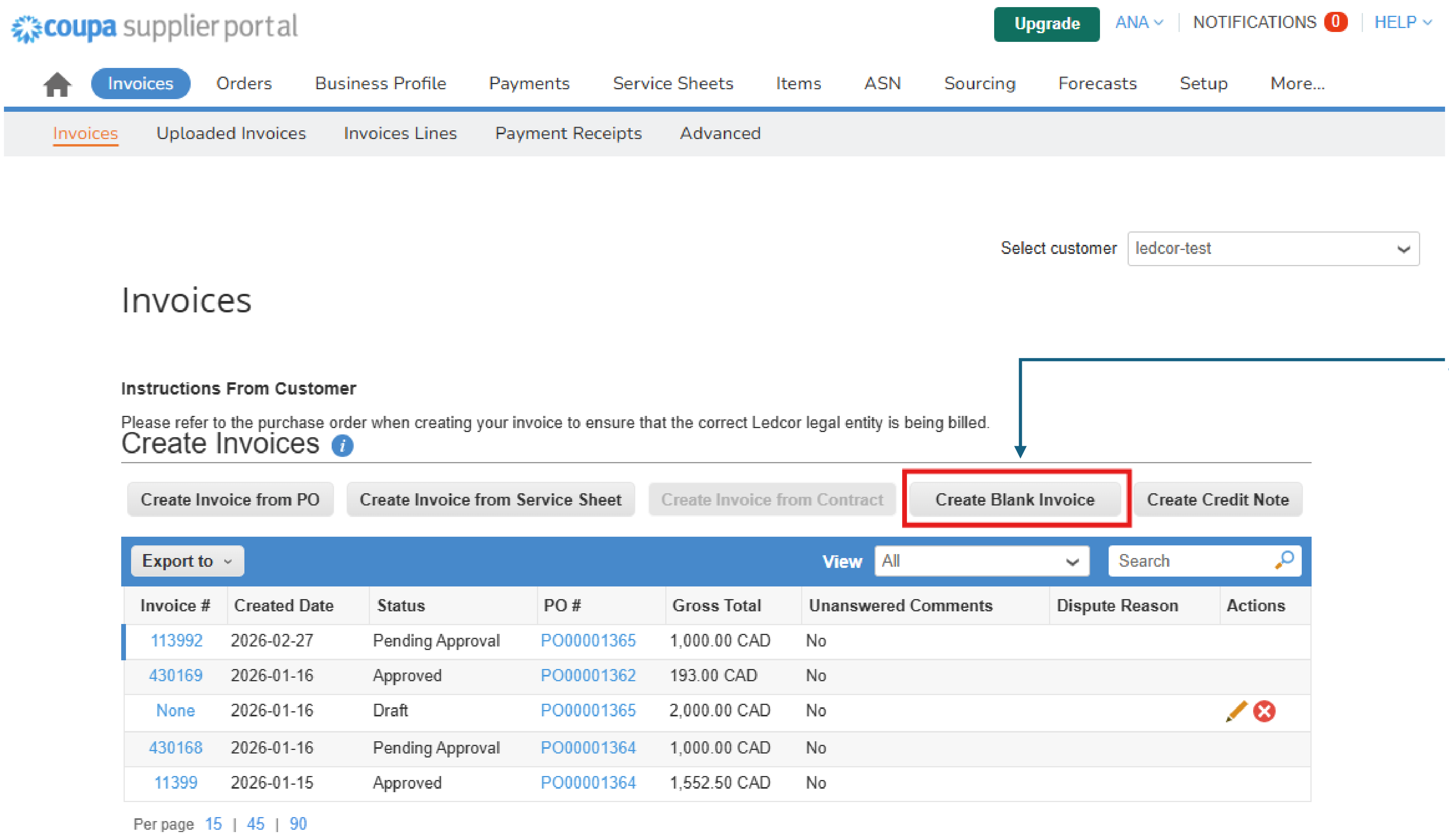
Currently, Ledcor does not enforce a strict “No PO, No Pay” policy, therefore non-PO invoices are permitted when appropriate.
Following the Coupa go-live, Ledcor may review non-PO invoice usage and work with departments to reduce them where feasible and encourage the use of Purchase Orders where appropriate. However, some business groups may continue to use non-PO invoicing depending on operational needs.
Suppliers should ensure that all required invoice details and appropriate internal contact information are included when submitting a non-PO invoice to support efficient processing and approval.

Step 1: Log into the CSP and click on the Invoices tab from the home page.



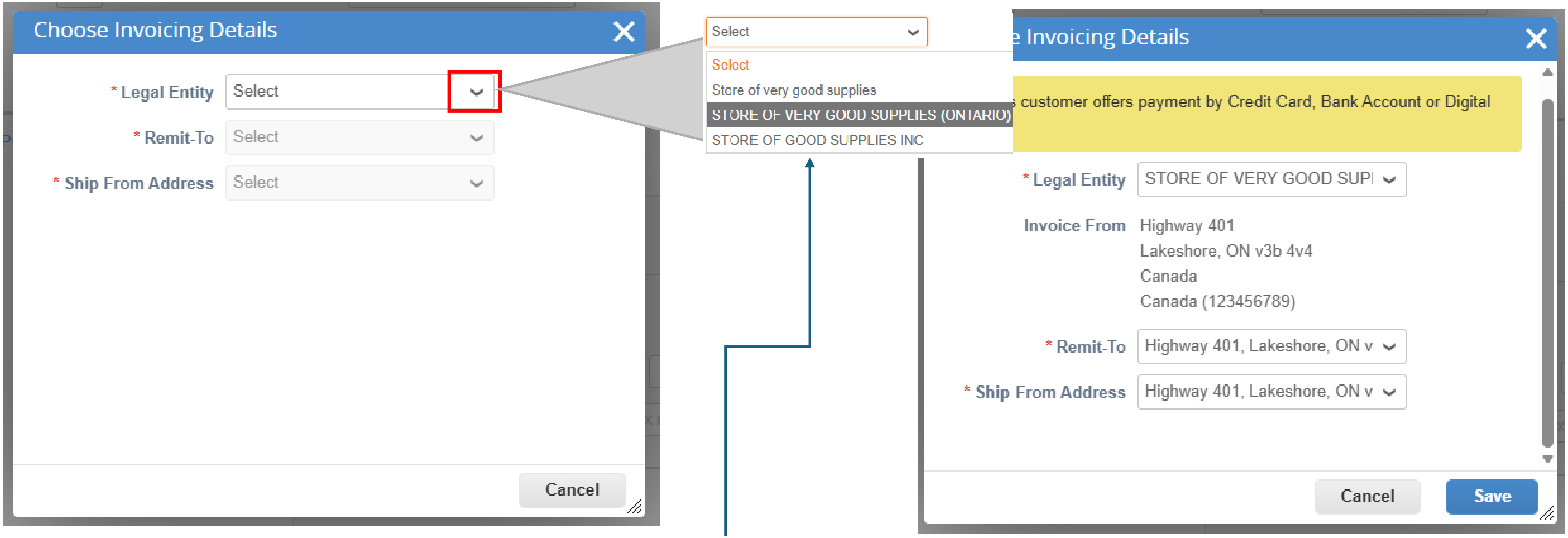
Step 2: Make sure that Ledcor Group is selected as your active customer.





Step 3: Click
Create Blank Invoice.

Step 4: The next window will open; fill out the mandatory fields marked with a red asterisk (*).



Select the **Legal Entity** from your list of entities in Coupa to display its associated addresses.

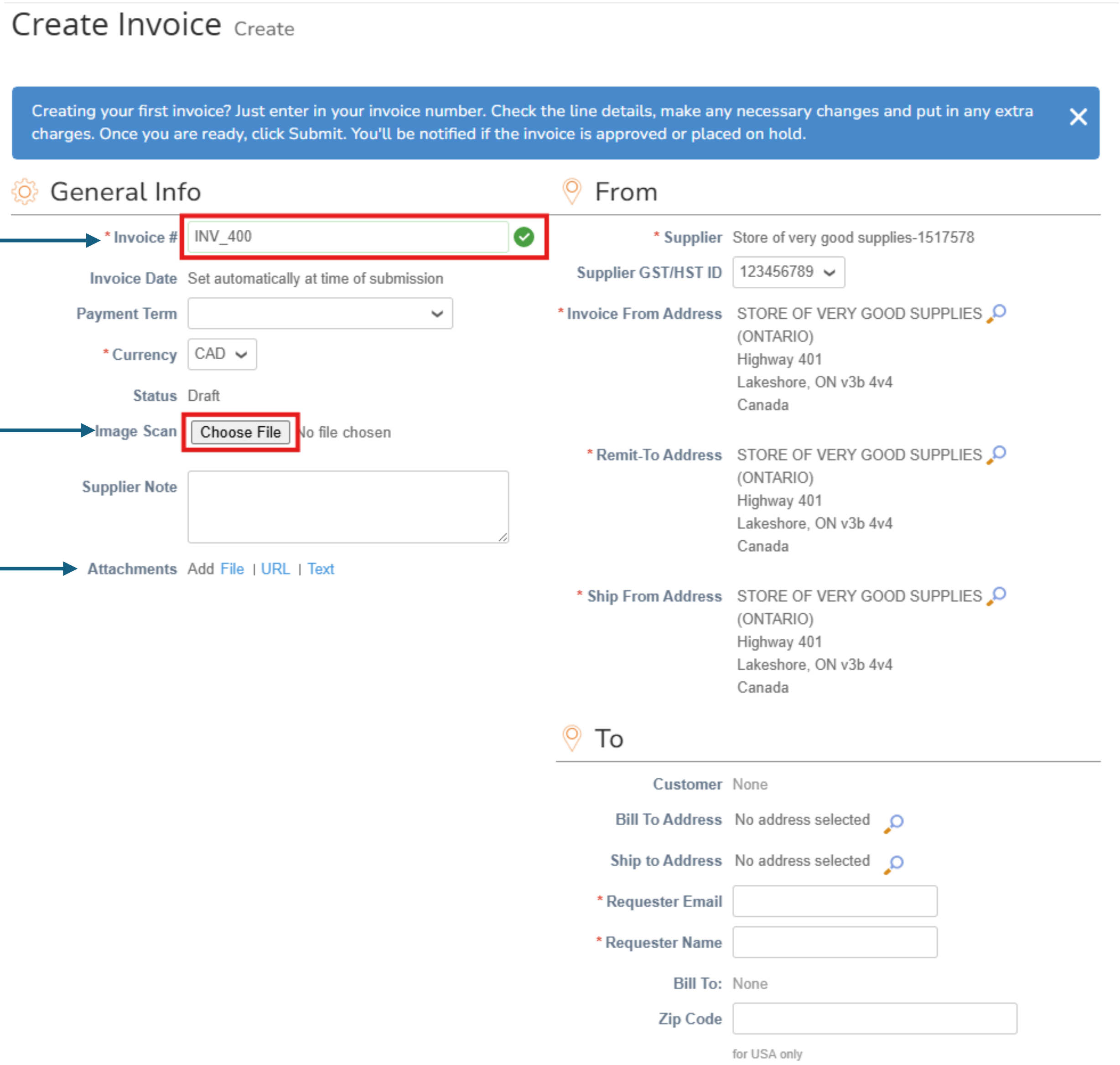
Click **Save** to continue.

The invoice creation screen is divided in five sections.

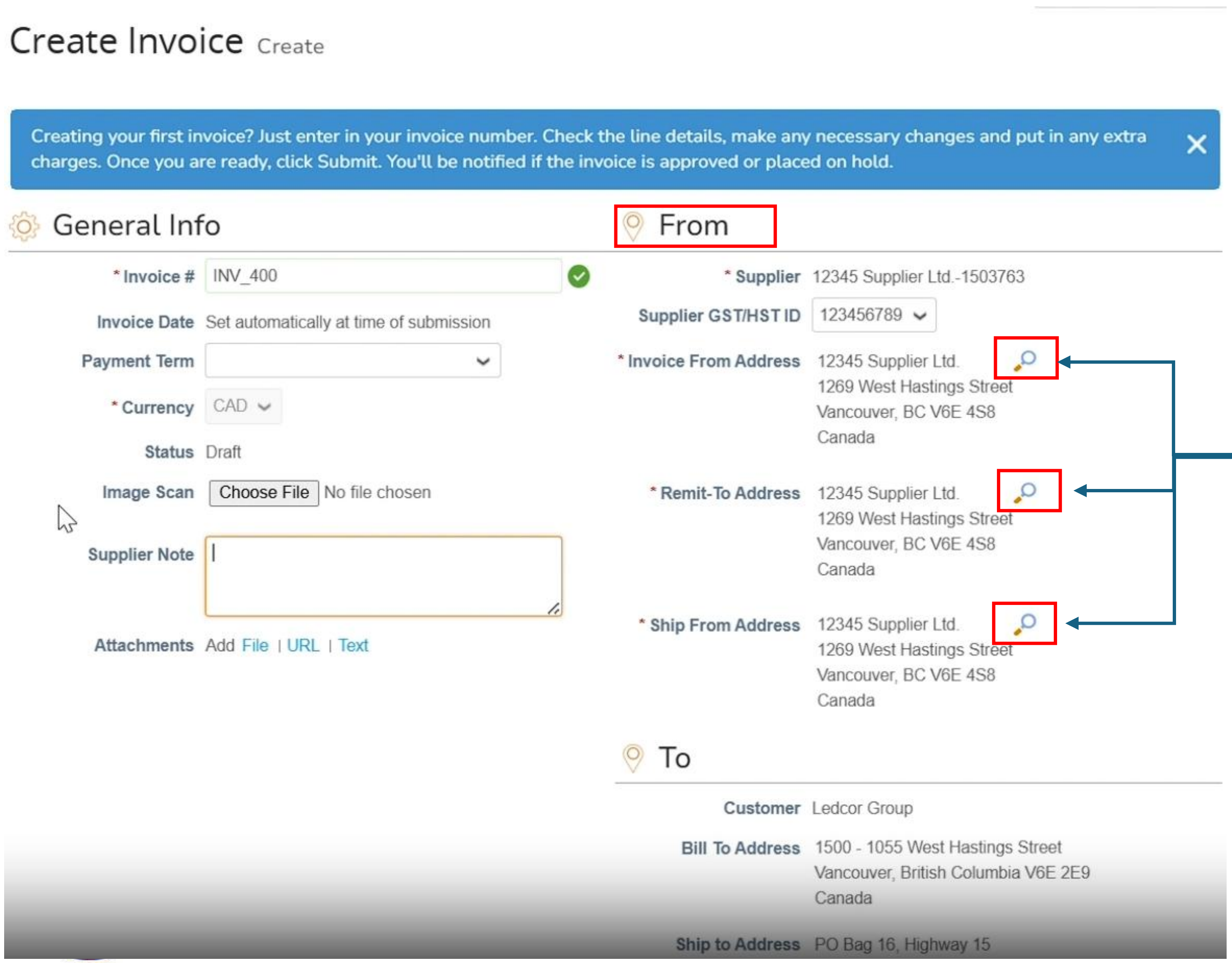
Step 5: Enter the required details marked with a red asterisk (*).

In the **General Info** section, you need to:

- Enter the **Invoice Number** exactly as it appears on your invoice PDF.
- Attach the PDF of your invoice (250 mb size limit).
- You can add notes and supporting documents to your **Coupa invoice** in the **Attachments** section.



Step 6: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.

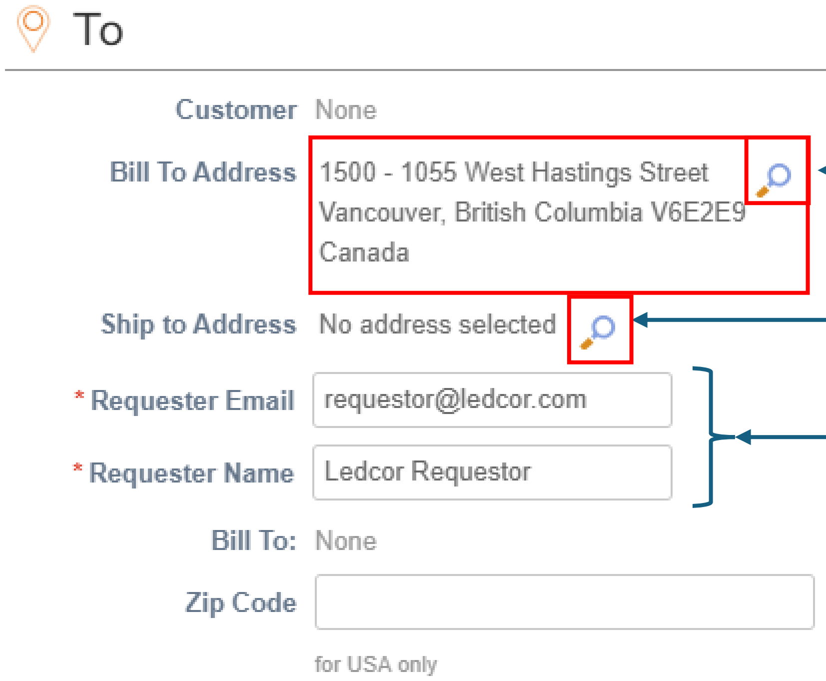


The **From** section will have the addresses you selected in the previous window from your Coupa Legal Entities.

Edit the From addresses clicking the **Search** icon.

Then *scroll down* to continue.

Step 7: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.



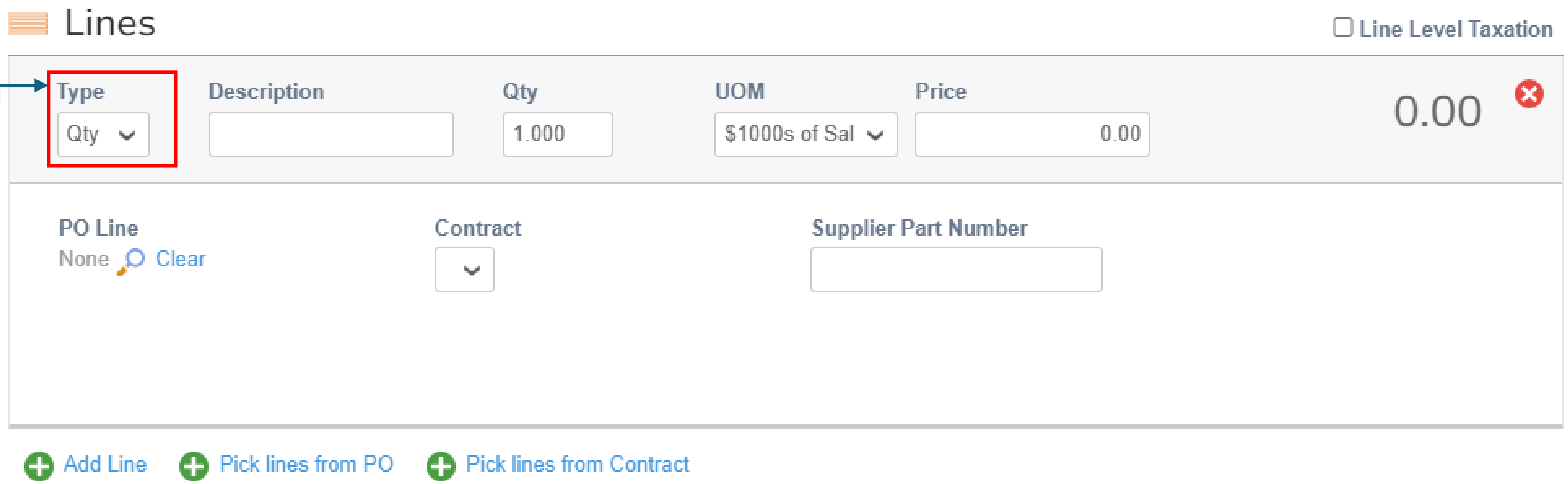
Always select the **Bill To** Address *1500 - 1055 West Hastings Street, Vancouver, BC V6E 2E9 Canada*, for Ledcor invoices.

Click the search icon in the **Ship To** Address field to view and select from the list of Ledcor addresses.

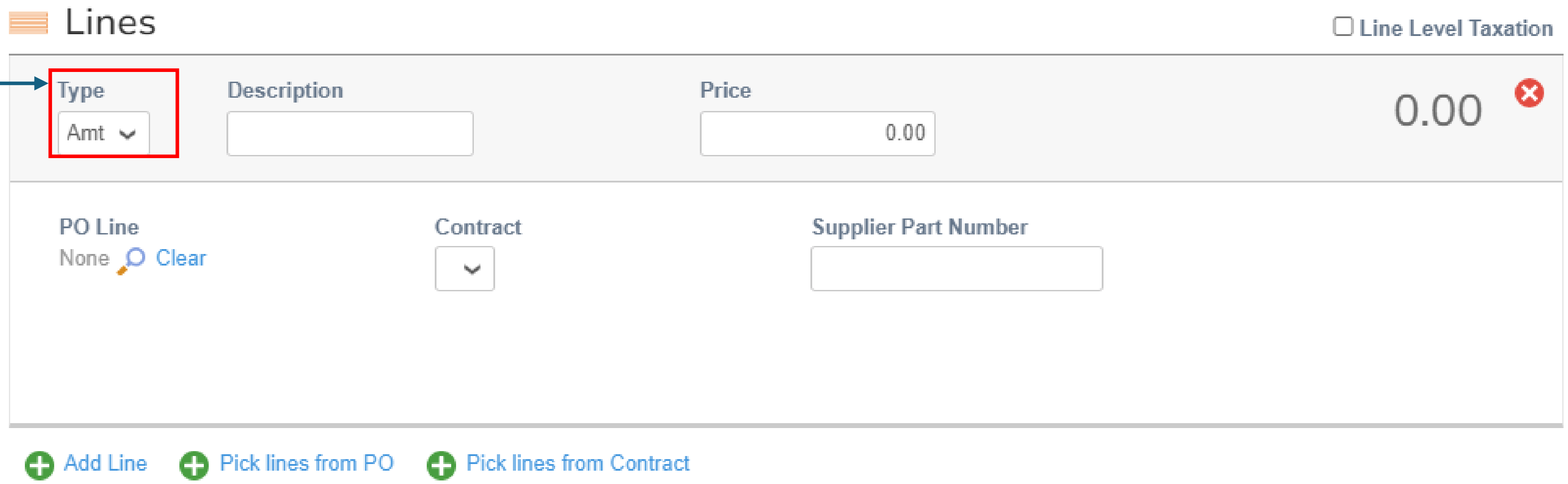
Type the requestor's contact and then *scroll down* to continue.

Step 8: In the **Lines** section, edit the line details to match your invoice pdf.

For material invoices select **Type Qty** and enter Unit of Measurement and Price per unit.

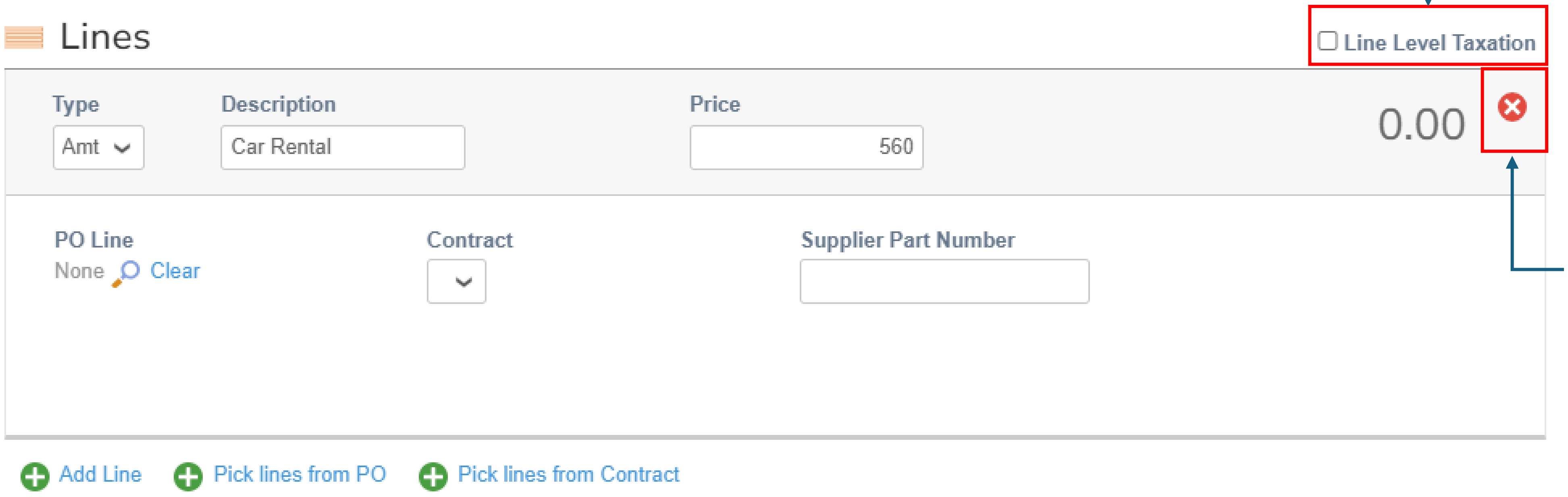


For service invoices select **Type Amt** and enter Description and Price.



Step 8: In the **Lines** section, edit the line details to match your invoice pdf.

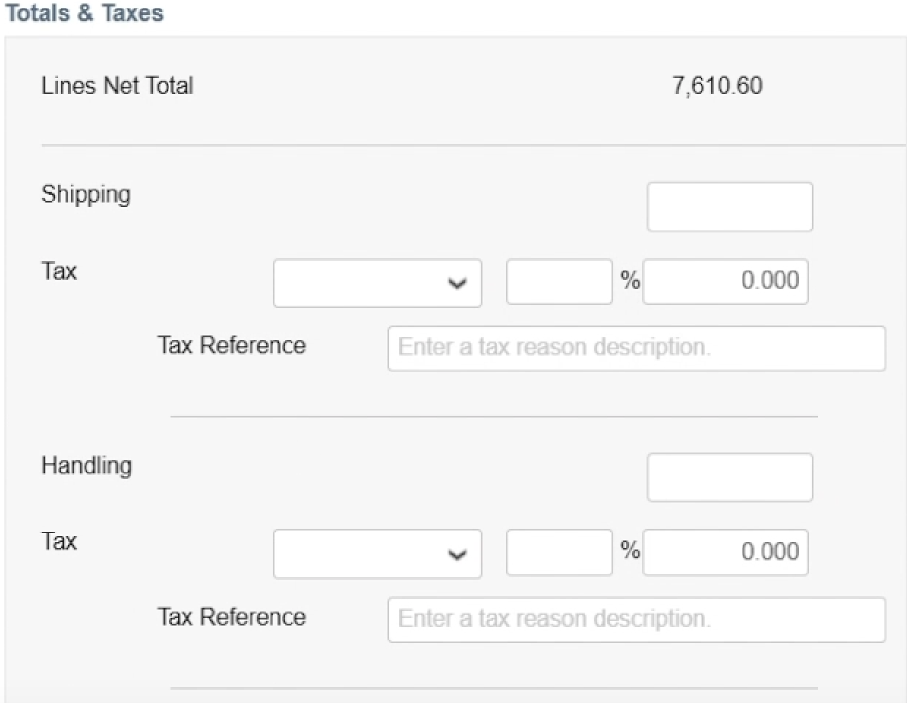
Check the **Line Level Taxation** box the enable taxed in the item lines.

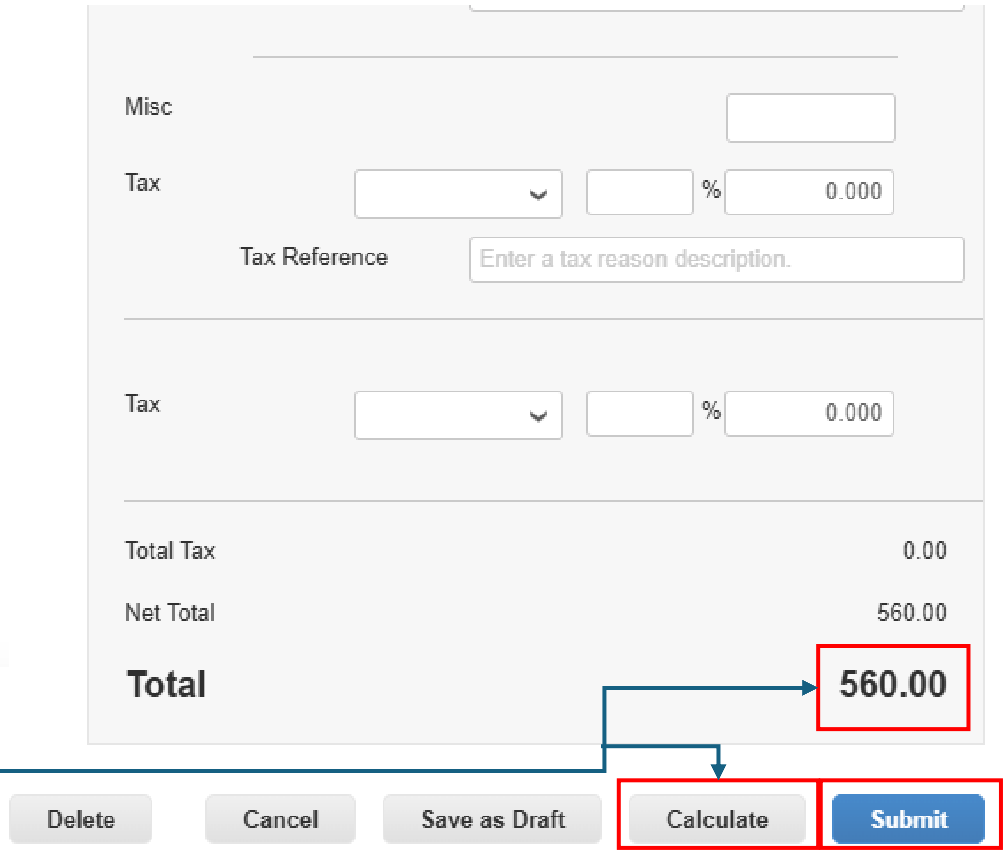


Click the red **X** mark to delete the line from this invoice.

Then *scroll down* to the Totals & Taxes section.

Step 9: In the **Totals & Taxes** section, enter additional charges like Shipping, Handling and Tax information.

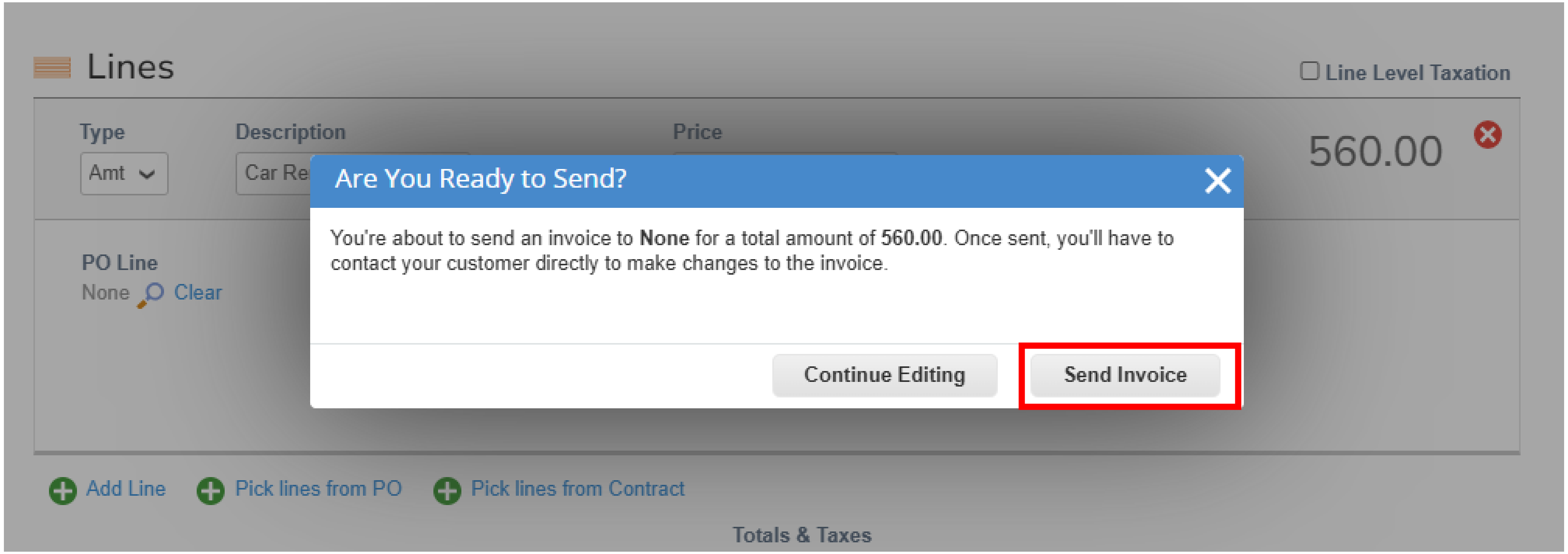




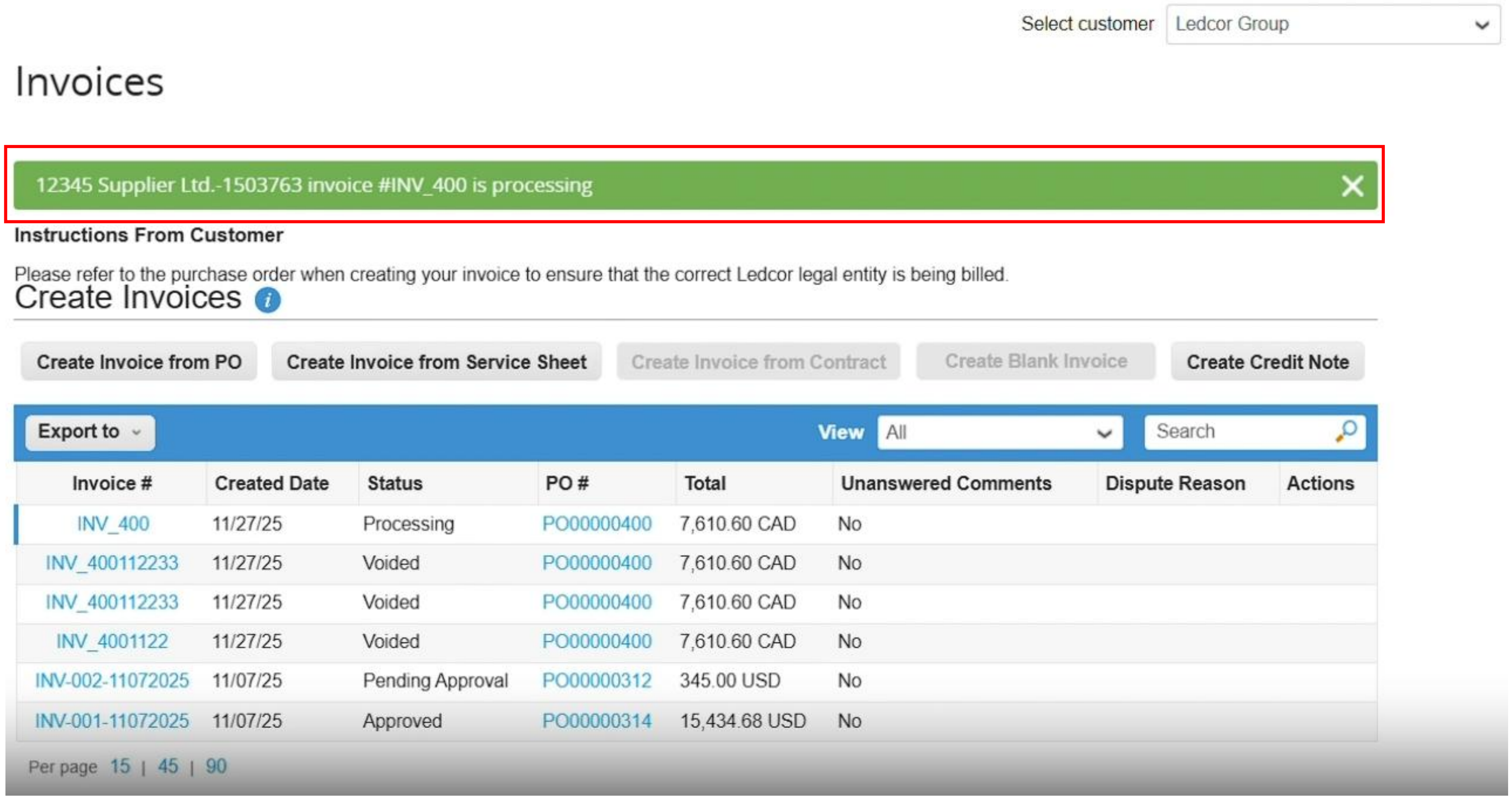
Click **Calculate** and confirm the **Total amount** of Coupa Invoice matches the total amount of your Invoice PDF.

Once everything looks correct, Click **Submit.**

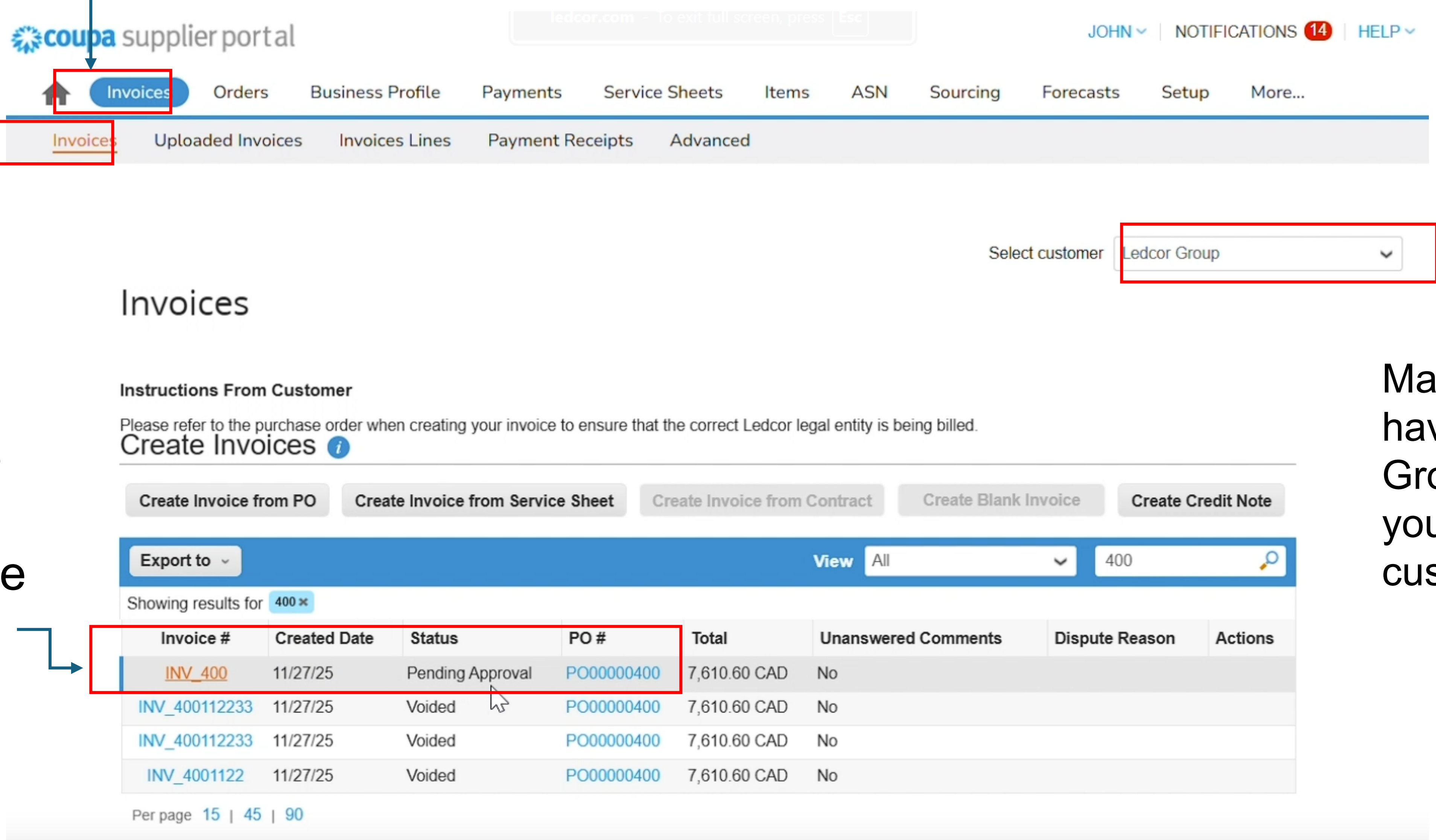
Step 9: A confirmation box will appear, click **Send Invoice** to complete the process.



Step 10: A bar message notification should appear to confirm that your invoice has been sent successfully.



Step 10: To check the status of your invoices, go to the **Invoices** tab.



The table displays the invoice creation date and status.

Make sure to have Ledcor Group as your active customer.

Thank you for using the CSP to submit your invoices!

If you need any additional support, please contact the Ledcor Supplier Enablement Team at: supplier.enablement@ledcor.com.
You can also book a Microsoft Teams meeting with the Supplier Enablement team: Supplier Enablement Support.