

CREATE SERVICE/TIME SHEETS IN COUPA SUPPLIER PORTAL

Coupa Supplier Portal (CSP) – User Guide

Version 1.0 (August 2023)

1. General Information

When you receive an purchase order for a service, you can submit your performed service via the CSP using the button "Cerate Service/Time Sheet" in the respective order.

You can confirm the time, quantity and/or the amount for each line item.


After submission, the service/time sheet will be forwarded to the requester (Resource Manager) of the respective Harbour Energy purchase order for approval.

After approval, you will be informed accordingly and can submit the appropriate invoice on this approved service/time sheet.

2. Create Service/Time Sheet

When you receive a purchase order, you can forward your Service-/Time Sheet with clicking the button 'Create Service/Time Sheets' on the purchase order.

Lines

		Advanced	Search	Sort by	Line Number: 0 → 9
1	Type Item	Price	Total	Invoiced	
<input type="checkbox"/>	 HR21 again retest	500.00	500.00	0.00	
<div> <div>* Service Start Date</div> <div>Resource Manager</div> <div>Confirmed</div> <div>Pending Approval</div> <div>Pending Rework</div> <div>Discarded</div> <div>Supplier Part Number</div> </div> <div> <div>18/8/23</div> <div>Michaela Drews</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>0.00</div> <div>None</div> </div>					
<div> <div>Manufacturer Name</div> <div>Manufacturer Part Number</div> </div> <div> <div>None</div> <div>None</div> </div>					
Per page 15 45 90					
					Total EUR 500.00
<div> <div>Create Invoice</div> <div>Create Service/Time Sheets</div> <div>Request Change</div> <div>Save</div> <div>Print View</div> </div>					

This is an Example for Illustrative Purposes only

A new window will open.

If the item in the purchase order was issued with a **quantity**, you can submit the service-/time sheet for your performed quantity. For this purpose, **please enter the corresponding quantity**.




If the item in the purchase order was issued as a **limit order or budget order**, you can submit the Service-/time sheet for the budget that represents the performed service. For this purpose, **please enter the corresponding net amount**.

Via **"Attachments"** the already signed proof of service can be attached to the document. Via the field **"Actual Completion"** you can deposit the actually performed service date.

You can save the document with the **"Save as draft"** button and submit it later. With the button **"Submit"** the performance service is transferred to Harbour Energy and submitted to the respective resource manager for approval.

PO 4940004897

Services

1	Submission Type	PO Line #	Item	* Amount			
	New	1	HR21 again retest	<input type="text" value="500.000"/>	EUR		
Due Date		Actual Completion		Attachments			
None		<input type="text" value="d/m/yy"/> 		Add File URL Text			
Rate Line	Name	Code	Line Type	Price	UOM	Qty	Total
<input type="text" value="Select Rate"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Amount"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	0.00 EUR  

Total 500.00 EUR

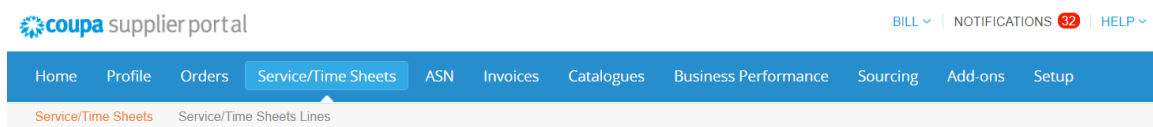


You can submit multiple service/time sheets for any amounts or quantities against one purchase order and against single lines.

This is an Example for Illustrative Purposes only











3. View Service / Time Sheet Lines

Click on the Service/Time Sheets Lines tab to see information on the service/time sheets lines for each service/time sheets.



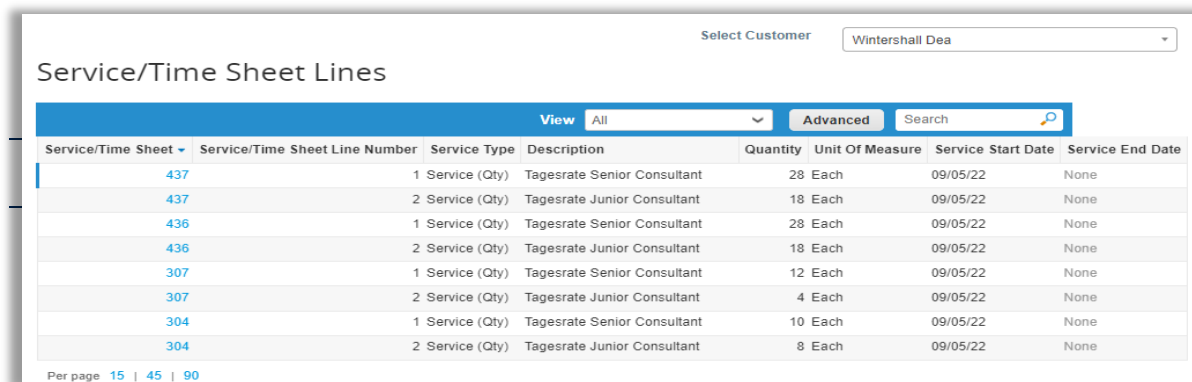
Select Customer Wintershall Dea

Service/Time Sheets

View All Advanced Search							
Service/Time Sheets	Purchase Order	Status	Submitted At	Approved At	Created By	Assigned To	Actions
492	4940004897	Draft	None	None	bill finger		 
491	4940004897	Draft	None	None	bill finger		 
490	4930004756	Draft	None	None	bill finger		 
485	4940004757	Draft	None	None	bill finger		 
482	4940004680	Draft	None	None	bill finger		 

This is an Example for Illustrative Purposes only

The Service/Time Sheets Lines table shows the following information for all the service/time sheet lines:



View All Advanced Search							
Service/Time Sheet	Service/Time Sheet Line Number	Service Type	Description	Quantity	Unit Of Measure	Service Start Date	Service End Date
437	1	Service (Qty)	Tagesrate Senior Consultant	28	Each	09/05/22	None
437	2	Service (Qty)	Tagesrate Junior Consultant	18	Each	09/05/22	None
436	1	Service (Qty)	Tagesrate Senior Consultant	28	Each	09/05/22	None
436	2	Service (Qty)	Tagesrate Junior Consultant	18	Each	09/05/22	None
307	1	Service (Qty)	Tagesrate Senior Consultant	12	Each	09/05/22	None
307	2	Service (Qty)	Tagesrate Junior Consultant	4	Each	09/05/22	None
304	1	Service (Qty)	Tagesrate Senior Consultant	10	Each	09/05/22	None
304	2	Service (Qty)	Tagesrate Junior Consultant	8	Each	09/05/22	None


Per page 15 | 45 | 90

This is an Example for Illustrative Purposes only

Column	Description
Service / Time Sheet	Services / Time Sheet Number generated by Coupa. Click on it to see the Service / Time Sheet line.
Service / Time Sheet Line Number	Service / Time Sheet Line Number
Service Type	Type of the services, for example, service (Amount), service (Quantity) or Resource
Description	Description of the Service
Quantity	Service Quantity
Unit of Measure	Unit of Measure (UOM) of the Service

You can filter the table by columns, use the search bar to filter with a search term, or click on the View drop-down list to perform advanced filtering.

When you view [service/time sheet lines](#), you can see the customer's notes, for example, about what work was accepted, what needs additional rework, and if any work was discarded, with Submitted Quantity or Amount, Action, Notes to Supplier, and Sign Off clearly shown.

Service/Time Sheets #479				
PO 4940004680				
 Services				
1	Submission Type New	PO Line # 1	Item Service by Bilfinger (scope not defined yet)	Amount 300.00 EUR
Due Date None		Actual Completion None		Attachments BU_Germany_Aile_Rechnungen_ohne_...
Submitted Amt 300.00 EUR		Action	Notes To Supplier	Sign Off
Total 300.00 EUR				

This is an Example for Illustrative Purposes only

Approval or rejection can happen on the entire PO or on individual PO lines.

If the service/time sheet is approved in whole or in part by Harbour Energy, a confirmation will be generated for the confirmed values of each order item and you will receive a notification.



If the service/time sheet is rejected in whole or in part by Harbour Energy, you will also receive notification of the required changes and may resubmit the service/time sheet.

The type of notification (online in Coupa or via email) depends on your notification settings. Refer to the user guide [“06 Navigation in CSP”](#) for more details.

To delete, revoke, or edit a submitted service/time sheet, select the appropriate icon (Delete, Edit, or Withdraw) in the Actions column.

Service/Time Sheets

View All Advanced Search							
Service/Time Sheets ▾	Purchase Order	Status	Submitted At	Approved At	Created By	Assigned To	Actions
492	4940004897	Draft	None	None	bill finger		
491	4940004897	Draft	None	None	bill finger		
490	4930004756	Draft	None	None	bill finger		
485	4940004757	Draft	None	None	bill finger		
482	4940004680	Draft	None	None	bill finger		
481	4940004743	Draft	None	None	bill finger		
480	4940004680	Draft	None	None	bill finger		
479	4940004680	Pending Approval	4/7/23	None	bill finger		
478	4940004680	Draft	None	None	bill finger		
477	4940004680	Approved	3/7/23	3/7/23	bill finger		
476	4930004609	Draft	None	None	bill finger		
475	4930004609	Pending Approval	3/7/23	None	bill finger		
473	4940004680	Pending Approval	20/6/23	None	bill finger		
472	4940004689	Draft	None	None	bill finger		
471	4940004689	Pending Approval	31/5/23	None	bill finger		

This is an Example for Illustrative Purposes only