Description

This course explains the process of creating an invoice on the Coupa Supplier Portal (CSP).

Objectives

After completing this course, you will be able to:

1. Create an invoice
2. Add a remit-to address on the CSP
3. Populate an invoice
4. Submit an invoice
5. Partially invoice on the CSP
6. Send comments to Distell
7. Understand invoice statuses

How to Invoice

Access the Orders tab, on the CSP home page, to view purchase orders received from Distell

Process Steps:

1 Orders
Provides a view of POs (Purchase orders) received from customers.

2 Create Invoice (Gold coins)
To create an invoice click on the stack of **gold coins**.

3 Create Credit Note (Red coins)
To create a credit note for a created invoice click on the stack of **red coins**.

coupa supplier portal

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| Home | Profile | **Orders** | Service/Time Sheets | ASN | Invoices | Catalogs | Add-ons | Admin |

Orders | Order Lines | Returns | Order Changes | Order Line Changes | Shipments

Select Customer | Distell

Configure PO Delivery

Purchase Orders

Instructions From Customer

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

Click the 🪙 Action to Invoice from a Purchase Order

View | All | Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
85000000091	07/09/20	Issued	None	10 Each of Cleaning chemicals	No	50,000.00 ZAR		🪙 🔴

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If you do not have a remit to address set up against your CSP profile, Coupa will be prompt you to create one prior to sending an invoice.

Process Steps:

1 Add new
Click 'Add New' to a add a remit-to address.

This will pop-up if you have not completed the request to update your information from Distell

2 Legal entity name
Populate the official name of your business registered with the local government.

3 Invoice address
Populate the address of your legal entity.

4 Banking details
Populate banking information. **Ensure the banking details is aligned to the banking details in Distell's ERP system**

NOTE : Select "Routing number" on the bank Routing number drop down and populate your universal bank code in the box

Choose Invoicing Details

* Legal Entity   Select   ➊ ➕ Add New
* Remit-To   Select

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

➋
* Legal Entity Name
Country

This is the official name of your business that is registered with the local government and the

What address do you invoice from?

➌
* Address Line 1
Address Line 2
* City
State
* Postal Code
Country   South Africa

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents.

☑ Use this address for Remit-To
☑ Use this for Ship From address

* Payment Type   Bank Account

Banking information

➍
Bank Account Country:
Bank Account Currency:
* Bank Name:
Beneficiary Name:
Routing (Bank Code) Number: Bank Code
* Account Number:
Confirm Account Number:
IBAN:
SWIFT/BIC Code:
Bank Account Type: Business

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You are able to generate invoices from this section of the CSP.

Process Steps:

1 Invoicing terms of use
Accept the invoicing terms of use by clicking on '**I agree**'.

If you do not agree you will not be able to send invoices to Distell.

2 Invoice
Populate the invoice number generated by your finance system.

3 Invoice date
Populate the date the invoice was created.

4 Image Scan
Attach the credit note created in your finance system.

Our compliant invoicing Terms of Use have been revised.
Please confirm that you have read and agree to the current Terms of Use.
If you do not agree, you will not be able to send invoices to Coupa compliant customers.

1 I Accept

Configure PO Delivery

Create Invoice Create

⚙ General Info   📍 From

2 * Invoice #   * Supplier Namibia Beverages

3 * Invoice Date 2020/09/23   Supplier VAT ID 094837384688 ⌄

Payment Term V001   * Invoice-From Address Namibia beverages
                                                                            4 Solingen street
* Currency NAD ⌄   Windhoek, Namibia 10005
                                                                            Namibia
Status Draft

4 Image Scan [   ] Browse...   * Remit-To Address Namibia beverages
                                                                          4 Solingen street
Supplier Note [   ]   Windhoek, Namibia 10005
                                                                          Namibia

Attachments Add File | URL | Text   Bank Name: Standard Bank

                                                     Beneficiary Name: Namibia Beverages

                                                     Bank Account Number: ******3456

                                                     Routing Number/Sort 678904325
                                                     Code:

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You are able to generate invoices from this section of the CSP.

Process Steps:

5 **Supplier Note**
You can use the textbox to send a note to Distell, this note will be visible to the creator of the PO as well as the Accounts Payable team.

6 **Attachments**
Attach any supporting documents e.g. Delivery note.

Create Invoice Create

⚙ General Info

* Invoice #	
* Invoice Date	2020/09/23
Payment Term	V001
* Currency	NAD
Status	Draft
Image Scan	Browse...
5 Supplier Note	
6 Attachments	Add File	URL	Text

📍 From

* Supplier	Namibia Beverages
Supplier VAT ID	094837384688
* Invoice-From Address	Namibia beverages 4 Solingen street Windhoek, Namibia 10005 Namibia
* Remit-To Address	Namibia beverages 4 Solingen street Windhoek, Namibia 10005 Namibia
Bank Name:	Standard Bank
Beneficiary Name:	Namibia Beverages
Bank Account Number:	******3456
Routing Number/Sort Code:	678904325

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You are able to generate invoices from this section of the CSP

Process Steps:

7 **Qty**
Populate the quantity you are invoicing for.

8 **Price**
Populate the price you are invoicing for.

9 **VAT rate**
Populate the VAT rate.

10 **Delete :** Deletes the invoice.
Cancel : Cancels the invoice.
Save as draft : Saves the invoice as a draft.
Calculate : calculates the total amount / value of the invoice. Click on '**Calculate**' for the total including VAT.

11 **Submit**
Submits the invoice to Distell.

Lines

Type	Description	Qty	UOM	Price	
🛒	Cleaning chemicals	10	Each	5,000.00	50,000.00

PO Line
85000000091-1

Contract

Supplier Part Number

Billing Notes

Billing
K-N/A-N/A-N/A-N/A-525AAUA-241000

Taxes

VAT Rate   VAT Amount   Tax Reference

Add Tag

Delete   Cancel   Save as Draft   Calculate   Submit

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Coupa allows for partial invoicing

Process Steps:

1 **Qty and Amount**
Clicking on create invoice from a purchase order will generate an invoice with the pre-populated **Qty** and '**amount**' from the purchase order.

2 **Qty Change**
Click on the '**Qty**' box to change the Qty.

> *NOTE : If you have not delivered the full QTY on the PO you change the quantity to what was delivered/rendered .*

3 **Total**
Click on '**Calculate**' to update the total amount .

Lines

1

Type	Description	Qty	UOM	Price	
🛒	Cleaning chemicals	10	Each	5,000.00	50,000.00 ✖

PO Line
85000000091-1

Contract

Supplier Part Number

Billing Notes

Billing
K-N/A-N/A-N/A-N/A-525AAUA-241000

Lines

2 **3**

Type	Description	Qty	UOM	Price	
🛒	Cleaning chemicals	5	Each	5,000.00	25,000.00 ✖

PO Line
85000000091-1

Contract

Supplier Part Number

Billing Notes

Billing
K-N/A-N/A-N/A-N/A-525AAUA-241000

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How to Partially Invoice

You can partially invoice a purchase order with multiple lines by following the steps below

Process Steps:

1 **Create Invoice**
Click on the gold stack of coins to create an invoice.

2 **Delete lines**
Click on the red cross to delete an invoice line you have not yet rendered services / goods for. You will be able to invoice for these items at a later stage if they are yet to be delivered.

NOTE : Partial invoicing would include scenarios where partial goods and services have been delivered /rendered and upfront deposits

Click the 💰 Action to Invoice from a Purchase Order

					View All	Search		
PO Number	**Order Date**	**Status**	**Acknowledged At**	**Items**	**Unanswered Comments**	**Total**	**Assigned To**	**Actions**
85000000100	08/13/20	Issued	None	1 Each of New Savanna promo event 1 Each of Promotion event furniture	No	12,000.00 ZAR		

1

2

Type	Description	Qty	UOM	Price	
🛒	New Savanna promo	1	Each	2,000.00	2,000.00

PO Line
85000000100-1

Contract

Supplier Part Number

Billing Notes

Billing
K-N/A-N/A-N/A-N/A-201ALSW-14020

Taxes

VAT Rate	VAT Amount	Tax Reference

🏷 Add Tag

Type	Description	Qty	UOM	Price	
🛒	Promotion event furni	1	Each	10,000.00	10,000.00

PO Line
85000000100-2

Contract

Supplier Part Number

Billing Notes

INVOICING FROM THE INVOICES TAB

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Alternatively you can create an invoice from the invoice tab on the CSP

Process Steps:

1 **Invoices**
Click on the Invoices tab to create an invoice

2 **Create invoice from PO**
This option allows you to create an invoice

3 **Purchase orders**
The create invoice from PO option will reroute you to the purchase order tab to create an invoice from one of the purchase orders.

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| Home | Profile | Orders | Service/Time Sheets | ASN | **Invoices** | Catalogues | Business Performance | Add-ons |

Admin

Invoices   Payment Receipts

Select Customer   Distell - SIC Supplier ∨

Invoices

Instructions From Customer

{Invoice - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}
Create Invoices ℹ️

Create Invoice from PO   Create Invoice from Contract   Create Bl

Purchase Orders

Instructions From Customer

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

Click the 🪙 Action to Accept the Purchase Order and Create an Invoice using its data

View All ∨   Search 🔍

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
8000000102	2020/09/06	Issued	2020/09/06	1 Each of New Savanna promo event 1 Each of Promotion event furniture	No	12 000,00 ZAR		🪙🪙
85000000100	2020/08/13	Issued	2020/08/26	1 Each of New Savanna promo event 1 Each of Promotion event furniture	No	12 000,00 ZAR		🪙🪙
85000000091	2020/07/09	Issued	2020/07/13	10 Each of Cleaning chemicals	No	50 000,00 ZAR		🪙🪙
85000000090	2020/07/09	Issued	None	10 Each of Cleaning chemicals	No	100 000,00 ZAR		🪙🪙

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SEND COMMENTS TO DISTELL

RAINMAKER
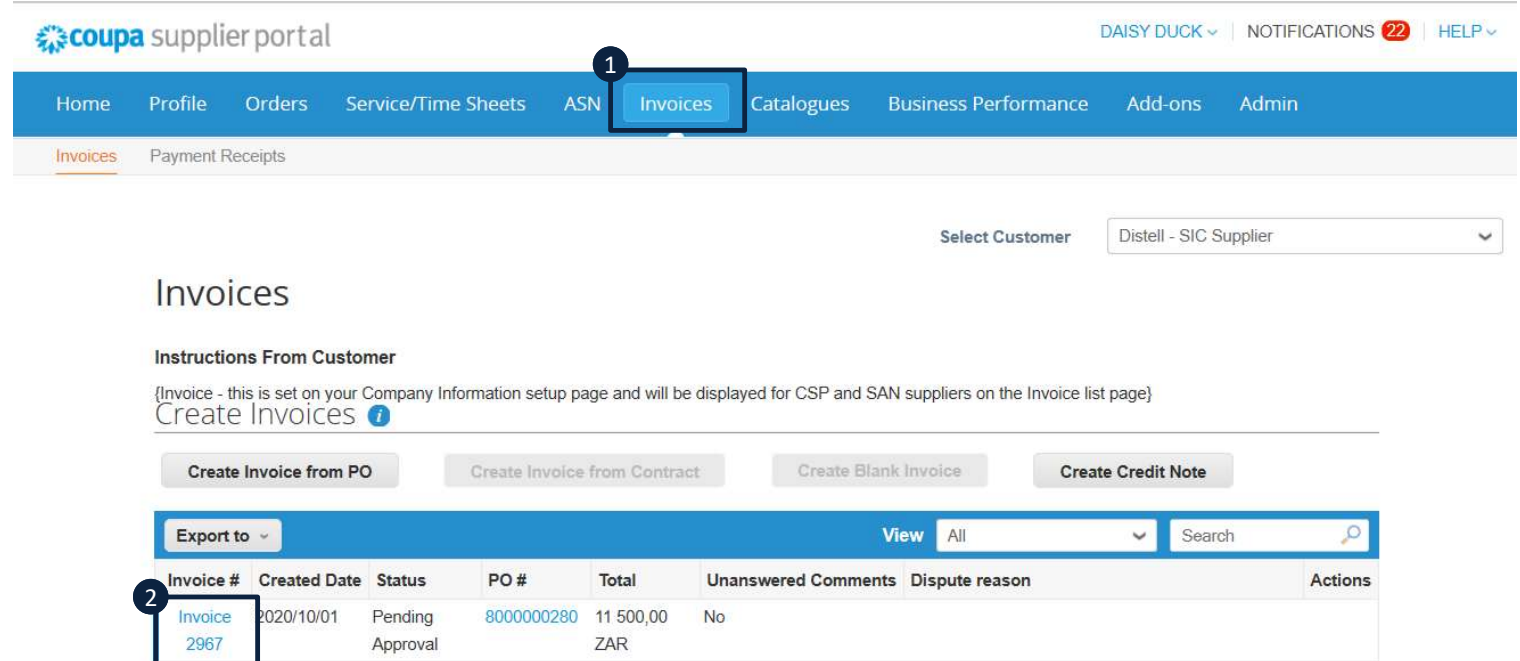POWERED BY coupa

Coupa allows for communication with Distell via the comments section to send notes or enquires

Process Steps:

1 **Invoices**
To send a comment or enquire about an invoice click on the invoice tab

2 Click on the '**Invoice number**' to open the invoice

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Coupa allows for communication with Distell via the comments section to send notes or enquires

Process Steps:

3 **Enter Comment**
Populate a comment in the textbox

2 To send the comment click on '**Add comment**'

NOTE : Payment of invoices on Coupa will not be immediate but as per the agreed payment terms between Distell and the supplier

Total Taxes

Lines Net Total			10,000.00
Lines VAT Totals	VAT	15%	1,500.00
Total VAT			1,500.00
Net Total			10,000.00
Gross Total			**11,500.00**

0 Comments ⌄

1 Enter Comment

2 Add Comment

INVOICE STATUSES

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Invoices can have the following statuses:

Status	Description
Abandoned	The disputed invoice has been abandoned. Your customer can choose to notify you of this invoice status change and provide instructions. You can set notification preferences for abandoned invoices.
Approved	The invoice has been accepted for payment by your customer. **Note : Payment is not immediate ,payment will be made as per agreed payment terms between Distell and Supplier**
Disputed	The invoice has been disputed. Invoices with disputed status are invoices with information that your customer does not agree to, needs clarification on, or finds incorrect.
Draft	The invoice has been created, but it has not been submitted to your customer yet.
Invalid	Specific for compliant e-invoices for clearance countries (for e.g.: Mexico). It indicates that a CFDI (Mexican legal invoice form) that you sent failed validation. Invoices with this status are visible only to you, not to your customer.
Pending Approval	The invoice is currently under review by your customer.
Processing	The invoice is being processed by the AP department for due diligence.
Voided	Something is wrong with the invoice. Contact your customer to get the invoice back on track.

DISTELL
CRAFTING BRANDS SINCE 1925

END- THANK YOU