



HOW TO INVOICE ON THE CSP



Course Outline

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**.

 supplier portal

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HomeProfile**Orders**Service/Time SheetsASNInvoicesCatalogsAdd-onsAdmin

OrdersOrder LinesReturnsOrder ChangesOrder Line ChangesShipments


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

ViewAllSearch

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		<div><div></div><div></div></div>

How to Invoice

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

Process Steps:

1 Add new
Click 'Add New' to 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 next to it.

Choose Invoicing Details

* Legal Entity

Select

1 + 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.

2

* 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?

3

* 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

4

Bank Account Country:

South Africa

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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How to Invoice

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

Process Steps:

- Invoicing terms of use**
Accept the invoicing terms of use by clicking on 'I agree'.
- Invoice**
Populate the invoice number generated by your finance system.
- Invoice date**
Populate the date the invoice was created.
- Date of supply**
The date when the good/service was supplied /rendered

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

Select Customer Distell - SIC Supplier

Create Invoice Create

General Info

2 * Invoice #

3 * Invoice Date 2020/10/01

4 * Payment Term V007

Date of Supply 2020/10/01

* Currency ZAR

Delivery Number

Status Draft

Supplier Note

Attachments Add File | URL | Text

From

* Supplier SIC Supplier

* Supplier VAT ID 4888998776

* Invoice-From Address SIC Support, 174 Midrand 6378 South Africa

* Remit-To Address SIC Support, 174 Midrand 6378 South Africa

Bank Name: FNB

Beneficiary Name: SIC Support

Bank Account Number: *****5009

How to Invoice


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

Process Steps:


- 5 **Delivery Number**
Populate the delivery number.
- 6 **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.
- 7 **Attachments**
Here you can attach any supporting documents (e.g. Delivery note) if necessary (this is not mandatory).

Select Customer Distell - SIC Supplier


Create Invoice Create


 **General Info**

* Invoice #

* Invoice Date 2020/10/01 

* Payment Term V007


Date of Supply 2020/10/01 


* Currency  ZAR

5 Delivery Number


Status Draft


6 Supplier Note


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

 **From**

* Supplier SIC Supplier

* Supplier VAT ID 4888998776 

* Invoice-From Address SIC Support, 
174
Midrand
6378
South Africa

* Remit-To Address SIC Support, 
174
Midrand
6378
South Africa

Bank Name: FNB

Beneficiary Name: SIC Support

Bank Account Number: *****5009

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How to Invoice


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

Process Steps:

- 8 Qty**
Populate the quantity you are invoicing for.
- 9 Price**
Populate the price you are invoicing for.
- 10 VAT rate**
Populate the VAT rate.
- 11 Delete** : Deletes the invoice.
Cancel : Cancels the edit page of 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.
- 12 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
	<input type="text"/>	<input type="text"/>

 Add Tag

11     12 



HOW TO PARTIALLY INVOICE



How to Partially Invoice

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

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

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

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

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


Type:  Description: New Savanna promo Qty: 1 UOM: Each Price: 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: Promotion event furni Qty: 1 UOM: Each Price: 10,000.00

PO Line: 85000000100-2 Contract: Supplier Part Number: Billing Notes:

2 



TOGETHER
TOWARDS
TOMORROW

**SEND COMMENTS TO
DISTELL**

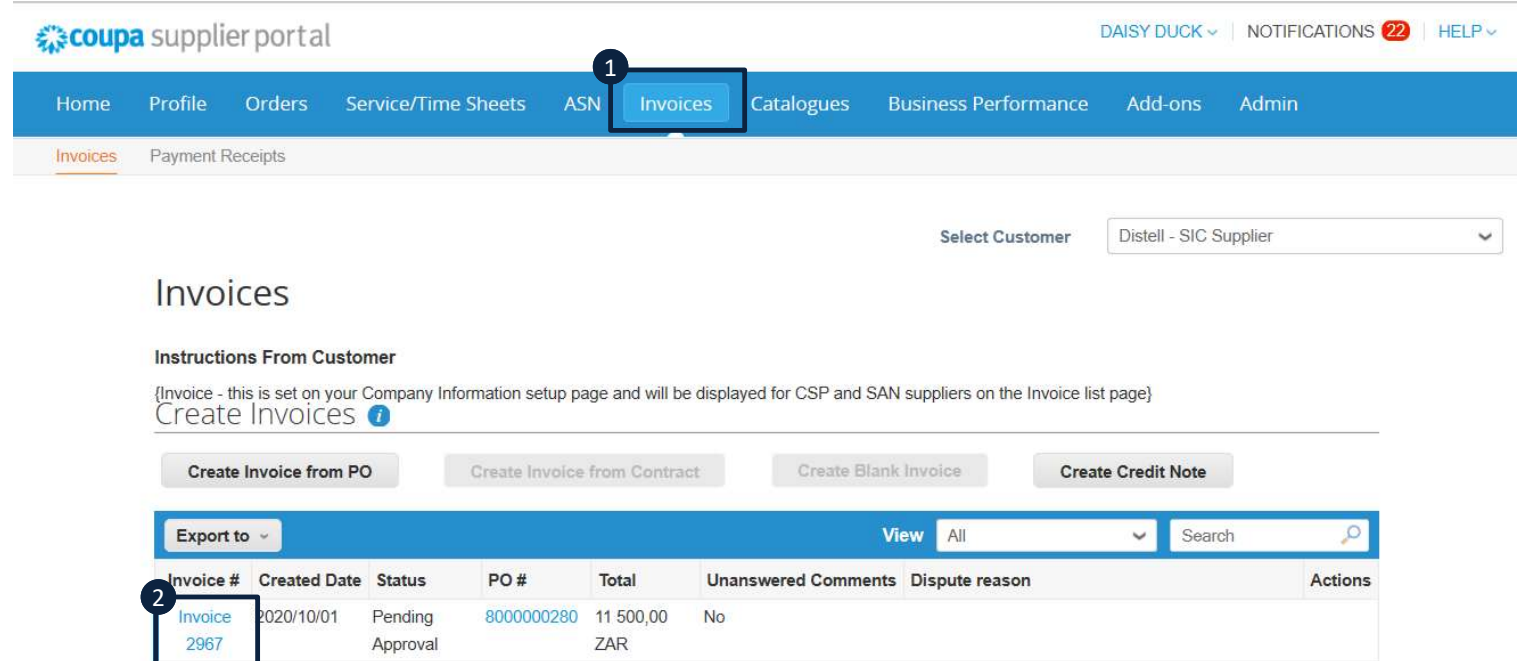


Send comments to Distell

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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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 i

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute reason	Actions
Invoice 2967	2020/10/01	Pending Approval	8000000280	11 500,00 ZAR	No		

Send comments to Distell

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
<hr/>			
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

Invoices Statuses

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.



»»» **END- THANK YOU**

