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Coupa

# Submit Invoice from Purchase Order Email (Suppliers)

*As of September 2019*



## Overview

Invoices can be created directly from the Supplier Actionable Notifications (SAN).



**Note:** The link is sent to the supplier via an email.

## Objective

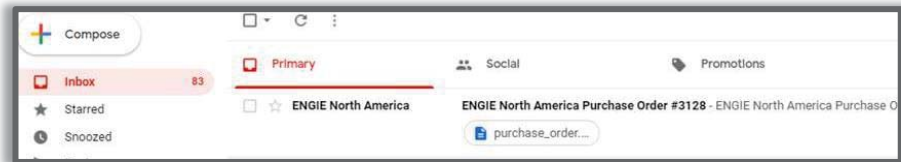
This job aid describes the process to create an Invoice via SAN.

## Steps to Create an Invoice via SAN:

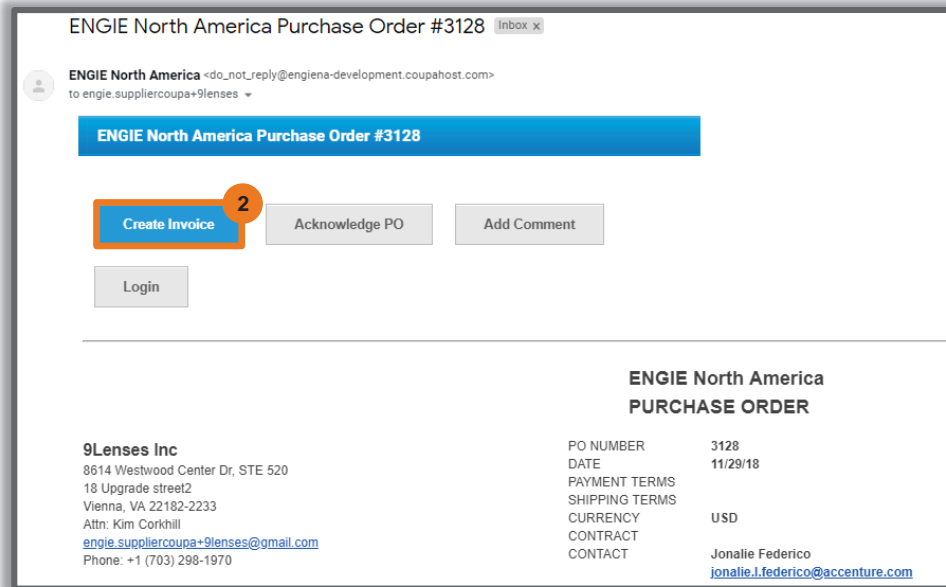
### Email Inbox

Login to your email Inbox.

- 1 Open the Purchase Order e-mail received.



- 2 Click the **Create Invoice** button.



## Choose Invoice From Address

You need to set up the Remit-to Address (step 3 to 5).

- 3 Click the **Create New Remit-To** button.

Customer ENGIE North A

### Choose Invoice From Address

No Invoice From Addresses to choose from.

To add a new address click Create New Remit-To.

Cancel Create New Remit-To

## Enter a new address Screen

- 4 Populate the **Remit-To Address, Tax and Banking Information** fields.
- 5 Click the **Create and Use** button.

The **Remit-To Address** is now displayed on the Invoice screen.

### Enter a new address

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

#### Company Information

Supplier ACCENT FOOD SERVICES, LLC

\* Country United States

#### Address

Remit To Name

\* Line 1

Line 2

\* City

State

\* Postal Code

Preferred Language English

#### Tax Registration

Tax Country United States

Tax ID

Not For Cross-Border Invoices

#### Banking Information

Cancel Create and Use

## Create Invoice

The **Create Invoice** screen displays detailed information on the invoice.



**Note:** Reference the **Submit an Invoice in Coupa Supplier Portal Job Aid** for detailed information on populating the invoice.



**Note:** The "Invoice Date" should be the date that is listed on the invoice

### Create Invoice Create

**General Info**

\* Invoice #

\* Invoice Date

Payment Term Z030

\* Currency

Status Draft

Image Scan  No file chosen

Supplier Note

\* Attachments [Add File](#) | [URL](#) | [Text](#)

**From**

\* Supplier 9Lenses, Inc.

Supplier Tax ID None

\* Invoice From Address 9Lenses   
1458 Hartway Street  
Howard, South Dakota 57349  
United States

\* Remit-To Address 9Lenses   
1458 Hartway Street  
Howard, South Dakota 57349  
United States

\* Ship From Address 9Lenses   
1458 Hartway Street  
Howard, South Dakota 57349  
United States

**To**

Customer ENGIE North America

Buyer Tax ID None

\* Ship To Address 3551 Centennial Road  
RR 2  
Lyn, ON K0E 1M0  
Canada

## Invoices

A confirmation message is displayed stating that **Invoice has been sent for approval**.

Invoices Sign Out

9Lenses, Inc. Invoice #INV\_5678 is pending approval

**Instructions From Customer**

CANADA ONLY: For invoicing in Canada, please ensure you invoice against the tax line included in the purchase order. Do not add tax at the bottom of the page. If a tax line item is not included on the PO, please contact the requester.

View

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
INV_5678	11/29/18	Pending Approval	3128	450.00 USD	No	

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