Coupa

# Submit Invoice or Credit Note in Coupa Supplier Portal (Suppliers)

***As of September 2020***

## Overview

*Invoices or Credit Notes can be created directly from a Purchase Order (PO) in the Coupa Supplier Portal (CSP). Suppliers can also view invoice and payment status.*

## Objective

*This job aid describes the process to:*

- *Create an Invoice via CSP*
- *Create a Credit Note via CSP*
- *View Invoice and Payment Status in CSP*

## Steps to Create an Invoice via CSP:

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<tr>
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*Login to Coupa Supplier Portal*

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1. *Enter the **Email Address**.*
2. *Enter the **Password**.*
3. *Click **the Login** button.*

**Note**: To submit invoices via the Coupa Supplier Portal (CSP) you must be registered. To request an invitation to register, please send an email to engiena-centralprocurement@engie.com.

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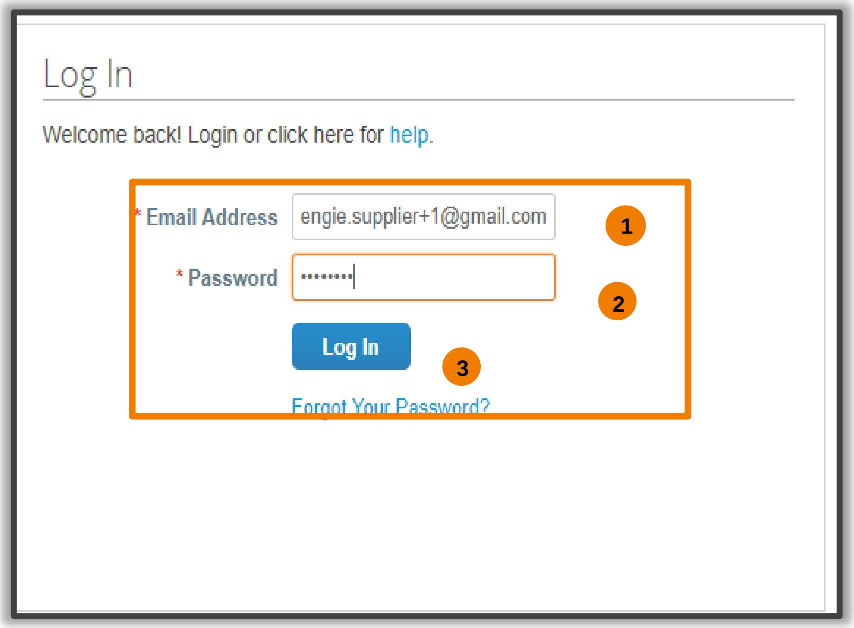


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## Welcome to Coupa Supplier Portal

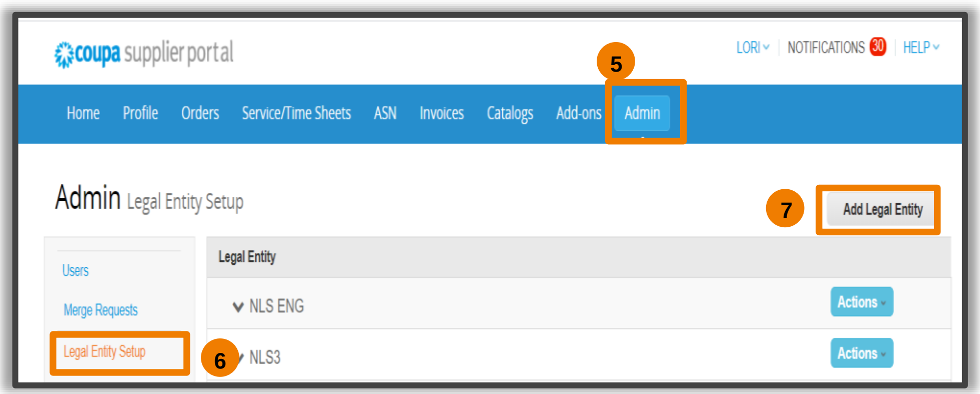
*The Welcome to Coupa Supplier Portal window is displayed.*

4. *Click the **Skip** or **Close** button.*


## Coupa Supplier Portal

*First, the user will need to set up a Legal Entity (step 5 to 16) in the CSP**. If already done, skip to step 17.***

5. *Click the **Admin** tab.*
6. *Got to **Legal Entity Setup**.*
7. *Click the **Add Legal Entity** button.*




**Note**: Any changes applied in the Admin section will not be reflected for invoice payments by ENGIE. Only changes made the '**Profile**' section will be received. Reference the *Create or Update Supplier Information in Coupa Supplier Portal* Job Aid.

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**8** *Populate the following mandatory fields:*

- ***Legal Entity Name***
- ***Country***

**9** *Click the **Continue** button.*

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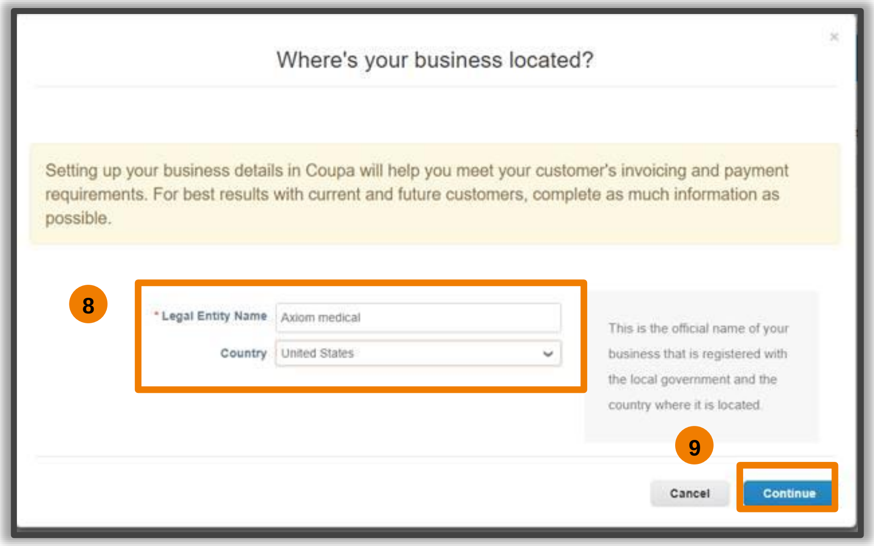


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**10** *Select the required checkbox in the **Which customers do you want to see this?** section*

- ***All***
- ***ENGIE North America***

**11** *Enter the address from where you invoice and populate the following mandatory fields:*

- ***Address Line 1***
- ***City***
- ***Postal Code***

**12** *Check the following fields if applicable:*

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

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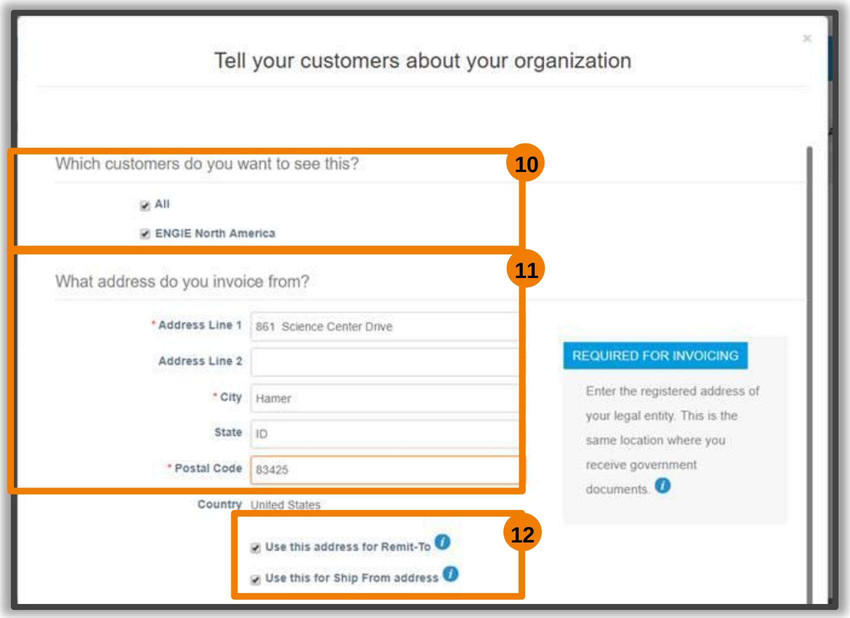


</td>
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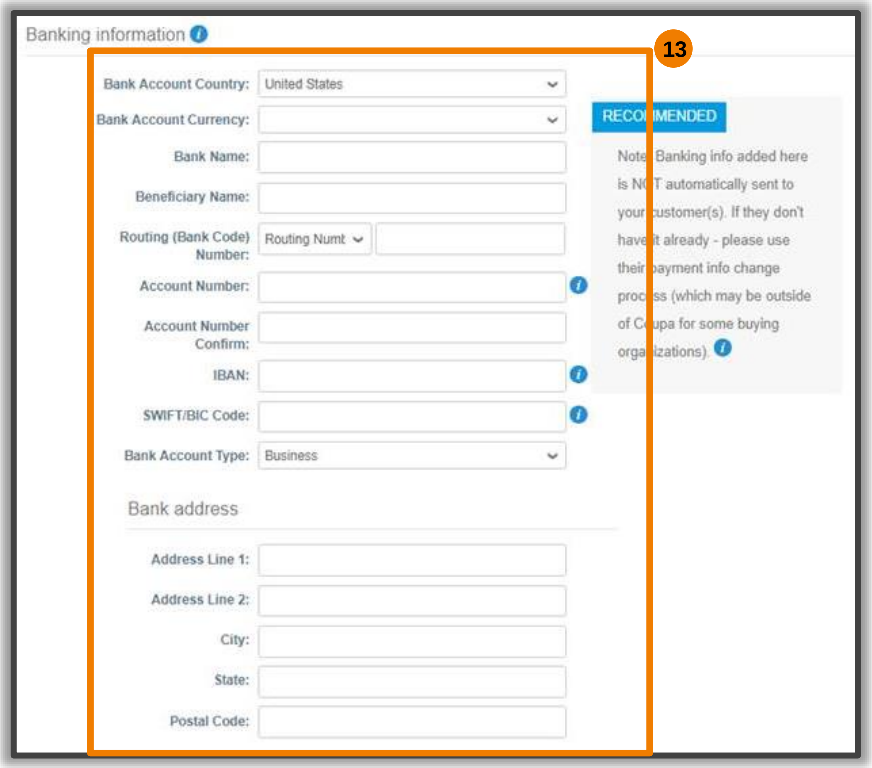
</table>

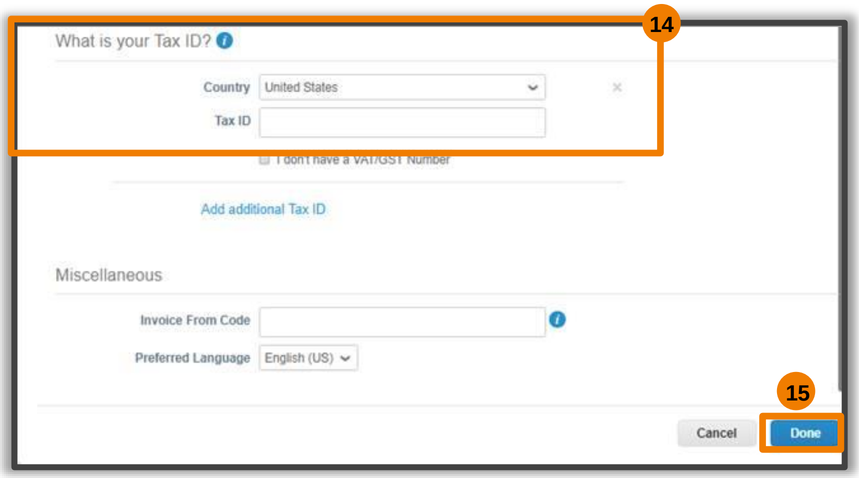
**13** *Populate the* ***Banking Information*** *section and click on* ***Done*** *once completed*

***Note:*** *IBAN****,*** *Swift/BIC Code, and the Miscellaneous fields are not required*




**14** *Scroll down further and enter the Tax ID in the* ***Tax ID*** *field.*

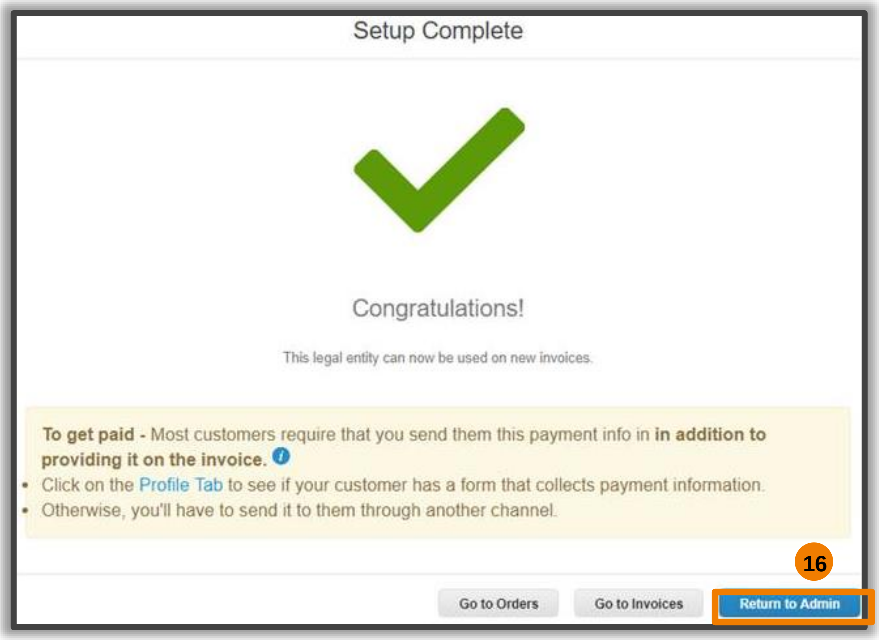
**15** *Click the* ***Done*** *button.*



## Setup Complete

16 Click the ***Return to Admin*** button.

*Now, you can create an invoice.*




## Coupa supplier portal

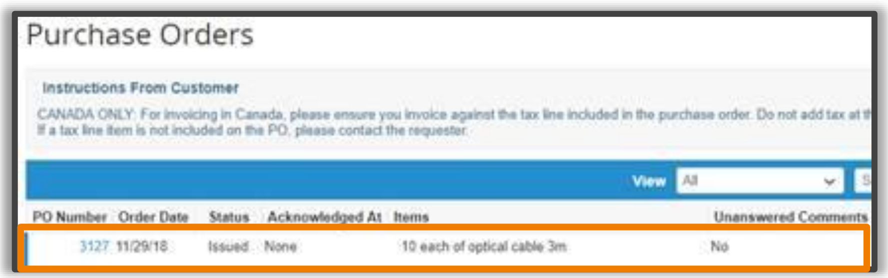
17 *Click the* ***Orders*** *tab.*

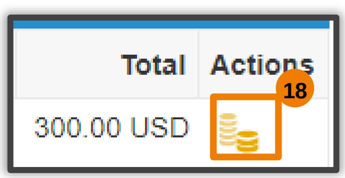

## Purchase Orders

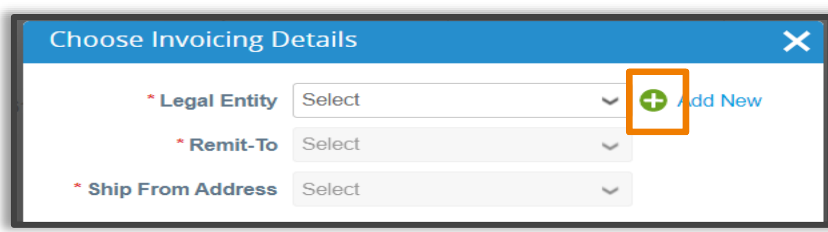
*The* ***Purchase Orders*** *screen includes the list of orders created.*

18 *Click the* ***gold coin*** *icon from the* ***Actions*** *column of the PO for which you wish to create an invoice.*

**Note**: If the supplier doesn't have a **Legal Entity,** after clicking the gold icons, Click Add Legal Entity (+ icon) and follow steps **11 to 19** to create a Legal Entity.



## *Create Invoice*

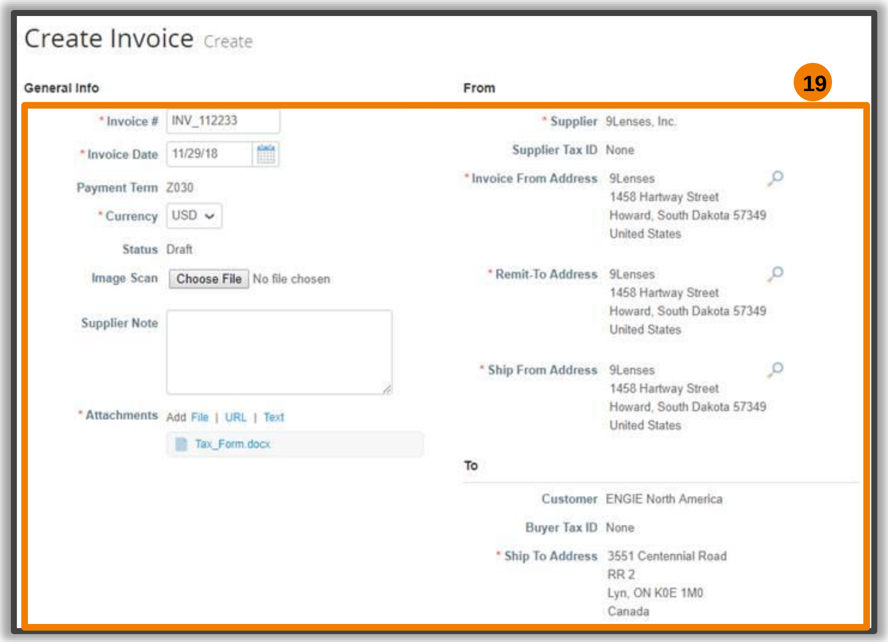
*The **Create Invoice** screen displays detailed information on the invoice.*

19 *Populate the mandatory fields.*

- ***Invoice # - <u>must be less than 16 characters</u>***
- ***Invoice Date***
- ***Currency***
- ***Invoice From Address***
- ***Remit To Address***
- ***Ship From Address***
- ***Attachments***
- ***Ship to Address***

***Note:*** For invoices with retainage, please enter the gross amount. Reference the 'retainage percentage' field on the PO or invoice for the amount of retainage that will be held. For retainage release requests, please submit the request directly to [invoices+retainage@engiena.coupahost.com](mailto:invoices+retainage@engiena.coupahost.com); they cannot be submitted via the Coupa Supplier Portal.

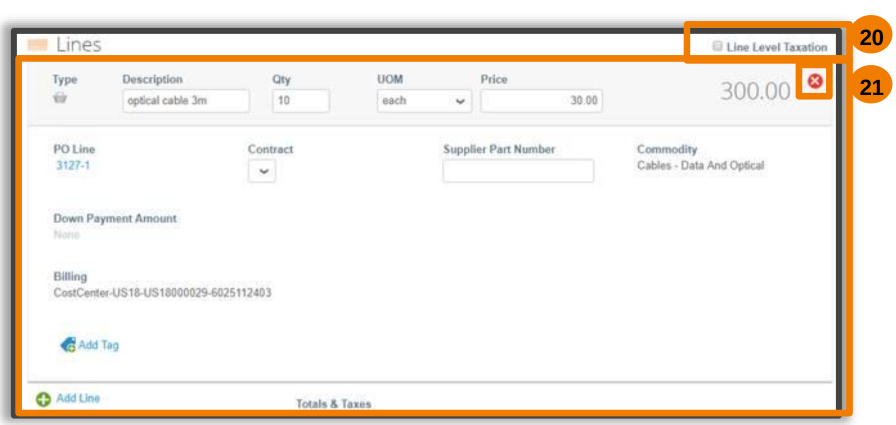
***Note:*** For invoices with lien waivers, please attach the document in **Attachments > File**




20 *It is recommended to enter taxes by invoice line by ticking the '**Line Level Taxation'** checkbox. Please see detailed steps on line level taxation below.*

21 *Scroll down and populate the remaining mandatory fields:*

- ***Description***
- ***Price***
- ***Qty***
- ***UOM***



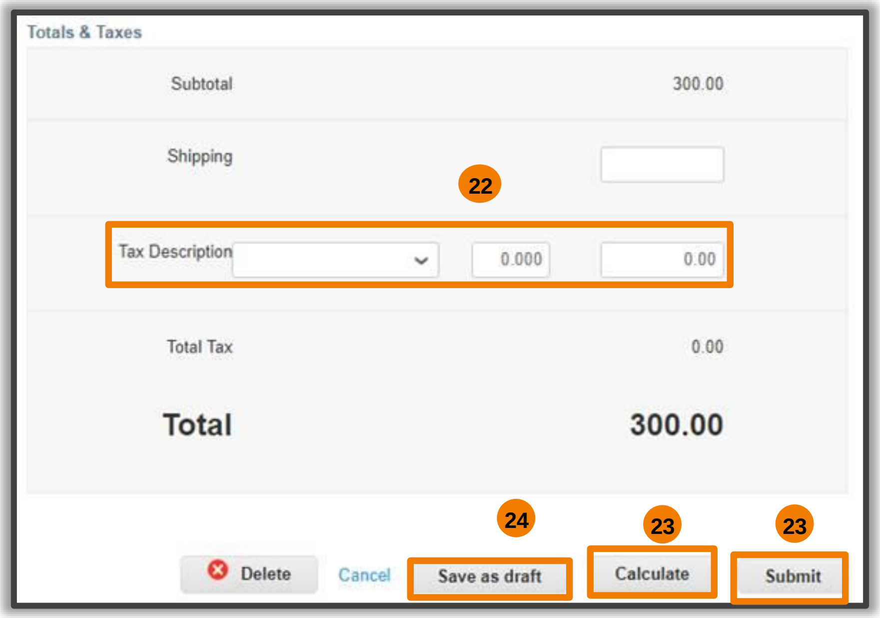
**Note**: The portal will default the invoice line price to the remaining amount on each PO line. **Please make sure to adjust the line price(s) as needed.** If you are not invoicing against a line item, please delete that line using red 'x'. **Please do not submit invoices with lines that include a $0 price.**

22 *Enter a **Tax Rate** or **Tax Amount,** if applicable. If Canadian taxes need to be applied, a tax code must be selected from the drop down.*

23 *Click the **Calculate** button to see invoice totals prior to submitting.*

24 *Click the **Submit** button.*

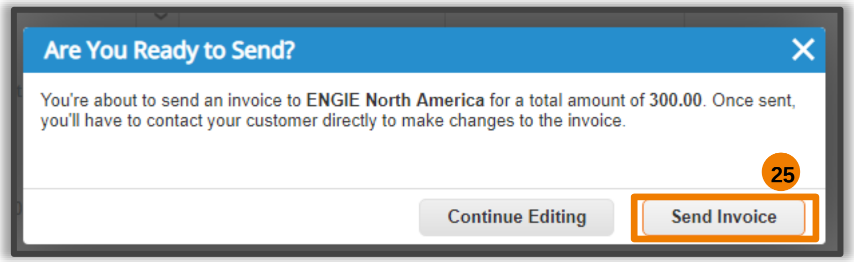
*To save the draft to continue to work on the form later, click the **Save as draft** button instead.*




## *Are you Ready to Send?*

*The **Are You Ready to Send?** pop-up window is displayed with the summary of the invoice.*

25 *Click the **Send Invoice** button.*



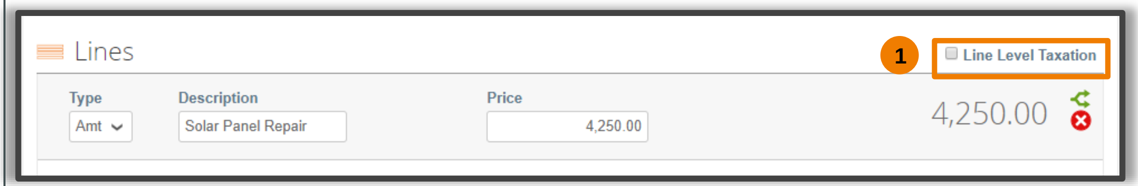
*Invoices*

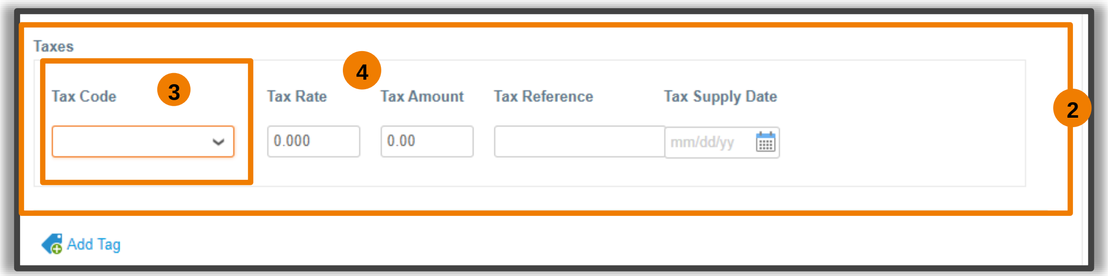
*A confirmation message is displayed stating that **Invoice has been sent for approval**.*

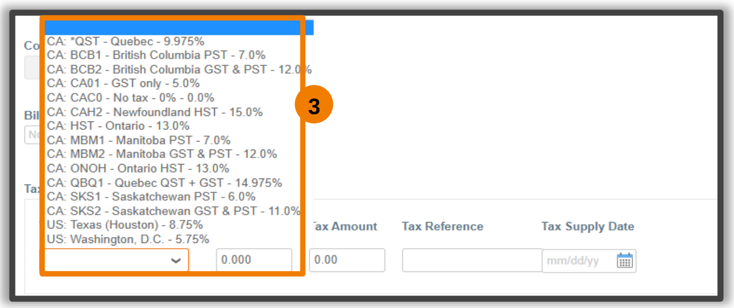

## Steps to Create an Invoice via CSP - Using Line Level Taxation

*Line-Level Taxation*

1. *Click the **Line Level Taxation** tick box located above the line item price information.*
2. *A **Taxes** section is now made available within the line item section of the invoice*
3. *For Canadian Taxes Only - Select the appropriate value within the **Tax Code** dropdown*
4. *Enter the tax value within the **Tax Rate** or **Tax Amount***



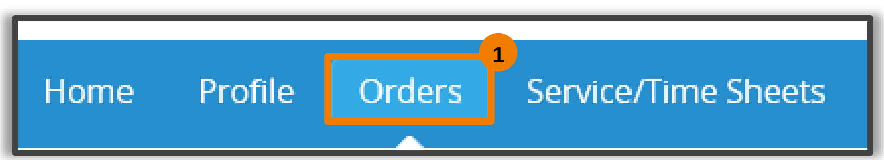




## Steps to Create an Credit Note via CSP:

*Coupa supplier portal*

1. *Click the **Orders** tab.*



## Purchase Orders

*The* ***Purchase Orders*** *screen includes the list of orders created.*

2. *Click the* ***red coin*** *icon from the* ***Actions*** *column of the PO for which you wish to create a credit note.*


## Create Credit Note

*The* ***Create Credit Note*** *screen displays detailed information on the invoice.*

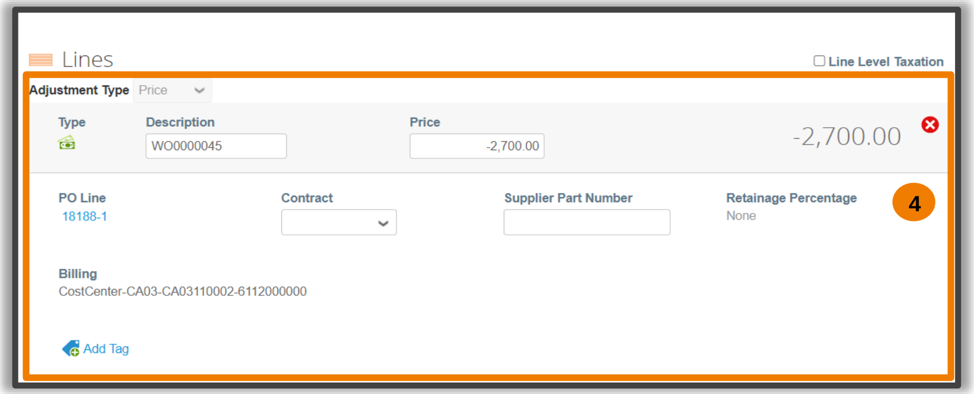
3. *Populate the mandatory fields.*

- ***Credit Note # -*** ***<u>must be less than 16 characters</u>***
- ***Credit Note Date***
- ***Currency***
- ***Invoice From Address***
- ***Remit To Address***
- ***Ship From Address***
- ***Original Invoice #***
- ***Original Invoice Date***
- ***Attachments***
- ***Ship to Address***

4 *Scroll down and populate the remaining mandatory fields:*

- ***Description***
- ***Price***
- ***Qty***
- ***UOM***

**Note**: Please make sure that the Qty or Amount is in negative value. **Adjust the line qty or amt as needed.**

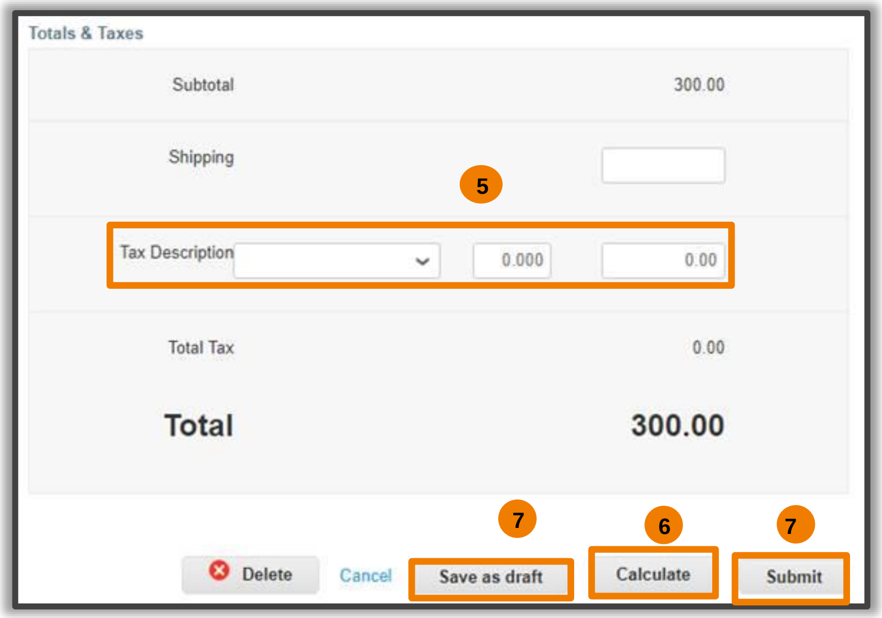



5 *Enter a **Tax Rate** or **Tax Amount,** if applicable. If Canadian taxes need to be applied, a tax code must be selected from the drop down.*

6 *Click the **Calculate** button to see credit note totals prior to submitting.*

7 *Click the **Submit** button.*

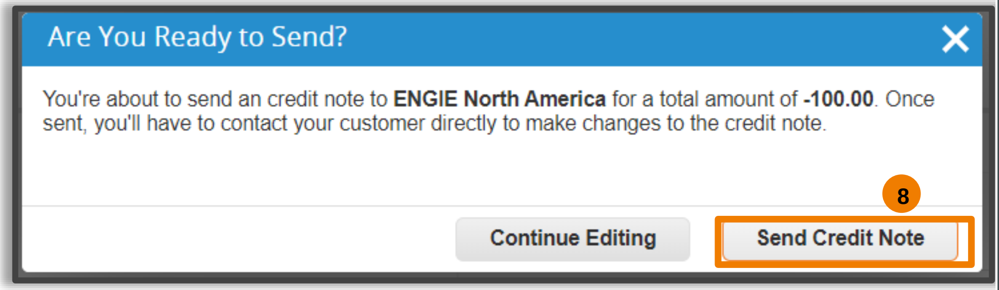
*To save the draft to continue to work on the form later, click the **Save as draft** button instead.*




*Are you Ready to Send?*

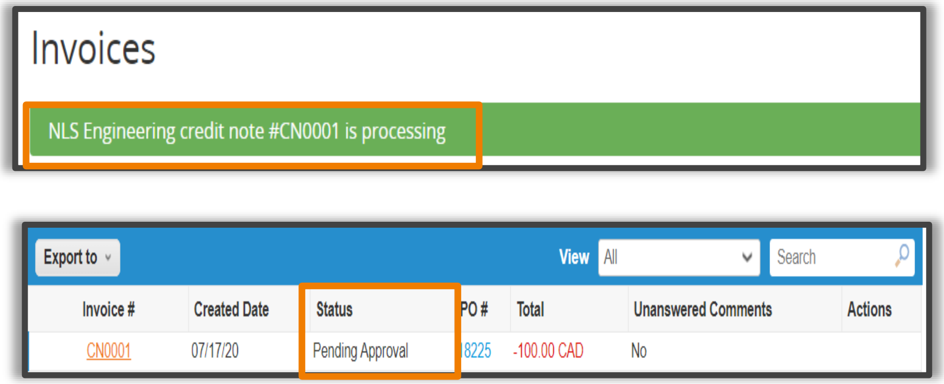
*The **Are You Ready to Send?** pop-up window is displayed with the summary of the invoice.*

8 *Click the **Send Credit Note** button.*



### Invoices

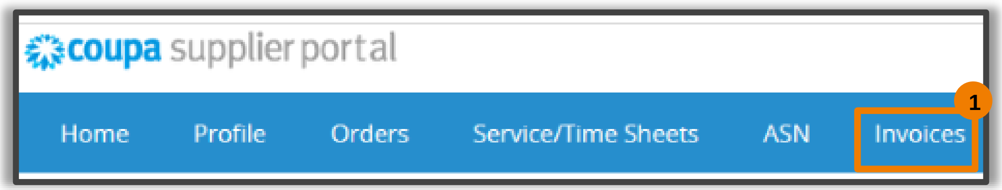
*A confirmation message is displayed stating that **Credit Note is Processing**. Then **Credit Note Status** ends to **Pending Approval**.*




## Steps to View Invoice Status via CSP

### Coupa supplier portal

1. *Click the **Invoices** tab.*

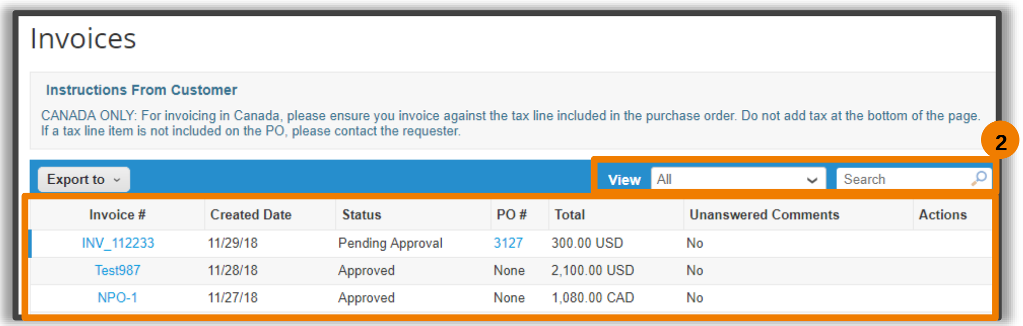



### Invoices

*The Invoices screen displays the list of invoices created in CSP.*

2. *Click the required invoice from the list to view the details.*

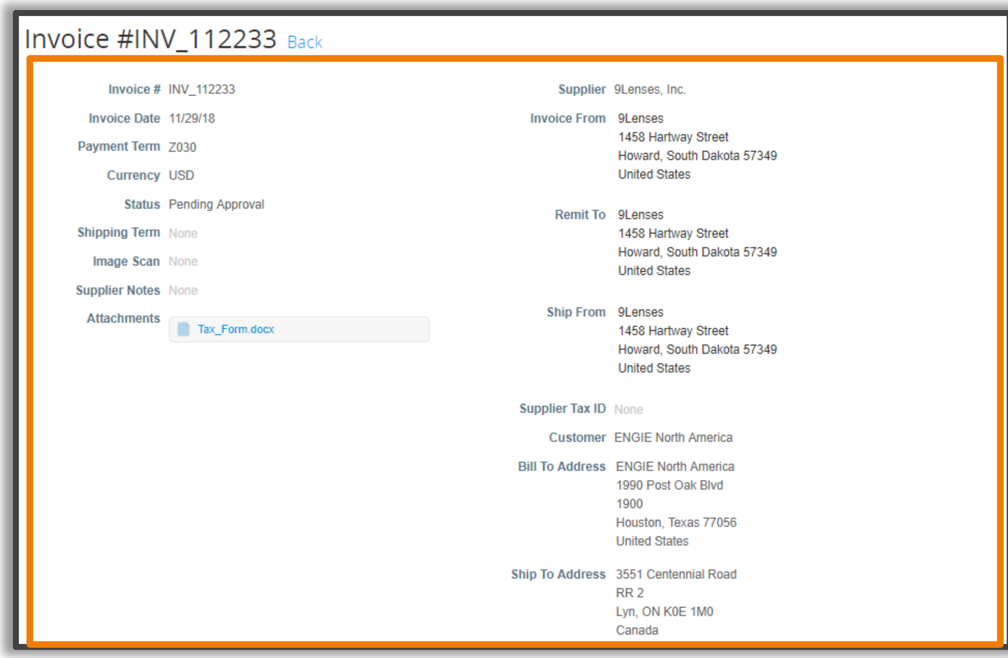
*You can also use the search bar to filter the list with a search term or click the **View** drop-down list to perform advanced filtering.*

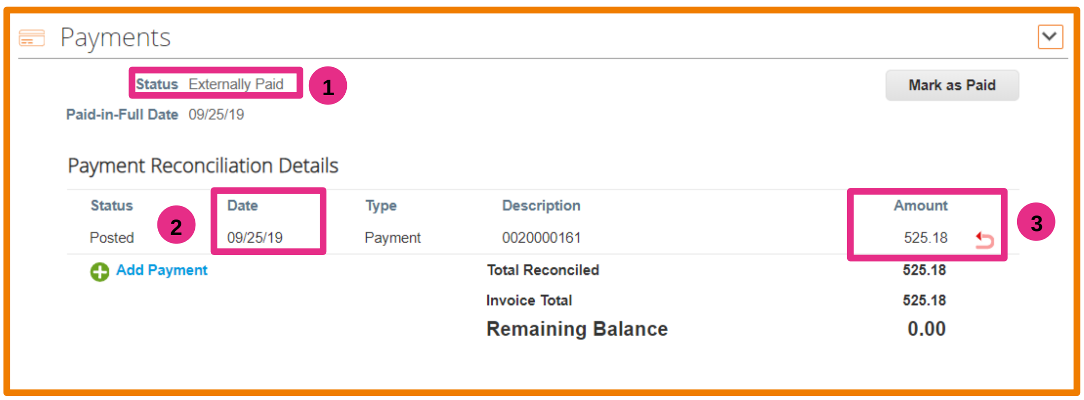


*Invoice #.*

*The Invoice is displayed with the Payment Information.*

1. ***Status:*** *Payment Status*
2. ***Payment Date:*** *Date the Invoice is Paid.*
3. ***Amount Paid:*** *Total Amount Supplier will be receiving.*

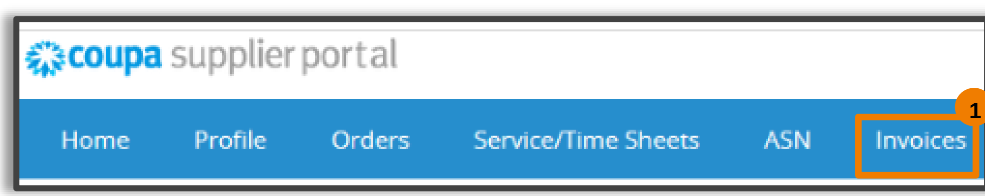



## Steps to View Invoice Payment Information via CSP

*Coupa supplier portal*

1. *Click the* ***Invoices*** *tab.*



## *Invoices Screen*

*The Invoices screen displays the list of invoices created in CSP.*

2 *Click the **View** drop-down list and Select **Payment Information**.*

*The Invoice Payment Information is displayed.*