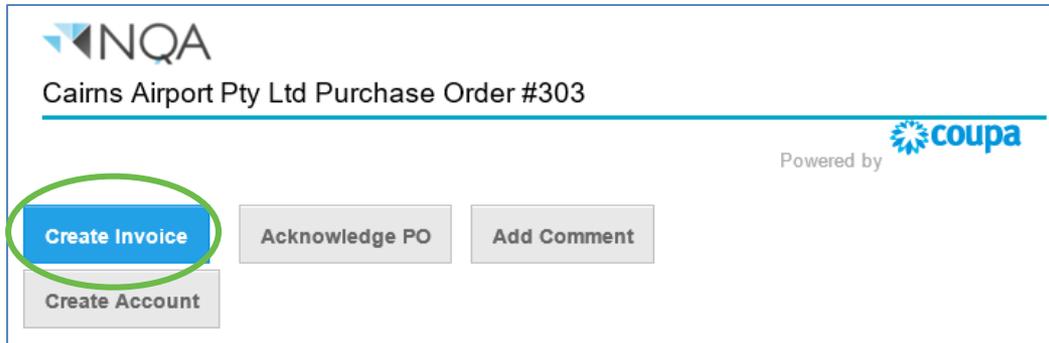


Invoice Process

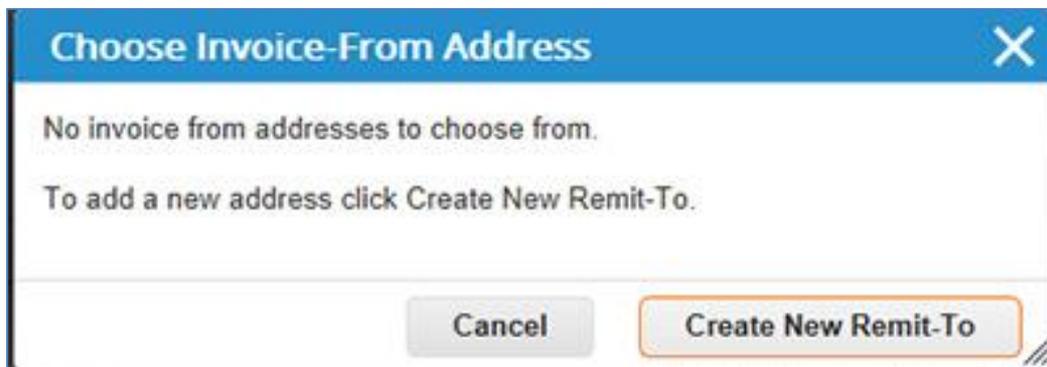
Coupa User Guides



Submitting an Invoice from the Purchase Order Email (Flip)



If this is your first time flipping a Purchase order, the box below will appear: Click “Create New Remit-To”



Submitting an Invoice from the Purchase Order Email (Flip)

1. Complete Company Information, Address and Tax Registration (ABN) - **Do not complete the Banking information section. We will already have your bank account details on file. To make changes to your bank account details, please contact our Accounts Payable department.**

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

* Country

Address

Remit to name

* Line 1

Line 2

* City

County

* Post Code

Preferred Language

Tax Registration

Tax Country

Tax ID

Not For Cross-Border Invoices

Banking Information

NOTE: Banking information is required for compliant invoicing when indicated (with a *). Otherwise, banking info here is not remitted and will remain private.

Submitting an Invoice from the Purchase Order Email (Flip)

2. Click “Create and Use”

You will be taken to the Tax invoice Create Screen. Follow steps 1-8 below (note ABN, invoice from, remit-to and ship-from details are blanked out in this example but will appear on your site).

IMPORTANT - A valid tax invoice, in the correct company name, as listed on the purchase order, must be attached before the invoice can be submitted for payment (step 3).

The screenshot shows a web form titled "Enter a new address" with a close button (X) in the top right corner. Below the title is a brief instruction: "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." The form is organized into several sections: "Company Information" with a "Supplier" dropdown menu and a "Country" dropdown menu set to "United States"; "Address" with input fields for "Remit to name", "Line 1", "Line 2", "City", "County", and "Post Code", along with a "Preferred Language" dropdown menu set to "English"; "Tax Registration" with a "Tax Country" dropdown menu set to "United States", a "Tax ID" input field, and a checkbox for "Not For Cross-Border Invoices" which is currently unchecked; and "Banking Information" with a note: "NOTE: Banking information is required for compliant invoicing when invoicing (with a *). Otherwise, banking info here is not remitted and will remain private." At the bottom of the form are two buttons: "Cancel" and "Create and Use", with the "Create and Use" button circled in red.

Submitting an Invoice from the Purchase Order Email (Flip)

NQA Sign Out

Create Invoice Create

General Info

* Invoice # **1.**

* Invoice Date **2.**

Payment Term ZB30

* Currency

Status Draft

* Image Scan **3.**

Supplier Note

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

From

* Supplier MTM Industries

Supplier ABN

* Invoice-From Address

* Remit-To Address

* Ship-From Address

To

Customer Cairns Airport Pty Ltd

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
<input type="button" value="trash"/>	Test goods/services	10.00	Each	100.00	4. 4b. ✖ 1,000.00

PO Line Contract

Period Supplier part number

Billing
BLANK-280400-45008

Submitting an Invoice from the Purchase Order Email (Flip)

[+ Add Line](#)

Total Taxes

Lines Net Total	1,000.00
-----------------	----------

Shipping

Tax %

Tax Reference

Tax **5.** %

Total Tax	0.00
Net Total	1,000.00
Total	1,000.00

6. **7.**

coupa
Business Spend Management • English (New Zealand)

Submitting an Invoice from the Purchase Order Email (Flip)

1. Enter the tax invoice number **exactly as per your own organisation's TAX invoice.**

Please note: This is the invoice number generated by your accounting system. Do not list multiple invoice numbers in this field or any additional letters or numbers.

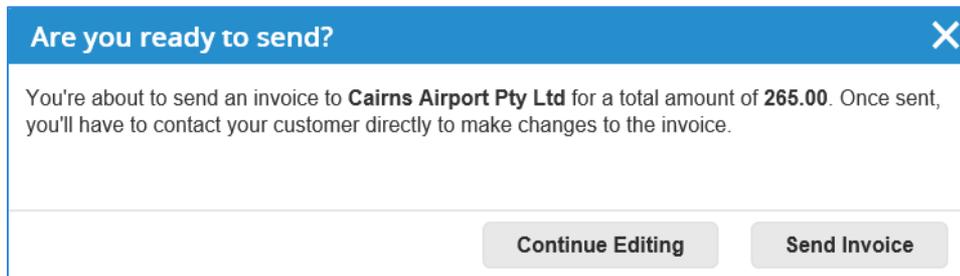
2. Select the Invoice date from the calendar.
3. Attach an electronic copy of your valid tax invoice. Click on "Choose File" and select the appropriate location.
4. Check the information contained on each line. Amend the quantity and/or price of each item/service as required:
 - a) Example: You have an order for a quantity of 1 x \$1000 Exc GST however the agreed cost was \$1500 Exc GST. Change the price from \$1000 to \$1500 Exc GST.
 - b) Delete any PO lines for items/services that you are not delivering/charging for on this invoice by clicking the red X sign (x) on the applicable line.
5. Check the correct GST has been applied. Change if required.

Submitting an Invoice from the Purchase Order Email (Flip)

5. Check the correct GST has been applied. Change if required.



6. Click “Calculate” and ensure the values being invoiced are the same as the values on the attached PDF tax invoice.
7. Click “Submit”.
8. Coupa will ask you to confirm you are ready to submit the invoice. Once you have clicked the send invoice button you will be re-directed to the invoices screen.



Submitting an Invoice from the Purchase Order Email (Flip)

Additional Notes

Creating Multiple Invoices from a Single Purchase Order

If a single PO relates to multiple invoices from your accounting system, you must delete the irrelevant PO lines for each invoice created.
In this example we use the one PO to create two invoices.

Example
Invoice 1234
PO 1001
Line 1 – Verify Qty and Price
Line 2 Delete (as not charging)
Line 3 Verify Qty and Price
Line 4 Delete (as not charging)

Example
Invoice 1235
Go back into PO 1001 and select create invoice
Line 1 – Delete
Line 2 Verify Qty and Price
Line 3 Delete
Line 4 Verify Qty and Price



Invoice Payment

You will receive notification when your invoice has been approved, and you can expect payment in line with your negotiated terms of payment – for example, if your negotiated terms of payment are 14 days you can expect payment then. Note, our default terms of payment are 30 days.

Submitting an Invoice from the Coupa Supplier Portal (CSP)

When you are ready to submit an invoice for payment, login to the Coupa Supplier Portal <https://supplier.coupahost.com/>

Create Invoice

1. From the Orders screen, identify the PO that you want to “flip” into an Invoice.

coupa supplier portal

MTM | NOTIFICATIONS 12 | HELP

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

Orders Order Lines

Select Customer Cairns Airport Pty Ltd

Configure PO Delivery

Purchase Orders

Click the [icon] Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
306	05/24/19	Issued	05/24/19	10 Each of Test goods/services	No	1,000.00 AUD	[icon]

Submitting an Invoice from the Coupa Supplier Portal (CSP)

Purchase Orders

Click the  Action to Invoice from a Purchase Order

View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
306	05/24/19	Issued	05/24/19	10 Each of Test goods/services	No	1,000.00 AUD	

2. Click on PO Number **OR** click on the gold coins – for this exercise, we’ve clicked on the PO Number

coupa supplier portal

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

Select Customer: Cairns Airport Pty Ltd [Configure PO Delivery](#)

Purchase Order #306

Status: Issued - Sent via Email

Order Date: 05/24/19

Revision Date: 05/24/19

Requester:

Email:

Payment Term: ZB30

Attachments:  Test goods and services comment to supplier

Acknowledged

Shipping

Ship-To Address: Level 2
Airport Administration Centre
Cairns, QLD 4870
Australia
Location Code: CAIRNS
Attr:

Terms: None

Lines

Advanced Search Sort by Line Number: 0 → 9

Type	Item	Qty	Unit	Price	Total	Invoiced
	Test goods/services	10	Each	100.00	1,000.00	0.00

Need By: 05/27/19 Part Number: None

Per page 15 | 45 | 90

Total: 1,000.00 AUD

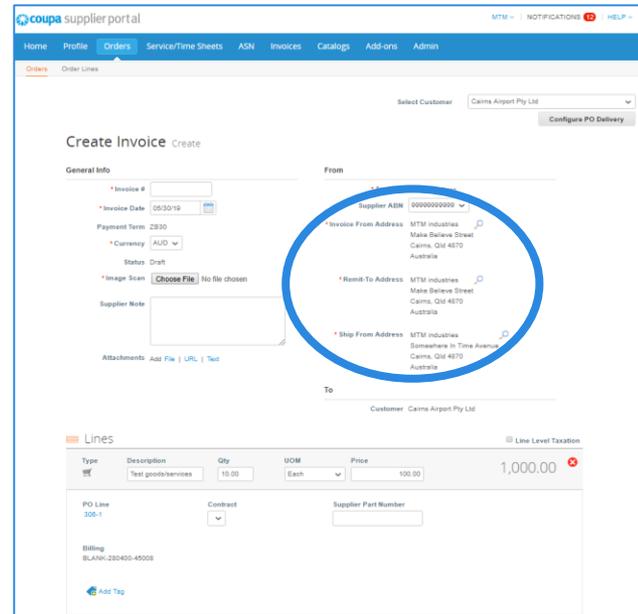
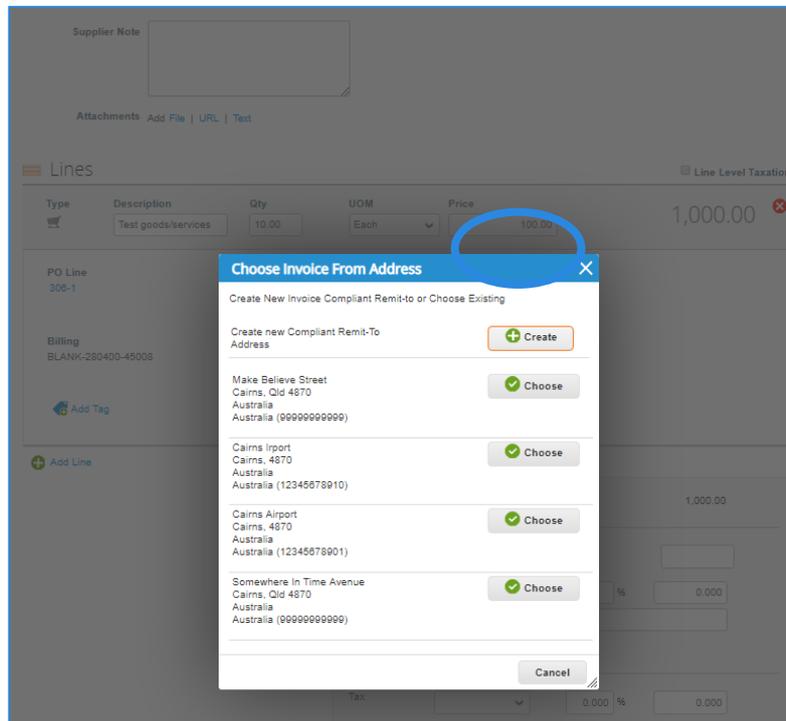
[Create Invoice](#) [Save](#) [Print View](#)

3. The Purchase Order will appear on your screen

4. Click on “Create Invoice”

Submitting an Invoice from the Coupa Supplier Portal (CSP)

- 5. Coupa will start to produce an invoice and ask you to create a new invoice compliant remit-to address, or you can choose existing - this example presses the first 'Choose' button.
- 6. Review and update the 'Invoice From' address, 'Remit-to' address and 'Ship From' address as needed.



You can then complete your invoice per the 8 step process detailed above.

Invoice Payment

You can check the status of the invoice under “Invoices” once it has been submitted. Invoices are processed automatically and if they meet the criteria set by Cairns Airport, they will be approved immediately.

You will receive notification when your invoice has been approved, and you can expect payment in line with your negotiated terms of payment – for example, if your negotiated terms of payment are 14 days you can expect payment then. Note, our default terms of payment are 30 days.

The screenshot shows the Coupa Supplier Portal interface. The navigation bar includes Home, Profile, Orders, Service/Time Sheets, ASI, **Invoices** (circled in blue), Catalogs, Add-ons, and Admin. The main content area is titled "Invoices" and includes a "Select Customer" dropdown menu set to "Cairns Airport Pty Ltd". Below this, there are buttons for "Create Invoice from PO", "Create Invoice from Contract", "Create Blank Invoice", and "Create Credit Note". A table below shows the following data:

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
100530-101	05/30/19	Approved	305	1,100.00 AUD	No	



Creating an Invoice for Multiple Purchase Orders

If your tax invoice contains items or services associated with multiple Cairns Airport Purchase Orders, you (the supplier) cannot submit this invoice through the Coupa Supplier Portal. If this is a common occurrence there is a CSV invoicing option that can be explored. To request more information, please email coupa@cairnsairport.com.au