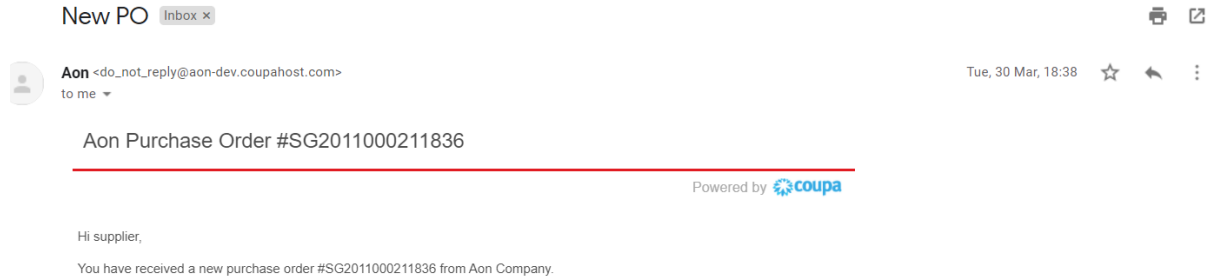


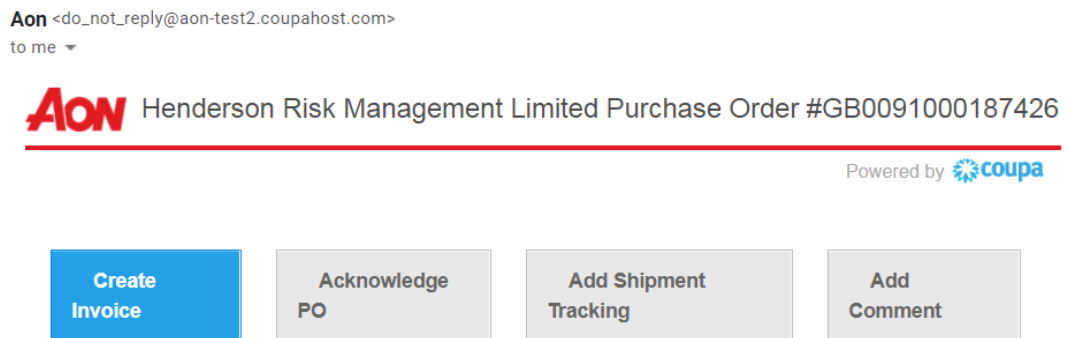
Supplier Invoicing - PO flip

Coupa offers the possibility to create an invoice via the purchase order e-mail (as known as “flipping the PO”).

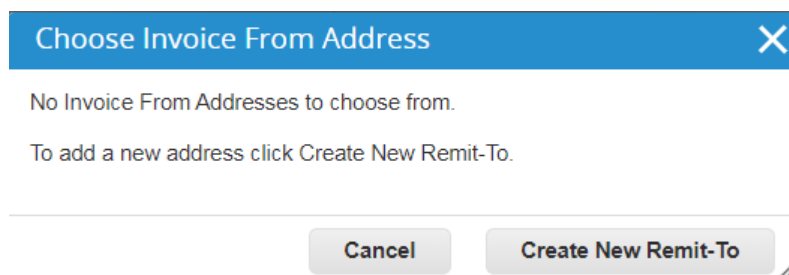
- Using this option, you will receive a Purchase Order to the indicated e-mail address.



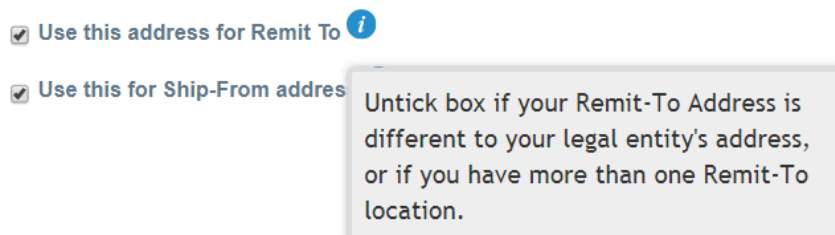
- In the message there are buttons which allow you to take an action.



- It is not possible to create a credit note using PO flip.
- When attempting to create an invoice for the first time, you will be requested to create the new remit-to.



- Fill the **red asterisk** fields (e.g. Type of Company, Address, VAT ID).
- The address which is being created will be by default used as Remit-to and Ship From address.





- Once all obligatory fields are updated, click on **“Create and Use”**.



- Then you will be asked to accept **“Terms of Use”**.

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.

I Accept

- After clicking a **“Create Invoice”** button, you are automatically transferred to Create Invoice view in Coupa.
- Scan of the original invoice in PDF must be attached in the **“Image Scan”** section (except US, Canada, United Kingdom, Australia, **Germany** and the Netherlands). You can add additional files (e.g. an excel file) in the **“Attachments”** field.
- Remit-to Address** and **Ship from Address** must be chosen by a supplier.
- When creating an invoice for the first time, the system will ask you to create a Remit-To address.
- If you have only one Remit-To, it will be set as a default.

Create Invoice Create

General Info

* Invoice #

* Invoice Date 05/07/20

Payment Term 30D

Date of Supply 05/07/20

* Currency GBP

Delivery Number

Status Draft

Image Scan No file chosen

Supplier Note

Attachments

Cash Accounting Scheme

Early Payment Provisions

Margin Scheme

From

* Supplier

* Supplier VAT ID

* Invoice From Address

test1uk
city1uk
88888
United Kingdom
LTD.

* Remit-To Address

test1uk
city1uk
88888
United Kingdom

* Ship From Address

test1uk
city1uk
88888
United Kingdom


To

Customer Aon

* Bill To Address Henderson Risk Management Limited
178735 Upgrade street
178735 Upgrade street2
San Mateo, CA 11111
United States

* Buyer VAT ID GB

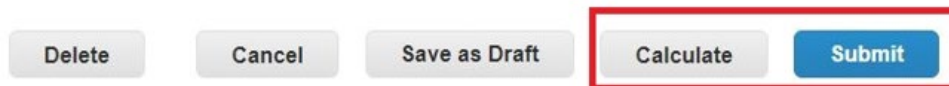
Note: Please click [here](#) to familiarize yourself with the Coupa compliant invoicing requirements. If you are located in a country, listed here, you are not required to complete the ‘image scan’ section. If the country you are invoicing us from is not listed, a scan of the original invoice in PDF must be copied in the “Image Scan” section when submitting your invoice.

- Every PO line stands for different product ordered.
- To invoice a PO partially:
 - Change quantity (for a quantity-based PO) or price (for a service-based PO).
 - Delete chosen line. 
- For taxation you can:
 - Select "**Line Level Taxation**" to choose different tax rate for each line. For some countries line level taxation is required and in such a case, a vendor does not see a general tax field.
 - Enter a general tax in "**Tax**" at the bottom of the page – it will be applicable to all the lines.

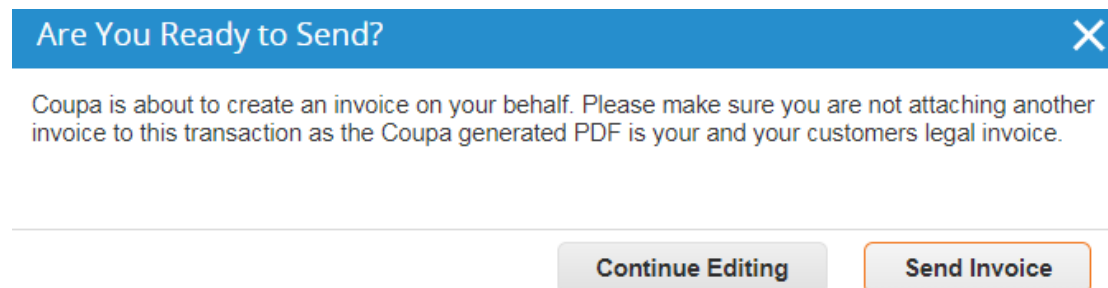
Note: For each country there are different rates available. For U.S. the only rate is 0% and then a vendor must enter the tax rate himself.

For suppliers from certain regions a word "**Tax Description**" is substituted with "**VAT Rate**".

- **Remember to always click "Calculate" after changing any value on an invoice.**
- You can delete invoice, save it as draft or submit it to your client.



- The following pop-up window will appear after you submit an invoice. If the country you are invoicing us from is not listed [here](#), a scan of the original invoice in PDF must be attached in the "Image Scan" section when submitting your invoice.



- You will be updated via the primary contact email address about the processing status.

Important remark: In case you get the notification that the invoice was disputed, you must create the new one with a different number (e. g. original invoice_1). There is no possibility to create two invoices with the same invoice number.