

# Coupa Supplier Portal (CSP) Invoice & Credit Note Training Guide

October 2023

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# Invoice: Create Invoice from PO



# Invoice: Create Invoice from PO (2/7)

Fill out the form fields in the General Info section, fields marked with \* are mandatory

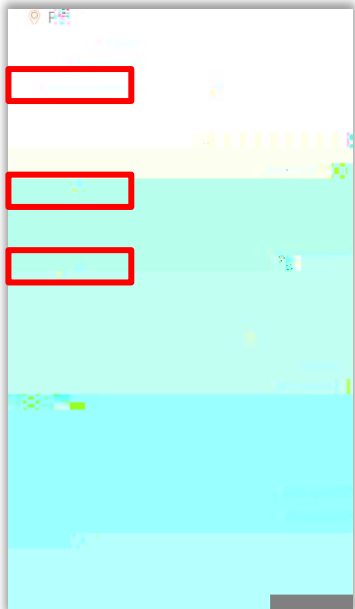
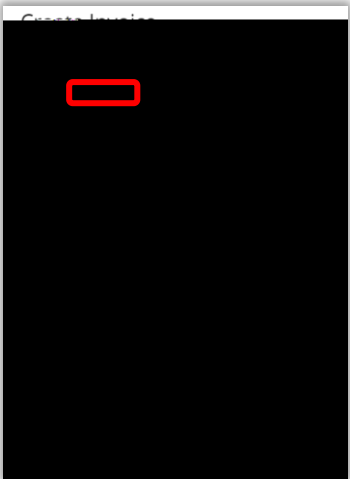
Fill out the fields in the From and To sections

If the , - or do not appear, click the magnifying glass to select the respective addresses

do not appear, click the magnifying glass to select the respective addresses

If there is nothing to select, you have not completed the E-invoicing setup

Refer to the Tax Guidance section for instructions on VAT ID



# Invoice: Create Invoice from PO (3/7)

Coupa E-Invoicing is designed to enable compliance with regulatory requirements imposed on sending / receiving electronic invoices by the respective tax jurisdictions in the supported countries. See list of Coupa compliant e-invoicing countries in Additional Information Section of training document.

For non Coupa e-compliant invoicing countries, it is mandatory for you to attach a copy of an invoice generated from your system as well

If there are multiple invoices for a purchase order, they must be submitted separately

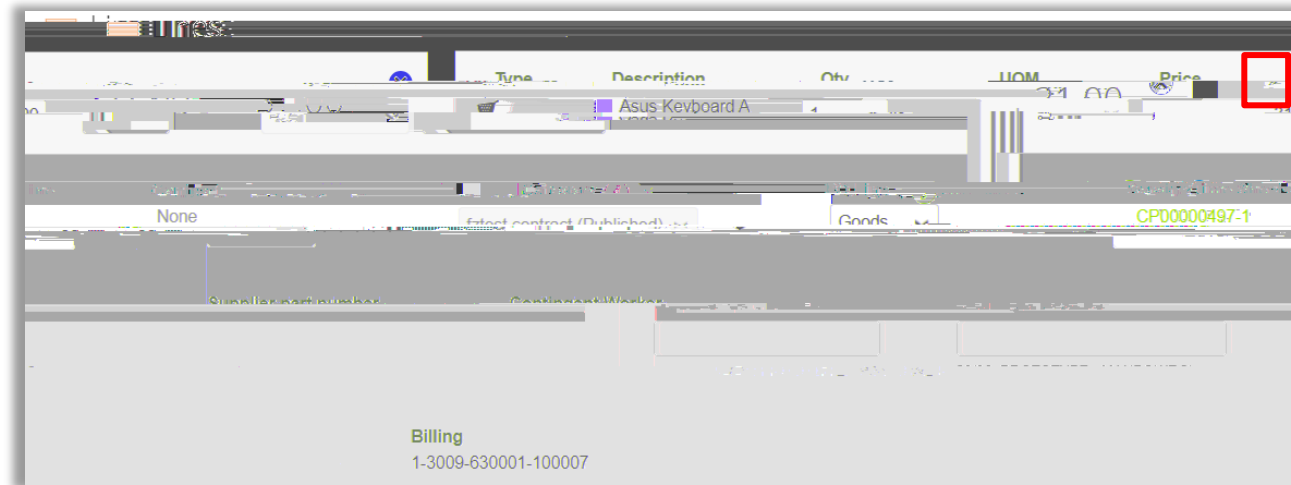
# Invoice: Create Invoice from PO (4/7)

Scroll down to the Lines section to review or edit lines

Edit the Quantity/Price if you are sending a partial invoice

If you need to delete a purchase order line or you are invoicing against a purchase order with multiple lines, please next to the line you are not using (next by the line total amount)

Example: A purchase order was created for the entire year by months and you are invoicing only for March, you will have to delete the other 11 lines to submit the invoice correctly



# Invoice: Create Invoice from PO (5/7)

Fill in the Taxes subsection for each PO line

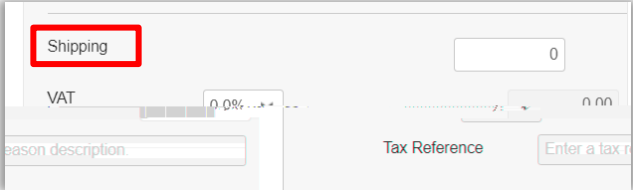


# Invoice: Create Invoice from PO (6/7)

Add  charges at the invoice summary if applicable

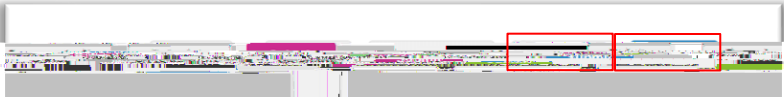
Assign VAT rates to shipping and handling charges like you did for the invoice lines

Tax Reference: For zero rated and exempt transactions, Coupa will require you to enter a relevant reference or any indication for these items to indicate why the supply is not subject to VAT



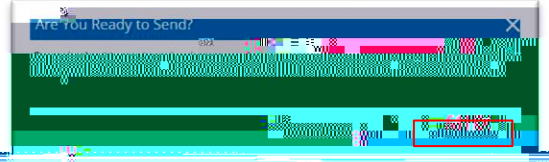
Click on  to ensure the changes are calculated

Click  to save the invoice for later



Click  when ready to submit the invoice

After hitting Submit, a the pop-up confirmation window appears, click on the



# Invoice: Create Invoice from PO (7/7)

Add comments to the requester or Babcock, and then click on

You will receive a notification and will also be able to see their response here



# Creating Credit Notes

# Create a Credit Note from PO (1/8)

Through the following steps you will be able to flip a PO into an Credit Note using the CSP.

Login to CSP and select the **Orders** tab and on the sub-tab section select **Orders** again

for the required PO or locate it in the **Orders** table

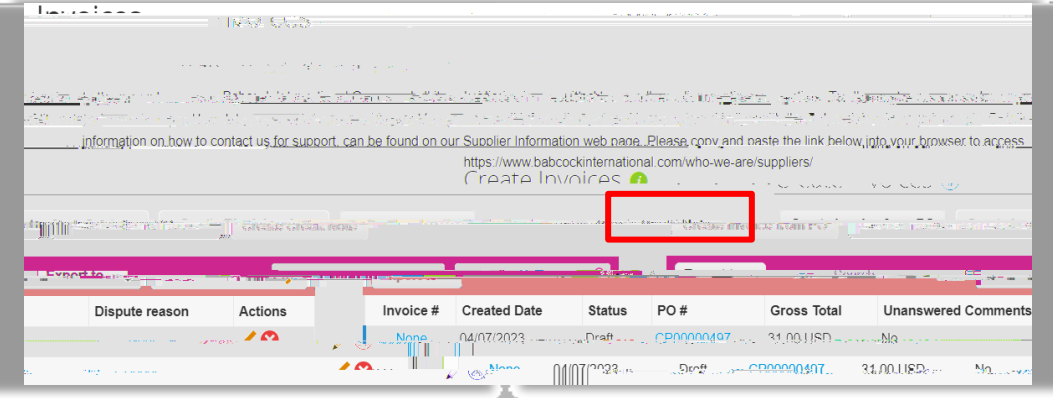
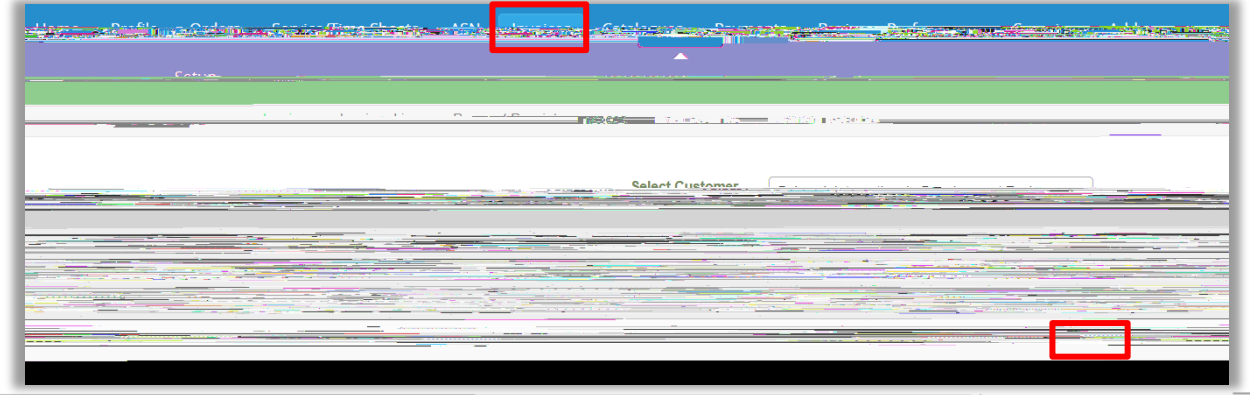
Locate the icon displaying orange coins and select it to arrive on the credit note page



# Create a Credit Note from PO (2/8)

You will be presented with a pop up banner which will ask to read the terms and conditions

Click  
Select



# Create a Credit Note from PO (3/8)

On the pop-up screen, select the applicable and click on

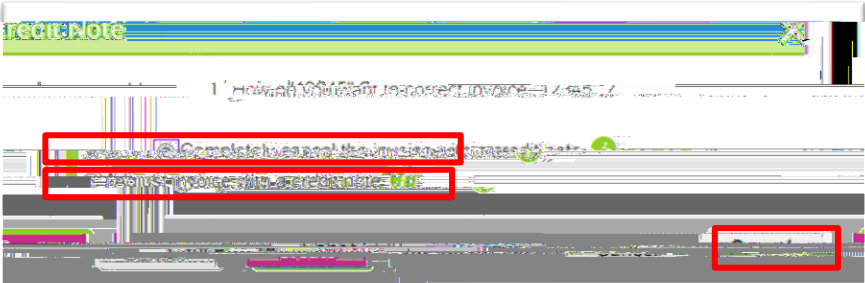
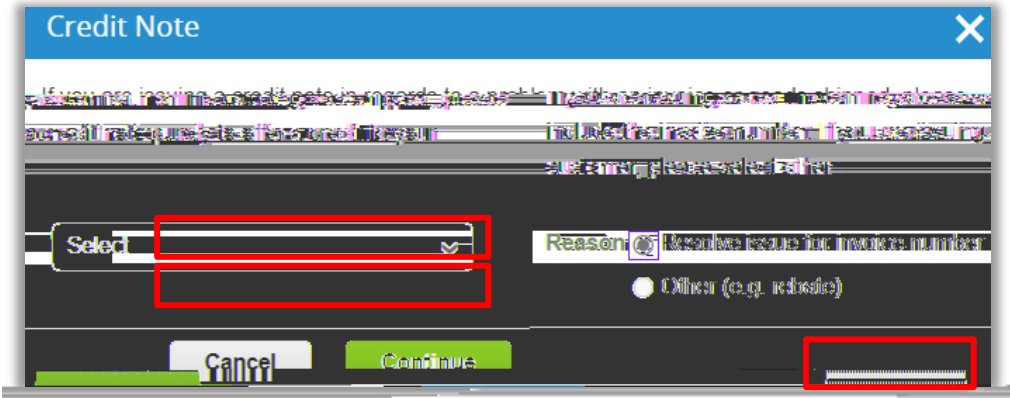
if relevant or the

option if

If invoice related, on the next pop-up choose whether or not to the invoice

or to

Finally, click



# Create a Credit Note from PO (4/8)

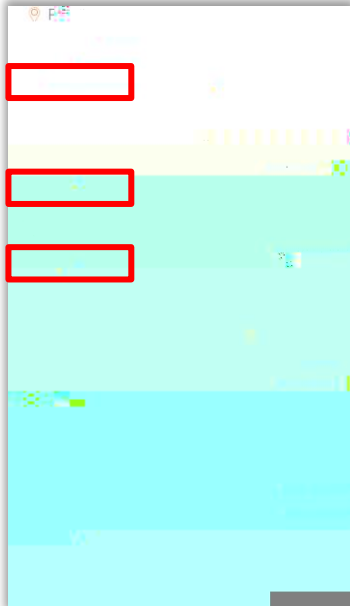
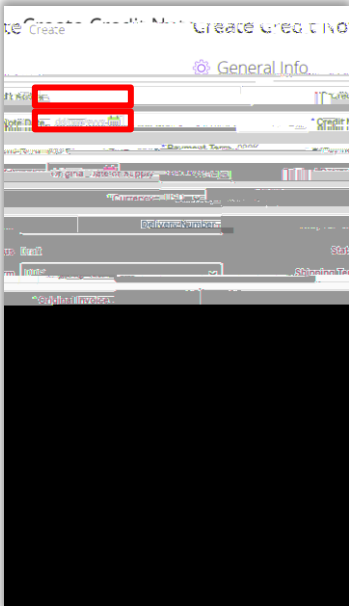
Fill out the form fields in the General Info section, fields marked with \* are mandatory

and all the general info section

The [blank] Should be the date you create the credit note on Coupa

Fill out the [blank] fields in the [blank] sections

If related to an existing invoice, ensure the information in the From and To sections are the same as the invoice



# Create a Credit Note from PO (5/8)

Scroll down to the  section to review or edit lines

Edit the  or  by selecting the

If the line is quantity-based, enter a negative  and leave the  as positive

Enter a negative price if the line is amount-based and only contains a price field

To delete lines, click on the X icon



# Create a Credit Note from PO (5/8)

Fill in the \_\_\_\_\_ subsection for each PO line

Taxes: Add a \_\_\_\_\_ for each line level item

For the "**Reverse Charge**" tax rate, Coupa will require you to enter a relevant reference or any indication for these items to indicate that Babcock is required to account for any VAT due

# Create a Credit Note from PO (6/8)

If you need to input multiple lines into the credit note, fill out the info for the first line and then click the green plus sign to add a line

Alternatively you can

# Create a Credit Note from PO (7/8)

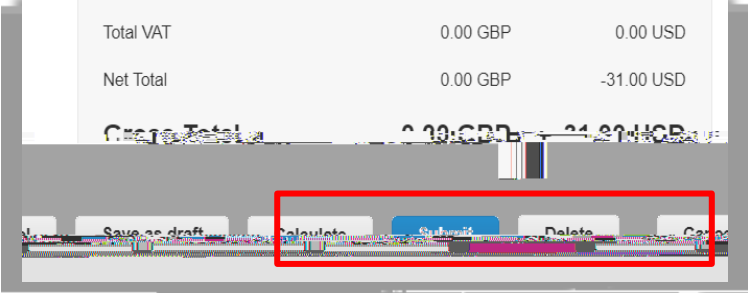
If applicable, add \_\_\_\_\_ and  
shipping and handling charges

\_\_\_\_\_ charges at the credit note summary. Assign VAT rates to

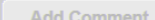
# Create a Credit Note from PO (8/8)

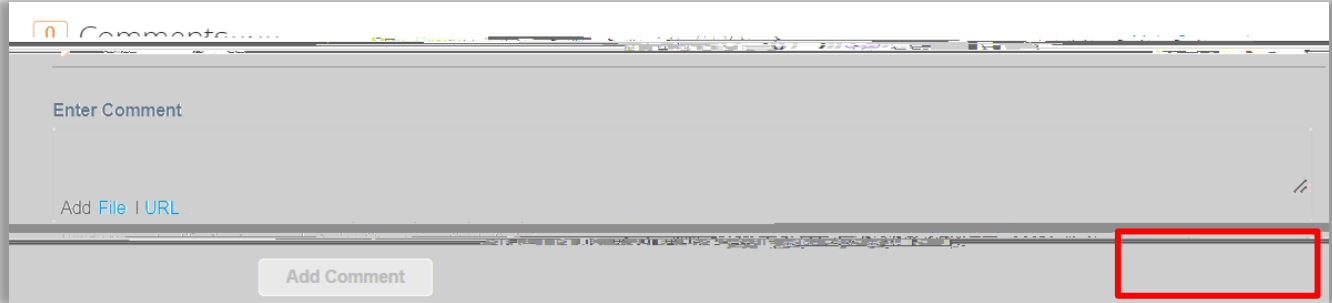
Click on  This will work out the new total for the credit note

Click on  or  if you want to submit later



Click on Send Credit Note on the confirmation pop-up screen to send the credit note.

To add comments to the requester or Babcock type your comment in the Enter Comment field and then click on  you will receive a notification and will also be able to see their response here.





# Viewing Invoices & Credit Notes



# Viewing Invoices & Credit Notes (2/2)

The  section at the bottom of all invoices or credit notes provides an audit trail of all changes made to the document

You can also view the  section for payments details





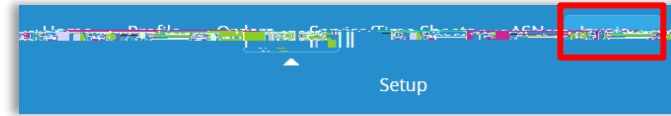
# Creating Reports & Downloading Invoices



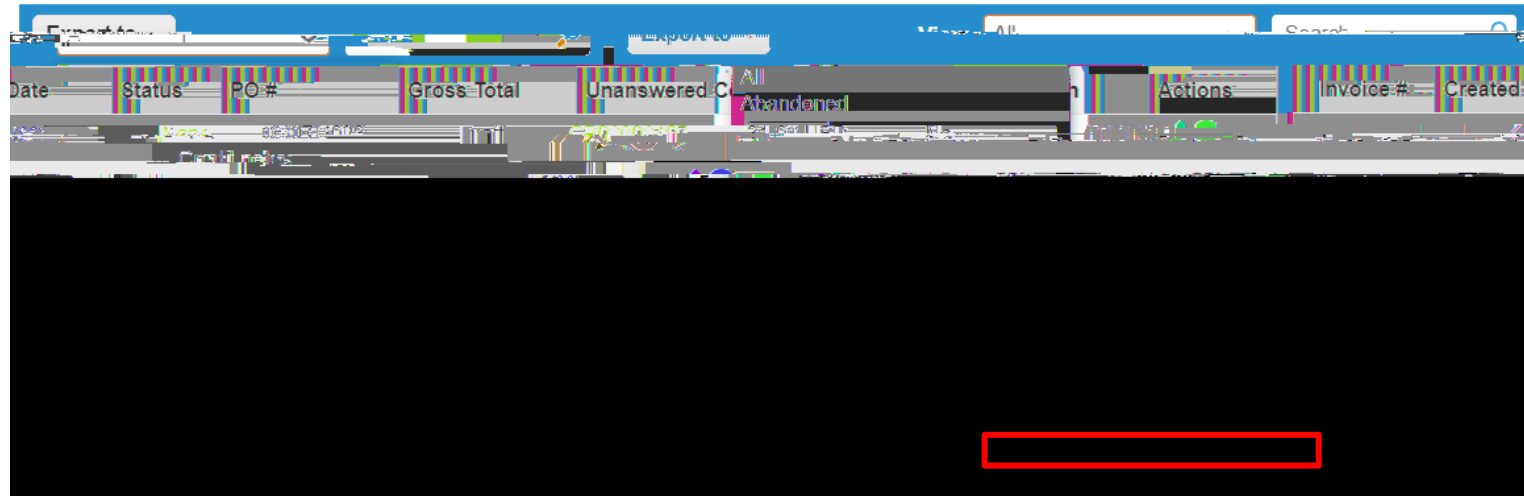
# Creating Reports (1/5)

You can create a custom report anywhere where you see a View drop down field. This example shows how to create a report in Invoices section.

Click on the **Setup** tab



Click on the View drop down field and select Create View





# Creating Reports (3/5)

Fill in the \_\_\_\_\_ section

\_\_\_\_\_ or Match at least one condition to identify if you want your report to match all conditions or any conditions

Click on \_\_\_\_\_ to add groups of conditions and then select Match all conditions from at least one group or Match at least one condition from every group

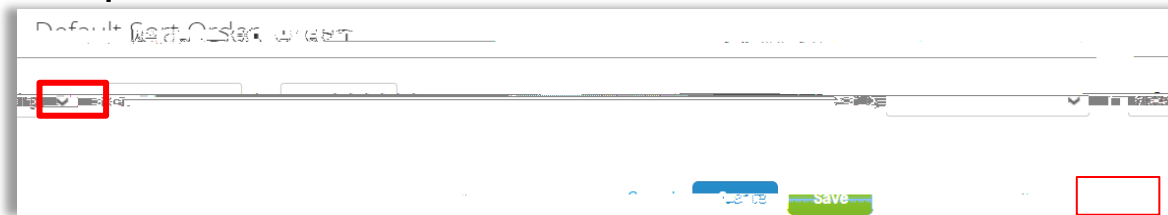


# Creating Reports (4/5)

To determine visible fields in your report, drag and drop fields from the

# Creating Reports (5/5)

Use the  function to sort the report as preferred in the Default Sort Order section  
Click Save to  the report



Your new report view is created and you can click  to export the report to a CSV or Excel file  
Coupa stores all the invoices that you have created. If you need to acquire all the invoices, click  download Legal Invoice (zip)

# Tax Guidance



# Guidance on choosing the correct VAT rates

You should ensure that the correct VAT is charged on your invoice. The VAT rates that are available to choose in CSP when you create invoices are driven by your invoicing country.

Please ensure that there is only one applicable VAT rate per purchaser order line, for example, 20% or 5%. Where you are supplying items where different VAT rates are applicable to the same PO line, please split these onto multiple invoices.

If a shipping charge has been agreed and is not included in the price of your goods, please enter this at the invoice header/summary level and put the appropriate VAT against them. The VAT rate for the shipping charge should be the same as that applied to the goods being supplied on the invoice.

compliance requirements for them on invoices.

- a) Zero rated transactions: These are transactions which are subject to VAT, but the VAT rate is 0%. Please note that Coupa rate: International freight).
- b) Exempt transactions: These are transactions that are exempt from VAT. Please note that Coupa will require you to add a
- c) Self-accounted VAT (reverse charge): These are transactions where Babcock is liable to self-account for any due tax. This typically relates to exported services but may apply to specific types of goods supplied in the UK. Please add the



# Additional Information

# Coupa Compliant E-Invoicing Country List

Coupa compliant e-invoicing country list
Australia
Austria
Bahrain
Bangladesh*
Belgium
Brazil*
Bulgaria
Canada
Colombia*
China*
Croatia
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece

Coupa compliant e-invoicing country list
Hong Kong
Hungary*
India
Ireland
Italy
Japan
Latvia
Lithuania
Luxembourg
Malaysia
Malta
Mexico
Montenegro
Myanmar*
Namibia
Netherlands
New Zealand

Coupa compliant e-invoicing country list
Norway
Pakistan*
Poland
Romania
Saudi Arabia
Serbia
Singapore
Slovakia
Slovenia
South Africa
South Korea*
Spain
Sweden
Switzerland
United Arab Emirates
UK
USA

**Notes**

List correct as of 05/2023

\* Validation only invoice - Invoice content checks; Coupa does not create the legal invoice on behalf of the supplier; No support for digital

signatures and Trustweaver archiving.

**babcock<sup>TM</sup>**