



# Coupa Supplier Portal (CSP) Supplier Actionable Notification (SAN/Email)

October 2023

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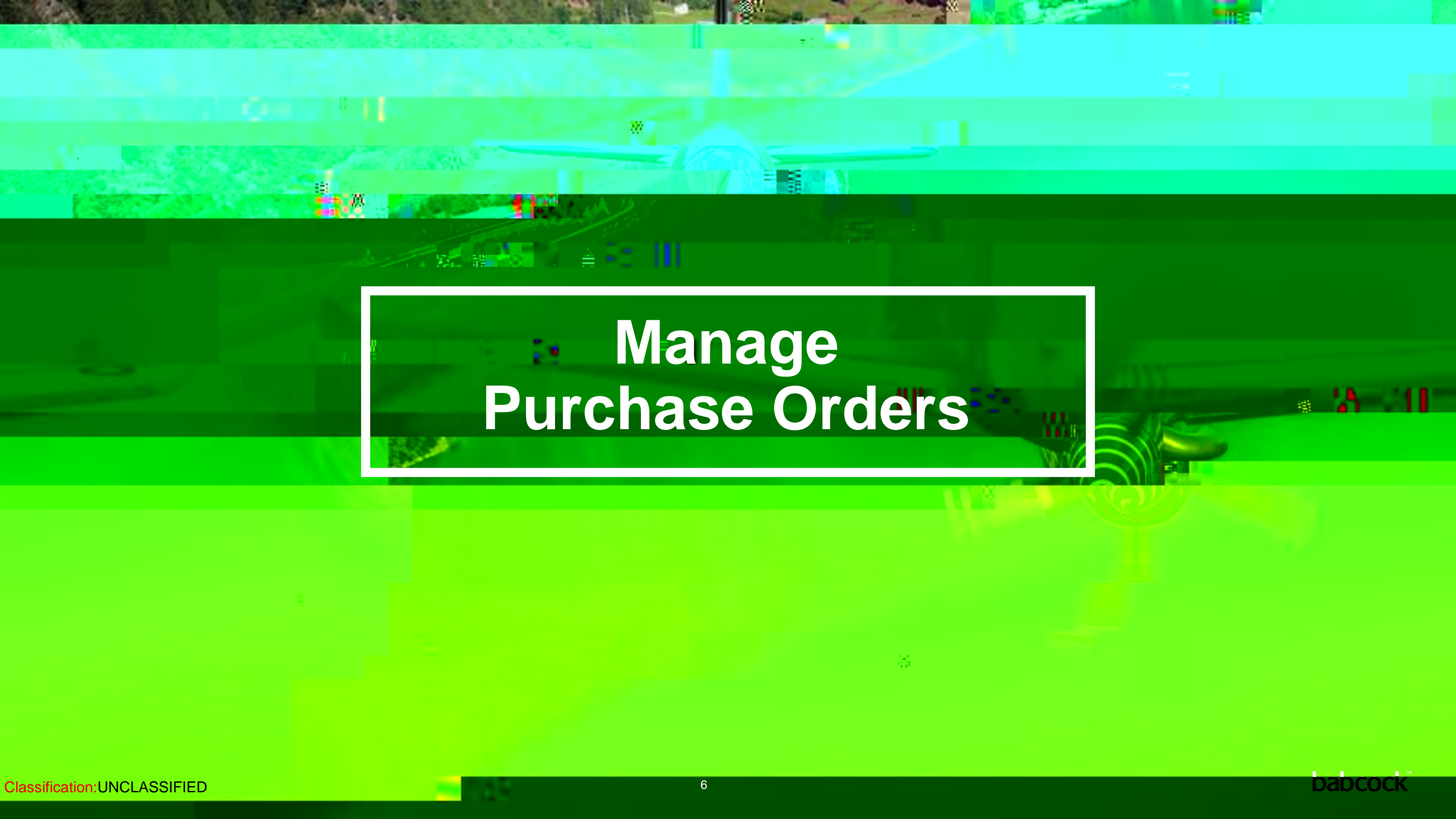
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# Purchase Order Overview (SAN)



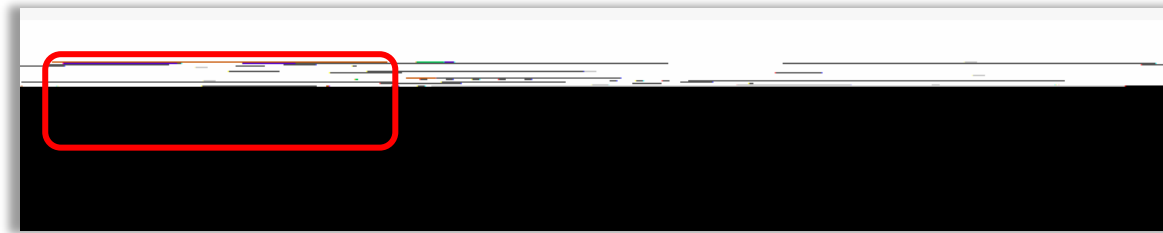




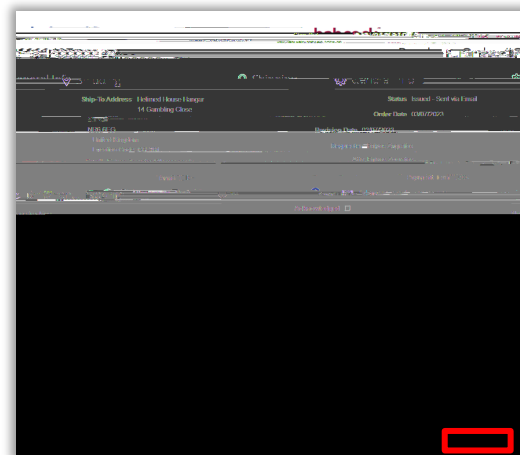
# Manage Purchase Orders

# Manage Purchase Orders (1/4)

Click the “**Manage Order**” button in the PO email and a new page of the purchase order will be opened you can view the full PO here



Click on the “**Print View**”  
PO T&Cs can be found in the print view



# Manage Purchase Orders (2/4)







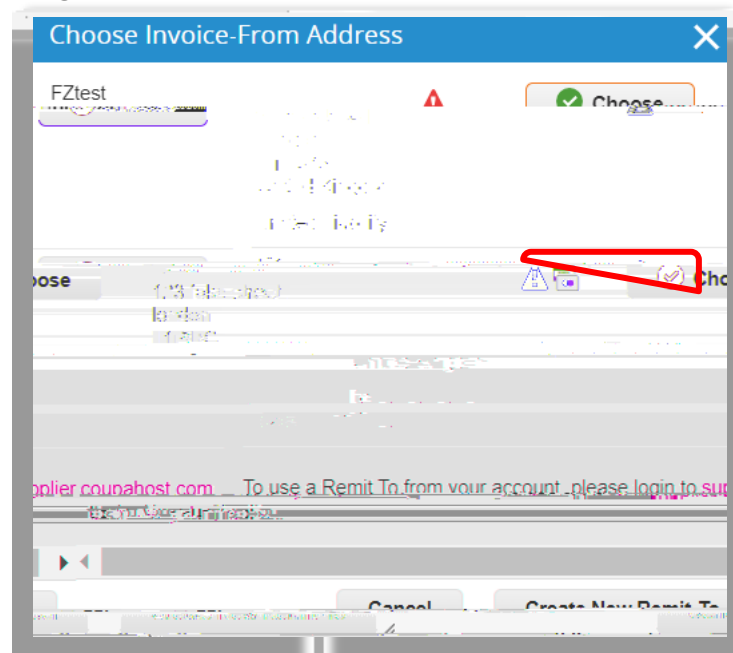
# Invoicing via Supplier Actionable Notification

# Invoicing via Supplier Actionable Notification (1/13)

You can flip the SAN PO into an invoice via the actionable button in the email PO: Create Invoice.

# Invoicing via Supplier Actionable Notification (2/13)

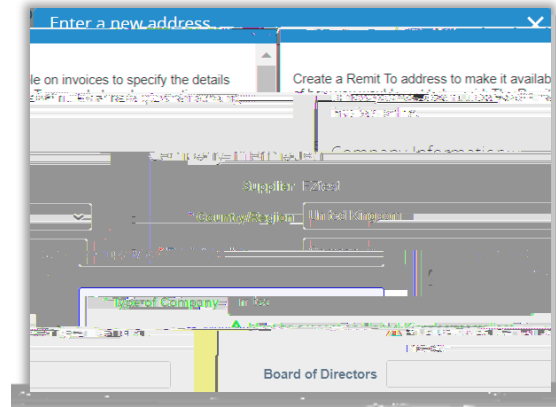
A new tab of the invoice template with the PO information will appear. If this is the first time you have used SAN to create an invoice, there will be a pop up window which asks you to **“Create New Remit-To”**. Click it and you can add Remit-to Address information. Alternatively **“Choose”** an existing address.



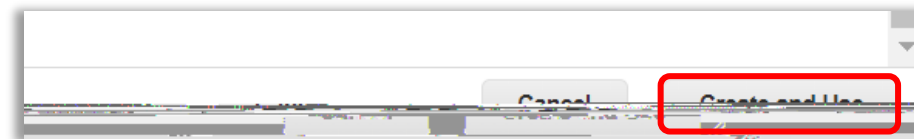
# Invoicing via Supplier Actionable Notification (3/13)

Complete the Remit-To Address information:

- Company Information
- Address
- Tax Registration
- Banking information



Scroll down and click **“Create and Use”**. A pop up window will then ask you to accept the Coupa E-invoicing Terms of Use before proceeding with the invoice creation.



# Invoicing via Supplier Actionable Notification (4/13)

Click “**Terms of Use**” to read the Coupa terms of using Coupa to send compliant invoices. Click “**I Accept**” to accept the Terms of Use

This is mandatory to accept before creating and issuing electronic invoices via Coupa

For Coupa compliant e-invoicing countries: From a VAT perspective, this means that the PDF generated by Coupa is your  
ds  
marked as mandatory, after signing up to these terms. Please refer to Appendix for Coupa compliant e-invoicing country list

# Invoicing via Supplier Actionable Notification (5/13)

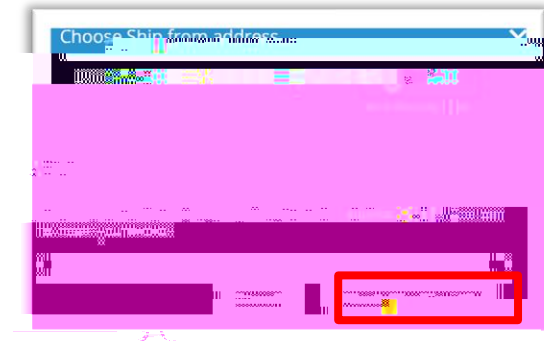
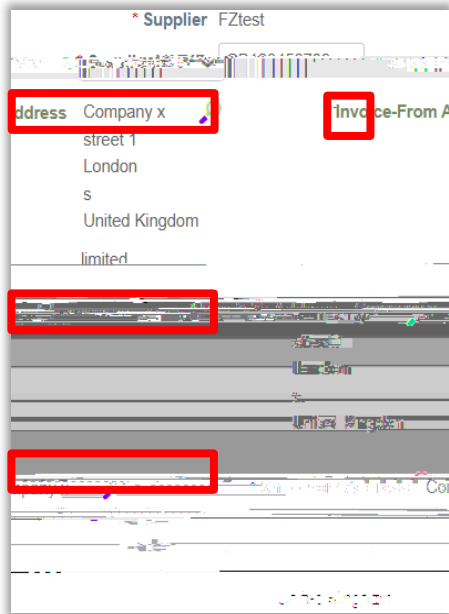
Your Remit-To address will be automatically filled in the From section at the header level of the invoice. Pick the correct “**Supplier VAT ID**” from the drop down if you have multiple



# Invoicing via Supplier Actionable Notification (6/13)

If your **“Invoice-From Address,” “Remit-To Address”**      **Ship-From Address”** are different, you can add multiple addresses by clicking on any of the magnifying glass icons and **“Create New Remit-To”**.

If you make a mistake after saving a Remit-To info, you cannot change it. You have to **“Create New Remit-To”**.



Slide 13-17 are only required the first time an invoice is created by the supplier. Once set up, these will not need to be repeated.

# Invoicing via Supplier Actionable Notification (7/13)

Complete header level required fields and non-mandatory fields as needed at General

Status: current status of invoice.

The screenshot displays a software interface for creating an invoice. The top section is titled 'General-Info' and contains several input fields. A red rectangular box highlights the following fields: 'Invoice #' (with a green asterisk indicating it is required), 'Invoice Date' (with a calendar icon), 'Payment Term' (set to '030K'), and 'Date of Supply' (with a calendar icon). Below these fields, there is a 'Delivery Number' field. The interface also includes a 'Supplier Note' section with a 'Choose File' button, an 'Attachments' section with an 'Add File' button, and a 'Cash Accounting Scheme' dropdown menu. At the bottom, there is an 'Exchange Rate' field with a green asterisk. The overall layout is clean and professional, typical of a business-to-business software application.

# Invoicing via Supplier Actionable Notification (8/13)

Complete header level required fields and non-mandatory fields as needed in General Info section:

Image Scan: Do NOT attach a copy of your invoice from your system, as per the Terms of Use agreed, Coupa will issue the legal invoice on your behalf.

Supplier Note: Enter any notes for Babcock

Attachments: Attach supporting documentation; all types of attachments are supported.

Cash Accounting Scheme & Margin Scheme: Leave blank if not relevant.

The screenshot displays the 'General Info' section of a Coupa system. The form includes several fields: 'Invoice #', 'Invoice Date', 'Payment Term' (set to 030K), 'Date of Supply', and 'Delivery Number'. A red box highlights the following fields: 'Image Scan' (with a 'Choose File' button), 'Supplier Note', 'Attachments' (with 'Add' and 'URL' buttons), 'Cash Accounting Scheme', and 'Exchange Rate'.

# Invoicing via Supplier Actionable Notification (9/13)

Complete header level fields To:

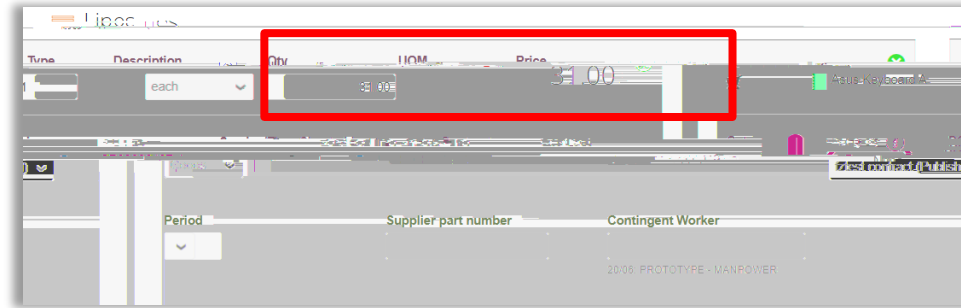
The information under the To section at the invoice header are flipped from the PO.  
Refer to the Tax Guidance section for instructions on VAT ID and Babcock VAT ID

The screenshot shows the 'To' section of an invoice header. The customer is 'Babcock International - Development Environment'. The address is 'Cavendish Nuclear Limited, 1000 Lakeside'. The 'Buyer VAT ID' is 'GB747881776' and the 'Ship To Address' is 'Helimed House Hangar, 14 Gambling Close, Norwich'. A red box highlights the 'Buyer VAT ID' and 'Ship To Address' fields.

To	
Customer: Babcock International - Development Environment	
Address:	Cavendish Nuclear Limited 1000 Lakeside
* Buyer VAT ID/VAT	GB747881776
* Ship To Address	Helimed House Hangar 14 Gambling Close Norwich

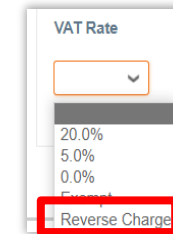
# Invoicing via Supplier Actionable Notification (10/13)

Complete line level information. Here you may edit the “Qty” or “Price” if you are sending a partial invoice.



Taxes: Add a “VAT Rate” for each line level item. VAT rates available will be driven by your invoicing country.

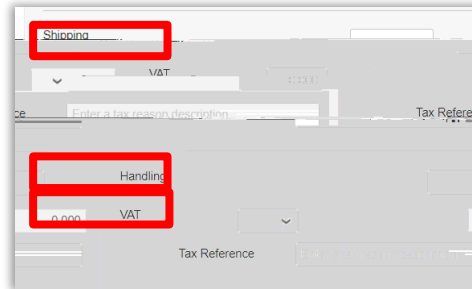
Tax Reference: For the "Reverse Charge" tax rate, Coupa will require you to enter a relevant reference or any indication for these items to indicate that Babcock is required to account for any VAT due.



# Invoicing via Supplier Actionable Notification (11/13)

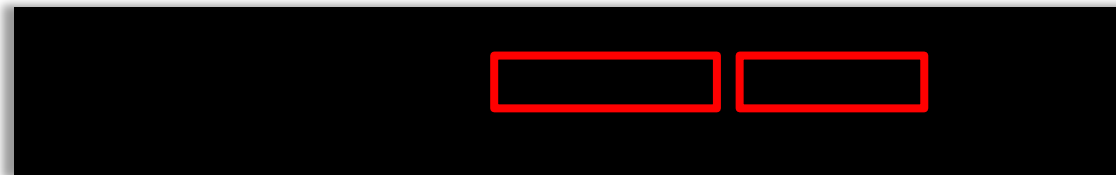
Scroll down and complete invoice summary information. Here you may add any agreed “**Shipping**” and “**Handling**” charges which have not already been included in the line item price for the goods on the invoice

You will need to add “**VAT**” to Shipping charges if applicable. The VAT rate applied should match the VAT rate applied to the goods being shipped on this invoice



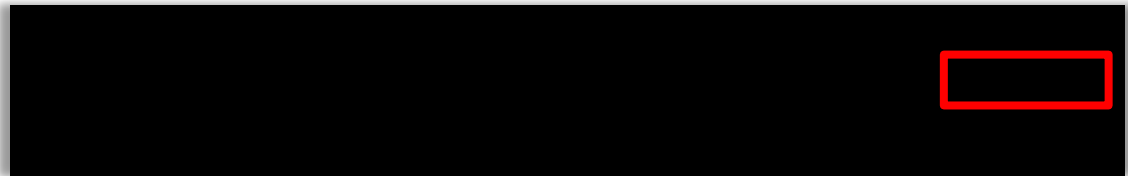
Then click on Calculate to work out the new total on the invoice

If you want to save the invoice for later, click “**Save as draft**”



# Invoicing via Supplier Actionable Notification (12/13)

If you are ready to submit the invoice, click Submit and then click Send Invoice in the pop-up window



To add a comment for Babcock, enter your comment in the Enter Comment box and then click Add Comment

0 Comments Mute Comments ▾

Enter Comment

Add File | URL

Send comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

# Invoicing via Supplier Actionable Notification (13/13)



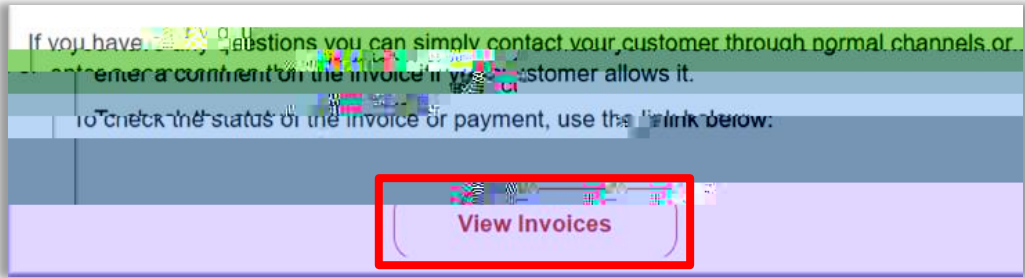
# SAN Invoice Status Notifications



# SAN Invoice Status Notifications (2/3)

When an invoice gets approved, you will receive an email notification. Should you wish to, you may click and open the email.

Then click on **“View invoices”**



You can then see all the invoices against that PO. Click on the approved invoice.

22	09/07/2023	Pending Approval	CP00000497	31.00 USD	No
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Then a new internet page will open with the print view of your invoice. It would be your legal invoice, if the invoicing country is one of the Coupa compliant e-invoicing countries.

Click on download at the top, you will be able to download the legal invoice for archiving.

# SAN Invoice Status Notifications (3/3)

You can then see all the invoices against that PO. Click on the approved invoice.

Then a new internet page will open with the print view of your invoice. It would be your legal invoice, if the invoicing country is one of the Coupa compliant e-invoicing countries.

Click on download at the top, you will be able to download the legal invoice for archiving.



If you wish to provide shipping information for this entire PO. Click on “**Add Delivery Tracking**” from your SAN Purchase Order email and a new page will be opened.

Or, you can click on



# Tax Guidance







# 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.

