To create an invoice from a Contract in Coupa, log into the Coupa Supplier Portal (CSP) and select the Invoices tab.

1. Select Create Invoice from Contract

2. Select the appropriate contract from the drop-down list

Fields with a red asterisk * are required

3. Add your Invoice #
4. Update the Invoice Date if needed
5. Attach a copy of the invoice
6. Complete the ACS Contact fields:
   - Requester Email
   - Requester Name
Coupa Supplier Portal (CSP) - Create Invoice From Contract

**REQUIRED FIELDS**

7. Select Type - *Qty* or *Amt* (*Qty* for goods, hours; *Amt* for services)
8. Enter *Description* of good or service
9. Select *UOM* (only if *Qty* is selected for Type)
10. Add *Price*

**Note:** You can add invoice lines to your invoice by clicking on the *Add Line* link or the *Add (+)* icon next to it.

11. Click *Calculate* (total should match your invoice total)
12. Click *Submit*

Use the comments to send communication to your ACS contact