To create an invoice from a Contract in Coupa, log into the Coupa Supplier Portal (CSP) at [https://supplier.coupahost.com/](https://supplier.coupahost.com/) and select the Invoices tab.

Note: If you cannot remember your password, or are having difficulty with login, please select the Forgot Password? prompt and follow instructions, or select Chat with Coupa Support from the lower right-hand side of the page.

1. Select **Create Invoice from Contract**.

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

Access Supplier Resources for additional step guides and reference materials.
Fields with a red asterisk * are required

3. Add your Invoice #.
4. Update the Invoice Date if needed by clicking the calendar icon (defaults to the current date).
5. Ensure the Invoice From, Remit-To, and Ship From Address are correct. If you need to update any of the addresses, click the magnifying glass next to the address.
6. Attach a copy of the invoice by clicking File.
7. Complete the ACS Contact fields:
   - Requester Email
   - Requester Name

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Required Fields:

8. Select Type - **Qty** or **Amt** (Qty for goods, hours; Amt for services).
9. Enter **Description** of good or service.
10. Select **UOM** (only if Qty is selected for Type).
11. 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.

**IMPORTANT:** Please do not include both positive and negative value line items on an invoice. Our payment system is not able to process those mixed invoices correctly. Please submit one invoice for expenses and a separate credit memo or negative value invoice for credits, rebates or corrections.

12. Enter applicable **shipping, handling, misc.,** and **tax** amounts.
13. Click **Calculate** (total should match your invoice total).
14. Click **Submit**.
If you need to communicate with your ACS staff contact regarding this transaction, utilize the **Comments** section at the bottom of the invoice. This will ensure all communications remain in the document for future reference. Simply type your message in the comment field and click **Add Comment**.

To view payment details, select the drop-down arrow to the right of the Payments section.

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