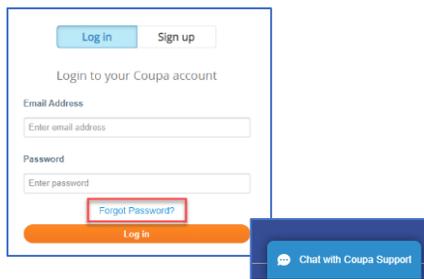


The American Cancer Society believes diversity, equity, and inclusion are vital to our life-saving mission. We are committed to providing diverse businesses opportunities to participate in our competitive procurement processes. Diverse-owned businesses interested in becoming a supplier are encouraged to complete the registration form. [Learn more.](#)

- ◆ To create an invoice from a Contract in Coupa, log into the Coupa Supplier Portal (CSP) at <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.



Log in Sign up

Login to your Coupa account

Email Address
Enter email address

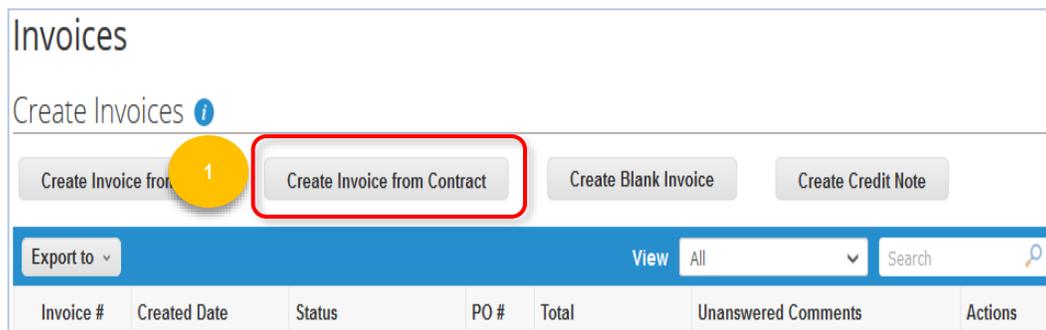
Password
Enter password

Forgot Password?

Log in

Chat with Coupa Support

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



Invoices

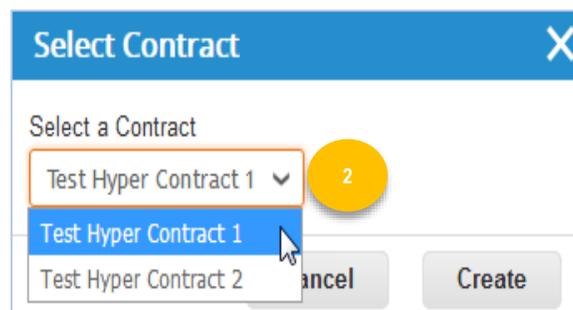
Create Invoices ⓘ

Create Invoice from **1** Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
-----------	--------------	--------	------	-------	---------------------	---------

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



Select Contract

Select a Contract

Test Hyper Contract 1 **2**

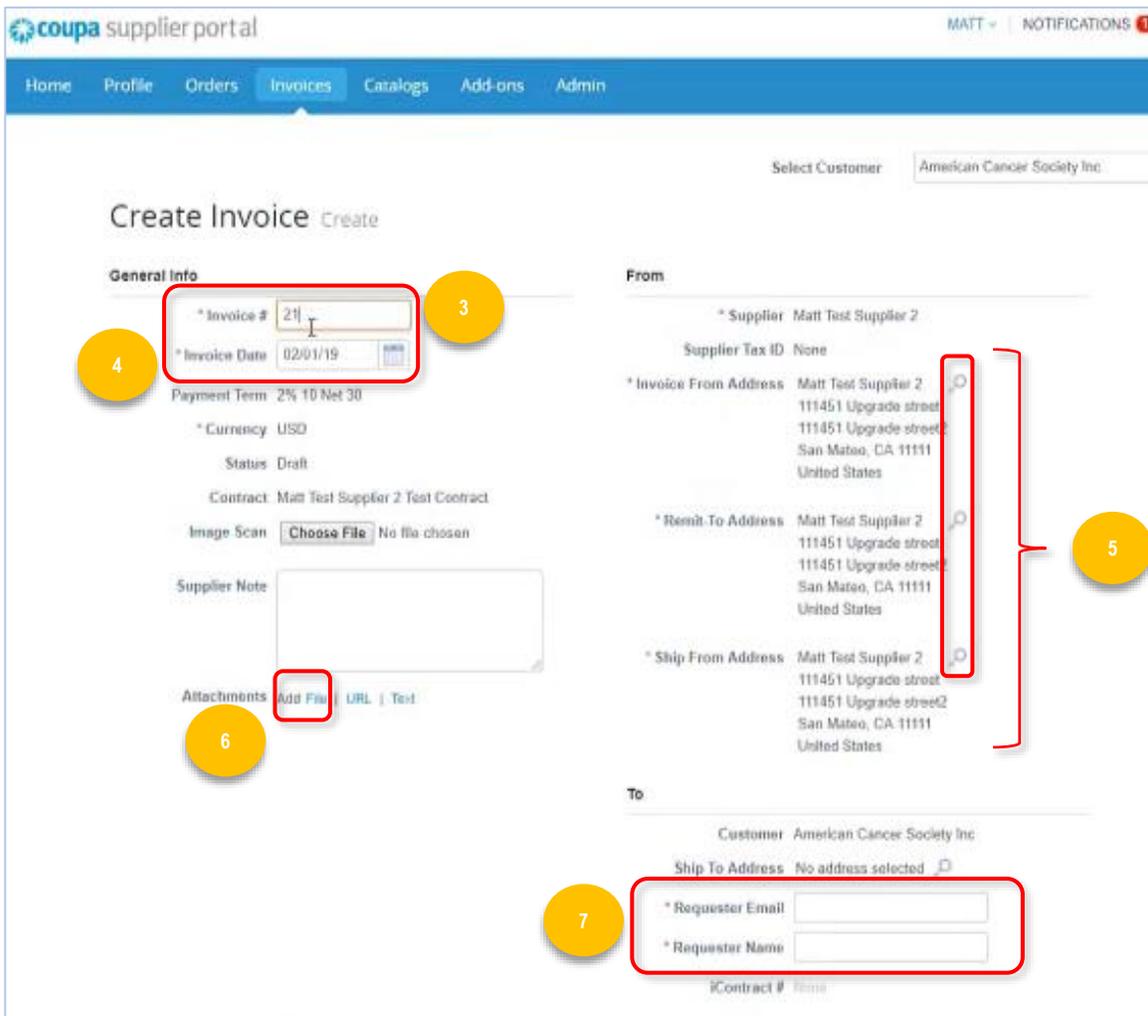
Test Hyper Contract 1

Test Hyper Contract 2

Cancel Create

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**



The screenshot shows the 'Create Invoice' form in the Coupa Supplier Portal. The form is divided into several sections: 'General Info', 'From', and 'To'. The 'General Info' section includes fields for Invoice # (with a red asterisk and callout 3), Invoice Date (with a calendar icon and callout 4), Payment Term, Currency, Status, Contract, and Image Scan. The 'From' section includes Supplier, Supplier Tax ID, Invoice From Address (with a magnifying glass icon and callout 5), Remit-To Address (with a magnifying glass icon and callout 5), and Ship From Address (with a magnifying glass icon and callout 5). The 'To' section includes Customer, Ship To Address, Requester Email (with a red asterisk and callout 7), and Requester Name (with a red asterisk and callout 7). There is also an Attachments section with an 'Add File' button (with callout 6) and a 'URL | Text' option.

▶ Access [Supplier Resources](#) for additional step guides and reference materials

For invoice or process questions:

Phone: (877) 852-2585 (7 days a week, 7 am – 7 pm CT)

Live Chat: www.cancer.org (7 days a week, 7 am – 6:30 pm CT)

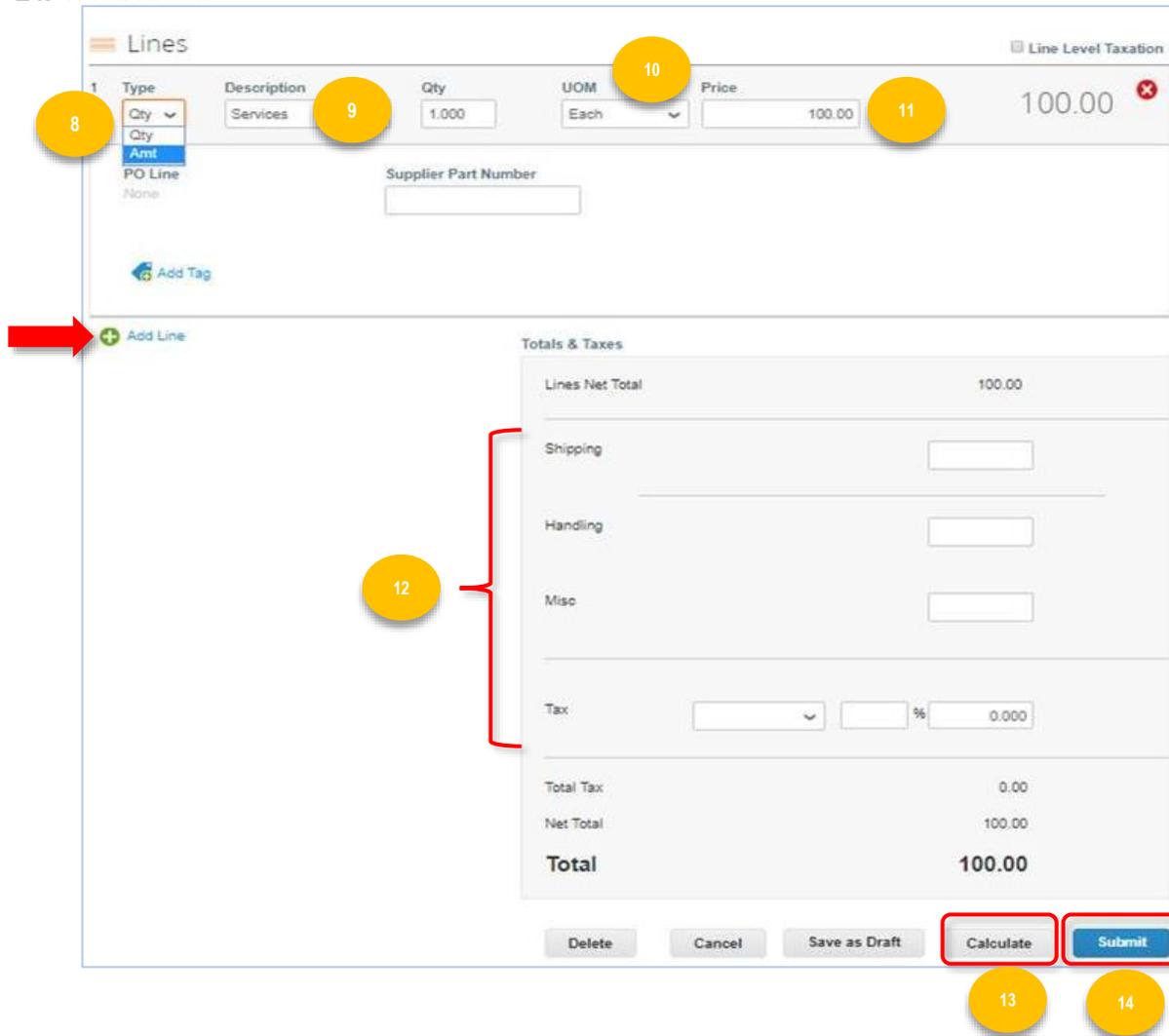
Email: ACSSupplierSupport@cancer.org

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**.



The screenshot displays the 'Lines' form interface. At the top, there's a header 'Lines' and a 'Line Level Taxation' checkbox. Below this is a table with columns: Type, Description, Qty, UOM, and Price. The first row contains: Type (Qty), Description (Services), Qty (1.000), UOM (Each), and Price (100.00). Below the table is a 'Supplier Part Number' field. A red arrow points to the '+ Add Line' button. Below the table is a 'Totals & Taxes' section with input fields for Shipping, Handling, Misc, and Tax. At the bottom are buttons for 'Delete', 'Cancel', 'Save as Draft', 'Calculate', and 'Submit'. Numbered callouts (8-14) point to specific fields and buttons.

Type	Description	Qty	UOM	Price
Qty	Services	1.000	Each	100.00

Supplier Part Number:

Shipping:
Handling:
Misc:

Tax: % 0.000

Total Tax: 0.00
Net Total: 100.00
Total: 100.00

Buttons: Delete, Cancel, Save as Draft, Calculate, Submit

▶ [Access Supplier Resources](#) for additional step guides and reference materials

For invoice or process questions:

Phone: (877) 852-2585 (7 days a week, 7 am – 7 pm CT)

Live Chat: www.cancer.org (7 days a week, 7 am – 6:30 pm CT)

Email: ACSSupplierSupport@cancer.org

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**.



Comments

Enter Comment

Please find invoice for January Services. Thank you

Add Comment

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



Payments

Status Fully Paid

Paid-in-Full Date 05/27/20

Payment Reconciliation Details

Status	Date	Type	Description	Amount
Posted	05/27/20	Payment	3049809	10,954.02

⚠️ REMINDER: 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.