American Cancer Society®

CSP - Create Invoice From Contract

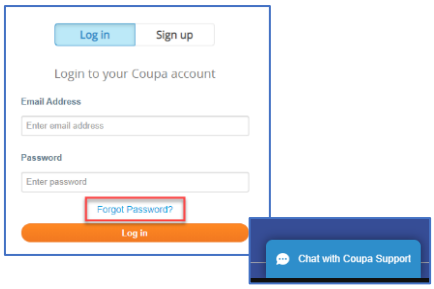
January 2023

American Cancer Society®
Every cancer. Every life.

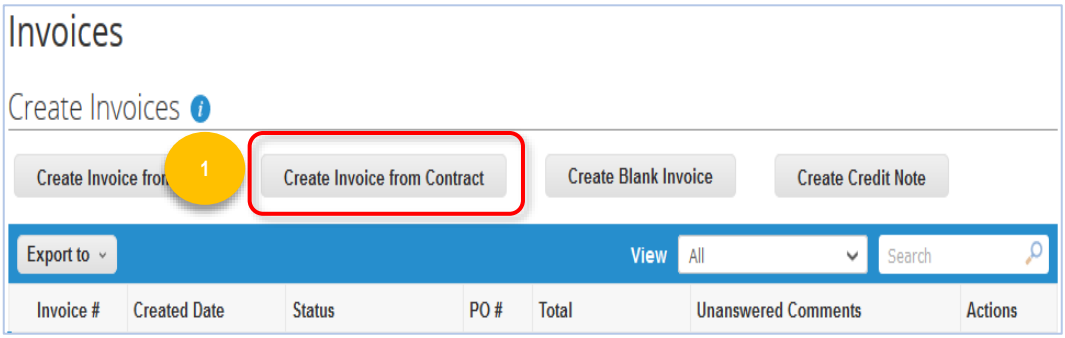
The American Cancer Society believes diversity, equity, and inclusion are vital to our life-saving mission. We are committed to providing diverse businesses opportunities to participate in our competitive procurement processes. Diverse-owned businesses interested in becoming a supplier are encouraged 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.



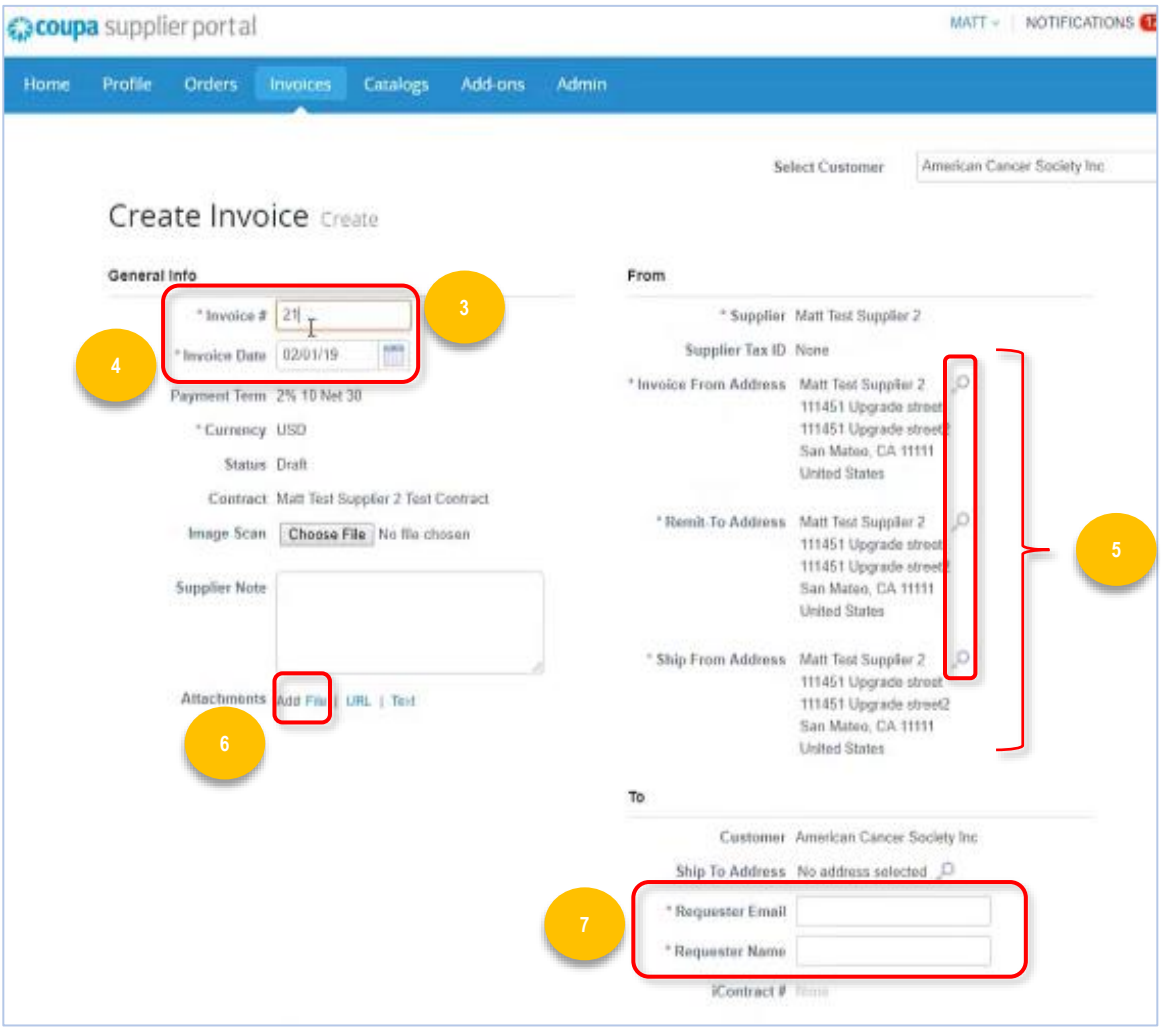
1. Select Create **Invoice from Contract**.



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 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**



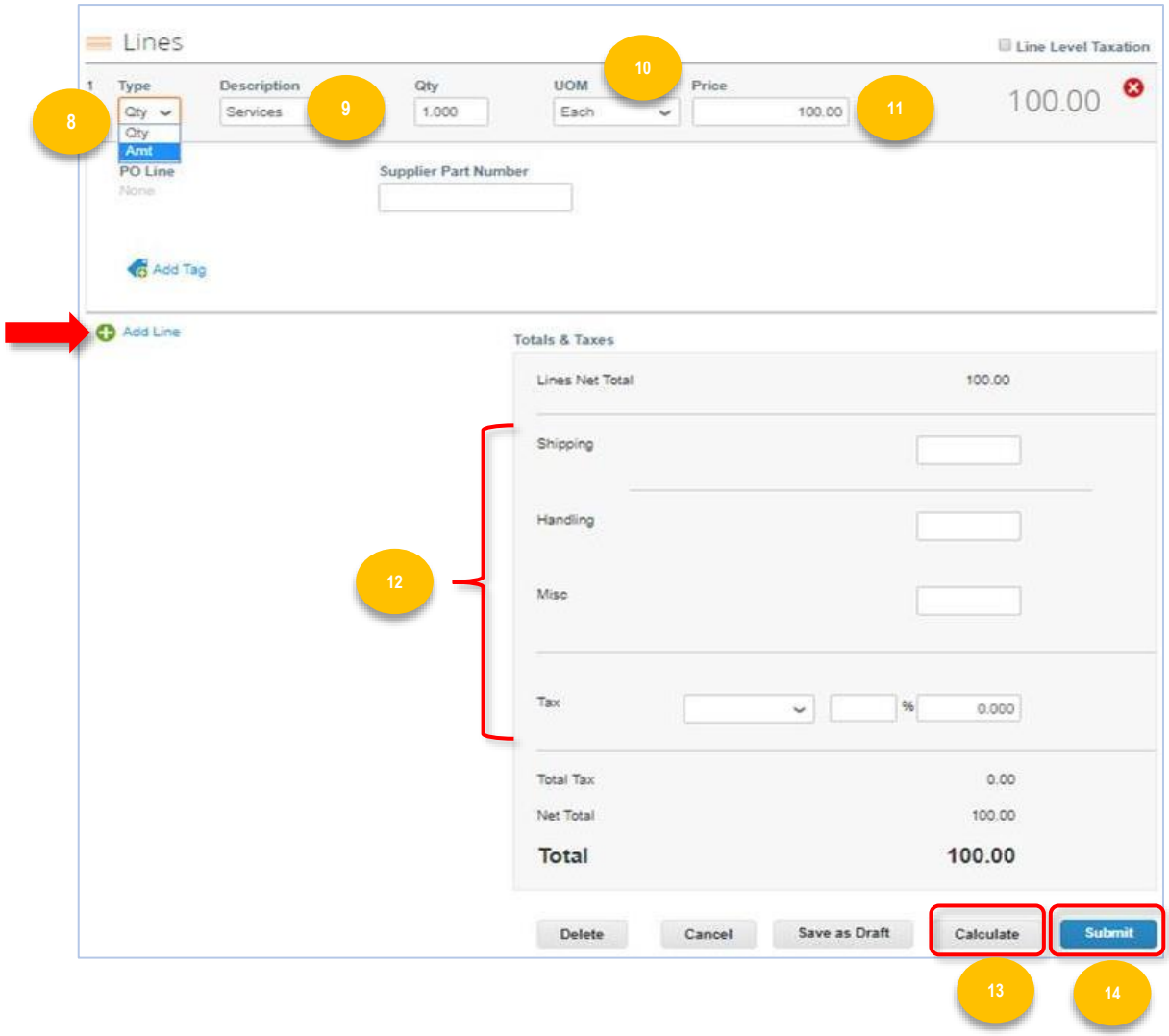
Access Supplier Resources for additional step guides and reference materials

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.**



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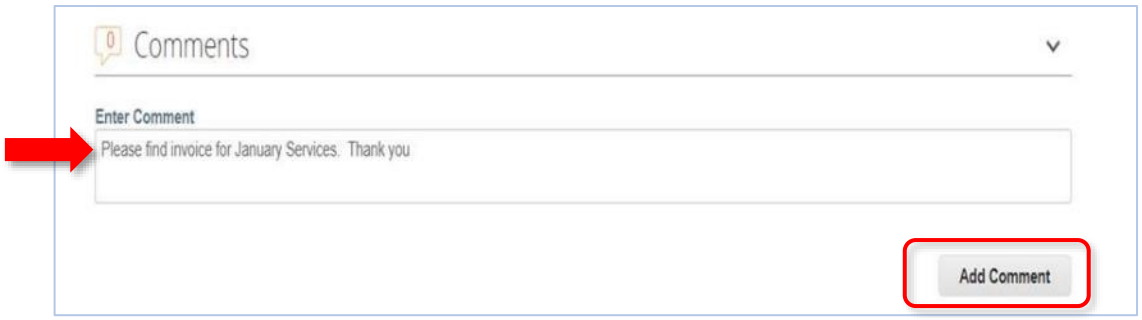
For invoice or process questions:
Phone: (877) 852-2585 (7 days a week, 7 am – 7 pm CT) Live Chat: www.cancer.org (7 days a week, 7 am – 6:30 pm CT)
Email: ACSSupplierSupport@cancer.org

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**.



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

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.