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

1. **Select Create Invoice from PO**

   ![Create Invoice from PO](image)

   Select the appropriate Purchase Order by doing one of the following:
   - Click on the Create Invoice icon for the PO in the Actions column of the Purchase Orders table, OR
   - Click on the PO Number link to open the purchase order and click on the Create Invoice button.

   Some of the fields in your invoice will be prepopulated with information from the purchase order.

2. **Add your Invoice #**
3. **Update the Invoice Date** if needed
4. **Attach a copy of the invoice** (preferred, but not required)
5. Delete any lines you are not invoicing against by clicking the red “x”
6. Verify/update the amount on the line you are invoicing
7. Click **Calculate** (total should match your invoice total)
8. Click **Submit**

Use the comments to send communication to your ACS contact.