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

To create the invoice select the Orders tab

1. Click the gold coins icon next to the purchase order you want to invoice against.

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 by clicking the calendar icon (defaults to the current date).
4. 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.
5. Attach a copy of the invoice by clicking Add File (preferred but not required).
6. Verify/update the amount on the line you are invoicing.
7. Delete any lines you are not invoicing against by clicking the red “x”.
8. Enter applicable shipping, handling, misc., and tax amounts.
9. Click Calculate (total should match your invoice total).
10. 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.

⚠️ 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.

Access Supplier Resources for additional step guides and reference materials