

American Cancer Society®

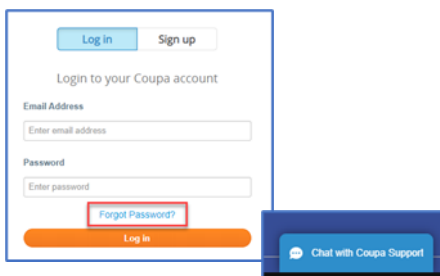
CSP – Create Invoice From Purchase Order

January 2023

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.](#)

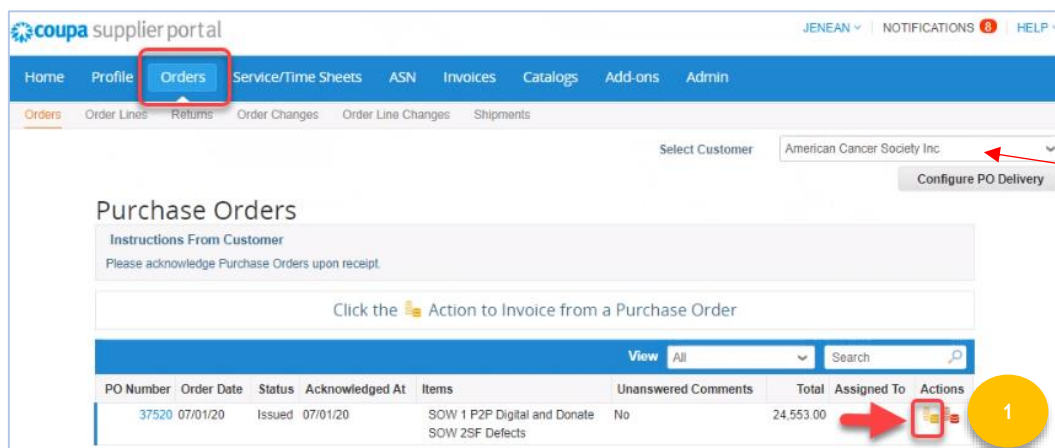
- ◆ To create an invoice from a Purchase Order in Coupa, log into the **Coupa Supplier Portal (CSP)** <https://supplier.coupa.com/> and **select the Invoices tab.**

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.

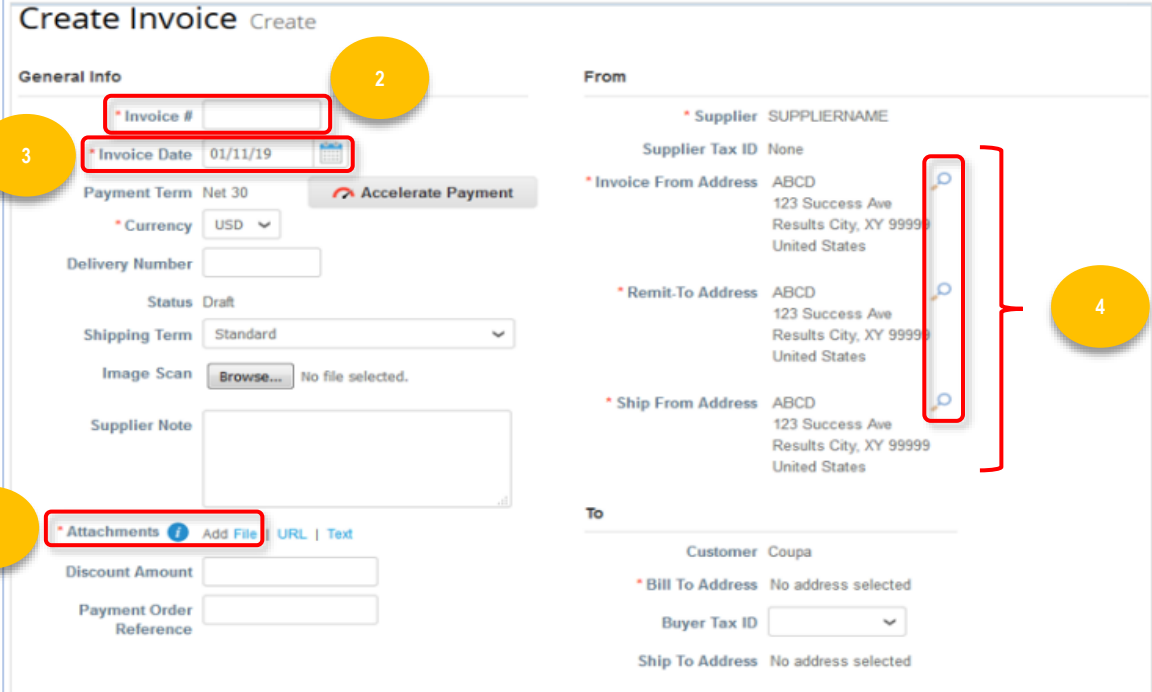
▶ **Access Supplier Resources** for additional step guides and reference

For invoice or process questions:

Phone: (877) 852-2585 (7 days a week, 7 am – 6:30 am CT) Live Chat: www.cancer.org (7 days a week, 7 am – 7pm CT)

Email: ACSSupplierSupport@cancer.org (Mon – Fri, 8 am – 4:30 pm CT)

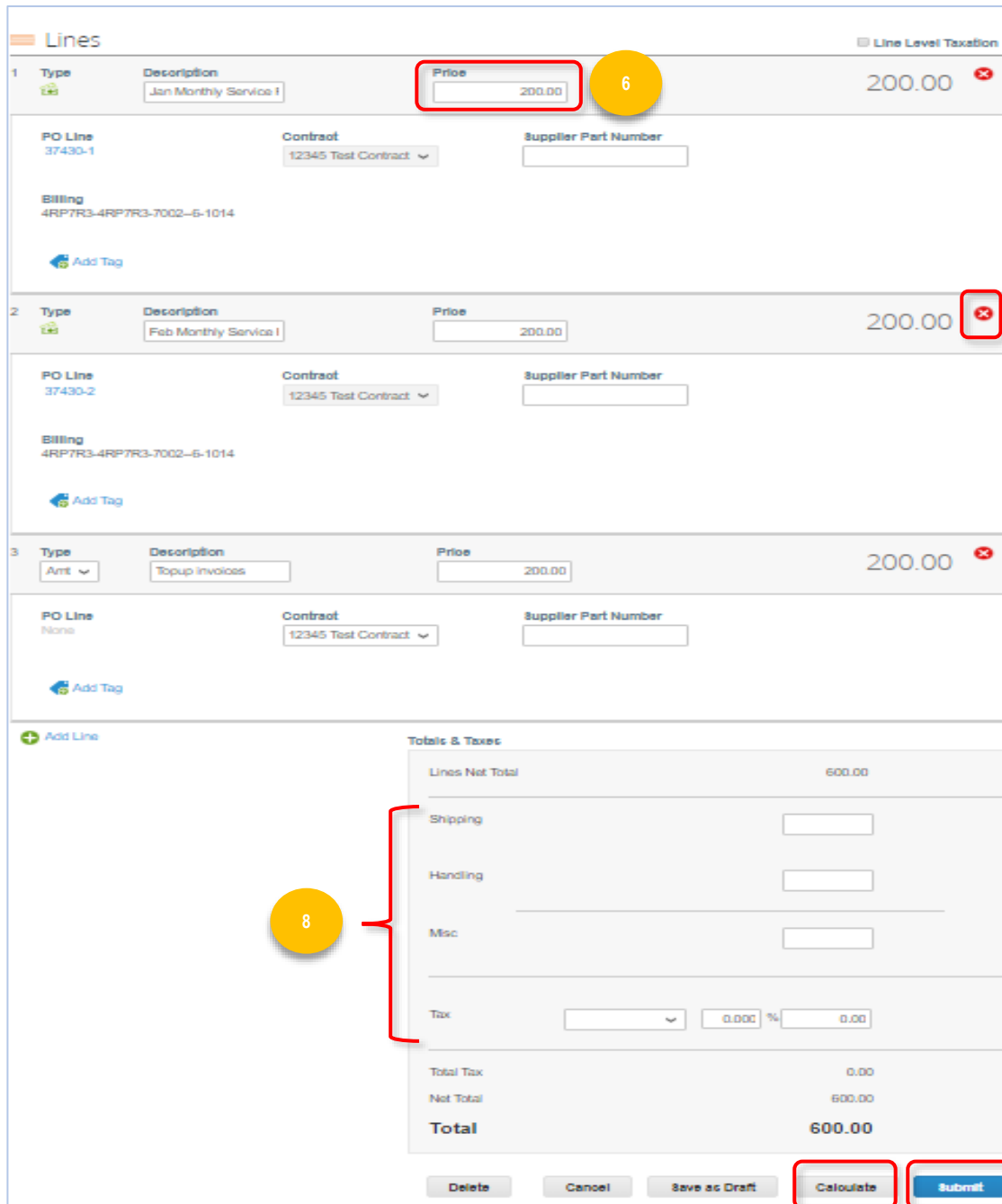
2. Add your **Invoice #**.
3. Update the **Invoice Date** if needed by clicking the calendar icon (defaults to the current date).
4. Ensure the **Invoice From, Remit-To, and Ship From Address** are correct. If you need to update any of the addresses, click the magnifying glass next to the address.
5. Attach a copy of the invoice by clicking **Add File** (preferred but not required).



The screenshot shows the 'Create Invoice' form with the following fields and callouts:

- 2**: Points to the **Invoice #** field in the General Info section.
- 3**: Points to the **Invoice Date** field in the General Info section.
- 4**: Points to the magnifying glass icons next to the **Invoice From Address**, **Remit-To Address**, and **Ship From Address** fields in the From section.
- 5**: Points to the **Add File** button in the Attachments section.

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**.



The screenshot displays the 'Lines' section of a software interface. It contains three line items, each with a 'Price' field set to 200.00. Line 1 is 'Jan Monthly Service I', line 2 is 'Feb Monthly Service I', and line 3 is 'Topup invoices'. Below the lines is a 'Totals & Taxes' section with fields for Shipping, Handling, Misc, and Tax. At the bottom are buttons for 'Delete', 'Cancel', 'Save as Draft', 'Calculate', and 'Submit'.

Type	Description	Price	
1	Jan Monthly Service I	200.00	200.00
2	Feb Monthly Service I	200.00	200.00
3	Topup invoices	200.00	200.00

Totals & Taxes	
Lines Net Total	600.00
Shipping	
Handling	
Misc	
Tax	0.000 % 0.00
Total Tax	0.00
Net Total	600.00
Total	600.00

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If you need to communicate with your ACS partner 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

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.

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