CSP CREATE INVOICE FROM PURCHASE ORDER

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

1. Select Create Invoice from PO.

Select the appropriate Purchase Order by doing one of the following:

- Click on the Create Invoice (>Create) 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 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.