COUPA SUPPLIER ACTIONABLE NOTIFICATION (SAN)

Coupa Supplier Actionable Notification, or SAN, is a method by which the supplier can transact with the American Cancer Society electronically using their email. Coupa is the American Cancer Society’s procure-to-pay platform.

The supplier will receive an email that contains a purchase order. Within that email, the supplier can acknowledge the purchase order and create an invoice using that same purchase order. Submitting your invoice electronically ensures accurate and faster payment.

You will receive the purchase order in an email from do_not_reply@cancer.coupahost.com in your inbox. Click the email to open it (like any typical email). Once opened, you can acknowledge the PO, and after you have provided the goods or services, you can create the invoice.

Acknowledging the PO ........................................... 2
Create the Invoice .................................................. 3
Create a New Remit-To Address .................................. 8
Acknowledging the PO

1. In the email, click Acknowledge PO.

A new window will open in your browser showing the PO details for your review, including:
- PO Number
- Status
- Order Date
- Revision Date
- Requester name and email
- Payment Terms
- iContract #
- Delivery Instructions
- Pick Up Instructions
- Ship To Address

2. Check the Acknowledged checkbox.

For system issues, click the Chat button to visit with Coupa support.
For process questions, email ACS.Coupa@cancer.org or contact your ACS Staff Partner.

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Create the Invoice

After you have provided the good or service, open the PO email and follow the steps below to create your invoice.

1. Click **Create Invoice**.
   This will open the purchase order.

![Create Invoice Button](image)
2. In the purchase order, click **Create Invoice**.

**NOTE:** If this is the first time invoicing us electronically and you see a popup box that states, “No Invoice From Addresses to choose from” you may need to create a Remit-To address. Please refer to the [Create a New Remit-To Address](#) section for details on how to do this.
Complete the following fields to create the invoice:

3. Type in your Invoice #.
4. Add your Invoice Date 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. Optional: Click Choose File to attach an image scan, URL to provide a link, or Text to add written information.
7. Delete any lines of the purchase order you are not invoicing against by clicking the red “x”
8. Verify/update the amount on the line you are invoicing.
9. Click **Add Line** if the invoice requires additional lines. (All lines of the PO will automatically populate on the corresponding invoice. **Note:** adding items to the order will require the invoice to route for review and approval before payment can occur.
10. Enter applicable **shipping**, **handling**, **misc.**, and **tax** amounts.
11. Ensure the checkbox for emailed status updates is checked, if you wish to receive status updates. (This is checked by default).
12. Click **Calculate**.
13. Click **Submit**.
14. 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.

Once the Invoice is approved, you will receive an approval notification via email.
Create a New Remit-To Address

If this is the first purchase order you are flipping into an invoice from ACS, you may need to create a Remit-To address.

1. Click **Create New Remit-To.**

2. A pop-up window will appear. Complete the required fields. (Required fields are marked with a red *.)

3. Click **Create and Use.**