

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.](#)

◆ **Supplier Actionable Notification (SAN)** is a method by which suppliers can transact with the American Cancer Society (ACS) electronically using their **email**. ACS uses Coupa as our procure-to-pay system; internally we call it ACS Marketplace.

Suppliers will receive an email from do_not_reply@cancer.coupa.com that contains a purchase order. Suppliers can acknowledge the purchase order and create an invoice using that same email notification. Submitting your invoice electronically is easy to do and ensures accurate and faster payment.

Acknowledge the PO	2
Create the Invoice	3
Create a New Remit-To Address.....	7

▶ **Access [Supplier Resources](#) for additional step guides and reference materials**

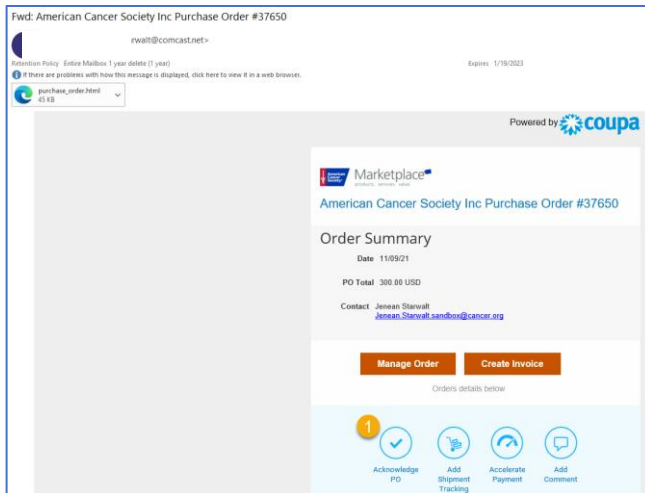
For invoice or process questions:

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)

Acknowledge the PO

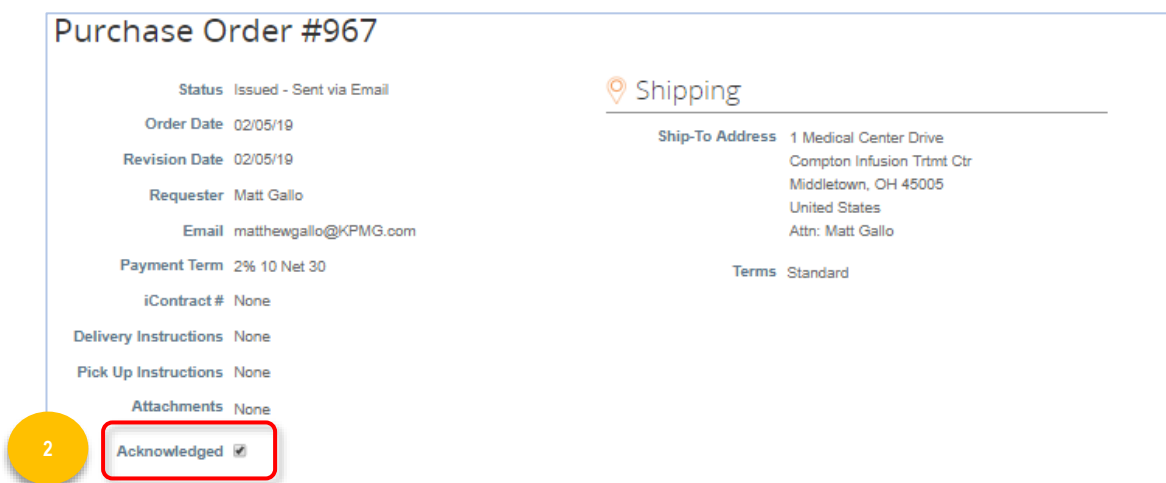
1. In the email, click **Acknowledge PO**.



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.

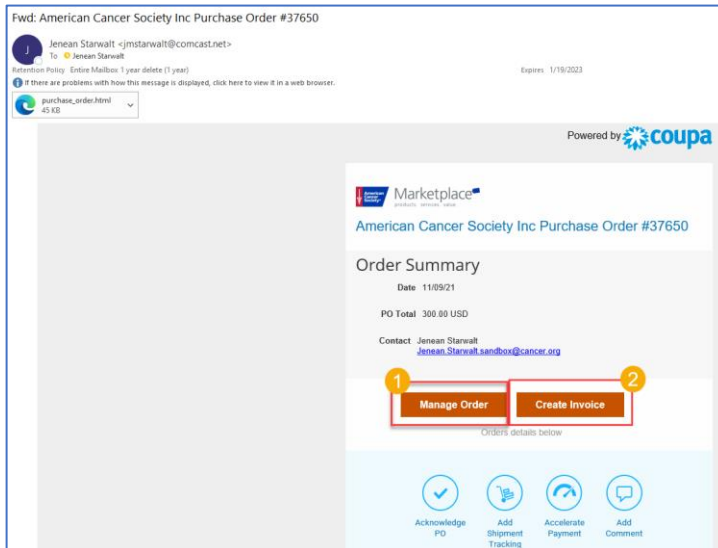


▶ Access [Supplier Resources](#) for additional step guides and reference materials

Create the Invoice

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

1. To review the PO prior to invoicing, click **Manage Order** to open a copy of the order.
2. Click **Create Invoice**. This will open the Invoice Template.

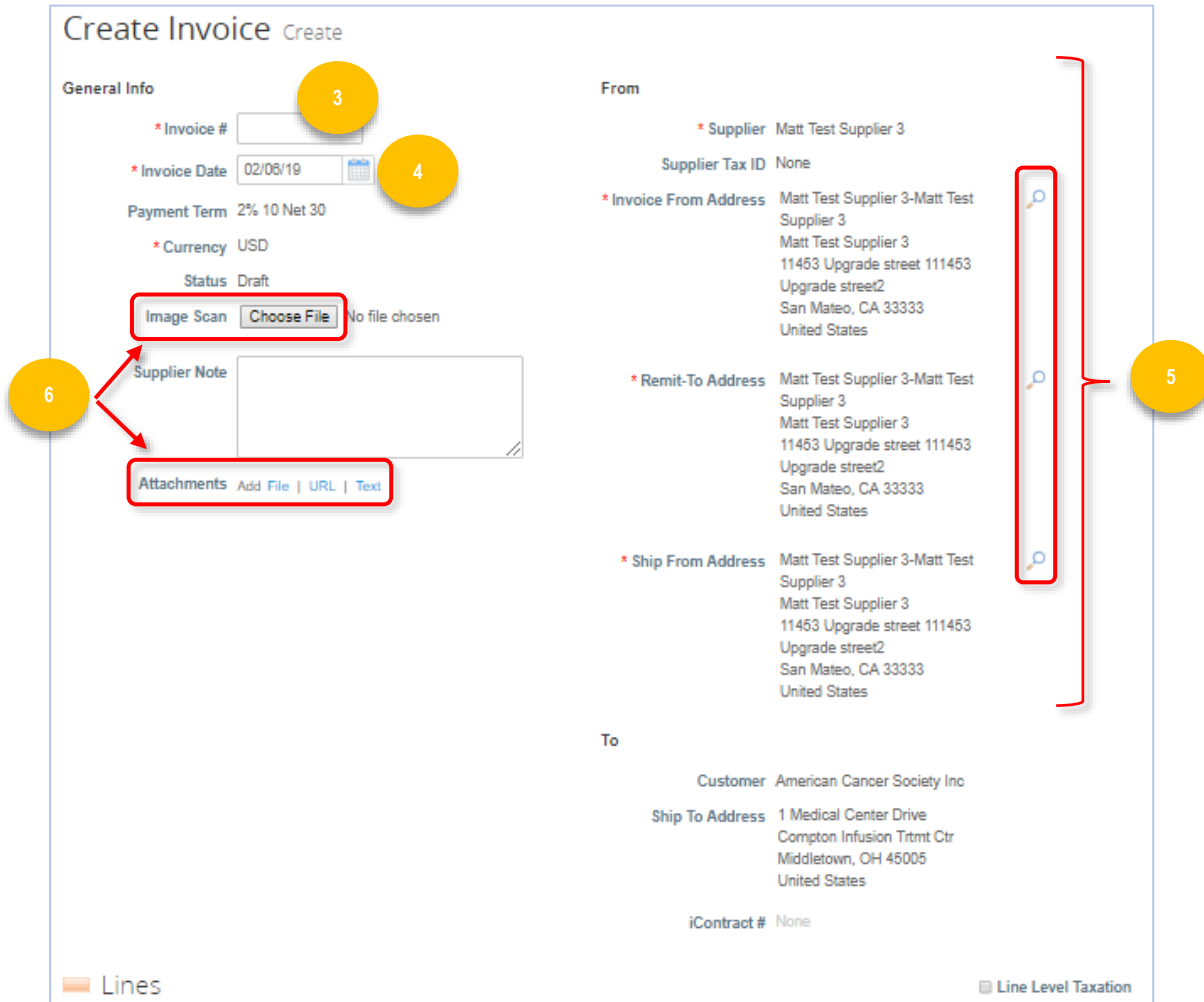


NOTE: If this is the first time invoicing us electronically and you see a popup box that states, “No Invoice From Addresses to choose from” you may need to create a Remit-To address. Please refer to the [Create a New Remit-To Address](#) section for details on how to do this.

▶ **Access [Supplier Resources](#) for additional step guides and reference materials**

Complete the following fields to create the invoice:

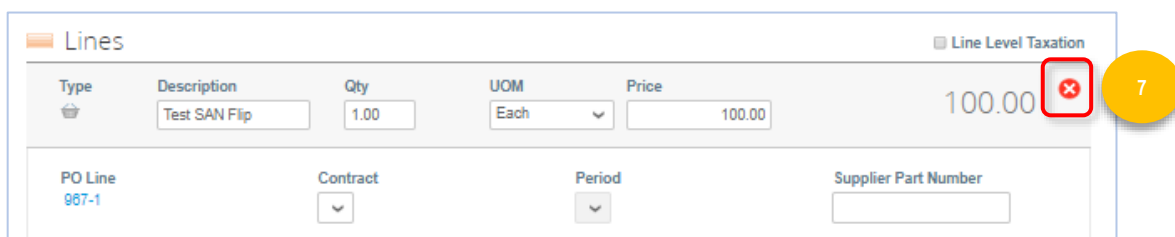
3. Type in your **Invoice #**.
4. Add your **Invoice Date** by clicking the calendar icon (defaults to the current date).
5. Ensure the **Invoice From**, **Remit-To**, and **Ship From Address** are correct. If you need to update any of the addresses, click the magnifying glass next to the address.
6. **Optional:** Click **Attachments Add File** to upload a copy of your invoice, **URL** to provide a link, or **Text** to add written information.



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

- General Info:**
 - * Invoice #: [Text field with annotation 3]
 - * Invoice Date: [Calendar icon with annotation 4]
 - Payment Term: 2% 10 Net 30
 - * Currency: USD
 - Status: Draft
 - Image Scan: [Choose File button]
 - Supplier Note: [Text area]
 - Attachments: [Add File | URL | Text buttons]
- From:**
 - * Supplier: Matt Test Supplier 3
 - Supplier Tax ID: None
 - * Invoice From Address: [Address field with magnifying glass icon and annotation 5]
 - * Remit-To Address: [Address field with magnifying glass icon and annotation 5]
 - * Ship From Address: [Address field with magnifying glass icon and annotation 5]
- To:**
 - Customer: American Cancer Society Inc
 - Ship To Address: [Address field]
 - iContract #: None

7. **Delete any lines of the purchase order you are not invoicing against by clicking the red "x".**

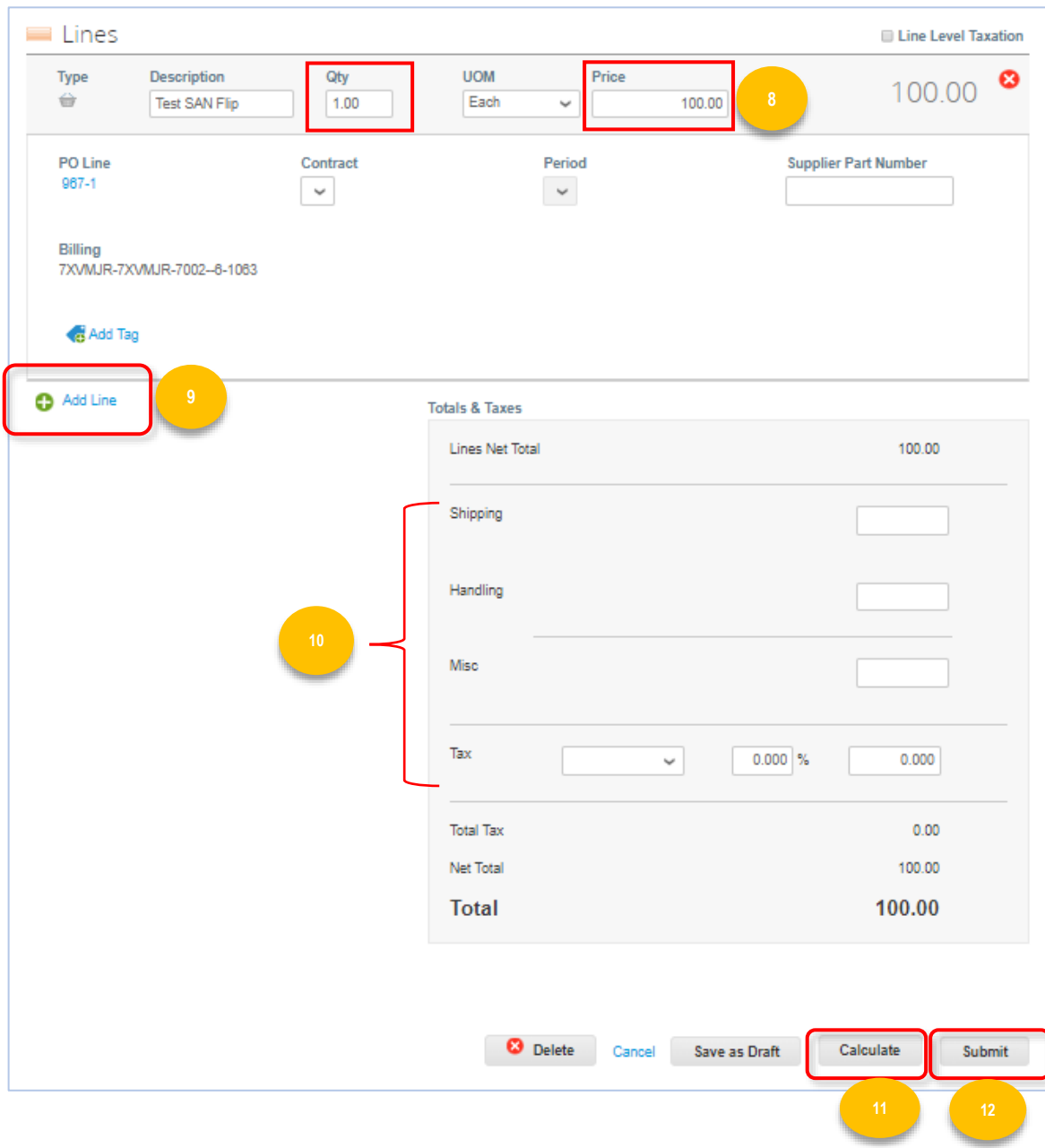


The screenshot shows the 'Lines' table with the following data:

Type	Description	Qty	UOM	Price	
[Basket icon]	Test SAN Flip	1.00	Each	100.00	100.00 [Red X icon with annotation 7]
PO Line	Contract	Period	Supplier Part Number		
967-1	[Dropdown]	[Dropdown]	[Text field]		

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

8. Verify/update the **Quantity** and/or **Price** on the line you are invoicing. **Be certain to only invoice for the qty or amount that is due on the current invoice.**
9. Click **Add Line** if the invoice requires additional lines. (**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. Click **Calculate**.
12. Click **Submit**.



The screenshot displays the 'Lines' section of an invoice creation interface. It features a table with the following data:

Type	Description	Qty	UOM	Price	Total
	Test SAN Flip	1.00	Each	100.00	100.00

Annotations on the screenshot include:

- 8: A yellow circle highlighting the 'Qty' and 'Price' columns in the table.
- 9: A yellow circle highlighting the '+ Add Line' button.
- 10: A yellow circle and bracket highlighting the 'Shipping', 'Handling', and 'Misc' input fields in the 'Totals & Taxes' section.
- 11: A yellow circle highlighting the 'Calculate' button.
- 12: A yellow circle highlighting the 'Submit' button.

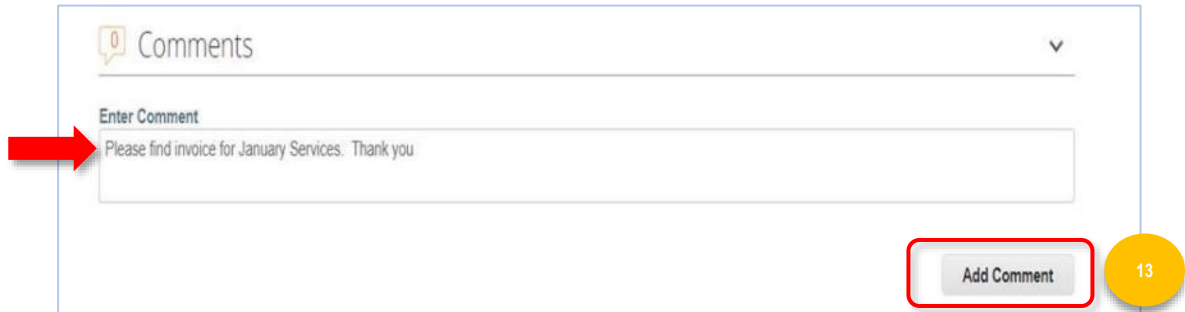
▶ Access [Supplier Resources](#) for additional step guides and reference materials

For invoice or process questions:

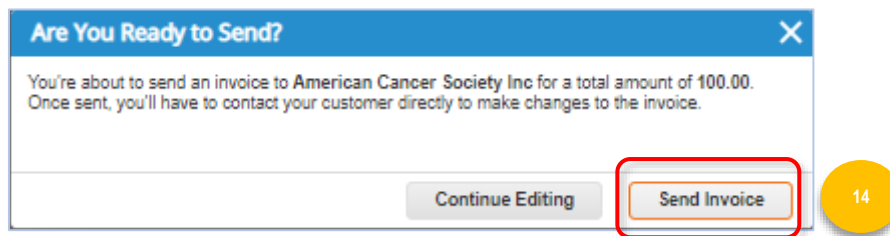
Phone: (877) 852-2585 (7 days a week, 7 am – 6:30 am CT) Live Chat: www.cancer.org (7 days a week, 7 am – 7pm CT)

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

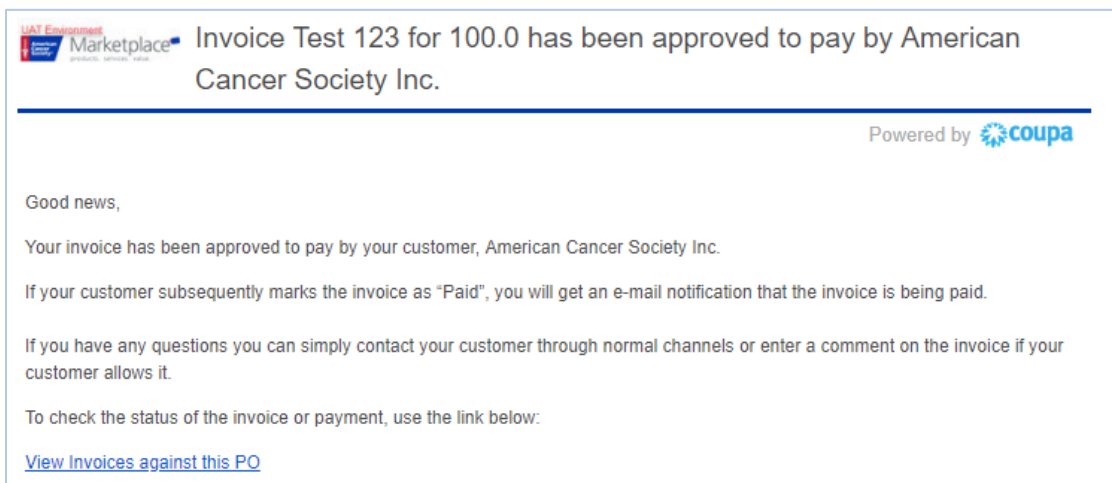
13. If you need to communicate with your ACS staff contact regarding this transaction, utilize the **Comments** section at the bottom of the invoice. This will ensure all communications remain in the document for future reference. Simply type your message in the comment field and click **Add Comment**.



14. Click **Send Invoice**.



Once the Invoice is approved, you will receive an approval notification via email.



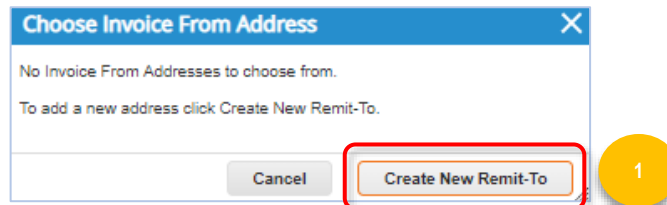
If you need to check invoice payment status, please contact customerservice@cancer.org.

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

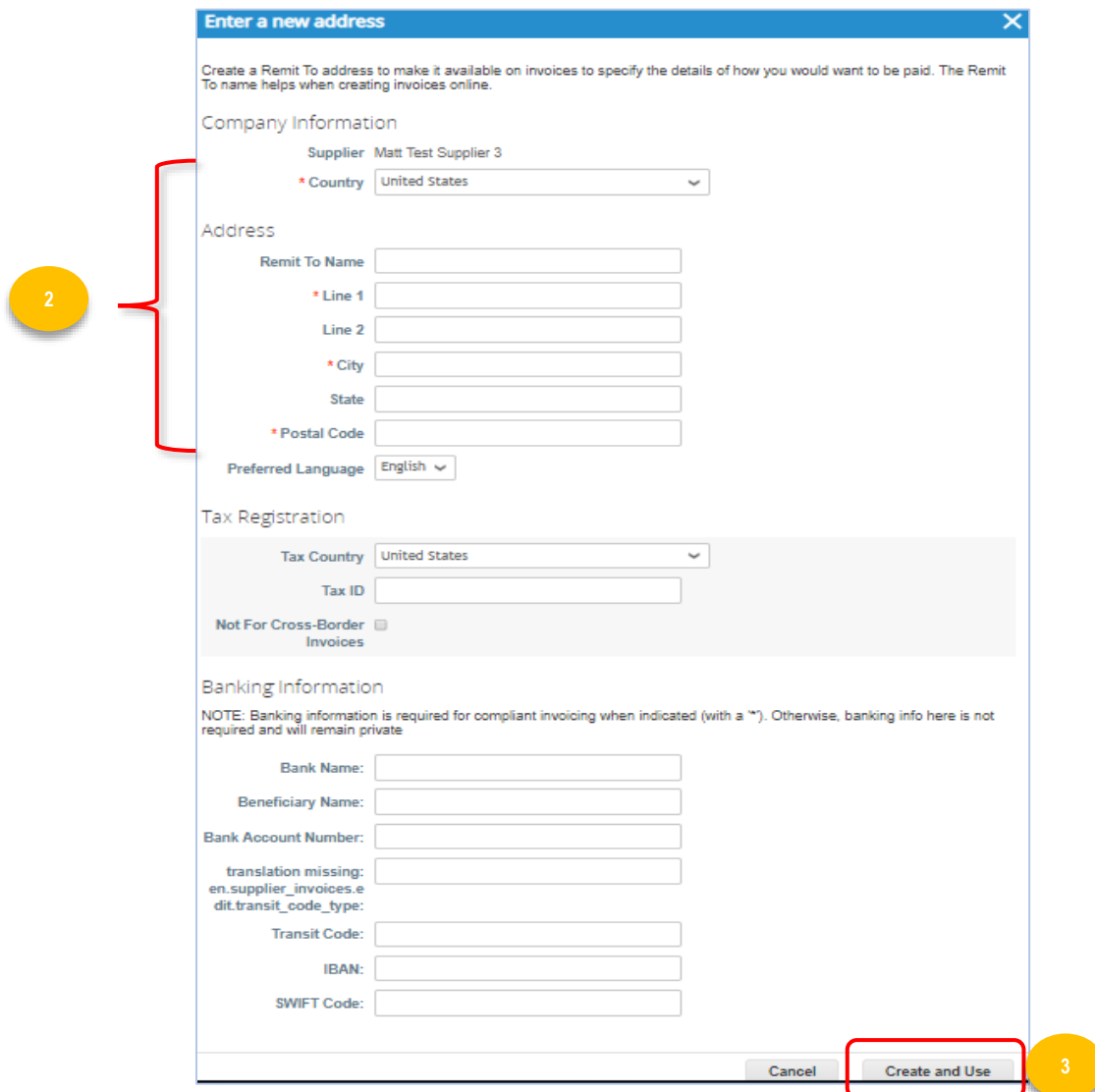
Create a New Remit-To Address

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**.



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