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.coupahost.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.

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Access Supplier Resources for additional step guides and reference
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
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
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.

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

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

[Diagram showing invoice creation process]

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**Access Supplier Resources** for additional step guides and reference.
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
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
**One Time Passcode— San Invoicing**

When Suppliers invoice from an email notification they will be prompted to create a onetime passcode (OTP). Each passcode is good for 24 hrs and only one passcode can be created for each supplier.

This means that once a passcode is created, other users will not be able to create an invoice without the passcode. They will need to contact the user (who generated the OTP) to get the passcode, wait 24 hrs and generate a new passcode, or login to the CSP directly.

**Note:** This is for SAN invoicing only.

Supplier received PO email and selects Create Invoice.

Supplier user verifies account.

Access Supplier Resources for additional step guides and reference
One time passcode is sent via email and is good for 24 hours.

Supplier enters one time passcode.

Access Supplier Resources for additional step guides and reference.
Supplier can create an invoice.

**Note:** If a different supplier user tries to invoice, they will need the One Time Passcode (OTP) created by the initial user.