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.

Access Supplier Resources for additional step guides and reference materials
**Acknowledge the PO**

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

   ![Acknowledging the PO](image)

   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.

   ![Acknowledged Checkbox](image)

**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.
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 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**.

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

![Add Comment](image)

14. Click Send Invoice.

![Send Invoice](image)

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

![Approval Notification](image)

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