

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.

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▶ **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)

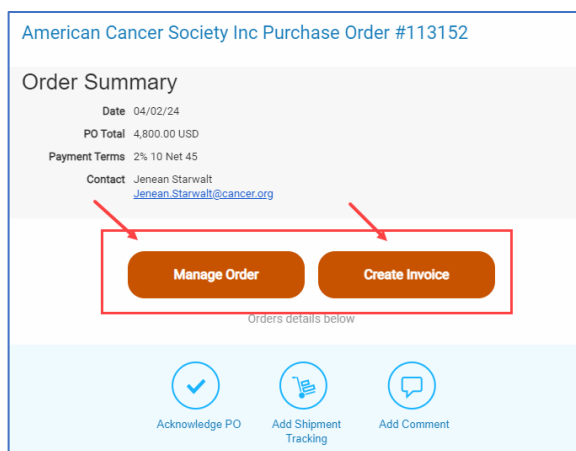
Email: ACSSupplierSupport@cancer.org (Mon – Fri, 8 am – 4:30 pm CT)

Create a One-Time Password

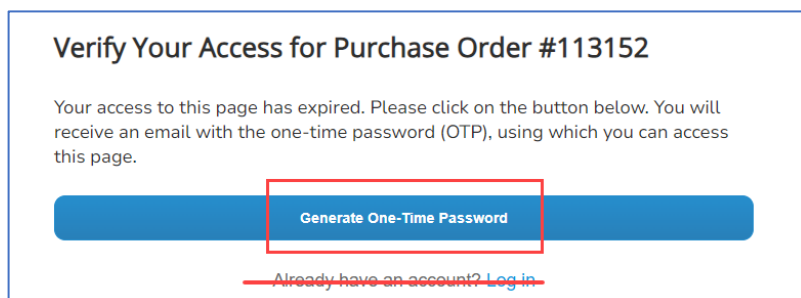
When Suppliers invoice from an email notification (Supplier Actionable Notification – SAN), they will be prompted to create a onetime passcode (OTP). Each passcode is good for 24 hrs and only one passcode can be created for each supplier.

This means that once a passcode is generated, it will be needed to create an invoice without the passcode. If someone other than the individual that created the password needs to create the invoice, 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.

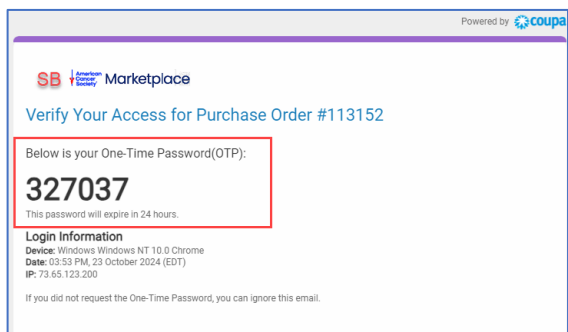
1. From the email select either **Manage Order** or **Create Invoice**



2. Then, select **Generate One-Time Password**



3. You will receive an email from do_not_reply@cancer.coupa.com that contains the one time password.



4. Enter **One-Time Password** and check **I'm not a robot**, then, click **Verify One-Time Password**

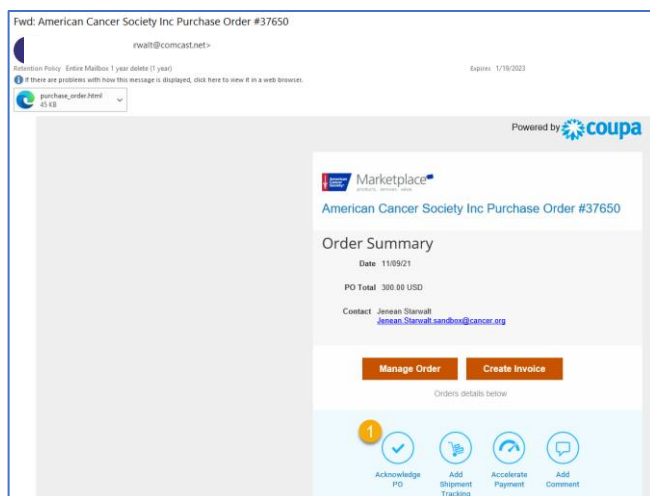
A web form titled "Verify Your Access for Purchase Order #113153". It prompts the user to "Enter the one-time password sent to mp*****@gm*****". A text input field contains "774845". Below the input field, there is a checkbox labeled "I'm not a robot" with a green checkmark, and a reCAPTCHA logo. A blue button labeled "Verify One-Time Password" is at the bottom. A link "Resend One-Time Password" is provided for users who didn't receive the code.

A new window will open taking you to the **Create Invoice Screen**.

The "Create Invoice" screen in SB Marketplace. It has a "General Info" section on the left and a "From" section on the right. The "General Info" section includes fields for Invoice #, Invoice Date (10/23/24), Payment Term (2% 10 Net 45), Currency (USD), Status (Draft), Image Scan (Choose File), Supplier Note, and Attachments. The "From" section includes fields for Supplier (Test Power Users), Supplier Tax ID, Invoice From Address (1234 Test Road, Eagan, 55076, United States), Remit-To Address (Test Power Users, 1234 Test Road, Eagan, 55076, United States), and Ship From Address (Test Power Users, 1234 Test Road, Eagan, 55076, United States). A "Sign Out" link is in the top right corner.

Acknowledge the PO

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

5. Check the **Acknowledged** checkbox.

Purchase Order #967

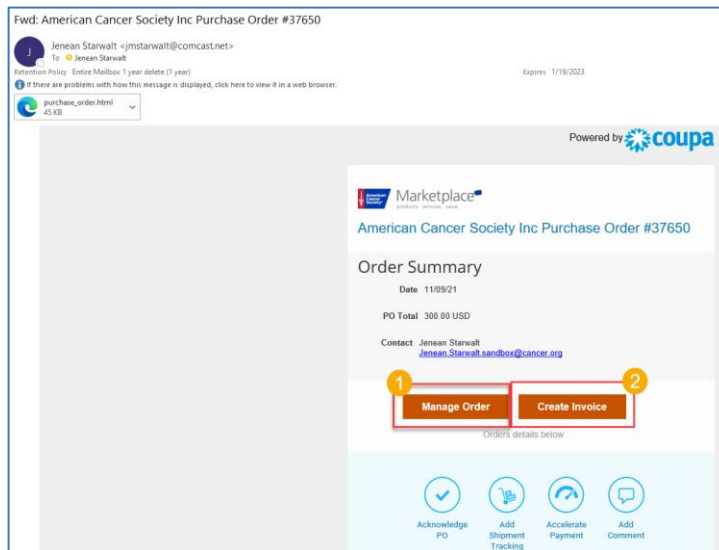
Status	Issued - Sent via Email	Shipping
Order Date	02/05/19	Ship-To Address
Revision Date	02/05/19	1 Medical Center Drive
Requester	Matt Gallo	Compton Infusion Trtmt Ctr
Email	matthewgallo@KPMG.com	Middletown, OH 45005
Payment Term	2% 10 Net 30	United States
iContract #	None	Attn: Matt Gallo
Delivery Instructions	None	Terms
Pick Up Instructions	None	Standard
Attachments	None	
Acknowledged	<input checked="" type="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.

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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.

Create Invoice Create

General Info

* Invoice # 3

* Invoice Date 02/06/19 4

Payment Term 2% 10 Net 30

* Currency USD

Status Draft

Image Scan No file chosen

Supplier Note

Attachments

From

* Supplier Matt Test Supplier 3

Supplier Tax ID None

* Invoice From Address Matt Test Supplier 3-Matt Test Supplier 3
 11453 Upgrade street 111453
 Upgrade street2
 San Mateo, CA 33333
 United States

* Remit-To Address Matt Test Supplier 3-Matt Test Supplier 3
 11453 Upgrade street 111453
 Upgrade street2
 San Mateo, CA 33333
 United States

* Ship From Address Matt Test Supplier 3-Matt Test Supplier 3
 11453 Upgrade street 111453
 Upgrade street2
 San Mateo, CA 33333
 United States

To

Customer American Cancer Society Inc

Ship To Address 1 Medical Center Drive
 Compton Infusion Trtmt Ctr
 Middletown, OH 45005
 United States

iContract # None

Lines ☐ Line Level Taxation

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

Lines ☐ Line Level Taxation

Type	Description	Qty	UOM	Price
	Test SAN Flap	1.00	Each	100.00

PO Line 967-1 Contract 7

Period

Supplier Part Number

► 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**.

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	Test SAN Flip	1.00	Each	100.00	8 100.00

PO Line 967-1 Contract Period Supplier Part Number

Billing 7XVMJR-7XVMJR-7002-6-1063

[Add Tag](#)

[+ Add Line](#) 9

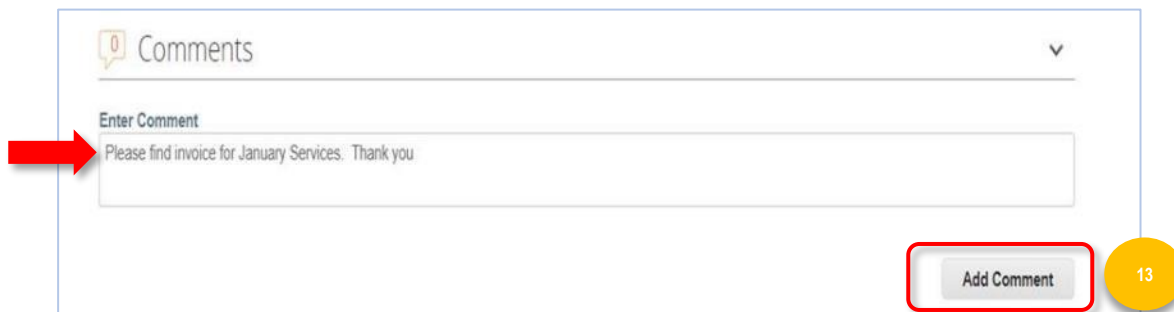
Totals & Taxes

Lines Net Total	100.00
Shipping	
Handling	
Misc	
Tax	0.000 % 0.000
Total Tax	0.00
Net Total	100.00
Total	100.00

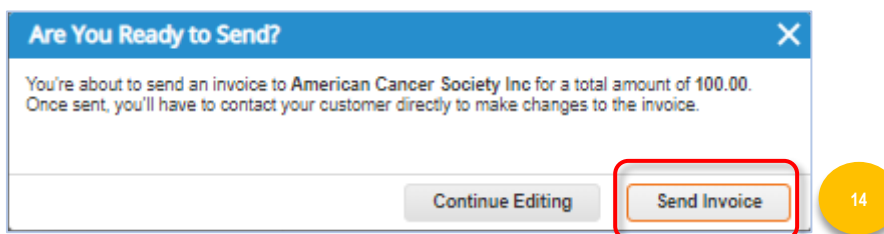
[Delete](#) [Cancel](#) [Save as Draft](#) [Calculate](#) [Submit](#)

11 12

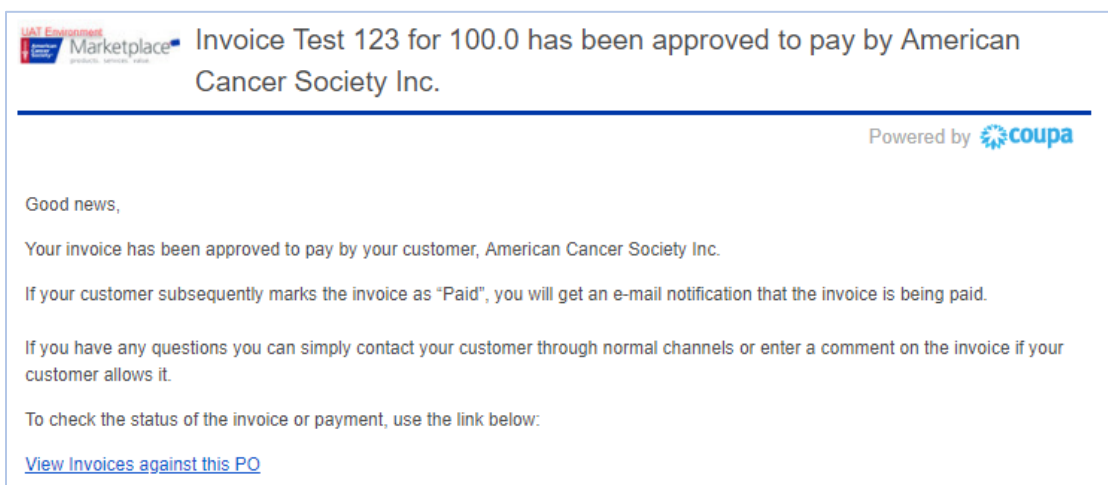
13. If you need to communicate with your ACS staff contact regarding this transaction, utilize the **Comments** section at the bottom of the invoice. This will ensure all communications remain in the document for future reference. Simply type your message in the comment field and click **Add Comment**.



14. Click **Send Invoice**.



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



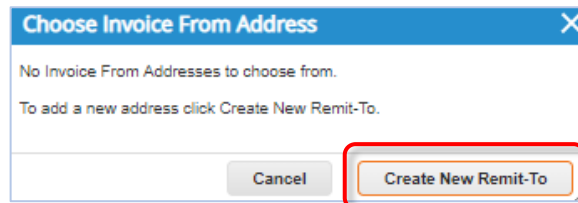
If you need to check invoice payment status, please contact customerservice@cancer.org.

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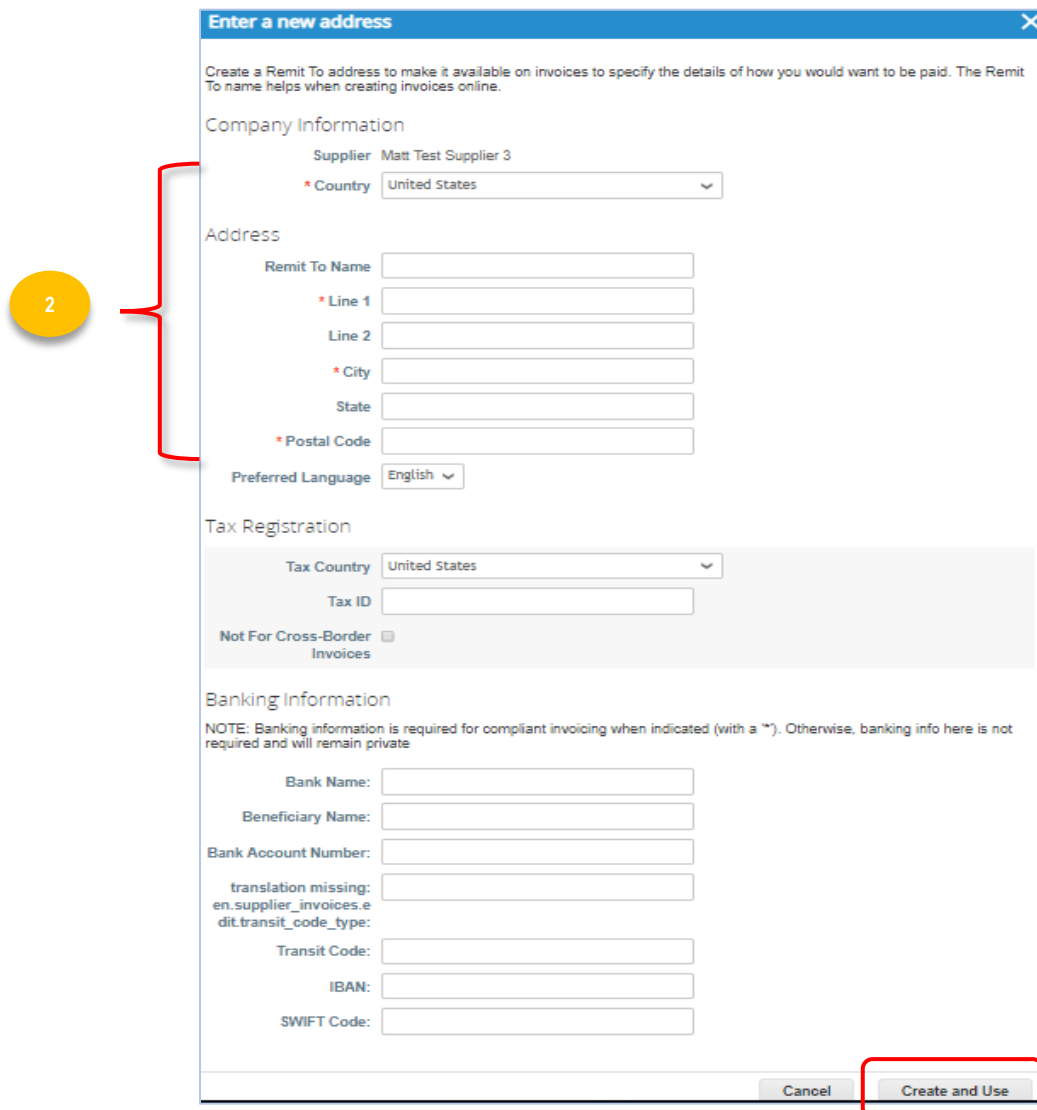
Create a New Remit-To Address

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**.



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