



Convert a Long Line PO into an Invoice

Navigation

Step 1 - Login to Coupa Supplier Portal and select **Invoices** from the toolbar across the top.

Step 2 - Ensure the John Lewis Partnership customer profile is showing and select the **'Create Blank Invoice'** option.

coupa supplier portal

Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogues Payments Business Performance Sourcing Add-ons

Setup

Invoices Invoices Lines Payment Receipts

Select Customer: John Lewis Partnership

Invoices

Create Invoices ⓘ

Create Invoice from PO Create Invoice from Contract **Create Blank Invoice** Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
Test0507_8	05/07/2023	Pending Approval	None	300.00 GBP	No		

Step 3 - You are now ready to fill out your invoice, please ensure you are following the below criteria when filling out this invoice for submission.

General Info

I. Invoice Number - Must be entered.

Important: Please ensure this is a **unique invoice number** and not the same as one previously used on any invoices which you have submitted to us on either Coupa or Oracle iSupplier. Using a duplicate invoice number will most likely result in delay to processing, approval and payment of your invoice. Invoice numbers must be **less than 40 characters** long.



2. Invoice Date - This automatically populates to the date of entry. This date can be back-dated to a historic date but **cannot** be entered as a future date.

3. Payment Terms - These automatically populate from the PO. The scheduled invoice payment date will be generated from the date your invoice is submitted to JLP and in line with your payment terms.

4. Currency - This defaults to the currency held on your supplier account.

5. Image Scan - Please ensure you attach a PDF copy of the invoice you are submitting.

6. Invoice Description - Quote your PO number here.

Important: The invoice could be rejected if you do not reference your PO number in this field, when submitting a blank invoice to us.

7. Exchange Rate - Must be entered for non GBP invoices. (eg.. EUR>GBP = 0.85, USD>GBP =0.74)

Note: These values are for example purposes only

From

This information will automatically populate from the records held on your supplier account.

Important: Where you have more than one legal entity on Coupa, please ensure you select the **correct supplier VAT ID** that matches the VAT records held on your John Lewis customer profile supplier account.

To

This section will need to be completed ensuring the below information is provided.

1. Bill-To Address - Select the magnifying glass and ensure the bill-to address provided by your buyer is selected.

2. Ship-To Address - Select the magnifying glass and ensure the ship-to address location, provided by your buyer, for this invoice is selected.

Important: Waitrose invoices will require a Waitrose location number and JL invoices will require a JL location number.

3. Requester Email - Input the requester email address provided by your buyer,



4. Requester Name - Input the requester name provided by your buyer who has raised your order.

5. DCI - Please select **No**. If you are submitting a DCI invoice then please follow the guide '**Create a GFR Dissection Charged Invoice**', found [here](#).

6. Dissection - N/A.

7. Tax Point Date - Input the tax point date for this invoice.

Important: Tax Point Date cannot be future dated and must match the stated invoice date.

Lines

You will now need to add your lines to the invoice. Scroll down to the lines section and select '**Pick lines from PO**'.

☰ Lines

Type	Description	Qty	UOM	Price
Qty ▾	<input type="text"/>	1.000	Amount ▾	0.00

0.00 ✖

PO Line None Clear	Service/Time Sheet Line None	Contract ▾	Supplier part number <input type="text"/>
Case (size) <input type="text"/>	Catalogue Item No	CIS Line Type None	ANA Code <input type="text"/>
Note None			

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
▾	<input type="text"/>	0.000	<input type="text"/>

[+ Add Line](#) [+ Pick lines from PO](#) [+ Pick lines from Contract](#) Total Taxes

Click the **green plus button** (see screenshot below) for the lines you would like to add to your invoice.

Important: Do **not** select any **more than 120 lines per invoice** as this could cause the invoice to fail. If you have more than 120 lines on your PO, then you will need to create another **separate** invoice for the remaining amount.



Once you have selected the necessary lines please click **'Finish'**.

Select Customer: John Lewis Partnership

Pick Lines to Add

Line	Desc	Total
1		0.00
7		2,200.00
6		450.00
5		1,250.00
4		1,800.00
3		2,200.00
2		1,200.00

7 Lines

PO Number	Line	Description	UOM	Qty	Price	Invoiced	Actions
524006_050423412201	1		Each	5	250.00	0	<input type="button" value="+"/>
524006_050423412201	2		Each	3	150.00	0	<input type="button" value="+"/>
524008_050423412201	1		Each	5	440.00	0	<input type="button" value="+"/>
524009_050423412201	1		Each	5	250.00	0	<input type="button" value="+"/>
524009_050423412201	2		Each	3	150.00	0	<input type="button" value="+"/>
524010_050423412201	1		Each	3	600.00	0	<input type="button" value="+"/>
524011_050423412201	1		Each	5	440.00	0	<input type="button" value="+"/>
600003_260423412201	1		Each	7	100.00	0	<input type="button" value="+"/>
600003_260423412201	2		Each	10	10.00	0	<input type="button" value="+"/>
876911_09846365	1		Each	5	75.00	0	<input type="button" value="+"/>

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You will not need to amend the PO Qty line value unless you wish to invoice for less than the full PO line value.

The PO line price and Qty fields are preset to match your issued PO. Further guidance on amending your PO lines can be found later in this guide.

If you believe the invoice line amounts or PO value is incorrect please contact your buyer to discuss this with them before proceeding further.

Taxes Section

Under the Taxes & VAT Rate section for each invoice line select the drop down to choose the correct VAT rate for **each individual invoice line** under the PO. If more than one invoice line is contained on the PO you will need to select the correct VAT Rate for each line.

Important Information

VAT Rate - Use the drop down to select the correct VAT % rate which matches **each individual invoice line**; a full list of these can be found below. Failure to select the correct VAT rate may result in delays to invoice approval and payment or an incorrect VAT amount being paid.

If you are **not** VAT registered you will need to update the VAT rate on your invoice lines ensuring the 0.0% VAT rate is selected.





If you are VAT registered and need to add VAT to your account before submitting your invoice, please submit a help request to our Finance Service Centre team on our JLP Supplier Support website page [‘Request account changes as a UK-based supplier for John Lewis’](#), Once updated you will be able to submit your invoice with VAT charged.

- XXXX_Standard_XX you should select 20.0%.
- XXXX_Reduced_XX you should select 5.0%.
- XXXX_Zero_XX you should select 0.0%.

Important: You may only charge VAT if you are VAT registered

The total VAT amount will automatically be calculated from your invoice lines VAT totals. You will not be able to amend this field.

Lines

Type	Description	Qty	UOM	Price	
		5.00	Each	440.00	2,200.00

PO Line: [Redacted] Service/Time Sheets Line: None Contract: [Dropdown] Supplier part number: [Input]
Case (size): 1 Catalogue Item: No CIS Line Type: None ANA Code: 498900
Note: None
Billing: [Redacted]
Taxes:
VAT Rate: 20.0% VAT Amount: 440.00 Tax Reference: [Input]

Finalising the Invoice

Scroll down the page to the **Total Taxes** section towards the bottom of the page.

If there is an additional freight charge for this order then please add this to the **Shipping** field.

Warning: Invoices which have freight charges will also need the Shipping VAT rate to be added otherwise the invoice will be rejected.

Update the VAT rate to match the VAT rate charged on your individual invoice lines, if you have more than one invoice line with different VAT charges please select one of these and Coupa will automatically adjust this to match your individual invoice lines tax totals.

Once updated, click **Calculate** and check the values are correct as per what you are expecting to invoice. A visual image showing this can be found below.

Total Taxes

Lines Net Total	62.50
Lines VAT Totals	12.50

Shipping	5.00
VAT	1.00
Tax Reference <input type="text" value="Enter a tax reason description."/>	

Total VAT	13.50
Net Total	67.50
Gross Total	81.00

Click **Submit**, you will get the following warning - 'Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.' Any other warnings will detail any errors with the invoice.

Click **Send Invoice**, you will return to your invoice homepage where you will see the invoice as a status of 'Pending Approval'. You can use this screen to see the status of all your invoices too.

What Happens Next?

Once you have submitted your invoice, the JLP Financial Processing teams will review and once approved, the invoice will be scheduled for payment.



JOHN LEWIS
PARTNERSHIP

| JOHN LEWIS

| WAITROSE

Should your invoice be disputed by our teams, the invoice status will update in Coupa to match this.

A full list of Coupa invoice statuses including possible hold reasons which your invoice may show can be located on our [Coupa Invoice Statuses](#) guide.

The payment date will be dependent on your payment terms with the payment date calculated from the date we receive your submitted invoice.

Further guides and supporting material can be found on our [JLP Supplier Support](#) website.

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