

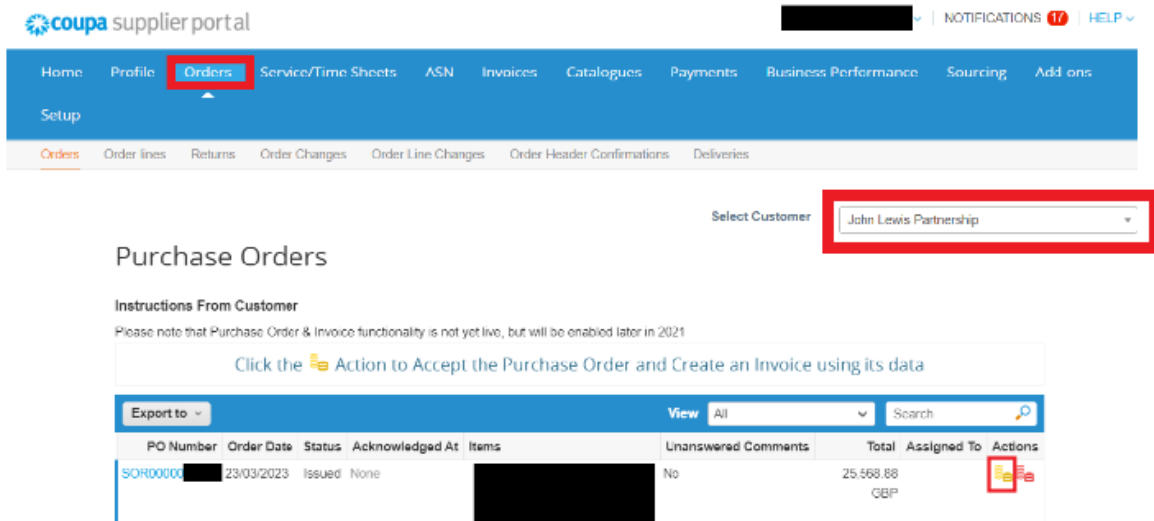
Converting a D2C or SOR PO into an Invoice

Navigation

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

Step 2 - Ensure the John Lewis Partnership customer profile is showing and click the **'Yellow Coins'** symbol alongside the Purchase Order (PO) you wish to raise the Invoice against. Only PO's showing a positive value should be converted to an invoice.

Important - Your orders will always be loaded in Coupa from Monday morning; they will not be available before this time.



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders' (highlighted with a red box), 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', 'Payments', 'Business Performance', 'Sourcing', and 'Add ons'. Below this is a 'Setup' section with 'Orders' (highlighted with a red box), 'Order lines', 'Returns', 'Order Changes', 'Order Line Changes', 'Order Header Confirmations', and 'Deliveries'. On the right, there is a 'Select Customer' dropdown menu with 'John Lewis Partnership' selected (highlighted with a red box). The main content area is titled 'Purchase Orders' and includes an 'Instructions From Customer' section with a note that functionality is not yet live. Below this is a table with columns: 'Export to', 'View', 'Search', 'PO Number', 'Order Date', 'Status', 'Acknowledged At', 'Items', 'Unanswered Comments', 'Total', 'Assigned To', and 'Actions'. A single row is visible with PO Number 'SOR0000', Order Date '23/03/2023', Status 'Issued', and a total value of '25,568.88 GBP'. A red box highlights the 'Actions' column for this row, which contains a 'Yellow Coins' icon.

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 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 will automatically populate to the date of entry, this date can be back-dated to a historic date but cannot be entered as a future date. Please ensure that the **stated invoice date strictly matches the relevant week-end date** of your issued purchase order sale or return activity.

3. Payment Terms - These will automatically populate from the PO. 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 will default to the currency of the PO which matches the currency held on your supplier account.

From

These will all automatically populate from the PO.

To

This will all populate from the PO. The only area in this section that requires your attention is **Tax Point Date. The Tax Point Date should match the Invoice Date.**

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

Lines

The invoice lines will populate with the full order values from the PO.

You will **not** need to amend the PO Qty line value unless you wish to invoice for less than the full PO line value. This PO line price and QTY fields are preset to match your weekly sales data. Further guidance on amending your PO lines can be found later in this guide.

If you believe the invoice line amounts are incorrect please first cross-check these against the 'Sale or Return report' attached to your purchase order. If you still believe these are incorrect please visit our SOR supplier FAQs, [here](#), page for more information.

Taxes Section

The line description on each individual line will detail the location tax code commission. Use this to select the correct VAT rate under each individual invoice line under the header **Taxes & VAT Rate section**. 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 % which matches the tax code commission stated within **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	
	937_Standard	7.54	Each	1.00	7.54

PO Line: SOR0000 [Clear] Service/Time Sheets Line: None Contract: [Dropdown] Credit Line: None

Supplier part number: [Input] Case (size): None Catalogue Item: Yes CIS Line Type: None

ANA Code: None Note: None

Billing: [Redacted]

Taxes

VAT Rate	VAT Amount	Tax Reference
20.0%	1.51	[Input]



Important: Please ensure that you are invoicing in the **exact** format of the PO.


Example - where you see **7.53 Qty @ £1** on the PO, you **must** also invoice **7.53 Qty @ £1** and **not** 1 Qty @ £7.53 Price.

Warning: Invoices presented in the **wrong** format will be **rejected** and will require you (the supplier) to create and submit a new invoice in the correct format.


The **Qty** and **Price** fields are pre-filled to match the sales data activity detailed on the Excel sales report by branch location. You can only amend the Qty field if you wish to invoice for **less than** the full PO line value. **Never amend the price field - this must always show £1.**


Lines

Type	Description	Qty	UOM	Price	
	0937_Standard_39	7.53	Each	1.00	7.53 

PO Line: SOR0000  Clear

Service/Time Sheets Line: None

Contract: 

Credit Line: None 

Supplier part number:


Case (size): None

Catalogue Item: Yes

CIS Line Type: None

ANA Code: None

Note: None

Billing: 

Finalising the Invoice

Scroll down to the **Total Taxes** section located towards the bottom of the page and update the VAT rate to match the VAT rate charged on your individual PO invoice line. 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, select **Calculate** and check that the values are correct. A visual image showing this can be found on the next page...



Total Taxes

Lines Net Total	25,568.88
Lines VAT Totals	5,113.77
Shipping <input type="text"/>	
VAT	20.0% <input type="text"/> 0.00
Tax Reference	<input type="text" value="Enter a tax reason description."/>
Total VAT	5,113.77
Net Total	25,568.88
Gross Total	30,682.65

When you click **Submit** you will get the following submission 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.'

Note: Any other warnings will detail that there is an error on your invoice which will need to be corrected. Should your invoice not fit the invoicing requirements this will auto with you needing to edit and re-submit a corrected invoice.

Once ready, click **Send Invoice**. You will then return to your invoice homepage where you will see the invoice with a status of **Processing**.

Note: You can use this screen to see the status of all your invoices too.

Warning: Please note that Coupa allows over and under invoicing of a PO. Please ensure that you invoice for the correct amount. If you over invoice for a PO then your invoice will go on hold and payment may get **delayed**.

What Happens Next?

Once you have submitted your invoice this will be reviewed and approved and scheduled for payment. The payment date will be dependent on your payment terms with the payment date calculated from the date we receive your invoice. Ensure you repeat this weekly, converting your weekly issued PO to an





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invoice, failure to convert your PO to an invoice within six months will cause this to close and will lead to a delay in payment. Your orders will always be loaded in Coupa from Monday morning; they will not be available before this time.

A full list of Coupa invoice statuses, including possible hold reasons and how to view your invoice scheduled payment date, can be found by searching on our [JLP Supplier Support](#) website.

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