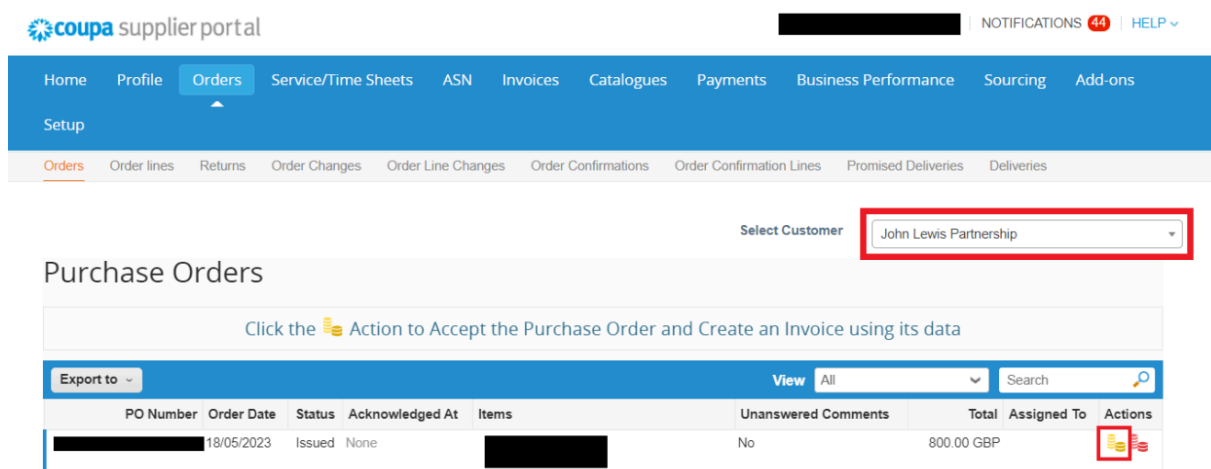


## Converting a GFR PO into an Invoice on Coupa

### 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.



The screenshot shows the Coupa Supplier Portal interface. At the top, there's a navigation bar with 'Home', 'Profile', 'Orders' (selected), 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', 'Payments', 'Business Performance', 'Sourcing', and 'Add-ons'. Below this is a sub-navigation bar with 'Orders' (selected), 'Order lines', 'Returns', 'Order Changes', 'Order Line Changes', 'Order Confirmations', 'Order Confirmation Lines', 'Promised Deliveries', and 'Deliveries'. The main content area is titled 'Purchase Orders' and shows a table of orders. A red box highlights the 'Yellow Coins' icon in the 'Actions' column for a specific PO.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
[Redacted]	18/05/2023	Issued	None	[Redacted]	No	800.00 GBP		[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.

Please note you are unable to submit GFR Composite Tax invoices to us via Coupa. You will need to submit these to our invoicing team via the [JLP Supplier Support site](#). Due to a change in process these are unable to be submitted to us on Coupa.

### General Info

**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 result in delay to processing, approval and payment. Invoice numbers must be **less than 40 characters** long.

**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.

**Payment Terms** - These will 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.

**Currency** - This will default to the currency of the PO which matches the currency held on your supplier account

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

**Exchange Rate** - Must be entered for all **non** GBP invoices. Please ensure you have used the spot rate from the day you are invoicing. You can check the latest exchange rates on internet sites such as: <https://www.google.com/finance/markets/currencies> or others of your choice.

### **From**

These will all automatically populate from the PO.

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

### **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 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.



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#### Lines

Type	Description	Qty	UOM	Price
	[Redacted]	5.00	Each	440.00
2,200.00				

PO Line 	Service/Time Sheets Line None	Contract 	Supplier part number <input type="text"/>
Case (size) 1	Catalogue Item No	CIS Line Type None	ANA Code 498900
Note None			
Billing [Redacted]			

VAT Rate	VAT Amount	Tax Reference
20.0%	440.00	<input type="text"/>

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

**Example -** where you see **5.00 Qty @ £440.00 on the PO**, this will mean the invoice line unit price is set at £440.00 per unit and 5 Qty (units) raised by the buyer to the PO setting the invoice line price at a total of £2,200.00. The price will be set in the currency held on your supplier account.

Should you wish to invoice for less units than on the order you are able to amend the Qty entry to less than the preset number. **Never amend the price field as this is automatically calculated to match the unit price x Qty fields.**

**Warning:** Invoices presented in the wrong format or with editing of the invoice line price field will be **rejected** and will require you (the supplier) to create and submit a new invoice in the correct format. For example, if you attempted to raise your invoice for 1 Qty @ £2,200.00 this would be rejected.

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Lines

Type	Description	Qty	UOM	Price	
		5.00	Each	440.00	2,200.00

PO Line [Redacted] <a href="#">Clear</a>	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]			

VAT Rate	VAT Amount	Tax Reference
20.0%	440.00	[Input]

### Finalising the Invoice

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

Update the VAT rate to match the VAT rate charged on your individual PO 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.

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.

Once updated select **Calculate** and check the values are correct as per what you are expecting to invoice:

### Total Taxes

Lines Net Total	2,200.00
Lines VAT Totals	440.00

Shipping	[Input]
VAT	20.0%
	0.00
Tax Reference	Enter a tax reason description.

Click **Submit**, after which 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.’

Should your invoice not fit the invoicing requirements this will automatically reject, with you needing to edit and re-submit a corrected invoice.

Click **Send Invoice**

You will return to your invoice homepage where you will see the invoice as a status of ‘Processing’.

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 to be scheduled for payment. Should you receive a request for a Proof of Delivery (POD), please follow our **‘Uploading A POD’** guide, found [here](#). The payment date will be dependent on your payment terms with the payment date calculated from the date we receive your submitted invoice.

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.

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