



## Converting a GFR PO into an Invoice on Coupa For an Overseas Export Invoice

### Navigation

**Step 1** - Before you create your invoice on Coupa please ensure that you have sent the below documents to Ligenta on the email address [jlpsupplier@cx.ligentia.com](mailto:jlpsupplier@cx.ligentia.com).

**Important:** This must be completed within 10 days of ETD (Expected Time of Departure).

- Bill of Lading / SWB
- Commercial Invoice
- Packing List
- GSP / EUR1 (where applicable)

Once the required documents listed above have been submitted, you are ready to continue to Step 2 and submit your invoice to us on Coupa. Invoices must be uploaded to Coupa within 10 days of the ETD.

**Important:** Please ensure that the invoice version sent to Ligenta described in Step 1 is your **commercial invoice** only and that this invoice value matches the invoice value you are submitting on Coupa.

Please do not submit a factory invoice to Ligenta in step 1 as your commercial invoice copy is required.

**Step 2** - Login to Coupa Supplier Portal and select **Orders** from the toolbar across the top.


**Step 3** - 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.

Select Customer

John Lewis Partnership

## Purchase Orders

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

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		

**Step 4** - 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

**1. 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. Your invoice must be dated between 1-30 days after your 'gated in' date.

**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

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



### **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 JLP 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 an overseas 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	
	[Redacted]	5.00	Each	440.00	2,200.00 <span>✖</span>

PO Line [Redacted] <a href="#">Clear</a>	Service/Time Sheets Line None	Contract <input type="button" value="v"/>	Supplier part number <input type="text"/>
Case (size) 1	Catalogue Item No	CIS Line Type None	ANA Code 498900
Note None			
Billing [Redacted]			
Taxes			
VAT Rate 20.0% <input type="button" value="v"/>	VAT Amount 440.00	Tax Reference <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. The Qty and price fields are highlighted on the above screenshot.**

**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.

### **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.

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

Before you submit this invoice please check this and ensure you have met our import support top tips found overpage to prevent possible delays to invoice approval and payment.

**Total Taxes**

Lines Net Total	2,200.00
Lines VAT Totals	440.00

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Shipping

VAT 20.0%

Tax Reference

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Total VAT	440.00
Net Total	2,200.00
<b>Gross Total</b>	<b>2,640.00</b>

Next, click **Submit**. You will then 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 meet the invoicing requirements this will auto 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.

### **Import Support Top Tips**

- If your documents do not correspond with each other, it will slow down the process within John Lewis, and could result in delay of payment to you.
- Your documents need to correspond and tie back to the Seaway Bill.
- The number of cartons on your 'Bill of Lading' and 'Seaway Bill' **must** match the number of cartons on your Packing List.
- The number of cartons on your packing list **must** match the number of cartons on your invoice.
- The number of pieces on your packing list **must** match the number of pieces on your invoice.
- **All** POs under your house bill need to be present on the invoice.
- If GSP or EURI declarations apply to you, they need to be present on your invoice or we need a copy of the certificate scanned with your invoice.
- Ensure your Coupa invoice value matches the commercial invoice value which you submit to Ligenta on step 1 of this guide.
- If you have any questions or need further guidance or support in regards to your import documents required on Ligenta from our Import Support Team, please contact [import.support.administration@johnlewis.co.uk](mailto:import.support.administration@johnlewis.co.uk)

**Warning:** Please note that Coupa will allow over and under invoicing of a PO. Please ensure that you invoice for the correct amount. If you over invoice against a PO, then your invoice will go on hold pending further investigation. This may result in a delay to the payment.

### **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 POD to be submitted please follow our '**Uploading a POD**' guide, which can be 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.