



Create an Invoice (if PO is missing in Coupa)

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.

Please note if you are submitting a GFR Composite Tax invoice to us you are unable to submit this to us on Coupa, please visit our 'GFR Composite Tax Submission' page for more information.

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.

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 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 the number of your PO, which is missing in Coupa.

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 all automatically populate from the records held on your supplier account.

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

Lines

You will need to complete the below invoice lines sections.

1. **Type** - Ensure **Qty** is selected. You are unable to use Amt or any alternative entry for this section.
2. **Description** - Input the line description for the invoice line which you are creating.
3. **Qty** - Input the quantity of cases which you are invoicing for on this invoice line, **ensure you follow the required format when entering this quantity total**. Example, 15 cases must be entered as 15.000 or 50 cases entered as 50.000. Failing to enter this quantity amount in the correct format may result in invoice rejection with you (the supplier) required to re-submit a replacement invoice.
4. **UOM** - Ensure **Amt** is selected. You are unable to use any alternative entry for this section.
5. **Price** - Enter the unit price for this invoice line which you are invoicing for, **ensure you follow the required format when entering this price total**. Example, a £12.50 unit cost should be entered as 12.50 or a £10.00 unit cost charge should be entered as 10.00. Failing to enter this price amount in the correct format may result in invoice rejection with you (the supplier) required to re-submit a replacement invoice
6. **Case (Size)** - Enter the quantity of units included within one case for this invoice line.
7. **Taxes (VAT Rate)** - Select the appropriate VAT rate for this invoice line from the dropdown menu.

Lines

Type	Description	Qty	UOM	Price	
Qty	Invoice Line 1	5,000	Amount	12.50	62.50 ✖
PO Line None Clear	Service/Time Sheets Line None	Contract <input type="text"/>	Supplier part number <input type="text"/>		
Case (size) 4	Catalogue Item No	CIS Line Type None	ANA Code <input type="text"/>		
Note None					
Taxes					
VAT Rate 20.0%	VAT Amount 12.50	Tax Reference <input type="text"/>			

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.

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 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.

Total Taxes

Lines Net Total	62.50
Lines VAT Totals	12.50

Shipping	<input type="text" value="5.00"/>
VAT	<input type="text" value="20.0%"/> <input type="text" value="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



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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.

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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