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Creating a Blank Invoice

Navigation
1. Login to Coupa Supplier Portal and select **Invoices** from the toolbar across the top.
2. Click **Create Blank Invoice**, now populate the invoice

Filling out the Invoice

General Info
1. Invoice Number - Must be entered.
2. Invoice Date - will automatically populate to the date of entry.
3. Supplier Note - Please add any notes here (17 Digit Charge Code)
4. Attachments - Attach any files associated here

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From

You will need to select the correct address for this invoice by clicking on the Magnifying Glass in this section.

To

Here you will need to provide the following information:

1. Bill -To-Address
2. Buyer VAT ID - This will be populated by selecting the 'Bill-To-Address' please deselect this by selecting the blank and then reselect the code populated previously. This will ensure the correct tax codes are populated within the invoice lines section.
3. Ship To Address
4. Requester Email (JLP Contact)
5. Requester Name
6. Tax Point Date (This date can not be future dated)

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Lines

Here you will need to provide the following information:

1. Description
2. Qty
3. Price

Taxes Section

VAT Rate = Use the drop down to select the correct % or EXEMPT (EXT), REVERSE CHARGE (REV) or OUT OF SCOPE (OOS) *(A Tax Reference of your choice must be entered when selecting EXT, REV or OOS)* **Remember you may only charge VAT if you are VAT registered.**

The VAT amount will automatically be calculated, you will not be able to amend this field.

Tax reference = Your VAT registration number.

'Add Lines', 'Pick lines from PO' & '*Pick lines from Contract - Please do not use this option*' - Use these options if you wish to add invoice lines.

Note Section

On the invoice lines section you may notice a note heading which details notes for your purchase order or invoice which is not shown on the above screenshot, this is completed by your buyer in advance and cannot be edited. Please ignore this section.

Finalising the Invoice

Click **Calculate** and check the values are correct as per what you are expecting to invoice.

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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 'Processing'. You can use this screen to see the status of all your invoices too.