

Editing an Invoice

Navigation

1. Login to Coupa Supplier Portal and select **Invoices** from the toolbar across the top.
2. In the search bar, enter the invoice number.
3. Click on the invoice number (highlighted blue) or click the pencil under 'Actions' (Please note you will only be able to edit invoices in a Draft status)

Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Payments Business Performance

Sourcing Add-ons Setup

Invoices Invoices Lines Payment Receipts

Select Customer John Lewis Partnership

Invoices

Instructions From Customer

Please note that Purchase Order & Invoice functionality is not yet live, but will be enabled later in 2021

Create Invoices

Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	02/22/22	Draft	None	0.00 GBP	No		

If you are editing an invoice that **is** against a PO please follow this guide:

https://www.jlpsuppliers.com/content/dam/jlpsup/pdfs/Raise_Invoice_PO_GNFR.pdf

If you are editing an invoice that **is not** against a PO please follow this guide:

https://www.jlpsuppliers.com/content/dam/jlpsup/pdfs/Creating_Blank_Invoice_GNFR.pdf