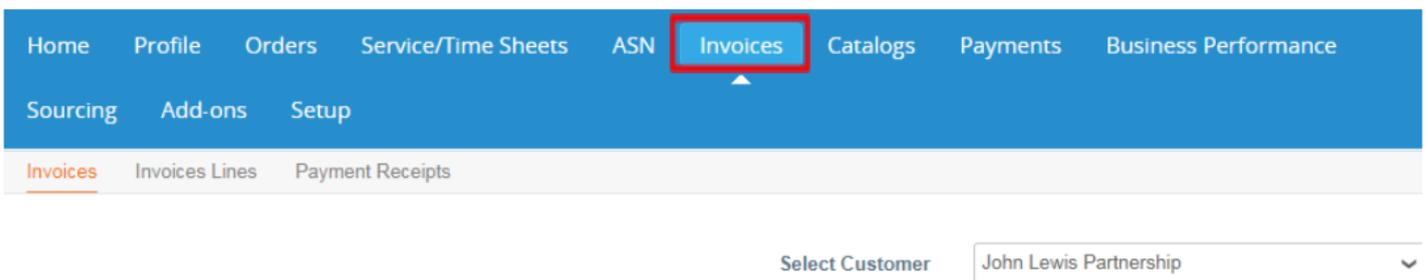


## Editing a GFR Invoice in Coupa

### 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

#### 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 #	Total	Unanswered Comments	Dispute Reason	Actions
None	02/22/22	Draft	None	0.00 GBP	No		

- If you are editing a GFR invoice that is for a **UK based** invoice please follow our '**Converting a GFR PO into an Invoice**' guide which can be found [here](#).
- If you are editing a GFR invoice that is for an **overseas export supplier** invoice please follow our '**Converting a GFR PO into an Invoice (Overseas Supplier)**' guide which can be found [here](#).
- If you are editing a GFR dissection charged invoice then please follow the steps detailed in our '**Create a GFR Dissection Charged Invoice**' guide which can be found [here](#).

\*GFR = Goods for Resale