

# Coupa Supplier Portal User Guide

## Create an Invoice from a PO

To flip a PO into an invoice, do one of the following:

- Click on the Create Invoice (golden coins) icon for the PO in the Purchase Orders table.
- Click on the PO Number link to open the purchase order and click on the Create Invoice button.

### Create Invoice Create

#### General Info

\* Invoice #

\* Invoice Date  

Payment Term

\* Currency

Status

Image Scan  No file chosen

Supplier Note

\* Attachments [Add File](#) | [URL](#) | [Text](#)

#### From

\* Supplier

\* Invoice From Address  

\* Remit-To Address  

\* Ship From Address  

#### To

Customer

Buyer Tax ID

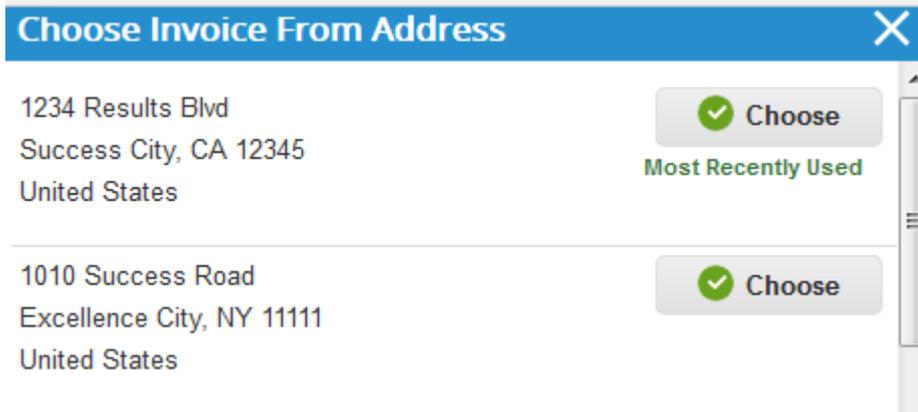
\* Ship To Address   
10th Floor  
Montreal, QC H2M 2P2  
Canada  
Location Code: 640945

### Lines

Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	<input type="text" value="Test Item"/>	<input type="text" value="1.00"/>	<input type="text" value="1000"/>	<input type="text" value="10.00"/>	10.00
PO Line	Contract Billing	Supplier Part Number		Commodity	
<a href="#">COU210000010969-1</a>	<input type="text"/>	<input type="text" value="9516-9200-255002-780500-00000-0000-0000-0000"/>		<input type="text" value="PEANUTS"/>	
	Add Tag				
	Add Line				
Subtotal					10.00
Shipping					<input type="text"/>
Tax Description (Shipping)					<input type="text"/> 0.000
Tax Description					<input type="text"/> 0.000   <input type="text"/> 0.000
Total Tax					0.00

- In the appearing window, choose the Invoice From Address. The most recently used address is at the top of the list.



- On the **Create Invoice** page, fill in at least the mandatory fields (marked with a red asterisk) in your invoice. Some of the fields are pre-populated with information from the PO.
- In the **Subtotal section**, you can enter values and select tax rates for shipping, handling, and miscellaneous costs.
- Applicable tax rates are determined by the tax code on the invoice. The tax rate is a government-regulated rate to be paid to the tax authorities as part of the sale and it is shown as a percentage. It applies to all commodities sold in a specified geographical area.
- Clicking **Calculate** will give you the gross total amount considering the tax values.
- You can add invoice lines to your invoice by clicking on the Add Line link or the Add () icon next to it.
- Selecting the Line Level Taxation checkbox, allows you to enter tax information for each invoice line.
- Submit the invoice or save it as a draft to submit it later. You can also add comments for your customer.
- Before submitting the invoice, you can cancel or delete it. You can delete only draft invoices.
- Similarly to creating an invoice, you can create a credit note by clicking on the **Create Credit Note** (red coins) icon for the PO in the Actions column of the Purchase Orders table.