For suppliers - How to Create an Invoice in Coupa

This guide provides instructions on several ways create an invoice through the Coupa Supplier Portal (CSP).

Create an Invoice From a PO

1. On the **Invoices** page, click on the **Create Invoice from PO** button to go to the **Orders** page.

2. On the **Orders** page, do one of the following:

- o Click on the **Create Invoice** 🪙 icon for the PO in the **Actions** column of the **Purchase Orders** table.

- o Depending on your settings, the tooltip text of the icon can also be **Accept PO and Create Invoice**.

- o Click on the **PO Number** link to open the purchase order and click on the **Create Invoice** button.

3. 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. Add any additional details such as shipping and handling charges if applicable.

4. Review and submit: Once you've filled out all the necessary information, you can either save the invoice as a draft or submit it.

Create an Invoice From Scratch

1.**Log in** to the Coupa Supplier Portal (CSP).

2. From the dropdown list in the top right corner of the **Invoices** page, select the Solenis.

NOTA: Buttons are active only for the actions that you can do. For example, if your customer did not enable you to create invoices without a backing document, the Create Blank Invoice button is inactive. The Info icon with the tooltip next to the Create Invoices header advises you what to do if you cannot create an invoice as expected, for example, contact your customer to enable more invoicing options for you.

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Create an Invoice From a Contract

To create an invoice from a contract in Coupa, follow these steps:

1.On the **Invoices** page, click on the **Create Invoice from Contract** button to go to the

 Contract page
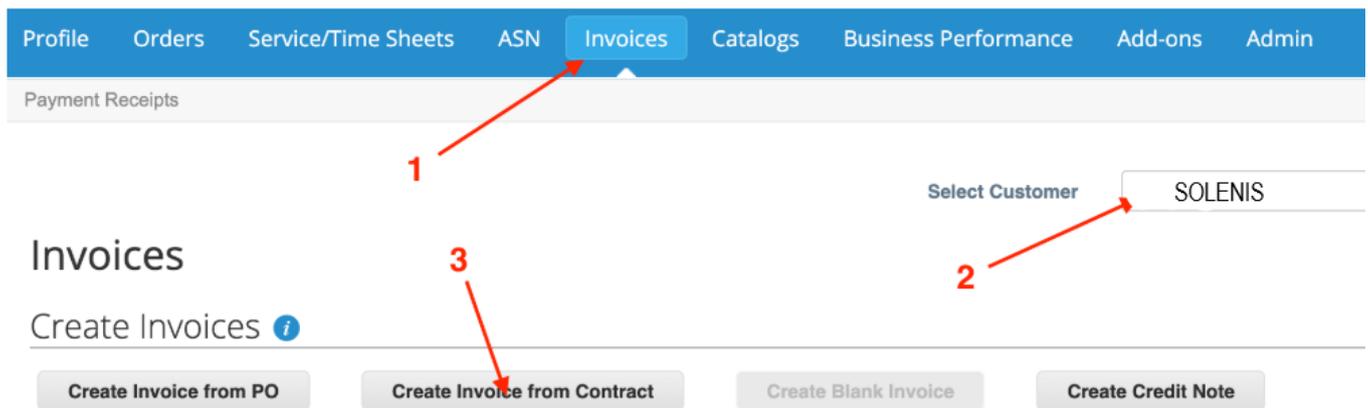
2.Find and **Select the Contract** you want to create an invoice from.

3.**Create Invoice**: Look for the option to create an invoice from the contract details page. This might be

labeled as "Create Invoice" or similar.

4.**Fill in Invoice Details**: Enter the necessary invoice details, such as invoice number, date, and any other required information.

5.**Submit Invoice**: Review the invoice for accuracy and submit it for approval.

Create a Blank Invoice

To create a blank invoice in Coupa, follow these steps:

1.On the **Invoices** page, click on the **Create Blank Invoice** button. This will allow you to free-form an invoice line.

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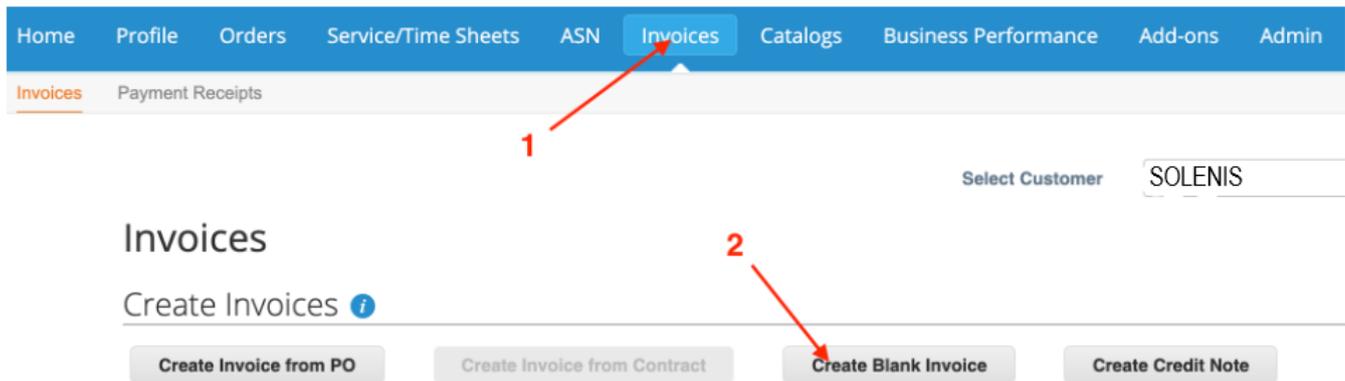
2.**Enter Invoice Details**: Fill in the necessary details such as invoice number, date, supplier information, and any other required fields.

3.**Add Line Items**: Manually add the line items for the products or services you are invoicing for.

4.**Review and Submit**: Double-check the invoice for accuracy and submit it for approval.

Coupa Reference Guide

Rev.	Author	Description of change	Date	Training required	
0	Ana Panduru	**Document creation**	**Feb 18, 2025**	**XX Yes**	**No**
1					
2					
3					
4					