

For suppliers - How to Create an Invoice in Coupa

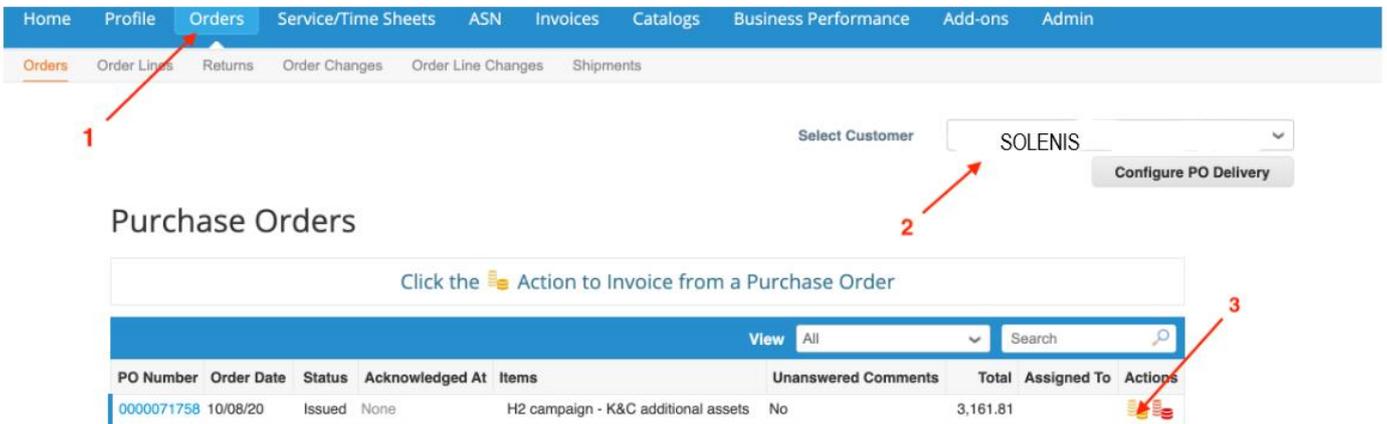
This guide provides instructions on several ways create an invoice through the Coupa Supplier Portal (CSP).

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:

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



Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Add-ons Admin

Orders Order Lines Returns Order Changes Order Line Changes Shipments

Select Customer SOLENIS Configure PO Delivery

Purchase Orders

Click the  Action to Invoice from a Purchase Order

View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
0000071758	10/08/20	Issued	None	H2 campaign - K&C additional assets	No	3,161.81		

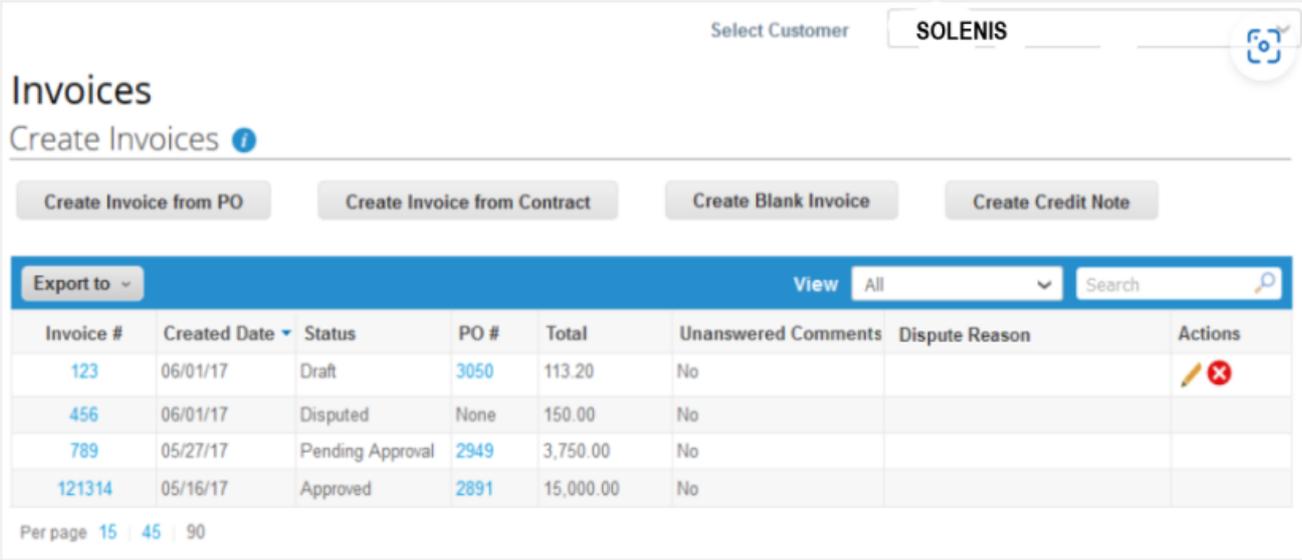
- Depending on your settings, the tooltip text of the icon can also be **Accept PO and Create Invoice**.
- Click on the **PO Number** link to open the purchase order and click on the **Create Invoice** button.

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.



Select Customer **SOLENIS**

Invoices

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
123	06/01/17	Draft	3050	113.20	No		 
456	06/01/17	Disputed	None	150.00	No		
789	05/27/17	Pending Approval	2949	3,750.00	No		
121314	05/16/17	Approved	2891	15,000.00	No		

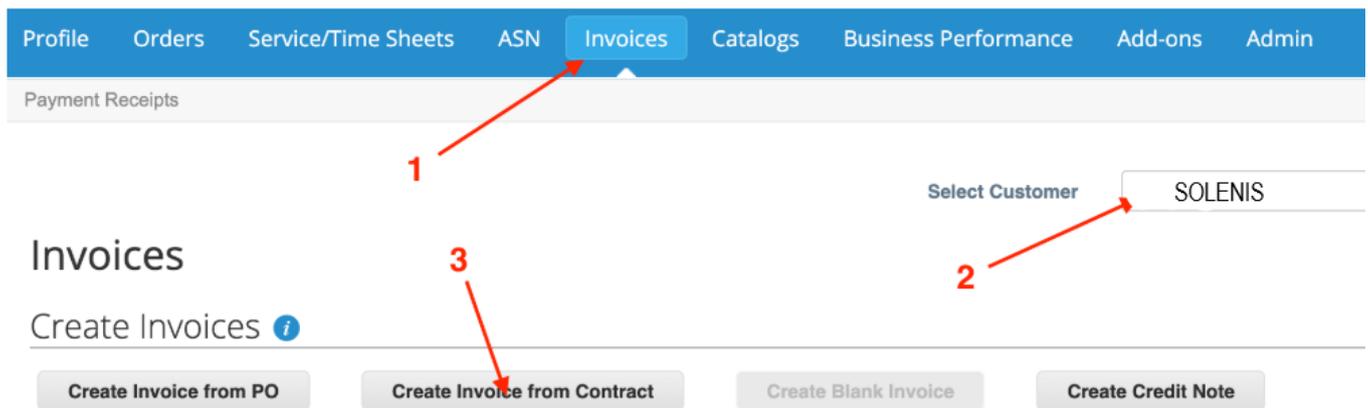
Per page 15 | 45 | 90

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.

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.

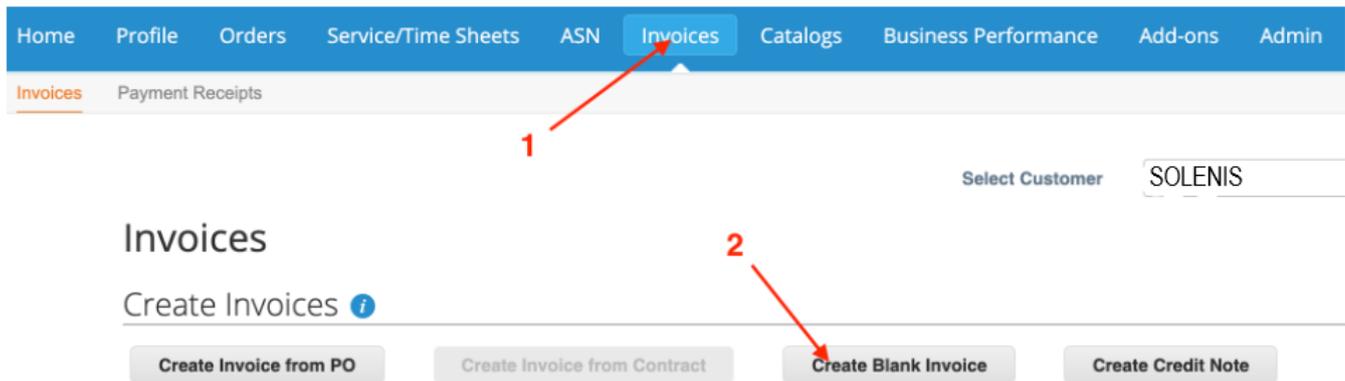
4. **Fill in Invoice Details:** Enter the necessary invoice details, such as invoice number, date, and any other required information.

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.



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.

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