

COUPA in INCHCAPE

Coupa Supplier Portal (CSP) – How to
Raise an Invoice against a Purchase Order

January 2021

DRIVEN BY TRUST



CREATING AN INVOICE – PO FLIP

1. Select the Inchcape Entity/ Brand you need to raise an invoice against. You do this by selecting from the “Select Customer” Drop Down Box.
2. Find from the list the Purchase Order you wish to invoice against
3. Click on the Gold Coins Icon – this takes you to the create an Invoice Page (see page 3)
4. The Red Coins Icon is for raising a credit note.

coupa supplier portal

DAVE | NOTIFICATIONS 3 | HELP

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

Orders Order Lines Order Changes Order Line Changes

1 Select Customer Inchcape

Configure PO Delivery

Purchase Orders

Click the Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
GRP00002803	09/09/19	Issued	09/09/19	100 Days of Accounting Services - Coupa Project	No	100,000.00 GBP	
GRP00002802	09/09/19	Issued	None	10 Days of Accounting Services	Yes	10,000.00 GBP	

2

3

THIS IS THE CREATE AN INVOICE PAGE

Section 1

1. Add an Invoice Number
2. Change the Invoice Date

Create Invoice Create

General Info

* Invoice # 1

* Invoice Date 2

Payment Term Z060_Payment due 60 days from the date of invoice

Date of Supply

* Currency

Delivery Number

Status Draft

Image Scan

Supplier Note

Attachments | |

From

* Supplier GRP-IMS-1002616

* Supplier VAT ID

* Invoice From Address Oswalds
77 North Road Accountancy
Bristol
BS16 5LU
United Kingdom

* Remit-To Address Oswalds
77 North Road
Bristol
BS16 5LU
United Kingdom

* Ship From Address Oswalds
77 North Road
Bristol
BS16 5LU
United Kingdom

Section 2

1. Check the quantity and net value is correct
2. Select your VAT rate
3. Click Calculate to work out the VAT element of the Invoice
4. Click Submit - Invoice Completed

Lines

Type	Description	Qty	UOM	Price	
1	Accounting Services	100.0	Days	1,000.00	100,000.00

PO Line Contract Supplier Part Number Tax Code Default

Billing

Taxes

VAT Rate	VAT Amount	Tax Reference
2	<input type="text"/>	<input type="text"/>

Totals & Taxes

Lines Net Total	100,000.00
Lines VAT Totals	0
<hr/>	
Total VAT	0.00
Net Total	100,000.00
Gross Total	100,000.00