

FUSION



COUPA TRAINING

# Coupa Supplier Portal (CSP)

GLENCORE

04

# Coupa Supplier Portal

## Create an invoice from a purchase order

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# 4.1 CREATING AN INVOICE FROM A PURCHASE ORDER

1 In the purchase orders tab identify the order to create the invoice

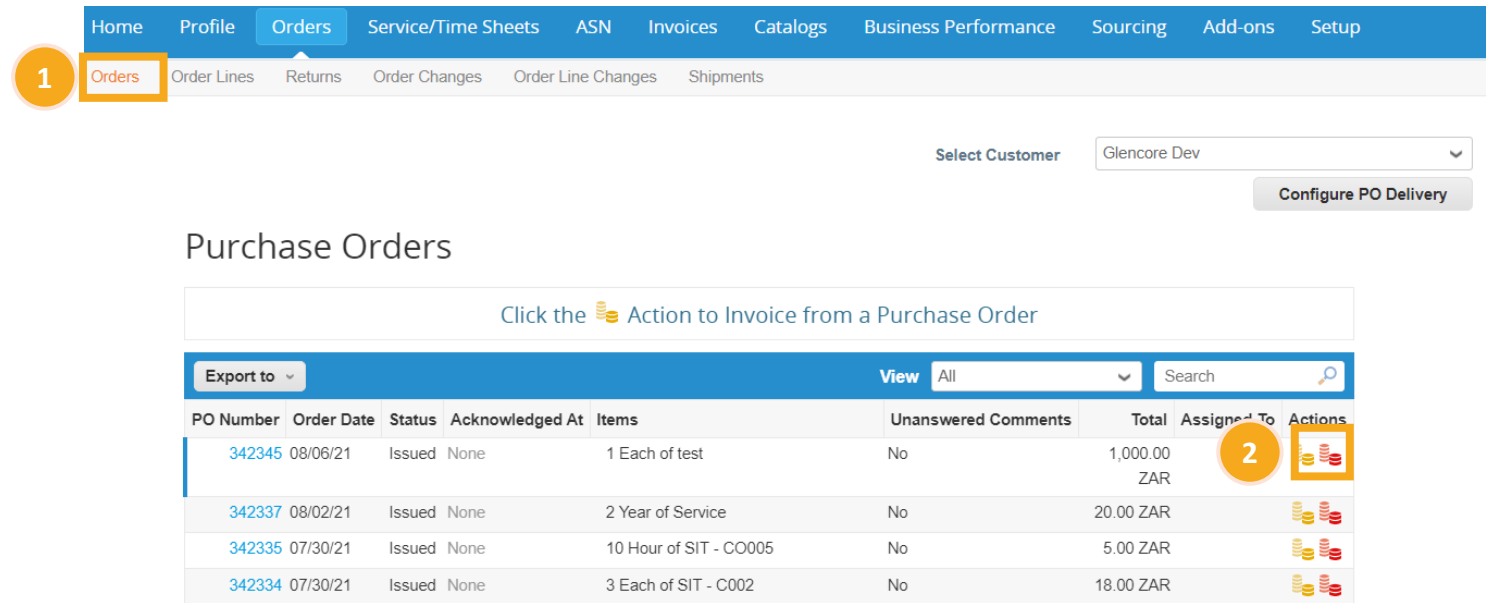
2 Go to the right hand section and click on the icon 



**NOTE:** In the orders tab you will find all the purchase history you have with Glencore. You cannot consolidate purchase orders to generate invoices. You must perform the process for all orders separately



**NOTE:** Invoice can only be generated/ created once the goods/ services have been delivered and received.








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

1 **Orders** Order Lines Returns Order Changes Order Line Changes Shipments

Select Customer: Glencore Dev

### Purchase Orders

Click the  Action to Invoice from a Purchase Order

Export to	View	All	Search					
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
342345	08/06/21	Issued	None	1 Each of test	No	1,000.00 ZAR		
342337	08/02/21	Issued	None	2 Year of Service	No	20.00 ZAR		
342335	07/30/21	Issued	None	10 Hour of SIT - CO005	No	5.00 ZAR		
342334	07/30/21	Issued	None	3 Each of SIT - C002	No	18.00 ZAR		

## 4.2 CREATING AN INVOICE FROM A PURCHASE ORDER

In this section the creation of the invoice will take place

1 Complete the information in the general information section.

Complete the attachments section - you will not be able to send the invoice if you do not have attachments.

In the Currency option you can select the type of currency in which you want to invoice in

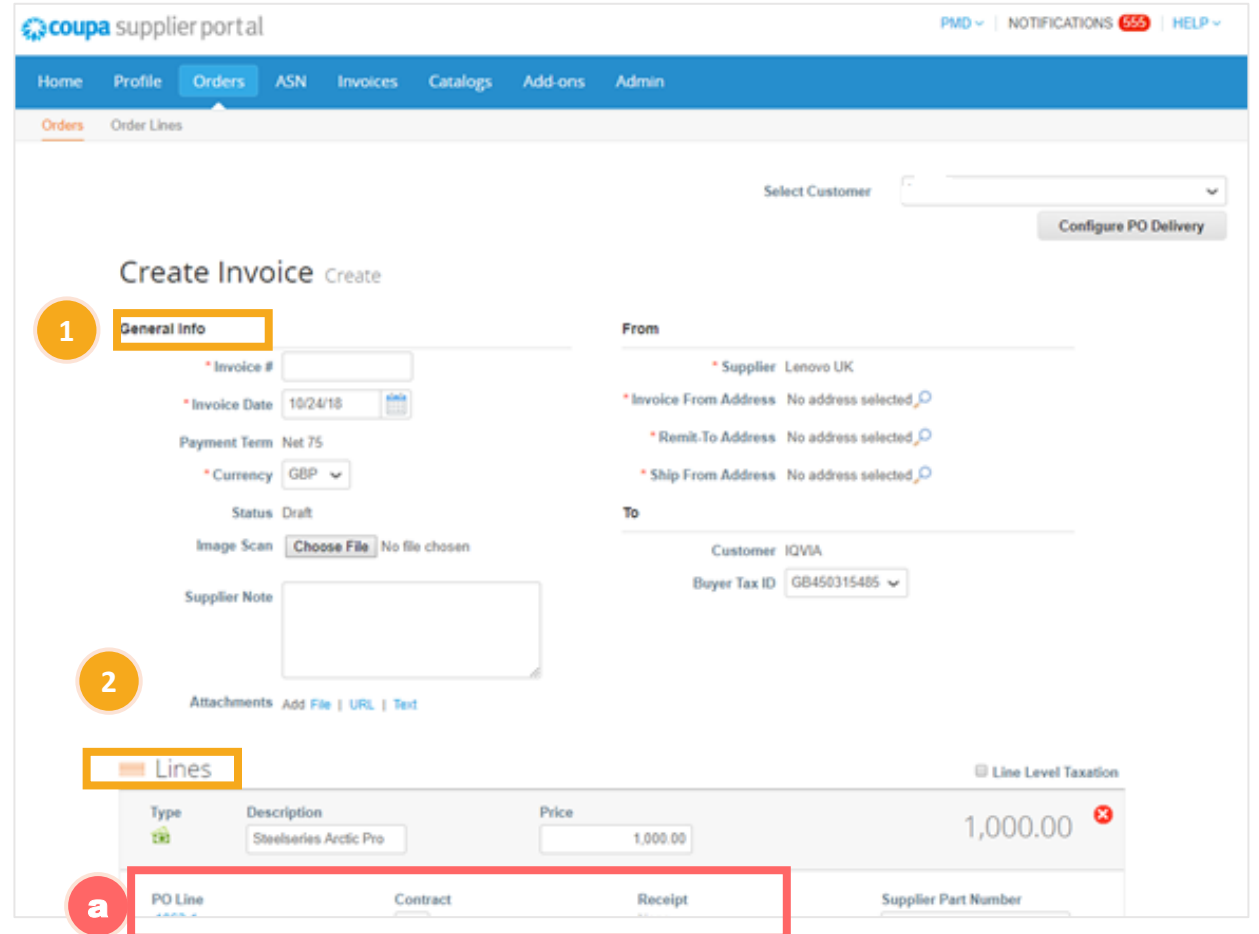
In scanned images and attachments you must attach the cXML file, the graphic representation or PDF of the invoice and the dispatch or delivery fulfilment and/or service record approved by the administrator.

2 Section where you will find the lines or items associated to the invoice. Complete the information if necessary

a You have the option to create imposition at line or item level.



**NOTE:** Remember to attach the requested files in the image and attachments section.



The screenshot shows the 'Create Invoice' form in the Coupa Supplier Portal. The form is divided into several sections:

- General Info:** Includes fields for Invoice #, Invoice Date (10/24/18), Payment Term (Net 75), Currency (GBP), Status (Draft), Image Scan (Choose File), and Supplier Note.
- From:** Includes Supplier (Lenovo UK), Invoice From Address, Remit To Address, and Ship From Address.
- To:** Includes Customer (IQVIA) and Buyer Tax ID (GB450315485).
- Attachments:** Includes options to Add File, URL, or Text.
- Lines:** A table with columns for Type, Description, Price, and Taxation. The first line is 'Steelseries Arctic Pro' with a price of 1,000.00. A red box highlights the 'PO Line' type and 'Contract' and 'Receipt' options.

## 4.2 CREATING AN INVOICE FROM A PURCHASE ORDER

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3 Section where you can add the sales tax (VAT) associated to the invoice.

*A warning has been setup and will be triggered when tax code is left blank when submitting invoice from Coupa Supplier Portal*

**Warning will not be triggered if invoice is done via SAN or email or via other methods**

4 Options available for invoice management

- a **Delete:** delete the invoice, you will have to do the whole management again.
- b **Save as draft:** You will be able to save the invoice and continue editing it at a later time.
- c **Calculate:** The invoice is updated, and a final version can be viewed.
- d **The invoice is sent to Glencore.**

5 Click on submit. The invoice has been sent to Glencore.



**NOTE:** The same invoice reception times will be kept to start the 3 day posting.

3 **Totals & Taxes**

Lines Net Total	20.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/>
Total Tax	0.00
Net Total	20.00
<b>Total</b>	<b>20.00</b>

5

4

Delete Cancel Save as Draft Calculate **Submit**

Comments [Mute Comments](#)

Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

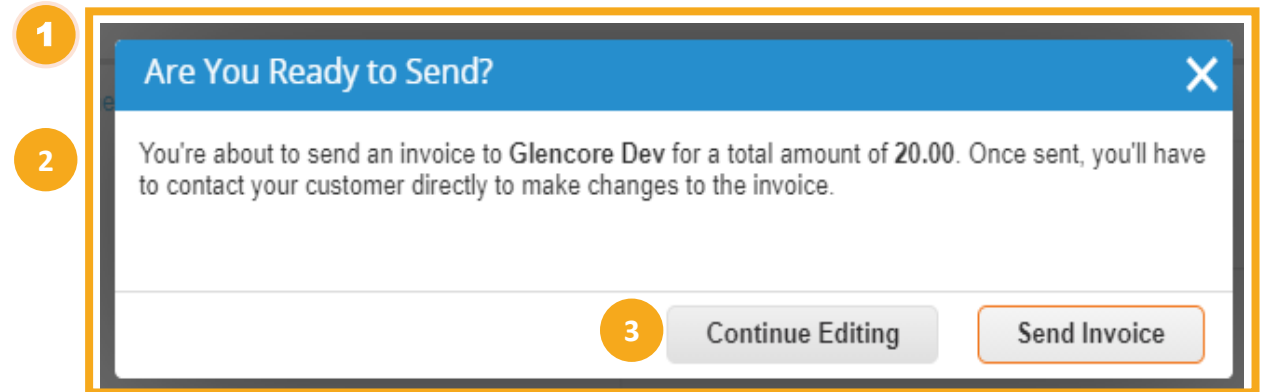
Attachments [Add File](#) | [URL](#)

### Notifications when sending an invoice

- 1 A notification box will appear each time you send an invoice, it refers to the confirmation of the information provided.
- 2 In case you do not attach an cXML file and try to send an invoice a notification box will appear referring to the missing document.
- 3 Click continue editing to return to the invoice and complete the missing information.



**NOTE:** In case the information is complete the platform will not show this notification.






## 4.2 CREATING AN INVOICE FROM A PURCHASE ORDER

In this section you will learn how to create a partial invoice for a purchase order

1 Select the purchase order you want to create the invoice for

2 Verify the purchase order data and click on create invoice

3 Complete the general information of the invoice, in the lines section you will find the icon  which will allow you to delete lines from the original purchase order.

This must be used particularly when a purchase order line shall not be part of an invoice. Don't put 0 in quantity or price – rather delete the line


4 Fill in the tax information and click on submit



**NOTE:** To invoice the remaining lines you must search the purchase order again and invoice the remaining lines. The ones you have already invoiced will appear as zero, you must remove them from the invoice.

### Purchase Orders

Click the  Action to Invoice from a Purchase Order

Export to	View	All	Search					
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
342345	08/06/21	Issued	None	1 Each of test	No	1,000.00 ZAR		




2 **Create Invoice**

Save

 Print View

### Lines

Line Level Taxation

Type	Description	Qty	UOM	Price	1,000.00
	test	1.000	Pièce / Each / 	1,000.00	

PO Line: 342345-1

Contract: Service Contract

Supplier Part Number:

Billing: 2300-2302100015-3000

Delete

Cancel

Save as Draft

Calculat **4**

**Submit**

## 4.2 CREATING AN INVOICE FROM A PURCHASE ORDER

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In this section you will see the status of the invoice once you have sent it to Glencore

1 In the invoices tab, you will find the status of the invoice. You will be able to track the status of the invoice. What statuses can you view?

a **Approved: The invoice has been approved**

b **Pending approval: The invoice is pending approval by Glencore.**

c **Draft: Refers to an invoice that is being managed but has not yet been sent.**

d **Rejected: The invoice has been rejected.**

e **In conflict: The invoice has incorrect information and needs to be modified.**

The screenshot shows the 'Invoices' section of a web application. The navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. Below the navigation bar, there are sub-tabs for 'Invoices', 'Invoices Lines', and 'Payment Receipts'. A 'Select Customer' dropdown menu is set to 'Glencore Dev'. The main heading is 'Invoices' with a 'Create Invoices' link. Below this are buttons for 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. A table of invoices is displayed with columns: Invoice #, Create Date, Status, PO #, Total, Unanswered Comments, Dispute Reason, and Actions. A yellow box highlights the 'Status' column, and a yellow circle with the number '1' is placed over the first row's 'Status' cell, which contains 'Draft'.

Invoice #	Create Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	08/06/21	Draft	3 2345	1,000.00 ZAR	No		
INV080621-1	08/06/21	Pending Approval	3 2337	20.00 ZAR	No		
None	08/05/21	Draft	None	0.00	No		
KP072821-2	07/28/21	Draft	3 2331	300.00 ZAR	No		
KP072821-1	07/28/21	Voided	3 2330	300.00 ZAR	No		
KP072821-1	07/28/21	Draft	3 2330	300.00 ZAR	No		
GCSITCO0091	07/27/21	Approved	3 2329	90.00 ZAR	No		



## Please remember:



**Glencore's preferred method of receiving invoices is digital submission as explained in this document. All suppliers should adopt this method as soon as possible.**



**Once an invoice is submitted digitally, there is NO REQUIREMENT to send a copy by email to any address you may have. Please do not send invoices by email and deactivate any automated emails that may send invoices to Glencore.**



**For ease of reviewing and revising invoices (if required) it is recommended that suppliers register to the Coupa Supplier Portal and manage their interactions with Glencore there. Please see CSP Support Document for further detail.**

Status	Description
<b>Approved</b>	The invoice has been accepted for payment by Glencore and payment will be made in line with the payment terms of the PO.
<b>Disputed</b>	<p>The invoice has been disputed. Glencore must give a reason for the dispute and leave additional comments for you while the invoice is in disputed status.</p> <p>To resolve the dispute, you need to review and correct the mistakes in the invoice and resubmit it (see next slide).</p>
<b>Draft</b>	A draft invoice has been created against a specific PO, but it has not been submitted to Glencore. These invoices can be edited and submitted at anytime.
<b>Pending Approval</b>	The invoice is being processed and is either pending the receipt of the goods/service, or a tolerance was exceeded and requires someone at Glencore to approve the change. Examples of tolerances include additional shipping/handling/misc. fees being added to the invoice, price discrepancies, QTY discrepancies, etc.
<b>Voided</b>	The invoice has been voided. Typically, this will only happen after Glencore has communicated the issue to the Supplier. In most cases, the invoice will be Disputed and not Voided. <b>IMPORTANT: An invoice that is voided CANNOT be resubmitted. The invoice number is permanently locked.</b>



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Thank you!

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