

Coupa Invoice Submission FAQs

This guide answers some of the questions surrounding invoice workflows in the current process in comparison to the new workflows that will be in place as Coupa or the Flynn Marketplace goes live for the Flynn Group.

About the Coupa Supplier Portal

Today you might send your invoices to Concur Invoice via apinvoice@flynnrg.com, in the future, we would prefer that you use the Coupa Supplier Portal (CSP) to submit your invoices to Flynn Group.

Coupa Supplier Portal (CSP) – The Coupa Supplier Portal is a no-cost tool for suppliers that makes working with Coupa a snap. The CSP lets you manage your company information, configure your company PO transmission preferences, create online catalogs for each customer, view PO's, and create invoices directly in Coupa.

If you did not receive a CSP invite, please reach out to supplierenablement@flynnrg.com.

Updated Invoice Submission Paths

	New Path with Coupa	Old Path
Concur Invoice (AAG, BELL, HUT, PAN, RBA, & WEND)	Submit invoice through the CSP	Submit invoice to Concur through apinvoice@flynnrg.com
Ecotrak (BELL, HUT, RBA, WEND)	Continue current process of invoice submission, in the future Coupa and Ecotrak will integrate.	Submit work orders and invoices through Ecotrak
Rosnet (AAG)	Submit invoice through the CSP	Drop off invoices at the physical store location
Rosnet (Autoload) (AAG)	cXML direct connection to Coupa	Upload files
Flynn Connect EDI (HUT, WEND)	cXML direct connection to Coupa	Upload files

As an organization, Flynn Group is working towards issuing Purchase Orders. You may be invoicing to purchase orders or submitting non-PO backed invoices through the CSP.

Who to Contact for Help

supplierenablement@flynnrg.com – reach out regarding issues with CSP connectivity
acctspayable@flynnrg.com – reach out regarding issues with invoices and payment