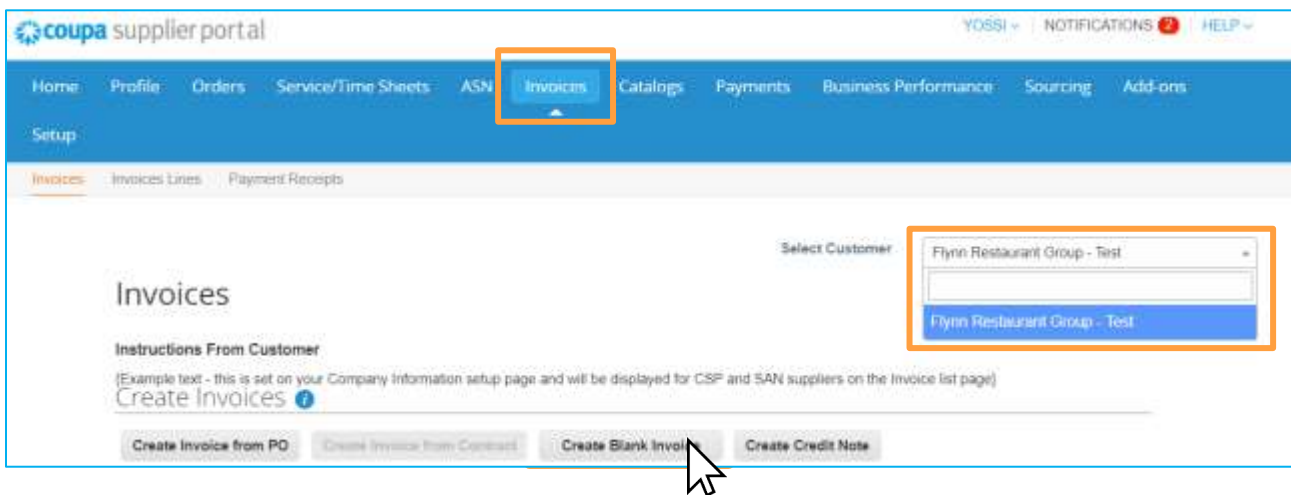


Creating a Non – PO Backed Invoice

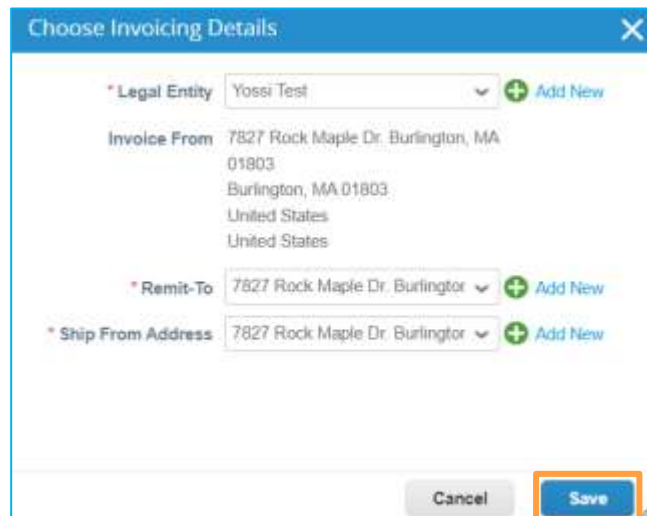
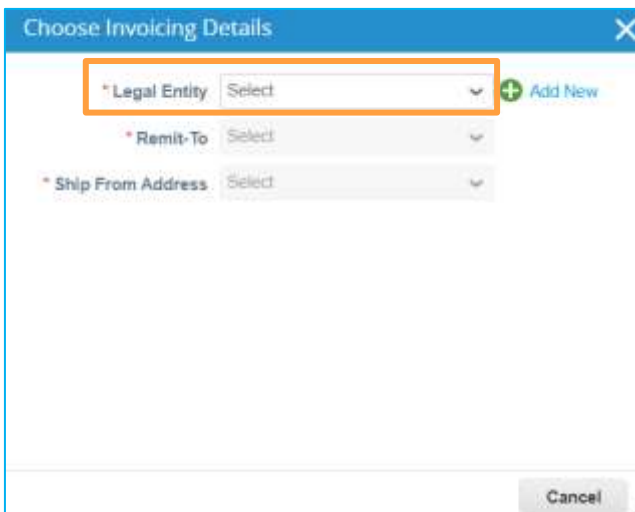
About this Guide

This guide is intended to show suppliers how to create a non- PO backed invoice on the Coupa Supplier Portal. This will occur when a purchase order is not being used and a supplier submits an invoice upon the delivery of goods or services.

1. Log in to the Coupa Supplier Portal (CSP). On the main menu, click on the **Invoices** tab. If you are connected to more than one Coupa customer, select Flynn from the **Select Customer** dropdown menu and then select **Create Blank Invoice** from the invoice options.



2. After selecting **Create Blank Invoice** a pop-up may appear that will ask you to choose Invoicing Details. Select your legal entity, or click on **Add New** if you do not have pre-filled information.





3. Inside the **Create Invoice** page, you will need to fill out the required fields, which are marked by a red asterisk (*) under **General Info** (Invoice #, Invoice Date, Currency). The option to add **Attachments** can be done by adding a **File, URL, and/or Text**.

Create Invoice Create

General Info

* Invoice # Test-Invoice1

* Invoice Date 07/19/23

Payment Term

* Currency USD

Delivery Number

Status Draft

Supplier Note Test Invoice

Attachments *i* Add File | URL | Text

4. Inside the **Create Invoice** page, the **From** section will be filled automatically based on the information provided in your information request from Flynn. If you want to modify the **Invoice From Address, Remit To Address, and/or Ship From Address**, click on the Magnifying Glass Icon.

The **To** section will not be automatically populated because it is a Blank Invoice. You will need to select the **Bill To Address** and **Ship To Address** by clicking on the Magnifying Glass Icon, and the **Requestor** who is the support center user or store location manager which requested the goods or services.

From

* Supplier Yossi Test

Supplier Tax ID

* Invoice From Address Yossi Test
7827 Rock Maple Dr. Burlington, MA 01803
Burlington, MA 01803
United States

* Remit-To Address Yossi Test
7827 Rock Maple Dr. Burlington, MA 01803
Burlington, MA 01803
United States

* Ship From Address Yossi Test
7827 Rock Maple Dr. Burlington, MA 01803
Burlington, MA 01803
United States

To

Customer Flynn Restaurant Group - Test

* Bill To Address Applebee's
6200 oak tree blvd., Suite 250
Independence, OH 44131
United States

Buyer Tax ID

* Ship To Address 10138 WADSWORTH PKWY
Broomfield, CO 80021
United States
Location Code: PizzaHut38241

* Requestor Applebee's Chippewa 09926
(Applebees9926)

- Under the **Lines** section, you will need to choose the type (Qty or Amt), add a description of the service/item, add the quantity of the item, select the units of measure (i.e., case, foot, and etc), the price of the service/item. There is also an option to add a supplier part number. If needed, you can add additional lines to the invoice with the options at the bottom.

- Below the **Lines** section, you can add **Shipping Costs**, **Handling Costs**, **Miscellaneous Costs**, and **Tax**. Once done, click on **Calculate** to view the new updated **Total**. Make sure this total is correct before submitting the invoice.

Totals & Taxes	
Lines Net Total	500.00
Shipping	10
Handling	10
Misc	10
Tax	0.000 % 5.00
Total Tax	5.00
Net Total	530.00
Total	535.00

7. Once all the Information is correct and up to date, click **Submit** to send the Invoice to Flynn.

