

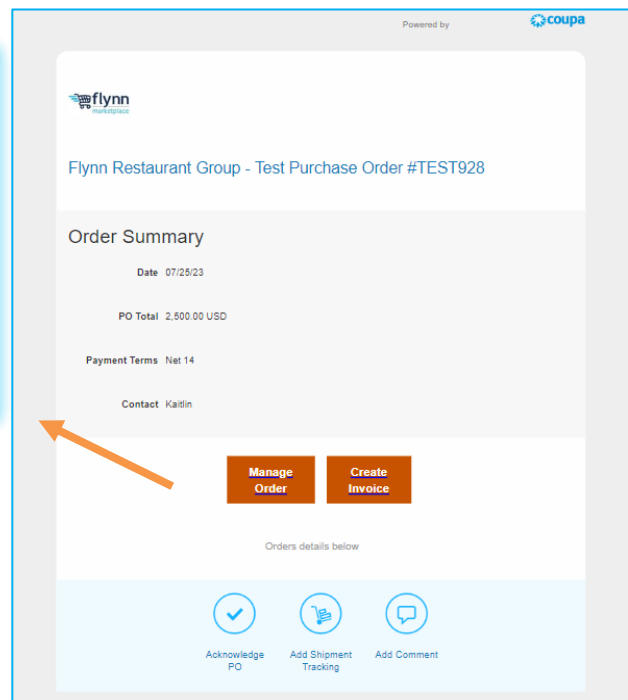
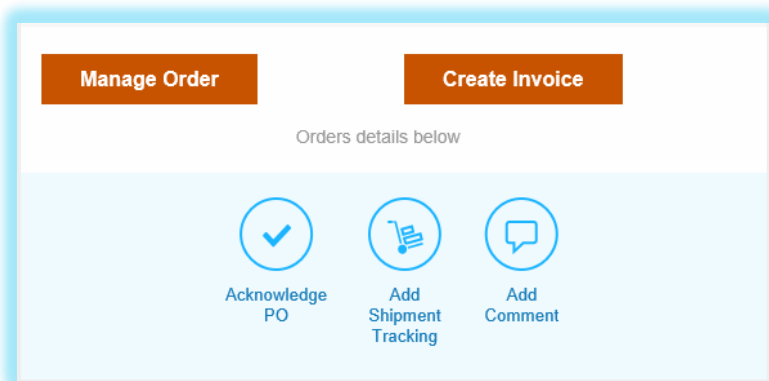
## SAN Purchase Orders and Invoicing

### About this Guide

This guide shows how to receive and manage a Purchase Order through Supplier Actionable Notifications (SAN). Supplier Actionable Notifications are Coupa emails that allow you to act on Purchase Orders directly from the email notifications – no login necessary. Suppliers will receive a SAN email when Flynn creates a purchase order. Via the email, suppliers can view the order, manage it, and create an invoice. See the steps below on how to receive and manage a PO through the SAN.

- [Manage PO](#)
- [Create an Invoice](#)
- [Acknowledge a PO](#)

1. Once Flynn purchases from your business, you will receive two emails. You will get a notification that you received a purchase order, which will include the total of the order, who it was submitted by, the items in the order, and more. The second email will contain actionable items within the email such as managing the order, creating an invoice for the order, and acknowledging that you have received the purchase order, add shipment tracking and add comments.



## Manage Purchase Orders

- Clicking on **Manage Order** will direct you to a tab that includes all of the details regarding the purchase order such as the General Info, Shipping Information, and Line items. You can also create an invoice or click edit at the bottom of the page.

Purchase Order #TEST928

**General Info**

Status Issued - Sent via Email

Order Date 07/25/23

Revision Date 07/25/23

Requester Kaitlin

Email test@FLYNNR

Payment Term Net 14

Attachments None

Acknowledged

**Shipping**

Ship-To Address 6200 Oak Tree Blvd, Ste 250  
Independence, OH 44131  
United States  
Location Code: SupportCenterCLE

Terms None

**Shipment Tracking** [+ Add](#)

No shipment tracking.

**Lines**

Type	Item	Qty	Unit	Price	Total	Invoiced
	Kitchen Maintenance	1	Each	2,500.00	2,500.00	0.00

Supplier Part Number KM    Manufacturer Name None    Manufacturer Part Number None

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## Create an Invoice

- Clicking on **Create Invoice** allows you to create an invoice for that specific purchase order. Inside the **Create Invoice** page, you will need to fill out the required fields, which are marked by a red asterisk (\*), under **General Info**. 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 ⓘ Add File | URL | Text

2. Inside the **Create Invoice** page, the **From** and **To** sections will be filled automatically based on the information in the PO. If you want to modify the **Invoice From Address**, **Remit To Address**, and/or **Ship From Address**, click on the Magnifying Glass Icon.

**From**

\* **Supplier** 216 MAINTENANCE, LLC

Supplier Tax ID

\* **Invoice From Address** 216 MAINTENANCE, LLC 2237 WALTER RD. WESTLAKE, OH 44145 United States

\* **Remit-To Address** 216 MAINTENANCE, LLC 2237 WALTER RD. WESTLAKE, OH 44145 United States

\* **Ship From Address** 216 MAINTENANCE, LLC 2237 WALTER RD. WESTLAKE, OH 44145 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** 6200 Oak Tree Blvd, Ste 250  
Independence, OH 44131  
United States  
Location Code: SupportCenterCLE

3. Under the **Lines** section, you can adjust the **Price** of the Item/Service, add a **Supplier Part Number** if applicable, and change the quantity. If needed, you have the option to manually add lines with the options below.

**Lines**  Line Level Taxation

Type	Description	Qty	UOM	Price	
	Kitchen Maintenance	1	Each	2,500.00	0.00

**PO Line** TEST928-1      **Service/Time Sheet Line** None      **Contract** Contract Backed Inv - Items -

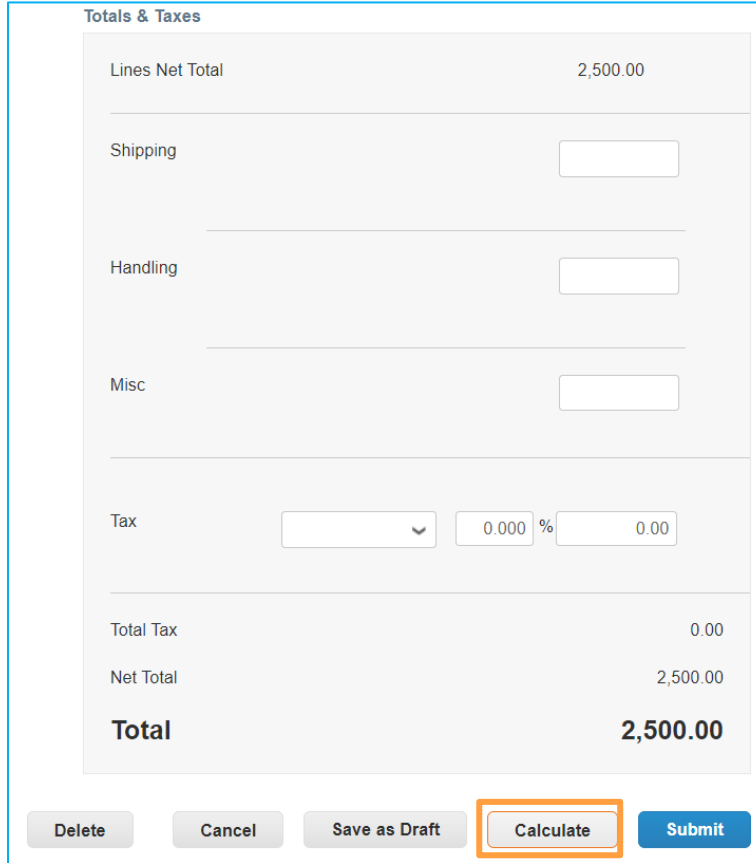
**Supplier Part Number**

**Billing** Opex-2000-L-2000050-630010

+ Add Line    + Pick lines from Contract

Totals & Taxes

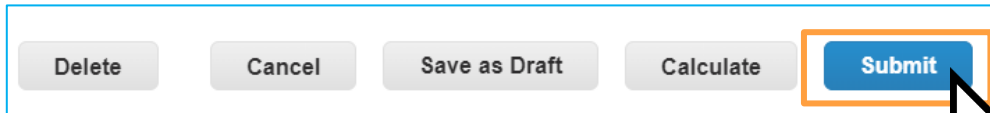
4. Under the **Lines** section, you can add Shipping Costs, Handling Costs, Miscellaneous Costs, and Tax. Once done, click on **Calculate** to view the new updated Total.



Totals & Taxes	
Lines Net Total	2,500.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="text"/> 0.000 % <input type="text"/> 0.00
Total Tax	0.00
Net Total	2,500.00
<b>Total</b>	<b>2,500.00</b>

Buttons: Delete, Cancel, Save as Draft, **Calculate**, Submit

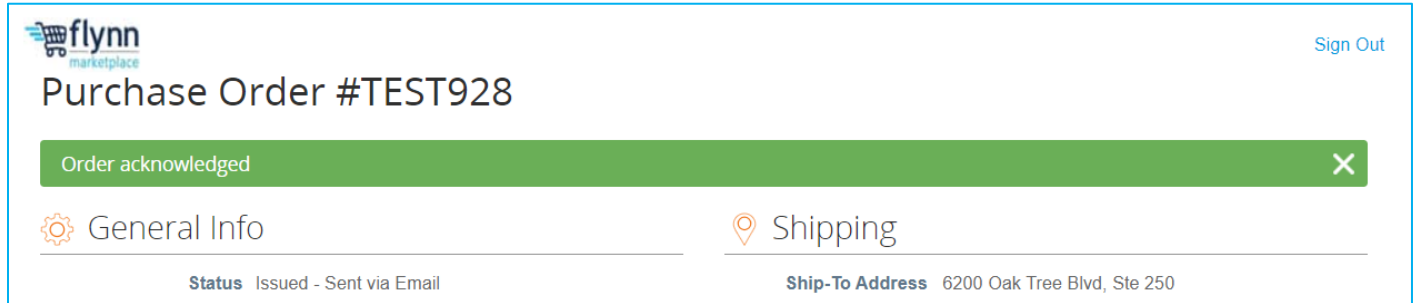
5. Once all the Information is correct and up to date, click **Submit** to send the invoice to Flynn.



Buttons: Delete, Cancel, Save as Draft, Calculate, **Submit**

## Acknowledging a Purchase Order

1. You can also **Acknowledge a PO** from the email. By clicking on **Acknowledge PO** will let Flynn know that you saw the invoice and are now working on fulfillment.



The screenshot shows the Flynn marketplace interface for a purchase order. At the top left is the Flynn marketplace logo, and at the top right is a "Sign Out" link. The main heading is "Purchase Order #TEST928". Below this is a green notification bar that says "Order acknowledged" with a close button (X). There are two tabs: "General Info" (selected) and "Shipping". Under "General Info", the status is "Status Issued - Sent via Email". Under "Shipping", the ship-to address is "Ship-To Address 6200 Oak Tree Blvd, Ste 250".