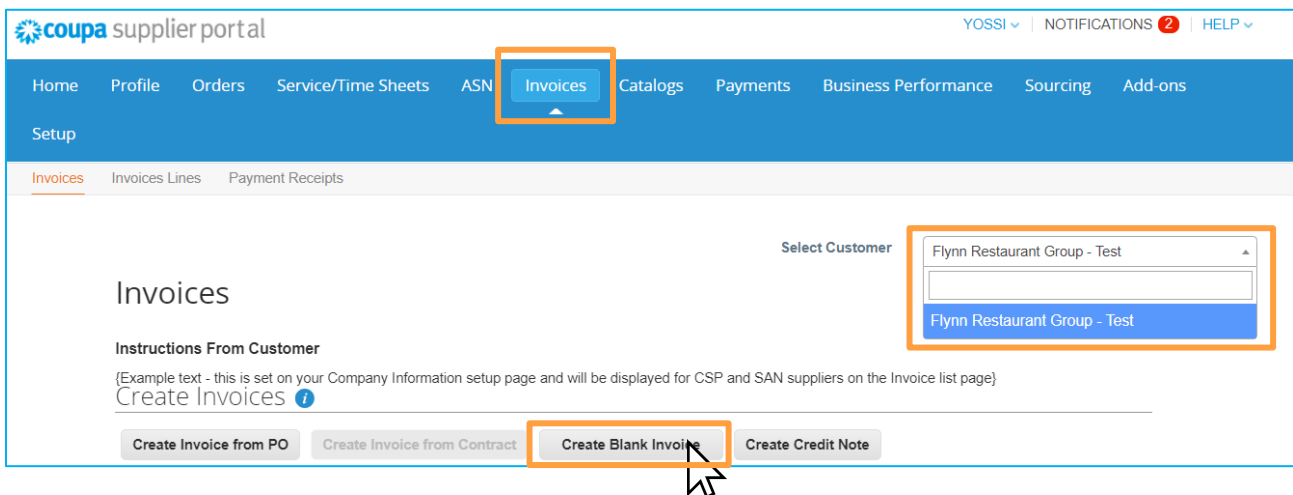


# Creating a Non – PO Backed Invoice

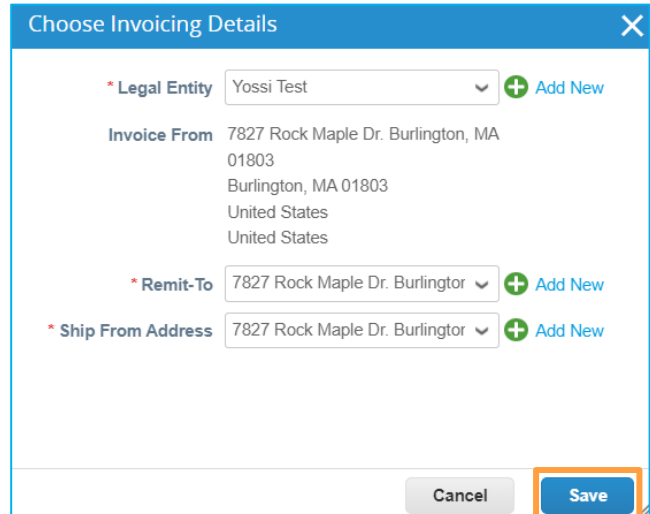
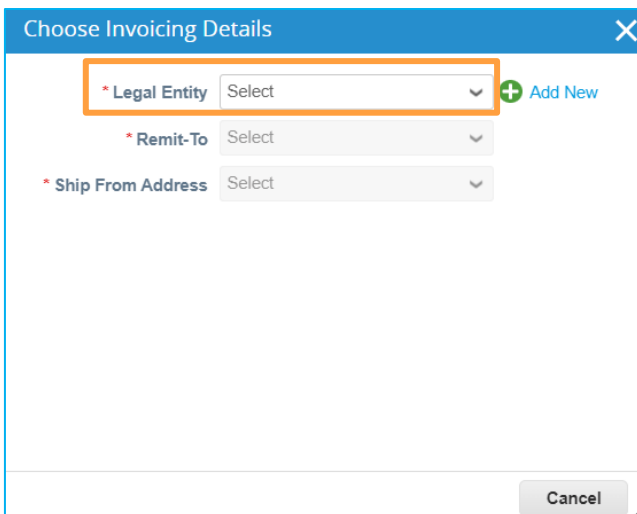
## About this Guide

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). It is required to add a copy of your invoice with the **Attachments** blue buttons: **File**, **URL**, and/or **Text**.

Create Invoice Create

General Info

\* Invoice #

\* Invoice Date

Payment Term

\* Currency

Delivery Number

Status Draft

Supplier Note

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** – select Flynn Group and **Ship To Address** – this is the site you serviced/delivered to – select the correct address by clicking on the Magnifying Glass Icon, and the **Requestor** who will be the store invoice or individual from the support center 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 Flynn Group  
6200 Oak Tree Blvd Ste 250  
Independence, OH 44131  
United States

Buyer Tax ID

\* Ship to Address 10138 WADSWORTH PKWY  
Test  
Broomfield, CO 80021  
United States  
Location Code: PizzaHut38241TEST

\* Requestor \_ Pizza Hut\_Store Invoice (Pizza Hut)

- 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.

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

