

Bulk Purchase Order - Invoicing Guide

To begin invoicing in Coupa:

1. Navigate to the Coupa Supplier Portal and click on the **Orders** tab.
2. Select Customer: Make sure to select **Flynn Group** as your customer.
3. To begin invoicing you can either: Click on the **gold coins icon** to the right of the PO that you're invoicing against **OR** select the PO number > scroll to the bottom of the PO > select **"Create Invoice"**.

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Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations More...

Select Customer Flynn Group - SUPPLIER NAME

Purchase Orders

Instructions From Customer
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

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
TEST149487	05/22/25	Issued	None	Public Relations Retainer - Panera June 2025 Line Public Relations Retainer - Panera July 2025 Line Public Relations Retainer - Panera August 2025 ...	No	4,999.98		

4. After selecting Create Invoice, enter the **Invoice #** and **Invoice Date**

Create Invoice Create

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

General Info

* Invoice # INVOICETEST149217-1 ✓

* Invoice Date 11/08/24

Payment Term Net 60

* Currency USD

Delivery Number

From

* Supplier

Supplier Tax ID

* Invoice From Address

5. Add the required invoice document by selecting **Add File** under the **Attachments** section.

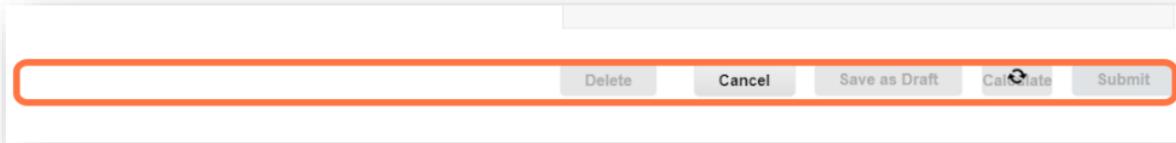
The screenshot shows an invoice form with the following fields: Currency (USD), Delivery Number, Status (Draft), Supplier Note, Attachments (with a sub-menu for File, URL, Text), Remit-To Address, and Ship From Address. The Customer is Flynn Group. A modal window for adding attachments is open, showing a 'Browse' button and a 'Drop files here' area.

6. Invoice against the line associated with the current billing period. For example, if you are invoicing for the month of June, look for the line item associated with that month, adjust the price if needed.

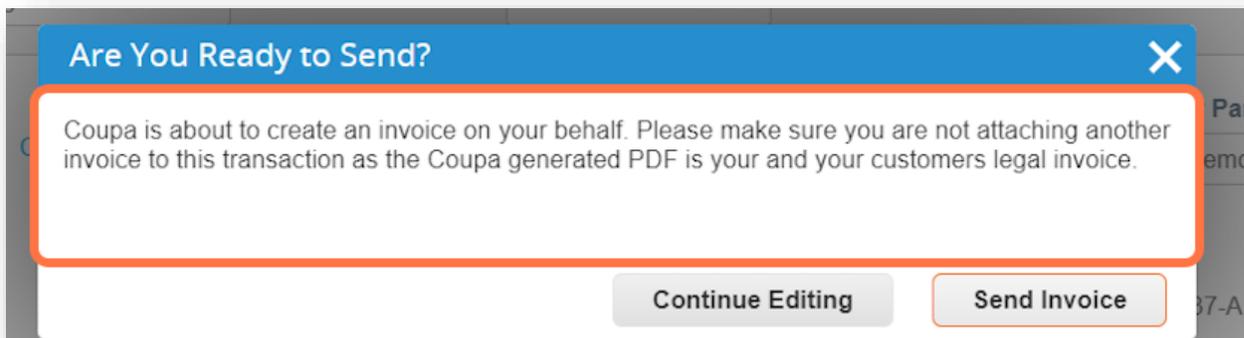
*Remove the lines associated with the billing period that you are not currently invoicing against by either **entering 0** in the price field OR **selecting the X to delete the line**. This will NOT remove the PO lines, this is just removing them from the invoice as you are not invoicing for future fees.

The screenshot shows the 'Lines' section of the invoice system. It features a table with the following columns: Type, Description, Price, and a delete button (X). The first line is 'JUNE Public Relations' with a price of 1,666.66. The second line is 'JULY Public Relations' with a price of 0. The 'Delete line' button is highlighted for the second line. Below the table, there are fields for PO Line, Service Sheet Line, Contract, Supplier Part Number, Item Classification, Serial Number, and Billing.

- Once you've removed the lines for future fees, select **Calculate**. Ensure that the total matches the invoice you are submitting and select **Submit**.



- A message will appear asking you to confirm that you've attached the correct documents to the invoice. Select **Send Invoice**.



- Once your invoice is sent, under the **Invoices** tab the status will say "**Pending Approval**". The requester for the Purchase Order will review and approve if the information is accurate.

Invoice #	Created Date	Status	PO #
T149217-1	11/08/24	Pending Approval	TEST149217
T149217	11/08/24	Pending Approval	TEST149217