

Flynn Group Coupa Quick Reference Guide



Invoicing Flynn Group in the Coupa Supplier Portal

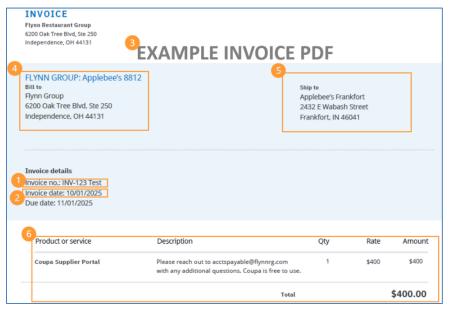
IMPORTANT NOTES:

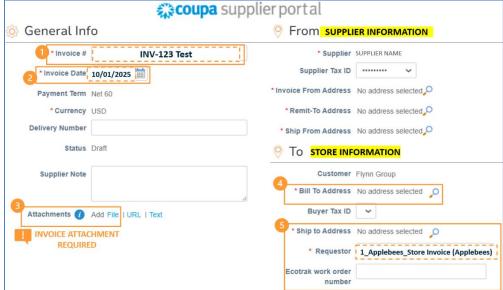
- For detailed guides on creating invoices, click <u>here</u>.
- If you have any questions or issues submitting an invoice, reach out to acctspayable@flynnrg.com
- The Coupa Supplier Portal is completely free to use. If you see a message stating "Sign-up for your 30-day trial today", make sure you have "Flynn Group" selected as a customer and this message will disappear.

 Select customer All (Offered by Advanced)

INVOICE REQUIRED FIELDS:

- 1. Invoice # = MUST match the Invoice Number on the Invoice Attachment or the invoice will be disputed and sent back to you to reprocess
- 2. Invoice Date = MUST match the Invoice Date on the Invoice Attachment or the invoice will be disputed and sent back to you to reprocess
- 3. **Attachments** = An invoice attachment is **REQUIRED** for Non-PO backed invoices, Ecotrak Work Orders should have invoice attachment, or the invoice will be disputed and sent back to you to reprocess
- 4. Bill to Address = Flynn Group
- 5. Ship to Address = Store Ship-To Information
 - a. Requestor = Use the drop down to find the appropriate brand for the requestor (Ex. 1_Applebees_Store Invoice (Applebee's))





Flynn Group - SUPPLIER NAME

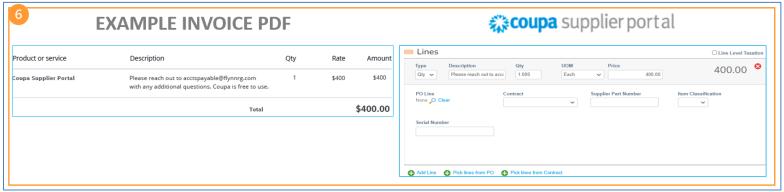
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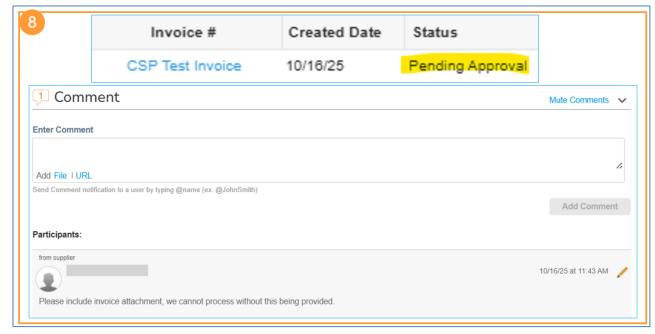
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- 6. **Invoice Lines** = Lines should match the invoice attachment
- 7. **Totals & Taxes** = Add any shipping, handling, misc. and tax to the Totals & Taxes section. Enter the **EXACT** tax amount (not %) to avoid discrepancies. DO NOT CREATE AN INVOICE LINE FOR TAXES OR SHIPPING. Select **Calculate** to view the updated total. **After Calculating, verify the system total matches your invoice total.**
- 8. Status & Comments =
- Draft Not yet submitted to our team. Please ensure that all required fields are completed before submitting.
- Pending Approval The invoice is in our system and currently under review.
- **Disputed** Further action is required. Please review the comments in your email notification or open the invoice and scroll to the comment section to view details and respond directly.
- Approved The invoice has been approved and will be paid according to the agreed payment terms.







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