

Invoicing Flynn Group in the Coupa Supplier Portal

IMPORTANT NOTES:

- For detailed guides on creating invoices, click [here](#).
- 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.

INVOICE REQUIRED FIELDS:

- Invoice #** = **MUST** match the Invoice Number on the Invoice Attachment or the invoice will be disputed and sent back to you to reprocess
- Invoice Date** = **MUST** match the Invoice Date on the Invoice Attachment or the invoice will be disputed and sent back to you to reprocess
- 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
- Bill to Address** = Flynn Group
- Ship to Address** = Store Ship-To Information
 - Requestor** = Use the drop down to find the appropriate brand for the requestor (Ex. 1_Applebees_Store Invoice (Applebee's))

INVOICE
Flynn Restaurant Group
6200 Oak Tree Blvd, Ste 250
Independence, OH 44131

EXAMPLE INVOICE PDF

FLYNN GROUP: Applebee's 8812
Bill to
Flynn Group
6200 Oak Tree Blvd, Ste 250
Independence, OH 44131

Ship to
Applebee's Frankfort
2432 E Wabash Street
Frankfort, IN 46041

Invoice details

1 Invoice no.: INV-123 Test
2 Invoice date: 10/01/2025
Due date: 11/01/2025

Product or service	Description	Qty	Rate	Amount
Coupa Supplier Portal	Please reach out to acctspayable@flynnrg.com with any additional questions. Coupa is free to use.	1	\$400	\$400
Total				\$400.00

coupa supplier portal

General Info

1 * Invoice # INV-123 Test
2 * Invoice Date 10/01/2025
Payment Term Net 60
* Currency USD
Delivery Number
Status Draft
Supplier Note

From SUPPLIER INFORMATION

* Supplier SUPPLIER NAME
Supplier Tax ID
* Invoice From Address No address selected
* Remit-To Address No address selected
* Ship From Address No address selected

To STORE INFORMATION

Customer Flynn Group
4 * Bill To Address No address selected
Buyer Tax ID
5 * Ship to Address No address selected
* Requestor 1_Applebees_Store Invoice (Applebees)
Ecotrak work order number

3 Attachments Add File | URL | Text
INVOICE ATTACHMENT REQUIRED

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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EXAMPLE INVOICE PDF

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Total				\$400.00

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Lines

Type
Qty

Description
Please reach out to acct

Qty
1.000

UOM
Each

Price
400.00

400.00

PO Line
None

Contract

Supplier Part Number

Item Classification

Serial Number

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Totals & Taxes

Lines Net Total

400.00

Shipping

Handling

Misc

Tax

%

0.000

Total Tax

0.00

Net Total

400.00

Total

400.00

delete

Cancel

Save as Draft

Calculate

Submit

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Invoice #	Created Date	Status
CSP Test Invoice	10/16/25	Pending Approval

1

Comment

Mute Comments

Enter Comment

Add File | URL

Add Comment

Participants:

from supplier

10/16/25 at 11:43 AM

Please include invoice attachment, we cannot process without this being provided.

Flynn Group

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