


Creating an Invoice with no PO

Create a Non-PO Backed Invoice for less than \$3,000

- a) Click on “Invoices” tab & select “Create Blank Invoice”
- b) Fill out all the fields with an asterisk (*) (Note: “Invoice #” must have less than 20 characters in the field)
- c) Attach detailed invoice in the “Image Scan” field
- d) Select the “Line Level Taxation” check box if you want to add taxes at a line level
- e) Select “Type” for the type of invoice line you want to create, and enter “Description”, “Qty” (only if “Qty” selected) and “Price”
- f) Enter billing string in the “Billing” field
- g) Enter line level taxes, if “Line Level Taxation” was selected in step (e)
- h) Add additional lines by clicking on the icon
- i) Repeat steps (f) - (i) for each additional line  Add Line
- j) If “Line Level Taxation” check box was not selected in step (e), then enter taxes at the invoice level
- k) Enter “Shipping”, “Handling”, and “Misc” charges, if applicable, as a separate line item (Note: only enter pre-tax amounts in these fields)
- l) Click on the “Calculate” button, and then click on “Submit”

Coupa Link:

<https://supplier.coupahost.com>

Support Email:

B2B.Support@nal.ca

Tips:

- ✓ Only invoices less than \$3,000 can be submitted without a backing PO document; all others must have a PO
- ✓ For billing strings, only “Type”, “AFE#”, “CC#”, “Major” & “Minor” require to be selected; all others default based on the above choice
- ✓ Same tips as slide 4 apply

Coupa Invoice Page: https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/CSP_FAQ/Invoices

Coupa Support Videos: https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Get_Started_with_the_CSP/02_CSP_Videos