Flipping a PO into an invoice

Coupa Supplier Portal (CSP) training

Powered Procurement
KPMG

—

2023

Flipping a PO into an invoice

01

Viewing and acknowledging a Purchase Order (PO)

02

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01

Viewing and acknowledging a PO

Viewing a PO

When KPMG issues a Purchase Order you will receive a notification in the CSP.

You will be able to view the purchase order directly in the CSP under the Orders section.

Viewing a PO

If you enable email notification for POs, you will receive an email notification for the new PO.

Open the email and click View Order.

This will open the CSP - where you can view the PO.

Viewing a PO

1. Status: The status of the PO.

2. Order Date: The date that the PO was created.

3. Revision Date: Date the PO was revised. If the PO does not have any revisions this will be the same as the Order Date.

4. Requester: The name of the Requester.

5. Email: The E-mail address of the Requester.

6. Payment Term: Payment term.

7. Attachments: Attachment from Requester.

8. Acknowledged: Allows you to acknowledge the purchase order

9. Shipping: The ship-to address.

10. Terms: Shipping terms.

11. Select Customer: The name of the customer that sent that PO.

Select Customer KPMG LLP DEV

Configure PO Delivery

Purchase Order #K000125

Status	Issued - Pending Manual
Order Date	05/01/19
Revision Date	05/01/19
Requester	Eva Wang
Email	Eva.Wang@kpmg.co.uk
Payment Term	ZB30-Within 30 days w/o deduction
Attachments	None
Acknowledged	☐

⦿ Shipping

Ship-To Address	Botanic House
	100 Hills Road
	Cambridge
	CB2 1AR
	United Kingdom
	Attn: Eva Wang
Terms	Delivered

Viewing a PO

12. **Lines:** Line-level information for each item.
13. **Print View:** Allows you to view the print view of the PO.
14. **Add Comment:** Allows you to add comments to KPMG LLP.
15. **Create Invoice:** Allows you to flip the PO to an invoice.

Lines

| | | | Advanced | | Search | 🔍 | **Sort by** | Line Number: 0 → 9 ▾ |

1	**Type**	**Item**		**Qty**	**Unit**	**Price**	**Total**			**Invoiced**
	🛒	test supplier ew 9		7	Each	70.00	490.00			0.00

Need By	**Part Number**
05/31/19	None

Per page 15 | 45 | 90

| | **Total** | **490.00** GBP |

[**Create Invoice**] [**Save**] [🖨 **Print View**]

💬 **0** Comments ⌄

[   ]

[**Add Comment**]

Viewing a PO

Clicking on Print View will allow you to view a print friendly version of the PO - which will also include terms and conditions.

Viewing a PO

To acknowledge the PO, click the Acknowledged checkbox.

Purchase Order #K000125

Order marked as sent manually and acknowledged ✕

Status	Issued - Pending Manual
Order Date	05/01/19
Revision Date	05/01/19
Requester	Eva Wang
Email	Eva.Wang@kpmg.co.uk
Payment Term	ZB30-Within 30 days w/o deduction
Attachments	None

Acknowledged ☑

⚲ Shipping

Ship-To Address	Botanic House
	100 Hills Road
	Cambridge
	CB2 1AR
	United Kingdom
	Attn: Eva Wang
Terms	Delivered

Acknowledging a PO: Adding comments

To add a comment for KPMG LLP, enter your comment in the Comments box at the bottom of your PO and then click Add Comment.

When KPMG LLP responds, you will receive a notification in your email and CSP and will also be able to see their response here. All comments entered here will be viewable to KPMG LLP.

Acknowledging a PO: Adding comments

The comment history can be found in the Comments section at the bottom of the PO

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Flipping a PO into an invoice

Creating invoices: Flipping a PO into an invoice

01 Click on the Orders tab.

02 Search for the purchase order to be invoiced and click on the gold coin stack icon to create the invoice

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Creating invoices: Flipping a PO into an invoice

03 Complete header level fields. Please ensure that the information used to generate the invoice from Coupa is the same data from your own ERP system.

Invoice # (No.): Enter the invoice number generated in your own ERP system.

Invoice Date: Today (or backdated up to 60 days).

Payment Terms: The payment terms from the PO.

Currency: The currency from the PO.

Status: Current status of this invoice.

Image Scan: Please do NOT attach a copy of an invoice from your system. As per the T&Cs agreed, Coupa will issue the legal invoice on your behalf.

Creating invoices: Flipping a PO into an invoice

Exchange Rate calculation

If you are issuing an invoice in a currency other than GBP, you will need to enter an exchange rate in the field as shown below.

* Exchange Rate ⓘ [   ]

Coupa uses the exchange rate you provide here to calculate the local currency tax amount for your invoice. Coupa converts the invoice currency in to the local currency. For example, if you are a UK supplier invoicing in GBP, Coupa will convert the USD into GBP using this exchange rate. The exchange rate you use should comply with you local tax requirements.

If you are adding UK VAT to your invoice please ensure you follow HMRC guidelines for determining the exchange rate. You can find foreign exchange rates issued by HMRC here - HMRC exchange rates for 2022: monthly - GOV.UK (www.gov.uk).

Please enter the exchange rate from the foreign currency to GBP. Once you have entered the exchange rate, please check to ensure the VAT value converted to matches the amount you will declare on your UK VAT return.

Total Taxes		
Lines Net Total		100.00
Lines VAT Totals		20.00
Total VAT	15.20 GBP	20.00 EUR
Net Total	76.00 GBP	100.00 EUR
Gross Total	**91.20 GBP**	**120.00 EUR**

Please ensure the correct exchange rate is submitted. If you submit the wrong exchange rate, your invoice may be rejected and it is likely your payment will be delayed.

Creating invoices: Flipping a PO into an invoice

Supplier Note: Enter any notes for KPMG LLP.

Attachments: Attach supporting documentation; all types of attachments are supported. If requested by KPMG LLP, please upload your breakdown of costs in the agreed Coupa format here (Excel).

Cash Accounting Scheme: Leave blank if not relevant.

Early Payment Provisions: Leave blank if not relevant.

Margin Scheme: Leave blank if not relevant.

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Supplier: Your company name.

Supplier VAT ID: Choose the VAT ID that you set up in the **E-invoicing** section in **Admin.** If you have multiple VAT registrations please ensure you choose the correct VAT registration based on the Country you have supplied your goods or services. Coupa will have different invoicing rules based on the Country of the VAT registration that you have selected for the invoice (and in line with the VAT law of that country).

Invoice From Address: Choose the Invoice From Address that you set up in your **E-invoicing** section in Admin for this invoice.

Remit-To Address: Choose the Remit-To Address that you set up in your **E- invoicing** section in Admin for this invoice.

Ship From Address: Choose the Ship From address that you set up in your E-invoicing section in Admin for this invoice. If you have multiple, please ensure it is the correct address which relates to where the goods are shipped from for this specific transaction.

Customer: This will always default to KPMG LLP

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Bill to Address: The Bill To address from the PO.

Buyer VAT ID: KPMG LLP VAT ID.

Ship To Address: The Ship To address from the PO.

Please NOTE: You can add multiple From info in the E–Invoicing section under Admin and select these options by clicking the search icon.

Creating invoices: Flipping a PO into an invoice

04 Complete line level information. Here you may edit the Quantity/Price if you are sending a partial invoice.

You can also add additional lines by clicking on Add Line or delete lines by clicking on the delete icon.

05 You will need to add Taxes by adding a VAT Rate for each line level item.

Please NOTE: it is important the VAT rate is an accurate determination of the line item description and invoice place of supply. This should be somthing that can be copied from your ERP system.

Creating invoices: Flipping a PO into an invoice

06 After adding VAT Rate for all the line level items click Calculate. This will then work out the new total.

Please Note: If applicable, all Shipping Costs should be communicated with the requestor upfront. The requestor will insert a line level item for the shipping cost on the PO. You can then flip that PO into an invoice with a line of shipping charge and complete the VAT Rate for the shipping to this line and invoice against it.

You should NOT add a new line for shipping cost while creating the invoice, as this will cause failure in the auto- matching of the PO and the invoice, putting your invoice on hold and delaying your payment.

Creating invoices: Flipping a PO into an invoice

07 To add a comment for KPMG LLP, enter your comment in the Comments box and then click on Add Comment.

When KPMG LLP responds, you will receive a notification and will also be able to see their response here.

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