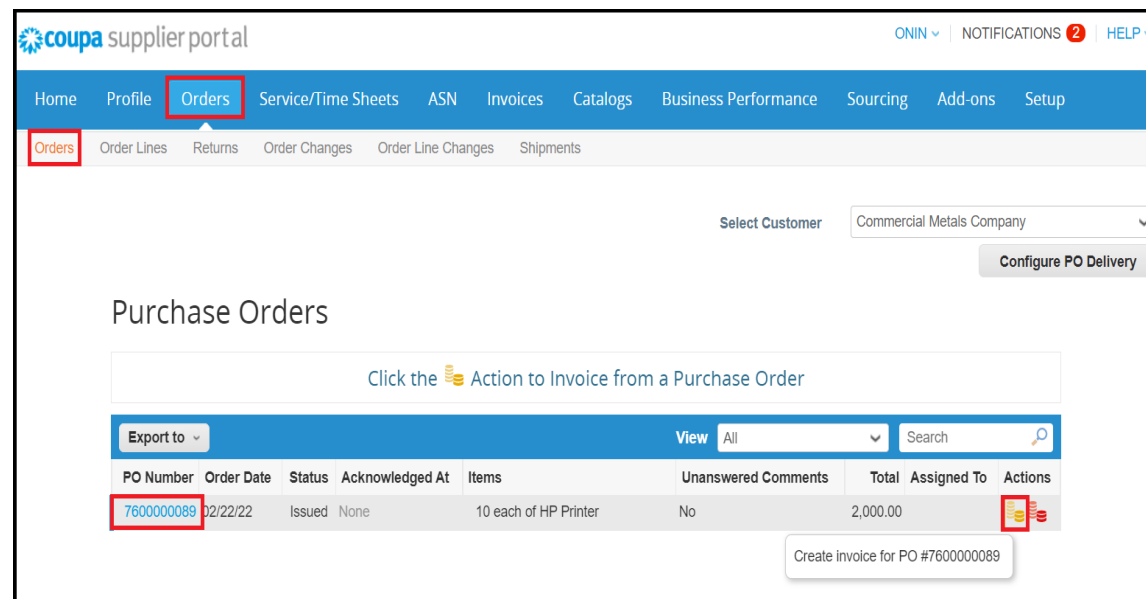


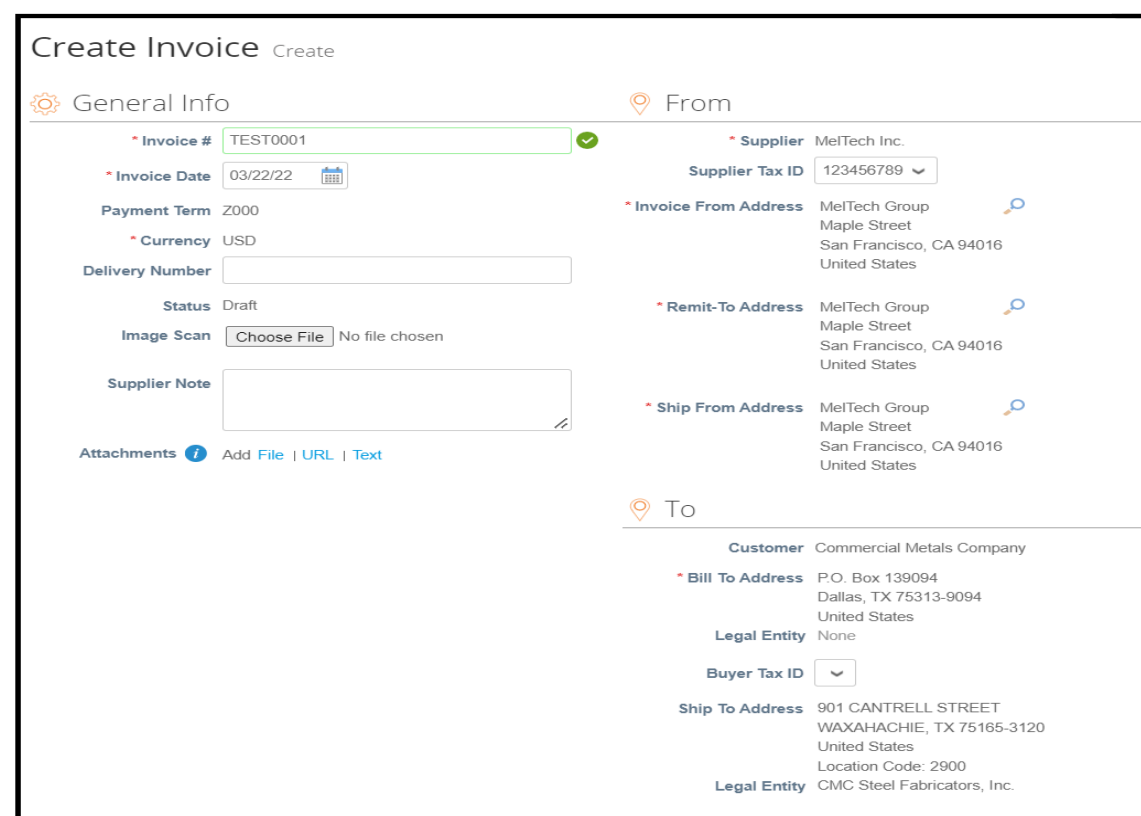
Quick Reference Guide – Creating an Invoice

How to Flip a PO to an Invoice

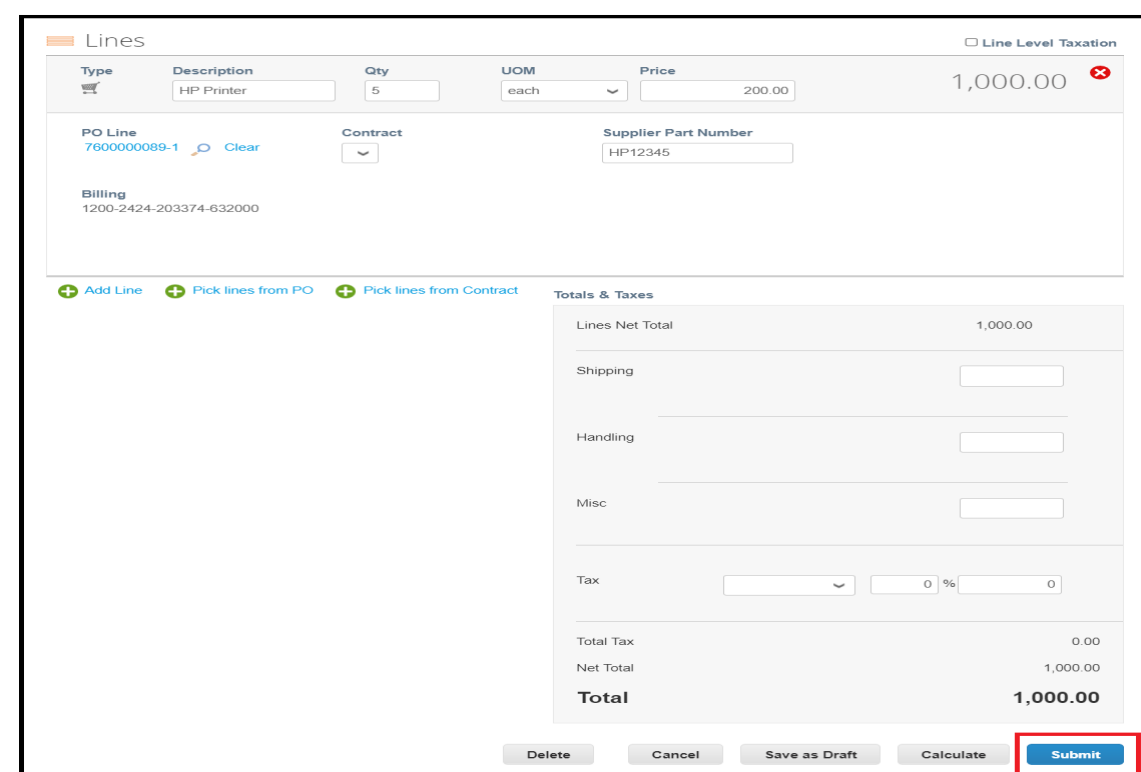
1. Click on Orders tab and choose the PO number. Click on Truck to create an invoice.



2. Type the necessary information such as invoice #, invoice date, Attach a file. And a comment maybe added.



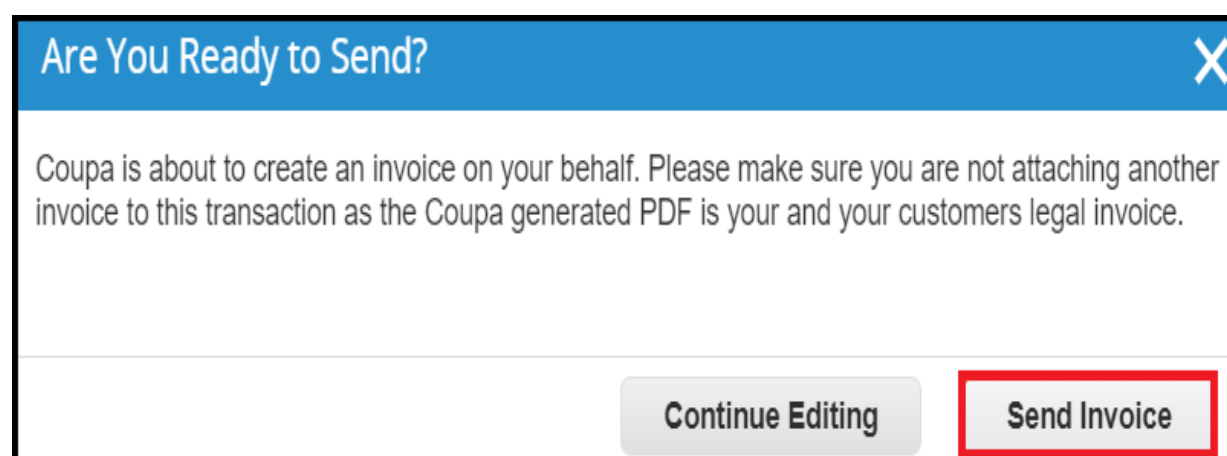
3. Click on Calculate if there are changes on the quantity or price. Then, click on Submit.



Quick Reference Guide – Creating an Invoice

How to Flip a PO to an Invoice

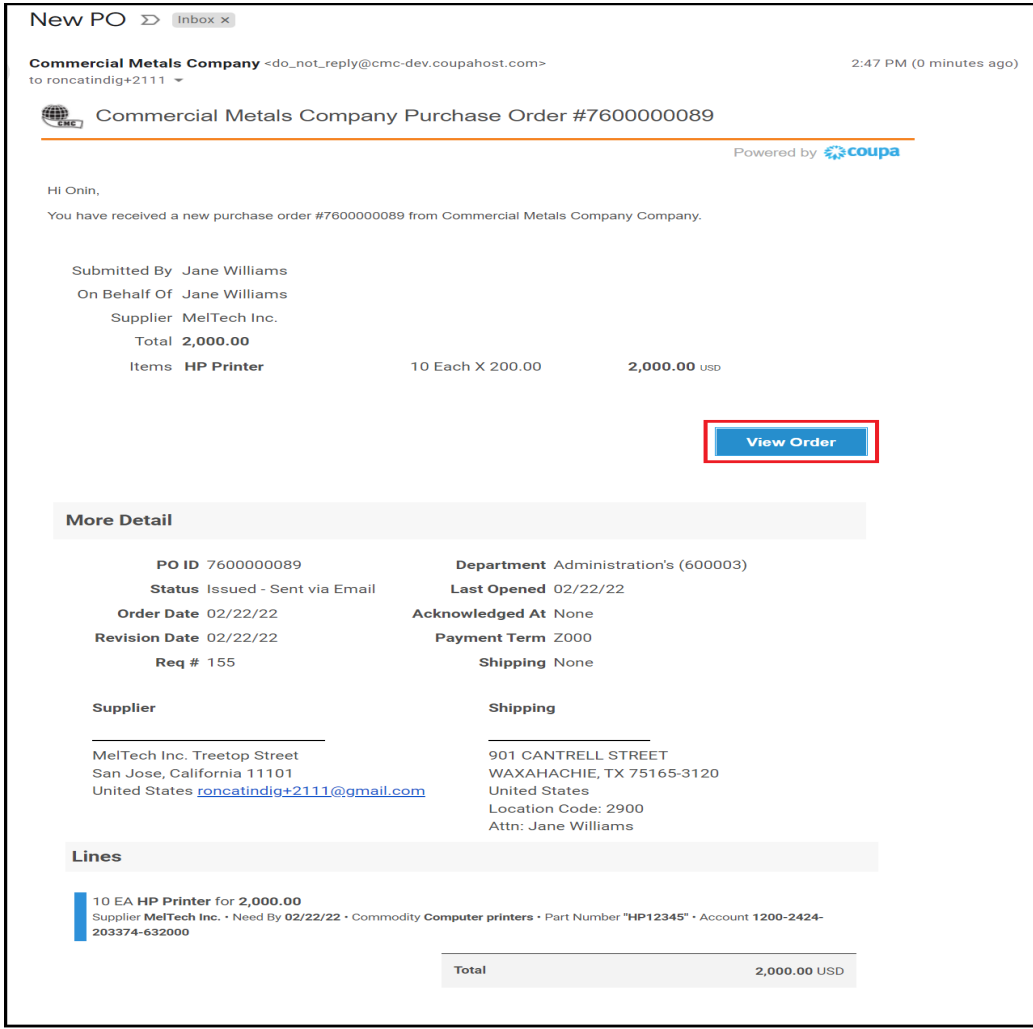
4. Click Send Invoice to submit the invoice.



Quick Reference Guide – Creating an Invoice


How to Create an Invoice from Email

1. Click the View Order to check the details of the PO.



New PO Inbox

Commercial Metals Company <do_not_reply@cmc-dev.coupa.com>
to roncatindig+2111 2:47 PM (0 minutes ago)

Commercial Metals Company Purchase Order #7600000089
Powered by 

Hi Onin,
You have received a new purchase order #7600000089 from Commercial Metals Company Company.

Submitted By Jane Williams
On Behalf Of Jane Williams
Supplier MelTech Inc.
Total **2,000.00**
Items **HP Printer** 10 Each X 200.00 **2,000.00** USD

View Order

More Detail

PO ID 7600000089	Department Administration's (600003)
Status Issued - Sent via Email	Last Opened 02/22/22
Order Date 02/22/22	Acknowledged At None
Revision Date 02/22/22	Payment Term Z000
Req # 155	Shipping None

Supplier
MelTech Inc. Treetop Street
San Jose, California 11101
United States roncatindig+2111@gmail.com

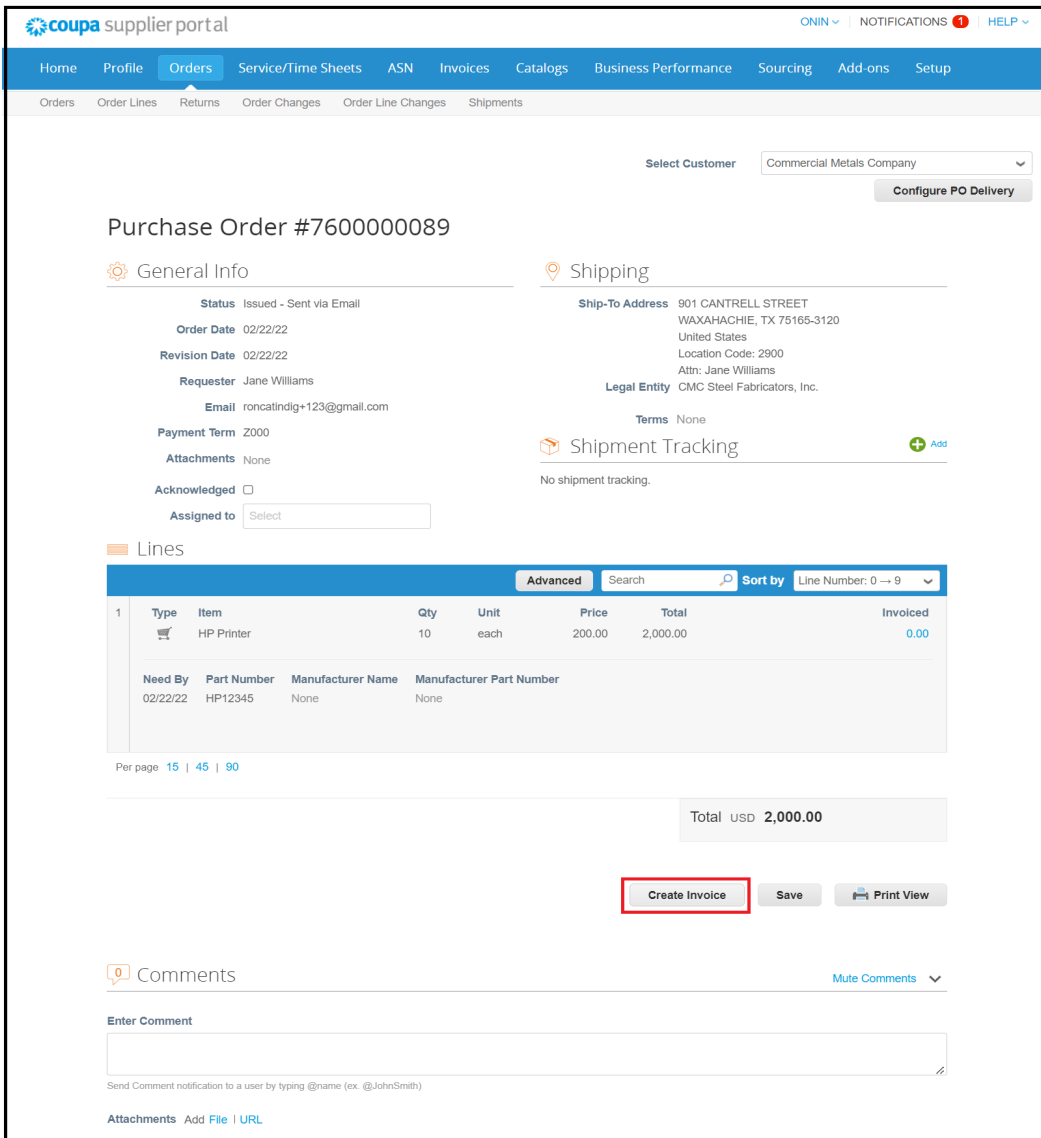
Shipping
901 CANTRELL STREET
WAXAHACHIE, TX 75165-3120
United States
Location Code: 2900
Attn: Jane Williams

Lines

10 EA HP Printer for 2,000.00
Supplier MelTech Inc. - Need By 02/22/22 - Commodity Computer printers - Part Number "HP12345" - Account 1200-2424-203374-632000

Total	2,000.00 USD
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2. Click Create Invoice.



coupa supplier portal ONIN NOTIFICATIONS HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Orders Order Lines Returns Order Changes Order Line Changes Shipments

Select Customer **Commercial Metals Company** Configure PO Delivery

Purchase Order #7600000089

General Info

Status Issued - Sent via Email
Order Date 02/22/22
Revision Date 02/22/22
Requester Jane Williams
Email roncatindig+123@gmail.com
Payment Term Z000
Attachments None
Acknowledged
Assigned to

Shipping

Ship-To Address 901 CANTRELL STREET
WAXAHACHIE, TX 75165-3120
United States
Location Code: 2900
Attn: Jane Williams
Legal Entity CMC Steel Fabricators, Inc.
Terms None

Shipment Tracking + Add
No shipment tracking.

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
1	HP Printer	10	each	200.00	2,000.00	0.00

Need By 02/22/22 Part Number HP12345 Manufacturer Name None Manufacturer Part Number None

Per page 15 | 45 | 90

Total USD **2,000.00**

Create Invoice Save Print View

Comments Mute Comments

Enter Comment

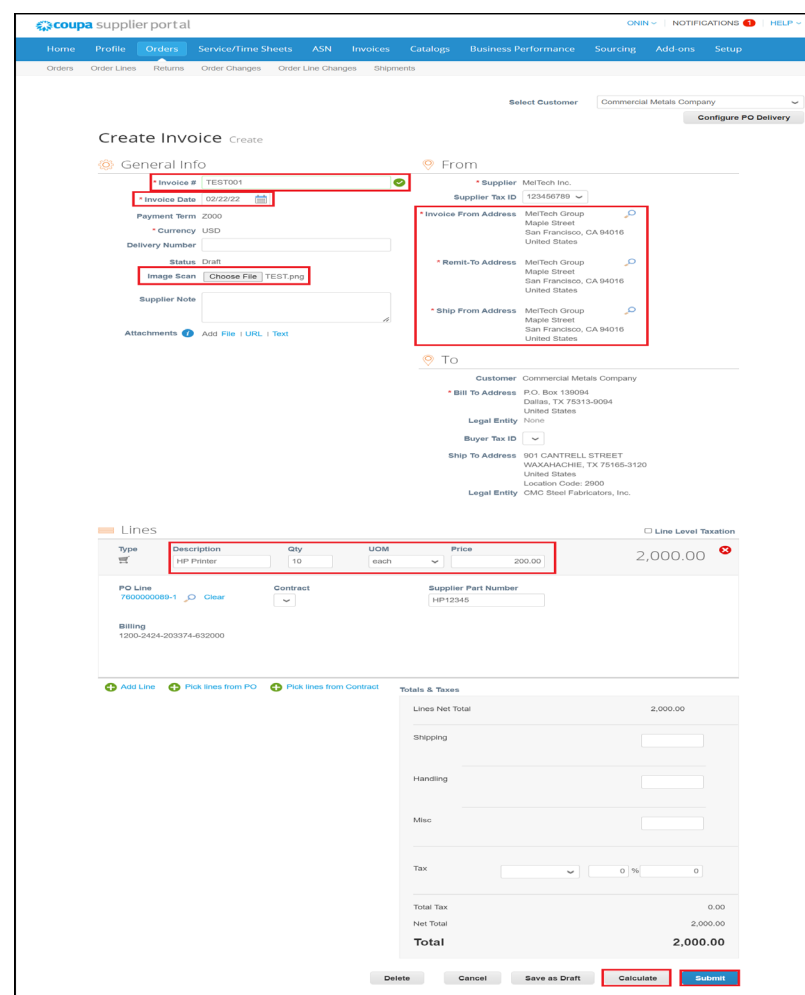
Send Comment notification to a user by typing @name (ex. @JohnSmith)

Attachments Add File | URL

Quick Reference Guide – Creating an Invoice

How to Create an Invoice from Email

3. Type the necessary information such as invoice #, invoice date, item details. Attach a file. And a comment maybe added.
4. Click on Calculate if there are changes on the quantity or price. Then, click on Submit.



General Info

Invoice #

Invoice Date

Payment Term: 2000

Currency: USD

Delivery Number:

Status: Draft

Image Scan: | TEST.jpg

Supplier Note:

Attachments: | URL | Text

From

Supplier: MatTech Inc.
Supplier Tax ID: 123456789

Invoice From Address: MatTech Group
Maple Street
San Francisco, CA 94016
United States

Receipt To Address: MatTech Group
Maple Street
San Francisco, CA 94016
United States

Ship From Address: MatTech Group
Maple Street
San Francisco, CA 94016
United States

To

Customer: Commercial Metals Company

Bill To Address: P.O. Box 130094
Dallas, TX 75213-0094
United States

Legal Entity: None

Buyer Tax ID:

Ship To Address: 801 CANTRELL STREET
WILKINSONVILLE, TX 75168-3120
United States

Location Code: 3000
Legal Entity: CMC Steel Fabricators, Inc.

Lines

Type	Description	Qty	UOM	Price	Total
HP	HP Printer	10	each	200.00	2,000.00

PO Line: 7600000088-1 | Clear

Contract:

Supplier Part Number: HP12345

Billing: 1200-2424-202374-022000

Totals & Taxes

Line Net Total: 2,000.00

Shipping:

Handling:

Misc:

Tax: %

Total Tax: 0.00

Net Total: 2,000.00

Total: 2,000.00