Invoice Process

Coupa User Guides

Submitting an Invoice from the Purchase Order Email (Flip)
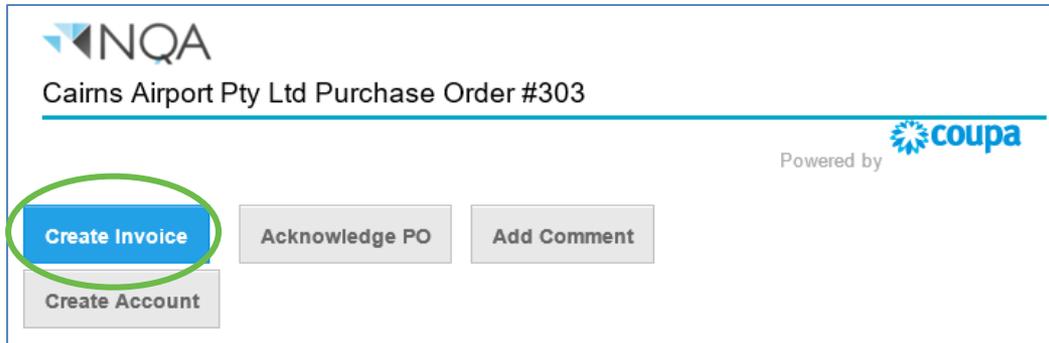
If this is your first time flipping a Purchase order, the box below will appear: Click "Create New Remit-To"
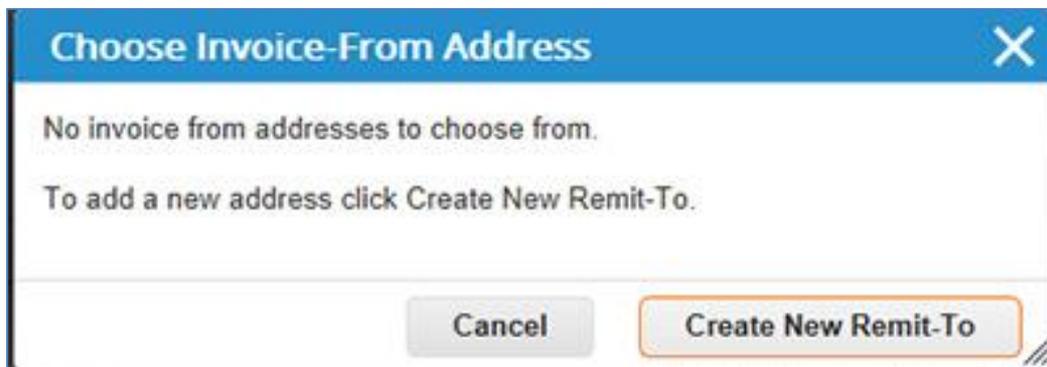
Submitting an Invoice from the Purchase Order Email (Flip)

1. Complete Company Information, Address and Tax Registration (ABN) - **Do not complete the Banking information section. We will already have your bank account details on file. To make changes to your bank account details, please contact our Accounts Payable department.**

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2. Click "Create and Use"

You will be taken to the Tax invoice Create Screen. Follow steps 1-8 below (note ABN, invoice from, remit-to and ship-from details are blanked out in this example but will appear on your site).

IMPORTANT - A valid tax invoice, in the correct company name, as listed on the purchase order, must be attached before the invoice can be submitted for payment (step 3).

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1. Enter the tax invoice number **exactly as per your own organisation's TAX invoice.**

   Please note: This is the invoice number generated by your accounting system. Do not list multiple invoice numbers in this field or any additional letters or numbers.

2. Select the Invoice date from the calendar.

3. Attach an electronic copy of your valid tax invoice. Click on "Choose File" and select the appropriate location.

4. Check the information contained on each line. Amend the quantity and/or price of each item/service as required:

   a) Example: You have an order for a quantity of 1 x $1000 Exc GST however the agreed cost was $1500 Exc GST. Change the price from $1000 to $1500 Exc GST.

   b) Delete any PO lines for items/services that you are not delivering/charging for on this invoice by clicking the red X sign (x) on the applicable line.

5. Check the correct GST has been applied. Change if required.

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AU: C1 - Purchases – Capital 10% GST applicable - 10.0%
AU: P1 - Purchases – Non-Capital 10% GST appli... - 10.0%
AU: P2 - Purchases – GST Free (Capital and Non... - 0.0%

6. Click "Calculate" and ensure the values being invoiced are the same as the values on the attached PDF tax invoice.

7. Click "Submit".

8. Coupa will ask you to confirm you are ready to submit the invoice. Once you have clicked the send invoice button you will be re-directed to the invoices screen.

Are you ready to send?   ✕

You're about to send an invoice to **Cairns Airport Pty Ltd** for a total amount of **265.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

Continue Editing   Send Invoice

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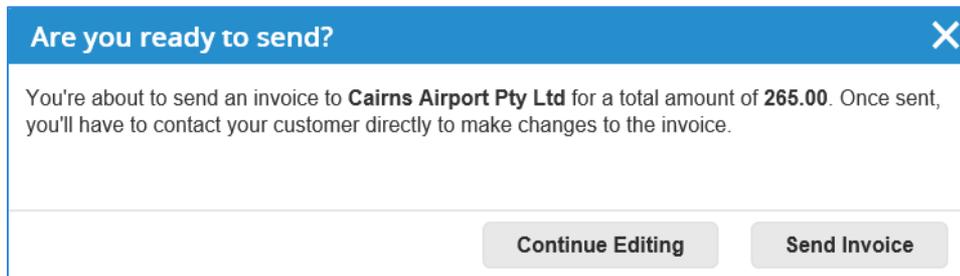
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Additional Notes

Creating Multiple Invoices from a Single Purchase Order		
If a single PO relates to multiple invoices from your accounting system, you must delete the irrelevant PO lines for each invoice created. **In this example we use the one PO to create two invoices.**	Example Invoice 1234 PO 1001 Line 1 – Verify Qty and Price Line 2 Delete (as not charging) Line 3 Verify Qty and Price Line 4 Delete (as not charging)	Example Invoice 1235 Go back into PO 1001 and select create invoice Line 1 – Delete Line 2 Verify Qty and Price Line 3 Delete Line 4 Verify Qty and Price

Invoice Payment

You will receive notification when your invoice has been approved, and you can expect payment in line with your negotiated terms of payment – for example, if your negotiated terms of payment are 14 days you can expect payment then. Note, our default terms of payment are 30 days.

Submitting an Invoice from the Coupa Supplier Portal (CSP)

When you are ready to submit an invoice for payment, login to the Coupa Supplier Portal
https://supplier.coupahost.com/

Create Invoice

1. From the Orders screen, identify the PO that you want to "flip" into an Invoice.

Submitting an Invoice from the Coupa Supplier Portal (CSP)

2. Click on PO Number **OR** click on the gold coins – for this exercise, we've clicked on the PO Number

3. The Purchase Order will appear on your screen

4. Click on "Create Invoice"

Submitting an Invoice from the Coupa Supplier Portal (CSP)

5. Coupa will start to produce an invoice and ask you to create a new invoice compliant remit-to address, or you can choose existing - this example presses the first 'Choose' button.

6. Review and update the 'Invoice From' address, 'Remit-to' address and 'Ship From' address as needed.
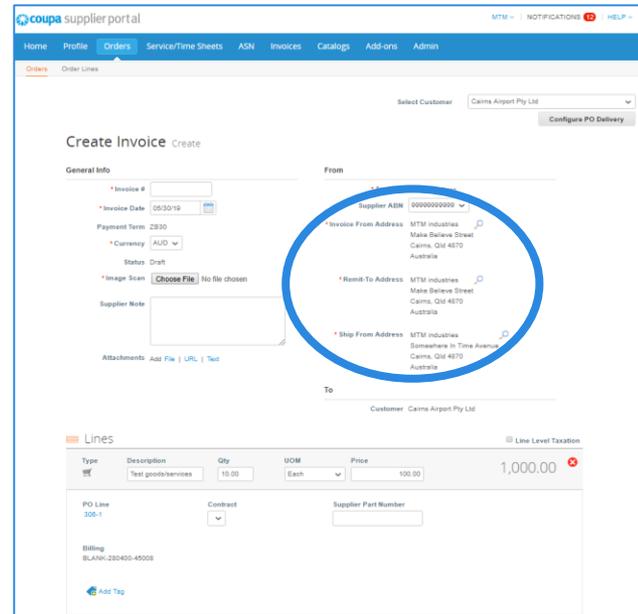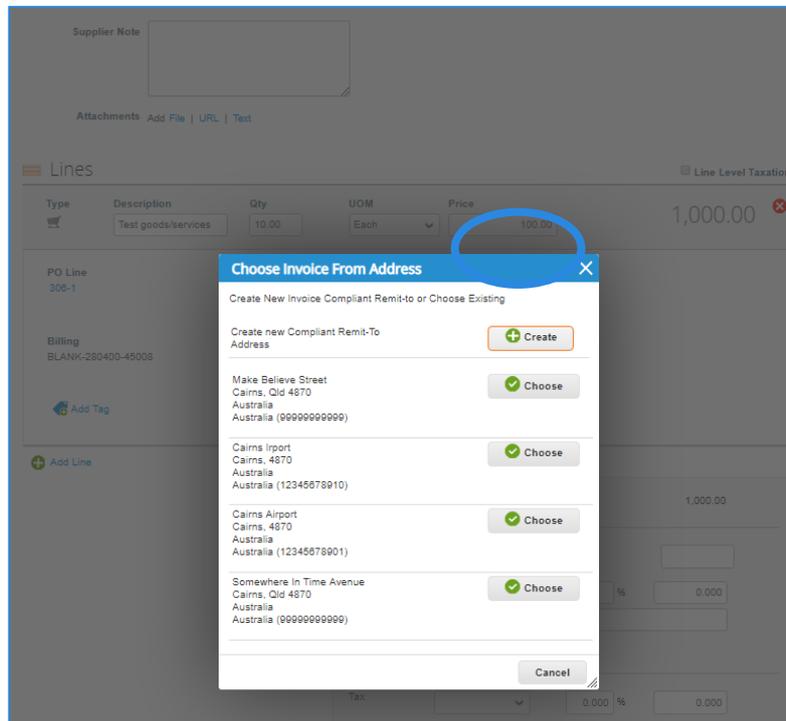
You can then complete your invoice per the 8 step process detailed above.

Invoice Payment

You can check the status of the invoice under "Invoices" once it has been submitted. Invoices are processed automatically and if they meet the criteria set by Cairns Airport, they will be approved immediately.

You will receive notification when your invoice has been approved, and you can expect payment in line with your negotiated terms of payment – for example, if your negotiated terms of payment are 14 days you can expect payment then. Note, our default terms of payment are 30 days.

Creating an Invoice for Multiple Purchase Orders

If your tax invoice contains items or services associated with multiple Cairns Airport Purchase Orders, you (the supplier) cannot submit this invoice through the Coupa Supplier Portal. If this is a common occurrence there is a CSV invoicing option that can be explored. To request more information, please email coupa@cairnsairport.com.au

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