



PO Invoice Creation – Training Guide




Introduction


Creating a Purchase Order (PO) invoice in Coupa involves several steps which is mentioned below.

- 1. Log in to Coupa Supplier Portal:** Access the Coupa Supplier Portal using the link received in the email notification or use your credentials provided during account creation.
- 2. Select the Purchase Order:** Identify the purchase order for which you want to create an invoice. Coupa will require you to associate an invoice with a specific purchase order.
- 3. Fill in Invoice Details:** Enter relevant invoice details, including the invoice number, date, and any other required information. Ensure that the details match the corresponding purchase order.
- 5. Verify Totals and Amounts:** Double-check all totals and amounts to ensure accuracy. Verify that they align with the terms and conditions specified in the purchase order.
- 6. Review and Submit:** Review the entire invoice for accuracy. Once satisfied, submit the invoice through the Coupa Supplier Portal.
- 7. Track Invoice Status:** After submission, you can track the status of your invoice within the portal by clicking “Invoice” Tab.

Login to Coupa Supplier Portal using Email Notification

1. Click the "View Order" button to access the CSP and view the Purchase Order

Powered by 

 QNB

Qatar National Bank Purchase Order #PO00000171

Hi Rahul,

This is to inform you Purchase Order PO00000171 from Qatar National Bank has been issued, and this same notification has been sent to your fellow team members with access to the Coupa Supplier Portal.

Submitted By BCT Admin Admin
Supplier Qatar Computer Services
Total **3,745.00 QAR**

Items	DS03ITC0044 - A4 Mono Printers	1 Each X	3,550.00
	OKI B731 DNW A4 Mono Network Printer	3,550.00	QAR
	DS03ITC0038 - Lenovo 14.0-inch W9 Laptop Privacy Filter from 3M	1 Each X	195.00
		195.00	QAR

[View Order](#)

The Supplier will receive an email notification with PO details

Select the Purchase Order (PO)

2. Navigate to Homepage-> Orders to view the Purchase Orders

Home Profile Forecasts **Orders** Service/Time Sheets ASN Invoices Catalogues Business Performance

Sourcing Add-ons Setup

Orders Order lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Deliveries

Select Customer Qatar National Bank - Qatar Computer Services

Purchase Orders

Instructions From Customer
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the Action to Accept the Purchase Order and Create an Invoice using its data

Export to View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO00000171	01/02/2024	Issued	01/02/2024	1 Each of DS03ITC0044 - A4 Mono Printers OKI B731 DNW A4... 1 Each of DS03ITC0038 - Lenovo 14.0-inch W9 Laptop Privac...	No	3,745.00 QAR		


Click to Create a PO Invoice

3. Click the icon highlighted in yellow under "Actions" to create a PO Invoice



Select Customer Qatar National Bank - Qatar Computer Services ▾

Purchase Orders

Instructions From Customer
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to ▾ View All ▾ Search

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Accept PO #PO00000171 and Create Invoice Create Invoice

Fill in the Invoice Details

4. Fill in the mandatory Header fields – Invoice # and Invoice attachment (other details are prepopulated from the supplier profile)

Create Invoice Create

General Info

*** Invoice #**

*** Invoice Date** 01/02/2024

Payment Term As per contract payment terms

*** Currency** QAR

Status Draft

*** Image Scan** No file chosen

Supplier Note

Attachments Add [File](#) | [URL](#) | [Text](#)

From

*** Supplier** Qatar Computer Services

Supplier Tax ID 4567898765

*** Invoice-From Address** Qatar Computer Services
Old Town
1000 Doha
Qatar

*** Remit-To Address** Qatar Computer Services
Old Town
1000 Doha
Qatar

Bank Name: First National Bank

Beneficiary Name: Qatar Computer Services

Bank Account Number: *****3212

IBAN: *****5678

SWIFT Code: ****YG65

Bank Code: ****

*** Ship-From Address** Qatar Computer Services
Old Town
1000 Doha
Qatar

To

Customer Qatar National Bank

Receiving Bank Instructions

Fill in the Invoice Details

5. Verify the Line Level information and Itemize the products or services being invoiced

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	DS03ITC0044 - A4 Mono Printers OKI B731 DNW A4 Mono Network Printer	<input type="text" value="1"/>	Each	<input type="text" value="3,550.00"/>	3,550.00
PO Line PO00000171-1	Service/Time Sheet Line None	Contract IT Supplies (Published)	Credit Line None		
Supplier part number <input type="text"/>	Billing 0006-945000-299-QAR-P002				

Type	Description	Qty	UOM	Price	
	DS03ITC0038 - Lenovo 14.0-inch W9 Laptop Privacy Filter from 3M	<input type="text" value="1"/>	Each	<input type="text" value="195.00"/>	195.00
PO Line PO00000171-2	Service/Time Sheet Line None	Contract IT Supplies (Published)	Credit Line None		
Supplier part number <input type="text"/>	Billing 0006-945000-299-QAR-P002				

[+ Add Line](#) [+ Pick lines from Contract](#) Total Taxes

Verify Totals and Amounts

6. For the Net Total to be calculated, click "Calculate".

7. Then click "Submit".

[+ Add Line](#) [+ Pick lines from Contract](#)

Total Taxes

Lines Net Total	3,745.00
<hr/>	
Tax	<input type="text" value="0.000"/> % <input type="text" value="0.00"/>
<hr/>	
Total Tax	0.00
Net Total	3,745.00
Total	3,745.00

[Delete](#) [Cancel](#) [Save as draft](#) [Calculate](#) [Submit](#)

Comments [Mute Comments](#)

Enter Comment

Invoice raised for the Goods Shipped on 30th Jan.'24.

[Add File](#) | [URL](#)

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

[Add Comment](#)

Enter comments in the description field to notify the buyer and Click "Add Comment"

Thank you