



# Non-PO Invoice Creation – Training Guide



## Steps to be Followed:

*Creating a Non - (PO) invoice in Coupa involves a couple of steps:*

1. Supplier will send the electronic Invoice to QNB Buyer via Email or Hardcopy.
2. The Invoice should be in a non-encrypted format and must be readable.

**\*Note:** The AP Invoice will be created in Coupa by QNB Internal Finance Team for payment process.

**Thank you**