

## MULTI-USE PURCHASE ORDERS

### Understanding Multi-Use Purchase Orders When Creating Invoices

Multi-use purchase orders with a pre-set maximum spend value and/or validity period/expiry date will be provided to suppliers for the invoicing of food orders. This number will be referred to as orders are being placed by G8 and MUST be referenced on the invoices that you submit to G8. Two (2) options will be available for generating an invoice against a purchase order. You'll be able to invoice G8 directly via:

1. **EMAIL / SAN (Supplier Actionable Notification)**- Using this option, you will receive a purchase order to the email address you provided to G8. Within this email, there will be a button which will enable you to invoice G8 against the purchase order. For more information about this method of invoicing to G8 Education, please refer to the **Suppliers page** on our website.
2. **Coupa Supplier Portal (CSP)**- You are able to view your purchase orders and create invoices from within the CSP. Additionally, your purchase order email also gives you the option to log-in to your CSP account.

## INVOICING AGAINST A PURCHASE ORDER MULTIPLE TIMES

Where there is remaining value on your purchase order, you will be able to invoice against it multiple times. Ideally, where a Centre uses your service multiple times over the course of a month, the Centre will look to create one purchase order up to a value that enables it to be invoiced against multiple times. This will speed up order receipt and process time because you will not need to wait for individual purchase orders from G8. All invoices submitted will need to be accompanied by a 'Delivery Docket' or 'Statement of Groceries supplied'. If you have a CSP account, you will be able to track the payment status of your invoices.



This quick overview highlights only some of the efficiencies you'll have access to with our new purchase-to-pay platform.

## WHERE DO I GO IF I NEED HELP?

- For technical assistance with Coupa go to: [supplier.coupa.com/help/](https://supplier.coupa.com/help/) - if you cannot find an answer there, email: [supplier@coupa.com](mailto:supplier@coupa.com)
- For all procurement-related enquiries, email [themarketplacesuppliers@g8education.edu.au](mailto:themarketplacesuppliers@g8education.edu.au)