



# SUPPLIER PORTAL QUICK REFERENCE GUIDE

## HOW TO CREATE AND UPLOAD AN INVOICE VIA SAN (EMAIL)

**SAN (Supplier Actionable Notification) Email** - Using this option, you will receive a Purchase Order via email which allows you to create an invoice directly from your nominated email.

### NOTE:

All invoices **MUST** reference the Purchase Order Number issued by G8 Education, prior to supplying products and services.

G8 Education Purchase Order #PO00000466

**Order Summary**

Date 16/3/23  
PO Total 500.00 AUD  
Payment Terms 30 days from invoice date  
Contact Glenys Harrison

**1**

Manage Order Create Invoice

### TO FLIP A PO INTO AN INVOICE VIA SAN:

1. Open the email from G8 Education containing the Purchase Order.
2. Select 'Create Invoice'.

The first time you are creating an invoice you are prompted to enter your Remit-To details (once only)

Populate the fields with an (\*)

- Registered company legal name
- Remit-To address information
- ABN
- Select Create and Use

A new page will open within your web browser.

Choose Invoice-From Address

No invoice from addresses to choose from.  
To add a new address click Create New Remit-To.

Cancel Create New Remit-To

Enter a new address

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

**2**

**Company Information**

Supplier  
\* Country/Region Australia  
\* Registered company legal name TEST SUPPLIER CO

**Address**

Remit to name  
\* Line 1 PO Box 2  
Line 2  
\* City Brisbane  
County  
\* Postal Code 4001  
Preferred Language English (Australia)

**Tax Registration**

Tax Country/Region Australia  
\* ABN 9999999999  
Not For Cross-Border Invoices

**Banking Information**

NOTE: Banking information is required for compliant invoicing when indicated (with a \*). Otherwise, banking info here is not required and will remain private.

Bank Name:  
Beneficiary Name:  
Bank Account Number:

Cancel Create and Use

## CREATE YOUR INVOICE

1. Enter Your Invoice Number.
2. Enter the Invoice Date.
3. Attach an Invoice or Statement which details the products and/or services purchased.

### Lines section

4. Enter the quantity or Price for each line.
 

**Note:** the lines on the invoice entry are as per the purchase order. Delete any lines you are not invoicing for.
5. Select GST Rate ie 10% or 0%  
*Do not select Exempt or Reverse Charge*
6. Add Shipping fee if applicable.
7. Select **'Calculate'** to check the Gross total matches your invoice total.
8. Select **'Submit'** when complete.

Your invoice will be submitted to G8 to process for payment

**Create Invoice** Create

**General Info**

- \* Invoice #
- \* Invoice Date: 16/03/2023
- Payment Term: 30 days from invoice date
- Date of Supply: 16/03/2023
- \* Currency: AUD
- Delivery Number
- Status: Draft
- Supplier Documentation: Choose file | No file chosen
- Supplier Note
- Attachments: Add File | URL | Text

**From**

- \* Supplier: Jani-King (OLD) Australia Pty Ltd (V0001185)
- \* Supplier ABN: 9999999999
- \* Invoice-From Address: TEST SUPPLIER CO., PO Box 2, Brisbane, 4001, Australia
- \* Remit-To Address: TEST SUPPLIER CO., PO Box 2, Brisbane, 4001, Australia
- \* Ship-From Address: TEST SUPPLIER CO., PO Box 2, Brisbane, 4001, Australia

**To**

- Customer: G8 Education
- \* Bill-To Address: G8 Education Limited, 159 Varsity Parade, Varsity Lakes, QLD 4227, Australia
- Custom Field 2: None
- \* Buyer ABN: 95123828553

**Lines**

Type	Description	Price
	test item	600.00

PO Line: PO0000469-1 | Service/Time Sheets Line: None | Contract: | Period: |

Supplier part number: |

Billing: E84206-D100-630105

Taxes

GST Rate	GST Amount	Tax Reference
10.0%	0.00	

**Total Taxes**

Lines Net Total	600.00
Lines GST Totals	60.00
Shipping	
GST	0.000
Tax Reference	Enter a tax reason description.
Total GST	60.00
Net Total	600.00
<b>Gross Total</b>	<b>660.00</b>

Email me status updates for invoices I create this week

Buttons: Delete, Cancel, Save as draft, **Calculate**, **Submit**

## 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)