



SUPPLIER PORTAL QUICK REFERENCE GUIDE

HOW TO CREATE AND UPLOAD AN INVOICE VIA THE COUPA SUPPLIER PORTAL (CSP)

You must be registered to the Coupa Supplier Portal (CSP) first to be able to upload invoices using this method. If you are not already registered or not linked with G8 Education please contact your company representative to request access.



NOTE:

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

INVOICING VIA THE COUPA SUPPLIER PORTAL (CSP)

Using the CSP, you can create an invoice using the PO Flip method.

1. Select 'Invoices' on the top menu bar.
2. Select 'Create Invoice from PO'.
3. Locate the Purchase Order you wish to invoice against from the list.
4. Select the Gold Coin Stack 

Note: Note: Hovering over the gold stack will display 'Create Invoice'

The red stack  is for creating a Credit Note.

Continued on next page...

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Invoices', 'Catalogues', 'Sourcing', 'Add-ons', and 'Setup'. The 'Invoices' section is active, showing a 'Create Invoices' button and a 'Create Invoice from PO' button. Below this is the 'Purchase Orders' section, which includes a table of purchase orders. The table has columns for 'PO Number', 'Order Date', 'Status', 'Acknowledged At', 'Items', 'Unanswered Comments', 'Total', and 'Assigned To'. The first row is highlighted, and the 'PO Number' column is circled in red. The 'Gold Coin Stack' icon in the 'Assigned To' column is also circled in red.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO00000167	1/1/23	Issued	1/3/23	Food Supplies for Q1 2023	No	5,000.00 AUD		
PO00000164	19/1/23	Issued	None	Food Supplies for Q1 2023	No	5,000.00 AUD		
PO00000162	17/1/23	Issued	None	Food Supplies for Q1 2023 - non gvt items	No	5,000.00 AUD		
PO00000161	17/1/23	Issued	None	Food Supplies for Q1 2023	No	5,000.00 AUD		
PO00000153	22/1/22	Issued	None	Brookfield Place 527460 Dec: 2022	No	1,550.00 AUD		

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.

Create Invoice Create

General Info

1 * Invoice #

2 * Invoice Date 16/03/2023

Payment Term 30 days from invoice date

Date of Supply 16/03/2023

* Currency AUD

Delivery Number

Status Draft

3 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 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.

Lines

Type	Description	Price
PO Line	test item	600.00

PO Line PO00000468-1 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	

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Total Taxes

Lines Net Total	600.00
Lines GST Totals	60.00
Shipping	
GST	0.00
Tax Reference	Enter a tax reason description.
Total GST	60.00
Net Total	600.00
Gross Total	660.00

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

Your invoice will be submitted to G8 to process for payment

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WHERE DO I GO IF I NEED HELP?

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