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.

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> **NOTE:**
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> 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.

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

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**

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