Invoice via PO Email / PO Flip

Invoice via PO email is one of the simplest ways to submit invoices through Coupa / SupplyNet. This method allows you to flip the Purchase order you received via email to an invoice. Suppliers also get notifications after they submit an invoice, this improves transparency and further reduces the need for suppliers to track down the status of their invoices through phone calls or emails.

How to flip an Order into an invoice right from the Purchase Order email.

You will receive an email containing your purchase order from: do_not_reply@ualberta.coupahost.com

Step 1:

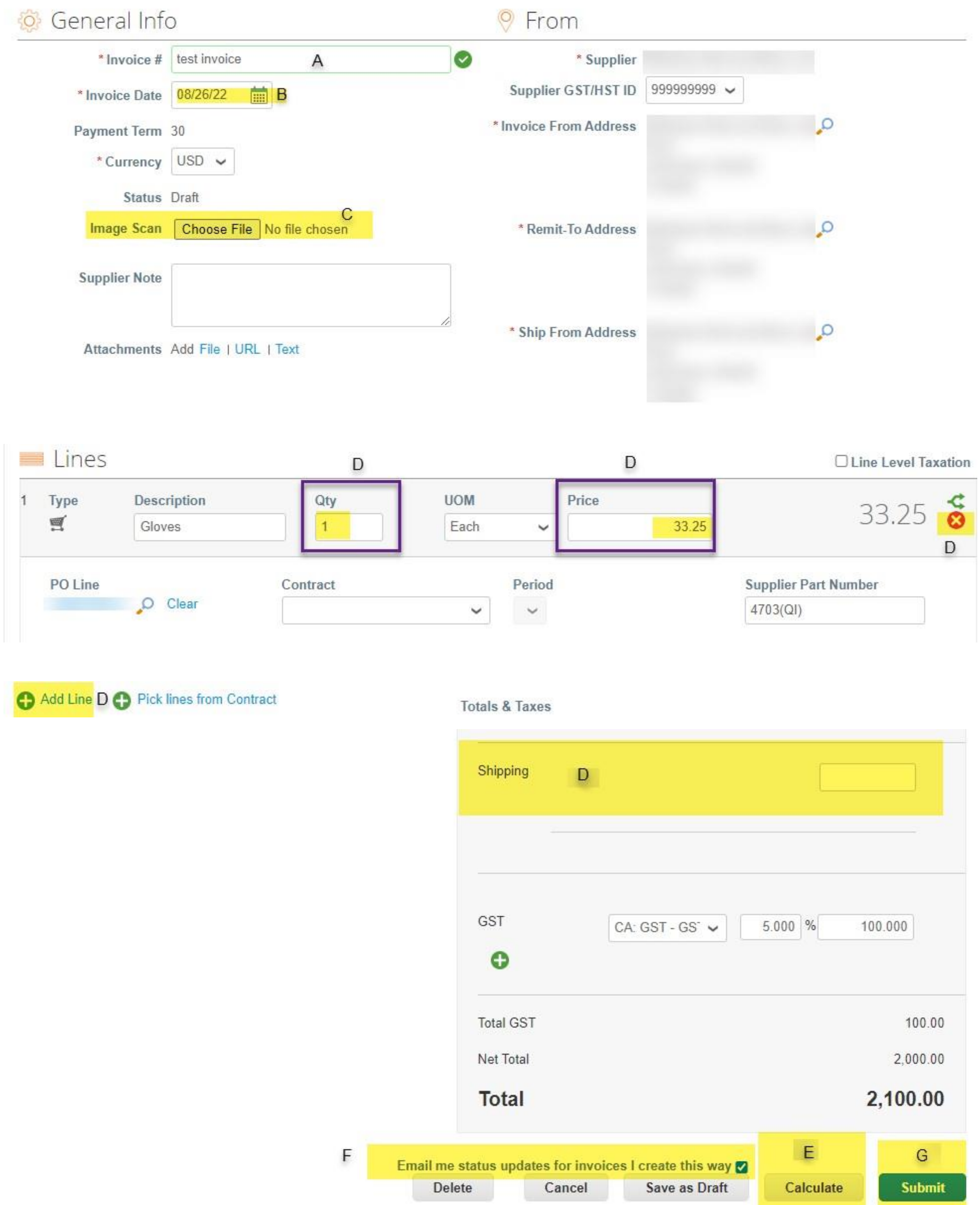
Click on the 'Create Invoice' button at the bottom of the email. You can also forward the PO email to someone within your organization to create the invoice.

Step 2

Enter the information indicated below.

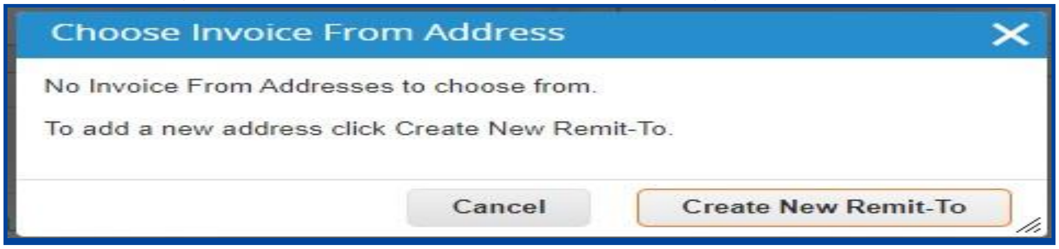
a) Enter the invoice number
b) Enter Invoice date
c) Attach your PDF invoice or Supporting documents if applicable
d) If required:
    - You can edit qty or pricing for your invoice for partial invoicing
    - You can click on X for partial invoice or deleting lines
    - Do not add lines, this is not supported
    - Add shipping and handling in Shipping Field

e) Click Calculate and confirm total and GST
f) Check the box if you wish to be notified regarding your invoice status
g) Click ‘Submit’

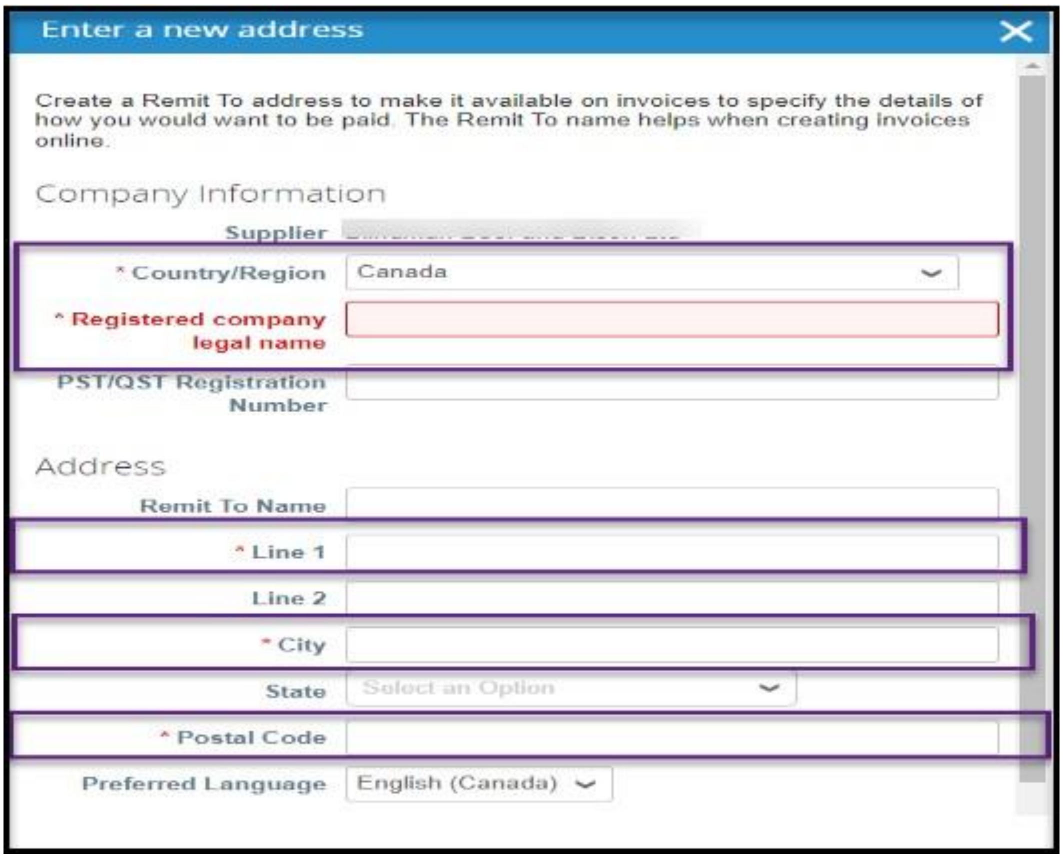


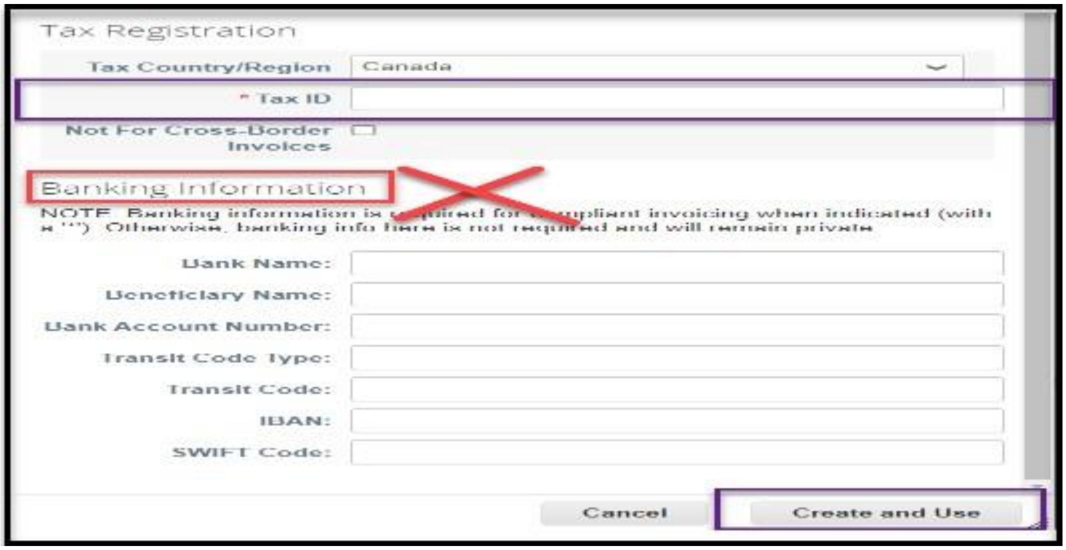
ONE-TIME SET-UP ONLY:

The first time you create an Invoice from the PO email you need to create an address.



Enter the Required Fields:





Note:

- Tax ID is a mandatory field enter your Tax ID # here. And if you do not have a Tax ID Number enter 999999999
- Do not enter Banking information. If you wish to be paid by EFT please on the form below.

  Electronic Funds Transfer form