

Flipping POs to Invoices in the CSN Portal





> Begin by opening the CSN Portal and logging in.

© coupa suppliers		coupauat@etelimited.co.uk 🏢 🥠 🕢
👲 ETELTESTER		A Merge Accounts
	About Industry Website Established Employees	If your company has more than one CSN account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers. Not seeing the account you want to merge with? Click here.
Improve Your Profile		European Tyre Enterprise Limited
About		
Public Profile https://supplier-test.coupahost.com/supp	iers/public/8346	

The red notification bell with the number next to it indicates that you have a new purchase order ready to be flipped to an invoice.

You can hover the mouse over the bell icon to display a Notification popup which will give you details about the new purchase order.

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	 About ✓ Industry ⊕ Website √ Established ▲ Employees 	If your co try to list confusion Not seeing th here.	see all	ve erith? Click
		GO Late	est Customers	
Improve Your Profile		European Ty	re Enterprise Limited	
About				
Public Profile https://supplier-test.coupahost.com/supp	liers/public/8346			



Click on the notification icon to be taken directly to the new purchase order

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Move the mouse to the menu button, represented by 9 square blocks , in the top right of the page to show the menu.

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	About ★ Industry	lf : try co	Orders	ASN	count, we reduce rs.
	∰ Website ∹⊊ Established ⊉ Employees	Nc he	Invoices	Catalogs	vith? Click
Improve Your Profile		E	Profile	Admin	
About			2	•	
Public Profile https://supplier-test.coupahost.com/supp	bliers/public/8346		My Account	Log Out	

Click the Orders button

You will be taken to a table containing all your purchase orders together with their status.



Click on the Gold Coins icon



You are now able to fill out some	e details on the Invoice.
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Create Invo	ice Create				٥		^
* Invoice #		* Supplier	E0UKHETEL-SBOT01				- 1
* Invoice Date	11/29/16	* Remit-To Address	BOTTOMLINE TECHNOLOGIES	۹,			- 1
Payment Terms	D000		Default				- 1
Date of Supply	11/29/16		23 middlefield letchworth				- 1
* Currency	GBP 🛩		sg6 3ee				- 1
Delivery Number			United Kingdom (GB380094851)				
Status	Draft		wholesale				
Image Scan	Choose File No file chosen	Customer	European Tyre Enterprise Limited				
Supplier Notes		Bill To Address	European Tyre Enterprise Ltd				
			Willenhall				
			Wolverhampton				
			WV1 9XZ United Kingdom				
Attachments	Add File URL Text	VAT ID	380094850				
Early Payment	Use N/A if not relevant	Ship To Address	25 Middlefield				
Provisions		omp to Hadrood	Letchworth				
Margin Scheme			SG6 3NB				
Cash Accounting			United Kingdom				*

> Enter an Invoice Number

The date of the invoice will be populated automatically with today's date, but this can be overridden manually.



Scroll down to the Invoice Line details

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								sle		
💻 Lines						Ο ι	ine Level Tax	ation		
Type Description	Qty 1 PALL	UOM ET 🗸	Price 10.00				Total G 10.00			
PO Line Contract 40-1	t Billing C9424-5123015-P0002									
Add Line				Subtotal			10.00			
				Tax Description	~]0	% 0				
				Total Tax Total			0.00 10.00			
			Delete	Cancel	🔚 Save as draft	Calculate	a Sub	mit		
🔎 Comment	ts									

- > Check the line detail and ensure the Quantity, Unit of Measure and Price is correct.
- > Select a Tax Code
- Press the Calculate button

You will see the Total Tax and Invoice Total lines have updated to reflect the changes you've made.

Press the Submit button



You will be prompted to confirm the total amount.

tract	Billin C942	1g 24-5123015-P0002			
		Are You Ready to Send?		8	
		You're about to send an invoice to for a total an your customer directly to make changes to the	nount of 12.00 . Once sent, y invoice.	ou'll have to contact	% 2.00
			Continue Editing	Send Invoice	
		C Delete	Cancel 📄 Save a	s draft 📃 Calo	culate

> If the amount is correct press the Send Invoice button

檾coupa	suppliers					coupauat@ete	elimited.co.uk		¢	?
	Invoices							٥		
	Export to 🕞				Vi	ew All 🗸		Q		
	Invoice #	Created Date 💌	Status	PO#	Total	Unanswered Comments	Actions			
	RR261120162	11/29/16	Pending Approval	40	12.00	No				
	Per page 15 45	90								
	Invoice Against Cont	ract Create	Credit note							

You have successfully created an invoice.



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Improve Your Profile		E	Profile	Admin	
About			My Account	Log Out	
Public Profile https://supplier-test.coupahost.com/suppl	iers/public/8346				

Invoices can be found at any time by pressing the Menu button and then selecting Invoices.