

Flipping POs to Invoices in the CSN Portal





- Begin by opening the CSN Portal and logging in.

coupa suppliers coupauat@etelimited.co.uk

ETELTESTER

- About
- Industry
- Website
- Established
- Employees

[Improve Your Profile](#)

About

Public Profile
<https://supplier-test.coupahost.com/suppliers/public/8346>

Merge Accounts

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.](#)

Latest Customers

European Tyre Enterprise Limited

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.

coupa suppliers coupauat@etelim.co.uk

ETELTESTER

- About
- Industry
- Website
- Established
- Employees

[Improve Your Profile](#)

About

Public Profile
<https://supplier-test.coupahost.com/suppliers/public/8346>

Merge Accounts

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.](#)

Latest Customers

European Tyre Enterprise Limited

Notifications

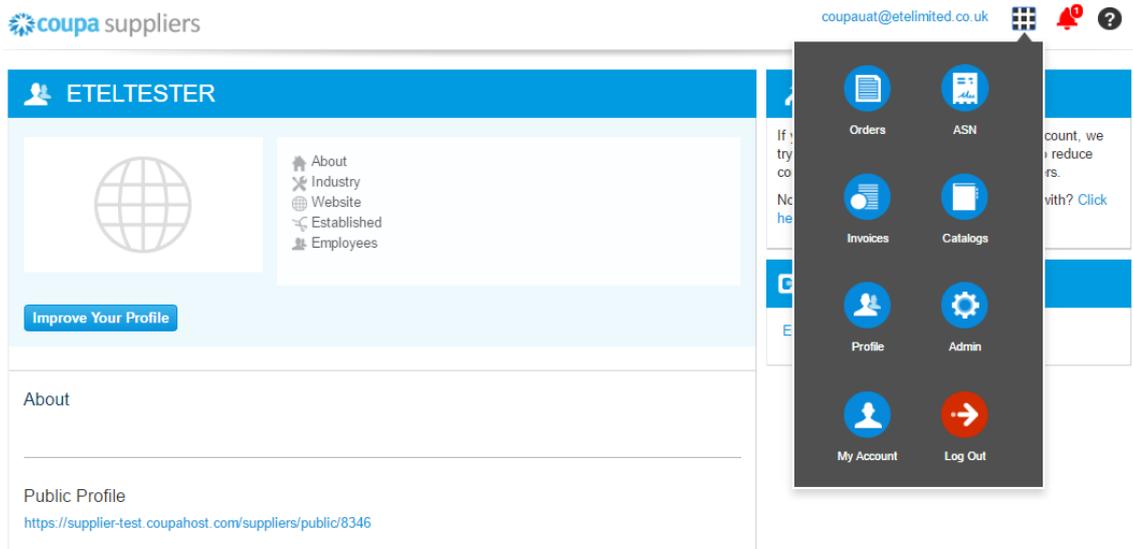
New PO
New PO 40 for £10.00 issued by European Tyre Enterprise Limited.
[See all](#)



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

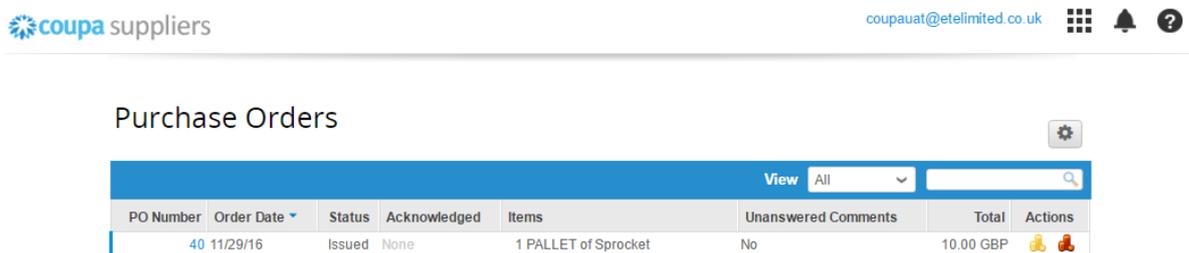
or

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



- 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 details on the Invoice.

Create Invoice Create

* Invoice #

* Invoice Date

Payment Terms

Date of Supply

* Currency

Delivery Number

Status

Image Scan No file chosen

Supplier Notes

Attachments [Add](#) [File](#) | [URL](#) | [Text](#)

Early Payment Provisions

Margin Scheme

Cash Accounting

* Supplier

* Remit-To Address

EUROPE LTD
Default
23 middlefield
letchworth
sg6 3ee
United Kingdom
United Kingdom (GB380094851)
wholesale

Customer

Bill To Address
PO Box 6895
Willenhall
Wolverhampton
WV1 9XZ
United Kingdom
VAT ID 380094850

Ship To Address
Letchworth
SG6 3NB
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

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	Sprocket	1	PALLET	10.00	10.00

PO Line	Contract	Billing
40-1		C9424-5123015-P0002

[Add Line](#)

Subtotal		10.00
Tax Description		0 % 0
Total Tax		0.00
Total		10.00

[Delete](#) [Cancel](#) [Save as draft](#) [Calculate](#) [Submit](#)

Comments

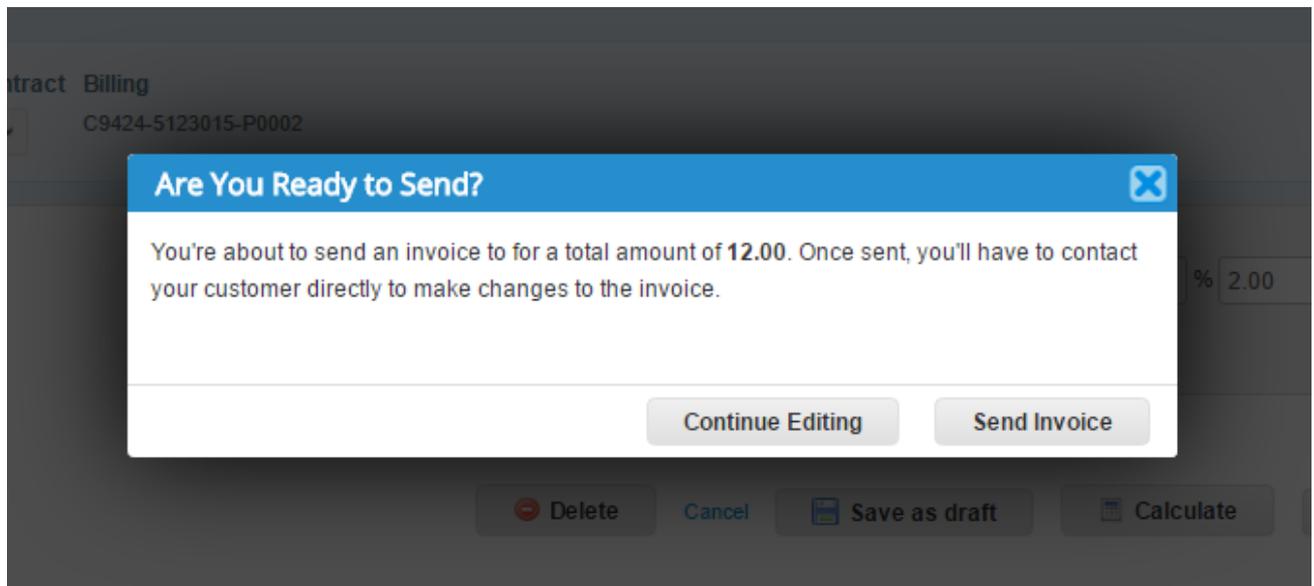
- Check the line detail and ensure the Quantity, Unit of Measure and Price is correct.
- Select a Tax Code
- Press the Calculate button

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

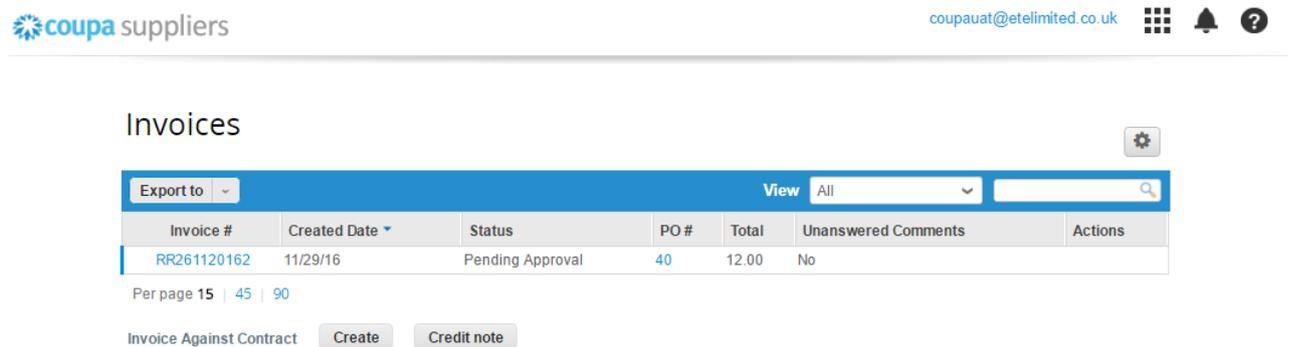
- Press the Submit button



You will be prompted to confirm the total amount.



- If the amount is correct press the Send Invoice button



You have successfully created an invoice.



ETELTESTER



- About
- Industry
- Website
- Established
- Employees

[Improve Your Profile](#)

About

Public Profile
<https://supplier-test.coupahost.com/suppliers/public/8346>

-  Orders
-  ASN
-  Invoices
-  Catalogs
-  Profile
-  Admin
-  My Account
-  Log Out

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