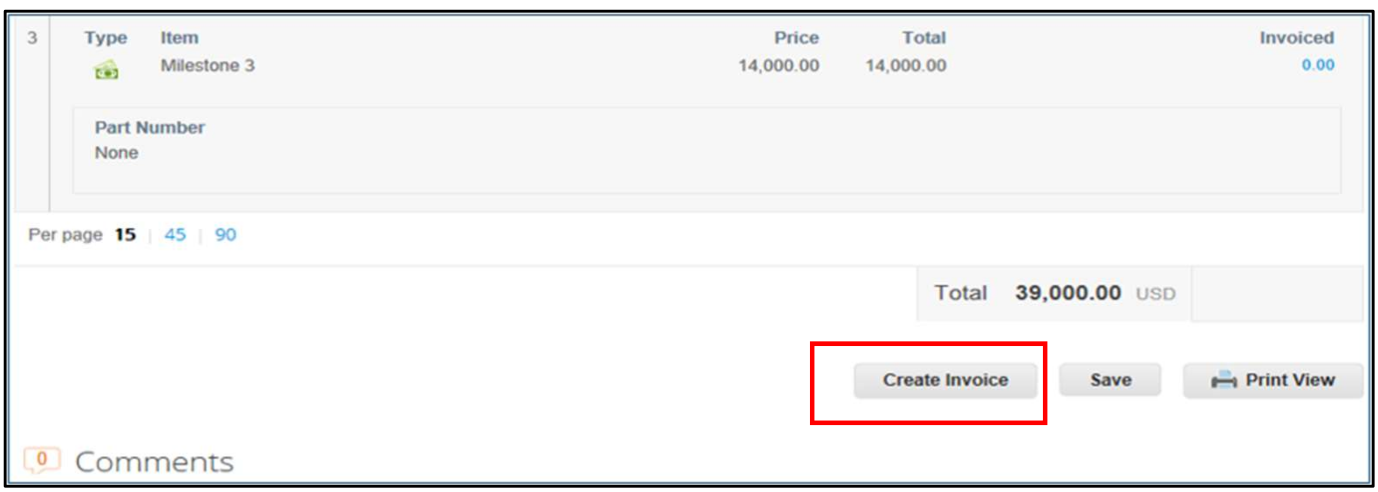
Quick Reference Guide – Creating an Invoice from the Order Page

This guide demonstrates how to create an Invoice from the Order Page in the Coupa Supplier Portal (CSP).

1. To create an Invoice from a Purchase Order (PO), navigate to the CSP homepage. From the homepage, click on the **"Orders"** tab on the main menu to navigate to customer POs.
2. On the **Orders** page, click on the yellow coin icon ( ), under the **"Actions"** column, to create an invoice from a PO.

3. On the **Purchase Order Details** page, once the PO has been reviewed internally, scroll to the bottom of the **Lines** section and click the "Create Invoice" button.



4. On the **Create Invoice** page, suppliers must enter their Invoice Number and Invoice Date. They should then review the Line Details, make any necessary adjustments, and add any applicable additional charges. (See example on the following page.)

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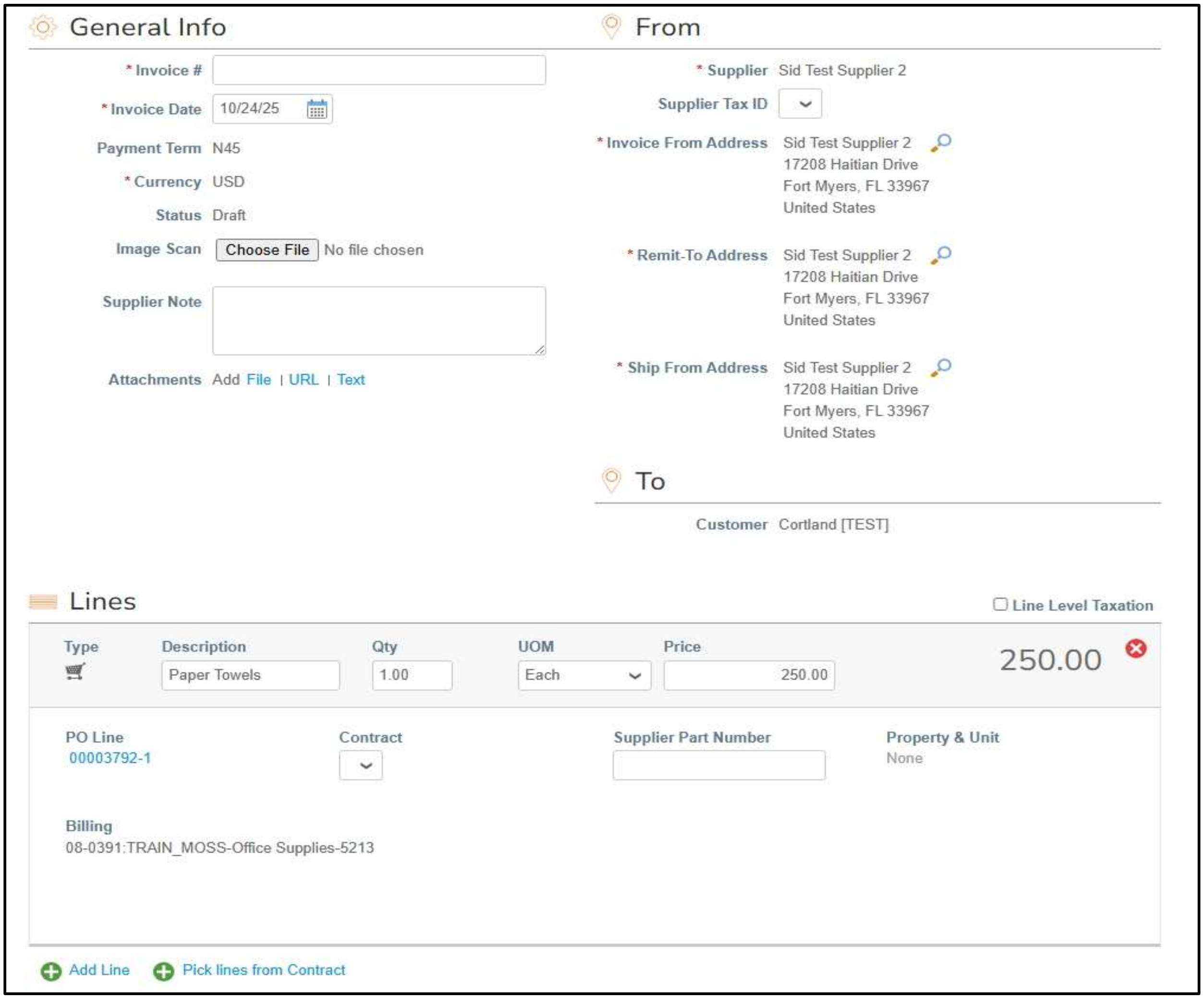

5. Once you have confirmed that all invoice details are correct, scroll to the bottom of the page and click the **"Submit"** button. After clicking **"Submit"** you will receive a notification message that your invoice is pending approval.