

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.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
00003793	10/22/25	Issued	None	1 Each of Test Item	No	250.00		
00003792	10/21/25	Issued	None	1 Each of Paper Towels	No	250.00		

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.

3	Type	Item	Price	Total	Invoiced
		Milestone 3	14,000.00	14,000.00	0.00
Part Number None					
Per page 15 45 90					
				Total	39,000.00 USD
				Create Invoice	Save Print View
0 Comments					

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.)

Quick Reference Guide – Creating an Invoice from the Order Page

General Info

From

* Invoice #

* Invoice Date

10/24/25

Payment Term

N45

* Currency

USD

Status

Draft

Image Scan

Choose File

No file chosen

Supplier Note

Attachments

Add

File

URL

Text

* Supplier

Sid Test Supplier 2

Supplier Tax ID

* Invoice From Address

Sid Test Supplier 2

17208 Haitian Drive

Fort Myers, FL 33967

United States

* Remit-To Address

Sid Test Supplier 2

17208 Haitian Drive

Fort Myers, FL 33967

United States

* Ship From Address

Sid Test Supplier 2

17208 Haitian Drive

Fort Myers, FL 33967

United States

To

Customer

Cortland [TEST]

Lines

☐ Line Level Taxation

Type	Description	Qty	UOM	Price	
	Paper Towels	1.00	Each	250.00	250.00

PO Line

00003792-1

Contract

Supplier Part Number

Property & Unit

None

Billing

08-0391:TRAIN_MOSS-Office Supplies-5213

+ Add Line

+ Pick lines from Contract

- 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.

Total Tax	0.00
Net Total	250.00
Total	250.00

Delete

Cancel

Save as Draft

Calculate

Submit