Invoicing off a Purchase Order:

1. Log-in to the Coupa Supplier Portal. <u>https://supplier.coupahost.com/</u>

2. Click on the "Orders" tab and make sure Marquette University is selected as the customer. All of Marquette University's orders will appear on the screen. Click on the gold coins icon to create an invoice off the received purchase order.

Coupa supplier portal JOHN V NOTIFICATIONS												
Home	Profile O	rders S	ervice/Ti	me Sheets 🛛 🧍	SN	Invoices	Catalogs	Add-ons	Admin	1		
Orders	Order Lines											
	Purcha	ase Or	ders	i					Select Custo	omer Marque	tte University -	CLIFF CALCU
Instructions From Customer Please use the Coupa Supplier Portal to submit invoices and reference payment status. Or, to process an invoice, click on the gold stack of cc credit memo, click on the red stack of coins. When entering a credit memo, the line item dollar amount must be entered as NEGATIVE and, if quantity-based PO, the quantity must be NEGATIVE.						of coins. To pr nd, if it is again:	rocess a st a					
				Click the	e 🖢 A	ction to Ir	nvoice fron	n a Purch	ase Orde	er		
								View	All	~	Search	P
	PO Number	Order Date	Status	Acknowledged A	t Items				Unan	swered Commen	ts Tot	al Actions
	MU-4004	06/24/19	Issued	None	test re	eceiving			No		50.00 US	
	MU-4000	06/19/19	Issued	None	Tyler Tyler Tyler	Test 3 June 9 Test 3 July Se Test 3 Augus	Services ervices t Services		No		45.00 US	D e e

3. Choose your Remit-To address



4. Enter the invoice number and attach copy of invoice if necessary

Create Invoice Create

General Info

* Invoice #	125
Invoice Date	Set automatically at time of submission
Payment Term	NET 45
* Currency	USD 🗸
Status	Draft
Supplier Note	
Attachments	Add File LURI L Text

5. If the pricing matches the PO, scroll to the bottom of the screen and click "Submit". If you need to change the pricing, change in the price field and click "Calculate" and then "Submit". If Shipping, Handling, or Misc charges need to be added enter into the proper field and click "Calculate" and then "Submit".

Lines					Line Level Taxa
Type	Description test receiving		Price	50.00	50.00
PO Line MU-4004-1		Contract	S ~	upplier Part Number	
Billing 01-11020-00	0000-7005-OPER				
G Add Ta	99				
Add Line			Totals & Taxes		
			Lines Net Total		50.00
			Shipping		
			Handling		
			Misc		
			Тах	~	0.000 % 0.000
			Total Tax		0.00
			Net Total		50.00
			Total		50.00

6. You will receive a pop-up notice, click "Send Invoice"



Contract Backed Invoicing Directions:

Log-in to the Coupa Supplier Portal. Click on the "Invoices" tab. Click on the "Create Invoice from Contract" button.

≱coup	supplier portal	8 <mark>72</mark> HELP ~
Home	Profile Orders Service/Time Sheets ASN Invoices Catalogs Add-ons Admin	
	Select Customer Marquette University - CLIFF CAL	CULATORS 🗸
	Invoices	
	Instructions From Customer	
	Reminder: Marquette University is a non-profit, tax exempt private university in the state of Wisconsin. Please reference an authorized purchase order number or current contact name and department on all invoices to ensure proper processing. Please use the Coupa Supplier Portal to submit invoices and reference payment status.	
	Create Invoices 🕧	
	Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note	_

Select the contract that you are invoicing from, the drop-down menu of contracts may contain more than one. Select the correct contract based on which department the work was completed. Select the correct contract and click the "Create" button.

Instructions From Customer							
Reminder: Marquette University is a non-profit, tax exempt private university in the state of Wisconsin. Please reference an aut ourrent contact name and department on all invoices to ensure proper processing. Please use the Coupa Supplier Portal to su payment status.							rized purchase order number it invoices and reference
Crea	ate Invoi	ces 🕜					
Cr	eate Invoice f	from PO	Create Invoice fro	m Contract		ice Create	Credit Note
Exp	ort to 👻					Payment Information	Search
Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information
No	None	None	Draft			07/11/19	
No	MU-4004	None	Draft Selec	t Contract		1/19	
No			Draft			0/19	
No			Draft	a Contract		9/19	
No	MU-4000		Disputed	mergency Power Ger	ieration maintenance C	9/19	
No		None	Draft 4			► 9/19	
No			Approved		Cancel Creat	e 9/19	
No			Draft	00/19/19	INE 1 40	uor19/19	

Enter the invoice number and attach copy of invoice if necessary.

Create Invo	ice Create
General Info	
* Invoice #	148TEST
Invoice Date	Set sutomatically at time of submission
Payment Term	NET 45
* Currency	USD 🗸
Status	Draft
Contract	FPM Emergency Power Generation Maintenance Cliff Calculators
Supplier Note	
Attachments	Add File URL Text

Scroll down to the "Lines" portion of the invoice. Enter the type, the majority will be Amt based, select Amt from the dropdown menu. Enter a description and dollar amount in the proper fields. Enter a part number if necessary.

Lines			Line Level Taxation
Type Amt 🗸	Description Service Description	Price 100.00	0.00 8
PO Line None	Supp adra	er Part Number ggaj	
Add Tag			

Enter any shipping, handling or misc charges if necessary. Click on the "Calculate" button to generate an invoice total.

Lines Net Tota	I 100.00
Shipping	1.00
Handling	
Misc	5.00
Тах	✓ % 0.000
Total Tax	0.00
Net Total	108.00
Total	106.00

Click the "Submit" button to finalize the invoice. You will receive a notice verifying that you are submitting the invoice. Click "Send Invoice"

Are You Ready to Send?		X				
You're about to send an invoice to Marquette University for a total amount of 106.00. Once sent, you'll have to contact your customer directly to make changes to the invoice.						
	Continue Editing	Send Invoice				

The invoice will appear in your queue with the status of "Pending Approval". Once approved the status will update to approved and payment will be received according to payment terms.