

Quick Reference Guide – Supplier Invoices

Supplier Invoices

1. Invoice Submission Methods

- a. There are three ways suppliers can electronically submit invoices for Coupa purchase orders.
 - i. Commerce Extensible Markup Language (cXML)
 - ii. Coupa Supplier Portal (CSP)
 - iii. Supplier Actionable Notification (SAN)

2. cXML Invoice Submission

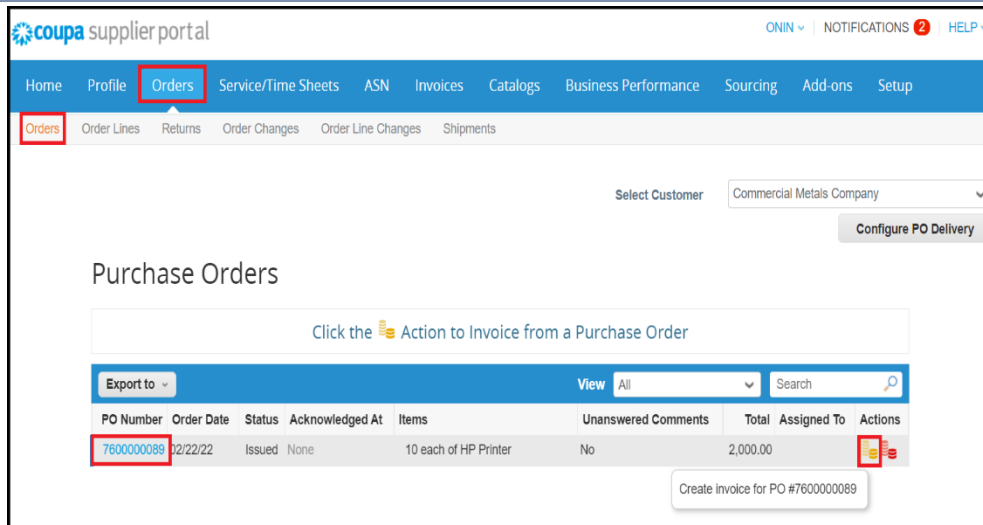
- a. cXML integration is reserved for high transaction volume suppliers who want to be directly integrated to Coupa. Suppliers will send their invoice information through a cXML format and post the file directly to Coupa.
 - i. To begin the set-up process, contact suppliersupport@cmc.com.

3. CSP Invoice Submission

- a. Suppliers must be invited and linked to Commercial Metals in Coupa. Once the supplier is linked to Coupa and logged into the CSP they can find a PO and flip it into an invoice.
 - i. Log into the Coupa Supplier Portal
 - ii. Click on the Orders tab
 - iii. Locate purchase order to invoice
 - iv. Click on gold coin icon under Actions to create an invoice in the CSP

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- v. Fill in the required fields with a red asterisk including Invoice Number, Invoice Date, Control Total, Bill To & Ship to Address and Remit To details. If you receive ACH payments for all your locations to a single bank account, there is no need to add remit to addresses.
- vi. Only United States Dollar (USD) is accepted as the currency on invoices for CMC.
- vii. Optional fields include attachments (File, URL, Text) and Supplier Note.

General Info

- * Supplier: Motion Automation Intelligence
- * Invoice #:
- * Invoice Date: 01/10/23
- Payment Term: Net Due in 45 Days - Z010
- * Currency: USD
- * Control Total:
- Status: Draft
- Supplier Note:
- Attachments: Add File | URL | Text
- Image Scan: Add File | URL
- Requester: Cynthia Gonzalez
- Invoice PDF Document: None
- Receipt Error:
- Vendor Tax Code ID:
- Prepaid:
- OneSource Error:
- Plant: 1600
- Buyer Header:

Bill To & Ship To

- * Chart of Accounts: CMCO
- via Order
- Bill To: P.O. Box 139094
Dallas, TX 75313-9094
United States
- Line of Business: None
- Legal Entity: None
- Buyer Tax ID:
- Ship To: CMC STEEL ARIZONA
CMC Steel Arizona
11444 E Germann Rd
Mesa, AZ 85212-9700
United States
Location Code: 1600
- Line of Business: Mills
- Legal Entity: CMC Steel Fabricators, Inc.

Supplier Info



- Remit To:
- No address selected
- Invoice From: No address selected
- Ship From: No address selected
- Supplier Tax ID:

- viii. At the line level the supplier may edit the quantity and/or price fields.

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Lines ☐ Line Level Taxation

Type	Description	Qty	UOM	Price	
	HP Printer	5	each	200.00	1,000.00 



PO Line: 760000089-1 [Clear](#) Contract: Supplier Part Number: HP12345

Billing: 1200-2424-203374-632000

[+ Add Line](#) [+ Pick lines from PO](#) [+ Pick lines from Contract](#) Totals & Taxes

- ix. The supplier may choose to Add Line, Pick Lines from PO or Pick lines form Contract to add to the invoice.

Lines ☐ Line Level Taxation

Type	Description	Qty	UOM	Price	
	HP Printer	5	each	200.00	1,000.00 

PO Line: 760000089-1 [Clear](#) Contract: Supplier Part Number: HP12345

Billing: 1200-2424-203374-632000

[+ Add Line](#) [+ Pick lines from PO](#) [+ Pick lines from Contract](#) Totals & Taxes


- x. Click on Calculate if any changes were made to quantity, price or if additional lines were added.
- xi. Click on Calculate Taxes to allow Coupa to input taxes on the invoice.

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Totals & Taxes

Lines Net Total	600.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.00
Total Tax	0.00
Net Total	600.00
Total	600.00

Control Total	None USD
Total	600.00 USD 

Open next document

- xii. Click Submit when finished.
- xiii. Click Send Invoice to submit the invoice to CMC.

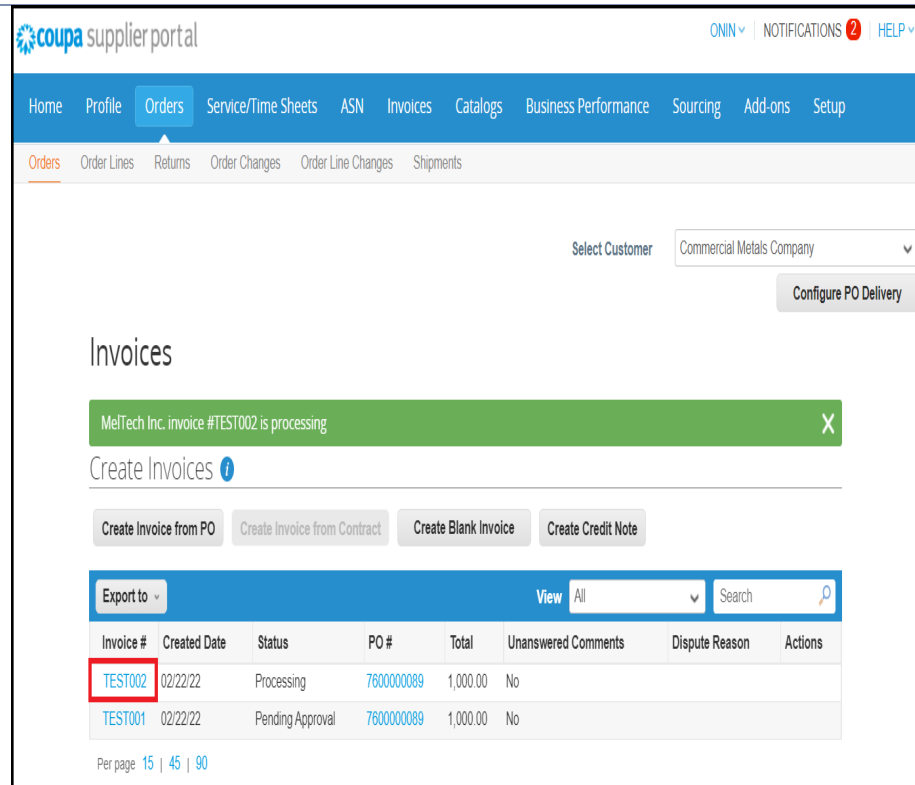
Are You Ready to Send? X

Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

- xiv. Invoice is created and sent to CMC.

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coupa supplier portal

ONIN | NOTIFICATIONS 2 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Orders Order Lines Returns Order Changes Order Line Changes Shipments

Select Customer Commercial Metals Company

Configure PO Delivery

Invoices

MeTEch Inc. invoice #TEST002 is processing

Create Invoices

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
TEST002	02/22/22	Processing	7600000089	1,000.00	No		
TEST001	02/22/22	Pending Approval	7600000089	1,000.00	No		

Per page: 15 | 45 | 90

4. SAN Invoice Submission

- a. Suppliers can act directly from their email inbox, receive purchase orders, and create invoices without registering or logging in to the Coupa Supplier Portal (CSP). To use this option, send the email address where you would like to receive Coupa notifications to suppliersupport@cmc.com.
 - i. From the email notification, click the View Order to check the details of the PO.

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New PO ↳ [Inbox](#)

Commercial Metals Company <do_not_reply@cmc-dev.coupa.com>
to roncatindig+2111

2:47 PM (0 minutes ago)

Commercial Metals Company Purchase Order #7600000089

Powered by

Hi Onin,

You have received a new purchase order #7600000089 from Commercial Metals Company.

Submitted By Jane Williams
On Behalf Of Jane Williams
Supplier MelTech Inc.
Total **2,000.00**

Items	HP Printer	10 Each X 200.00	2,000.00 USD
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[View Order](#)

More Detail

PO ID 7600000089	Department Administration's (600003)
Status Issued - Sent via Email	Last Opened 02/22/22
Order Date 02/22/22	Acknowledged At None
Revision Date 02/22/22	Payment Term Z000
Req # 155	Shipping None

Supplier	Shipping
MelTech Inc. Trestop Street San Jose, California 11101 United States roncatindig+2111@gmail.com	901 CANTRELL STREET WAXAHACHIE, TX 75165-3120 United States Location Code: 2900 Attn: Jane Williams

Lines

10 EA HP Printer for **2,000.00**
Supplier MelTech Inc. • Need By 02/22/22 • Commodity Computer printers • Part Number "HP12345" • Account 1200-2424-203374-632000

Total	2,000.00 USD
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ii. Click Create Invoice.

supplier portal

ONIN | NOTIFICATIONS | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Orders Order Lines Returns Order Changes Order Line Changes Shipments

Select Customer **Commercial Metals Company** [Configure PO Delivery](#)

Purchase Order #7600000089

General Info

Status Issued - Sent via Email
Order Date 02/22/22
Revision Date 02/22/22
Requester Jane Williams
Email roncatindig+123@gmail.com
Payment Term Z000
Attachments None
Acknowledged
Assigned to

Shipping

Ship-To Address 901 CANTRELL STREET
WAXAHACHIE, TX 75165-3120
United States
Location Code: 2900
Attn: Jane Williams
Legal Entity CMC Steel Fabricators, Inc.
Terms None

Shipment Tracking [Add](#)
No shipment tracking.

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
HP	HP Printer	10	each	200.00	2,000.00	0.00

Need By 02/22/22 Part Number HP12345 Manufacturer Name None Manufacturer Part Number None

Per page 15 | 45 | 90

Total USD **2,000.00**

[Create Invoice](#) [Save](#) [Print View](#)

Comments [Mute Comments](#)

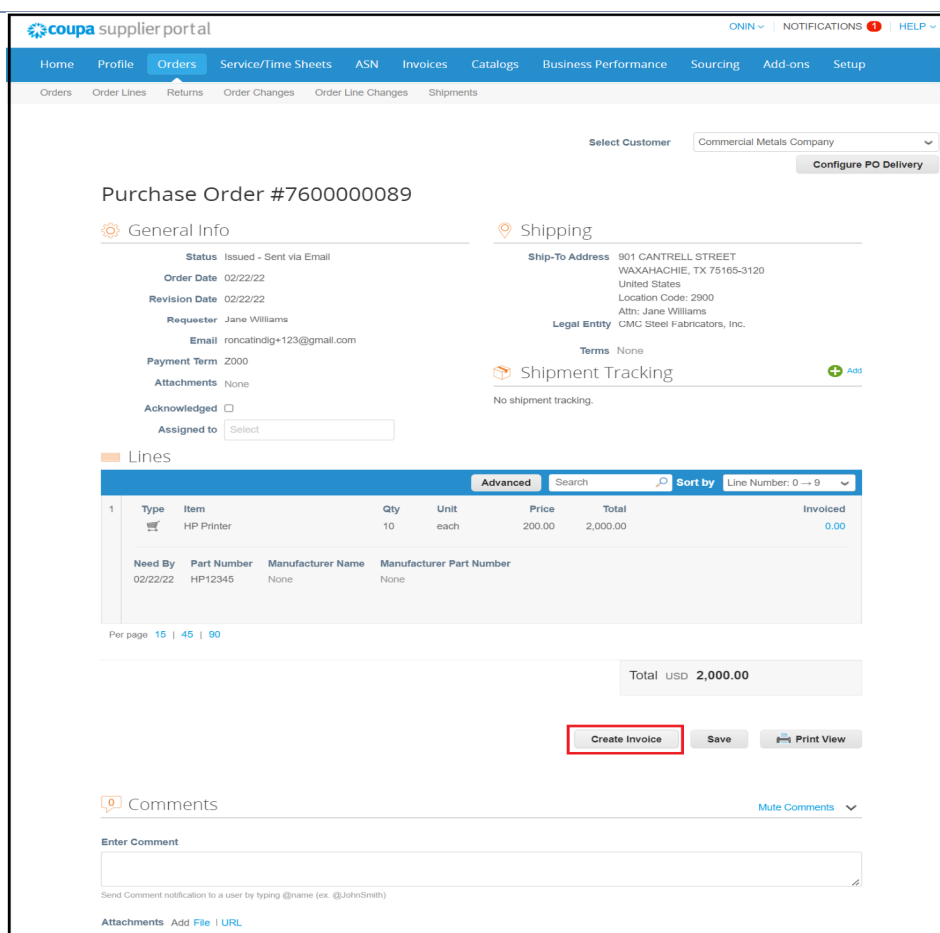
Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

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

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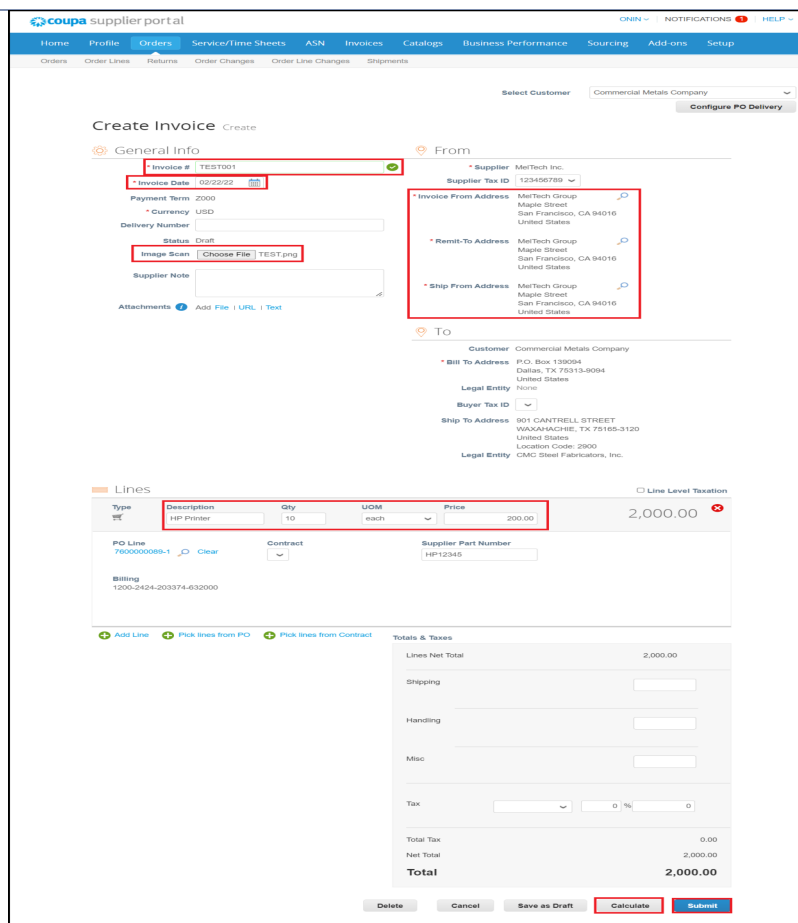
The screenshot shows the 'Coupa supplier portal' interface for a Purchase Order #7600000089. The page is divided into several sections:

- General Info:** Status: Issued - Sent via Email; Order Date: 02/22/22; Revision Date: 02/22/22; Requester: Jane Williams; Email: roncatindig+123@gmail.com; Payment Term: Z000; Attachments: None; Acknowledged: ; Assigned to:
- Shipping:** Ship-To Address: 901 CANTRELL STREET, WAXAHACHIE, TX 75165-3120, United States; Location Code: 2900; Attn: Jane Williams; Legal Entity: CMC Steel Fabricators, Inc.; Terms: None; Shipment Tracking: No shipment tracking.
- Lines:** A table with columns: Type, Item, Qty, Unit, Price, Total, Invoiced. Row 1: HP Printer, Qty 10, Unit each, Price 200.00, Total 2,000.00, Invoiced 0.00. Below the table are fields for Need By (02/22/22), Part Number (HP12345), Manufacturer Name (None), and Manufacturer Part Number (None).
- Summary:** Total USD 2,000.00
- Actions:** Create Invoice (highlighted with a red box), Save, Print View
- Comments:** Enter Comment field with a placeholder and a 'Mute Comments' dropdown.

- iii. Fill in the required fields with a red asterisk including Invoice Number, Invoice Date, Control Total, Bill To & Ship to Address and Remit To details. If you receive ACH payments for all your locations to a single bank account, there is no need to add Remit to addresses.
- iv. Only United States Dollar (USD) is accepted as the currency on invoices for CMC.
- v. Optional fields include attachments (File, URL, Text) and Supplier Note.
- vi. Click on Calculate if any changes were made to quantity and price or if additional lines were added.
- vii. Click on Calculate Taxes to allow Coupa to input taxes on the invoice.

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General Info

Invoice # TEST001

Invoice Date 02/22/22

Payment Term 2000

Currency USD

Delivery Number

Status Draft

Image Scan Choose File TEST.png

Supplier Note

Attachments Add File | URL | Text

From

Supplier MeTech Inc.

Supplier Tax ID 123456789

Invoice From Address MeTech Group
Maple Street
San Francisco, CA 94016
United States

Remit-To Address MeTech Group
Maple Street
San Francisco, CA 94016
United States

Ship From Address MeTech Group
Maple Street
San Francisco, CA 94016
United States

To

Customer Commercial Metals Company

Bill To Address P.O. Box 139054
Dallas, TX 75213-9094
United States

Legal Entity None

Buyer Tax ID

Ship To Address 801 CANTRELL STREET
WAKAMACHE, TX 75165-3120
United States
Location Code 2900

Legal Entity CMC Steel Fabricators, Inc.

Lines

Type	Description	Qty	UDM	Price	
	HP Printer	10	each	200.00	2,000.00

PO Line 760000089-1 Clear Contract Supplier Part Number HP12345

Billing 1200-2424-203374-632000

Totals & Taxes

Lines Net Total 2,000.00

Shipping

Handling

Misc

Tax 0 % 0

Total Tax 0.00

Net Total 2,000.00

Total 2,000.00

Delete Cancel Save as Draft Calculate Submit

viii. Click Submit when finished.