



Lear E-Invoicing

Supplier Training (India)

May 2023

Making every drive better™

TABLE OF CONTENTS

- Solution Overview
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Overview of the Coupa Solution



Coupa is a **market leading cloud based Procure-to-Pay software** used by many **organizations** for **electronic Purchase Order & Invoice transactions**



Increased efficiency and collaboration between Lear locations and supply base



Coupa Supplier Portal is **free of charge** & **registration is required for all suppliers** for easy access to Purchase Orders & direct E-Invoicing



Once registered you will be ready to benefit from a **highly automated & intuitive system** with **instant visibility to invoice status/payment transparency**

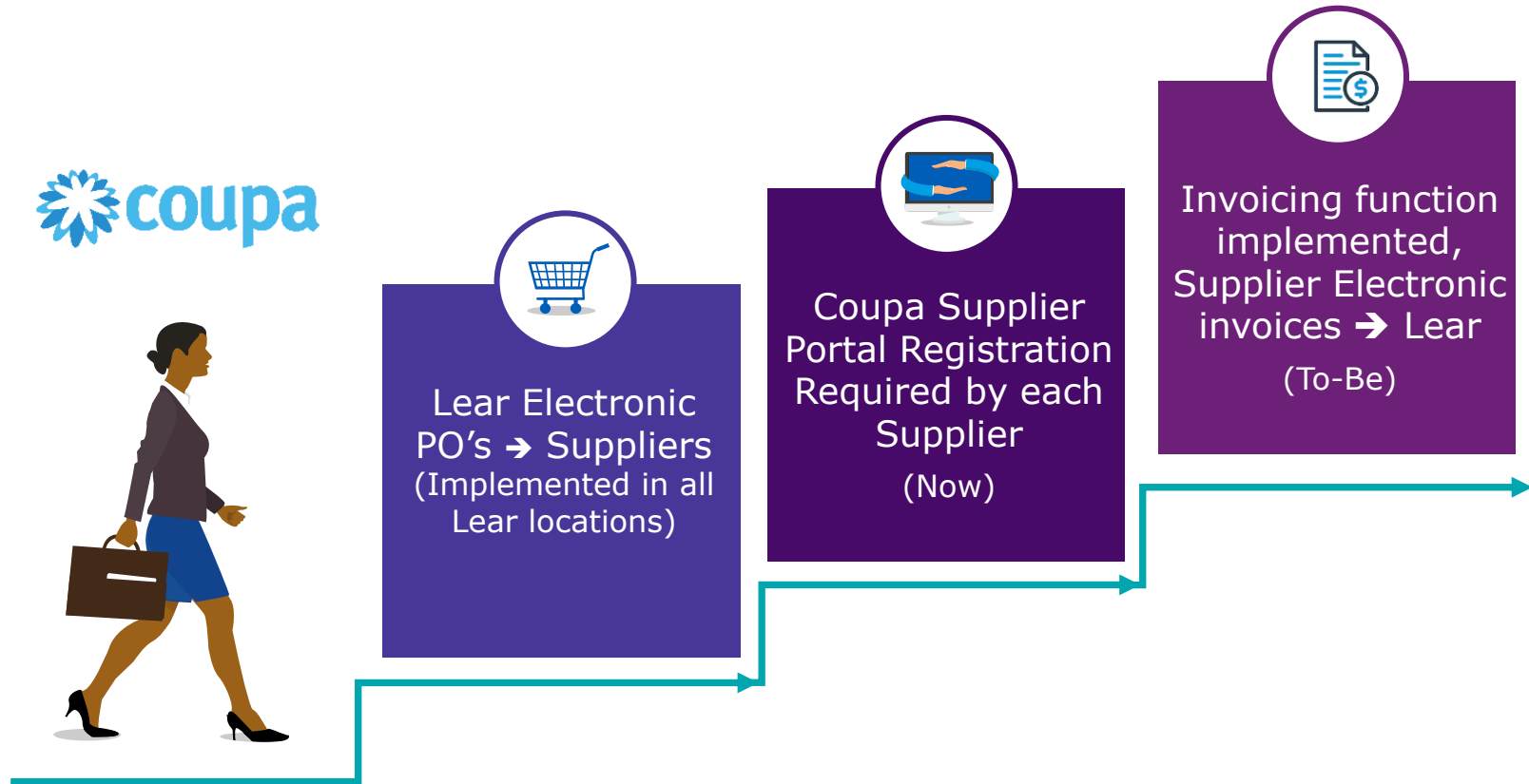


*CSP – Coupa Supplier Portal

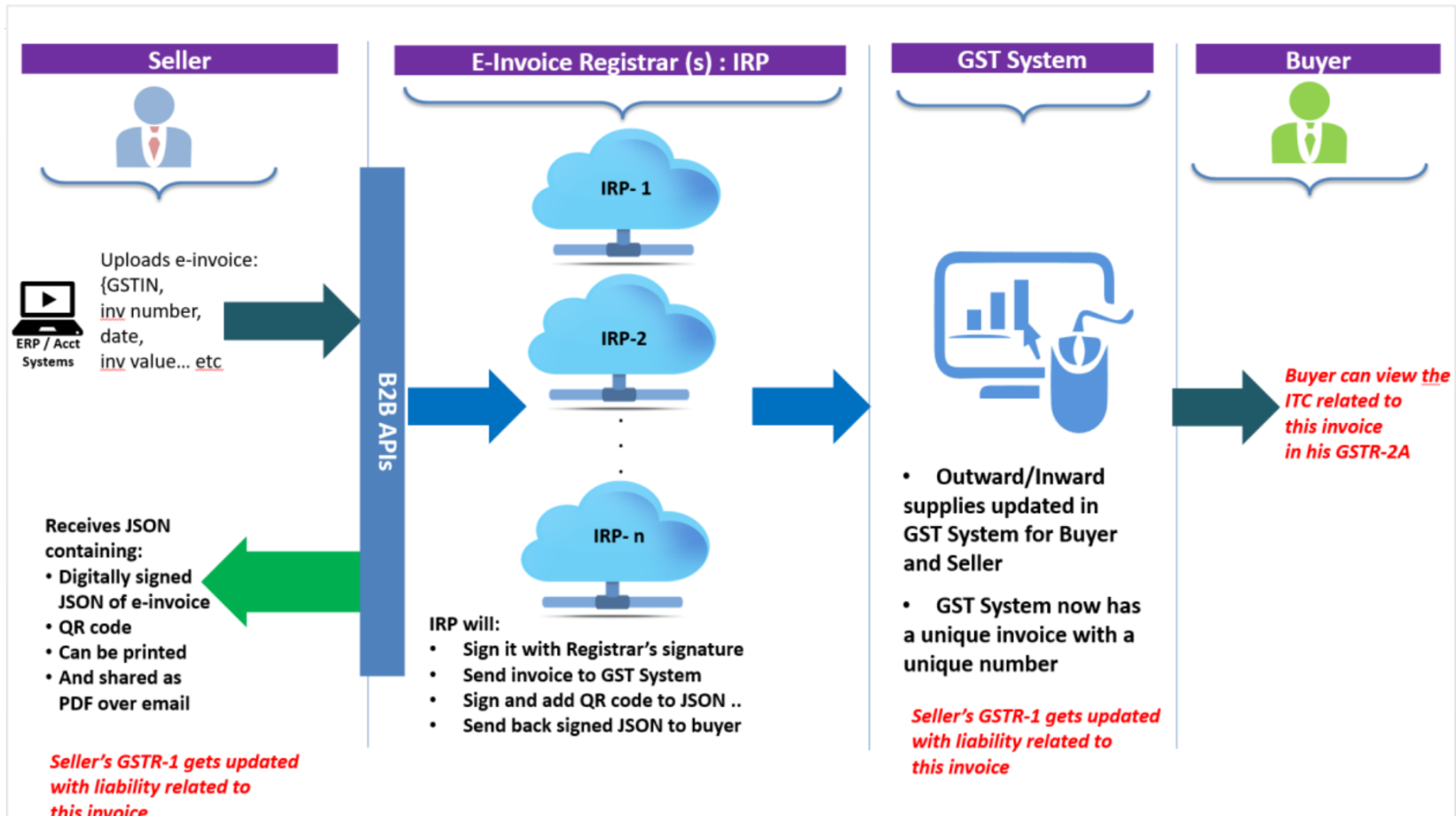


Progress towards Coupa E-Invoicing

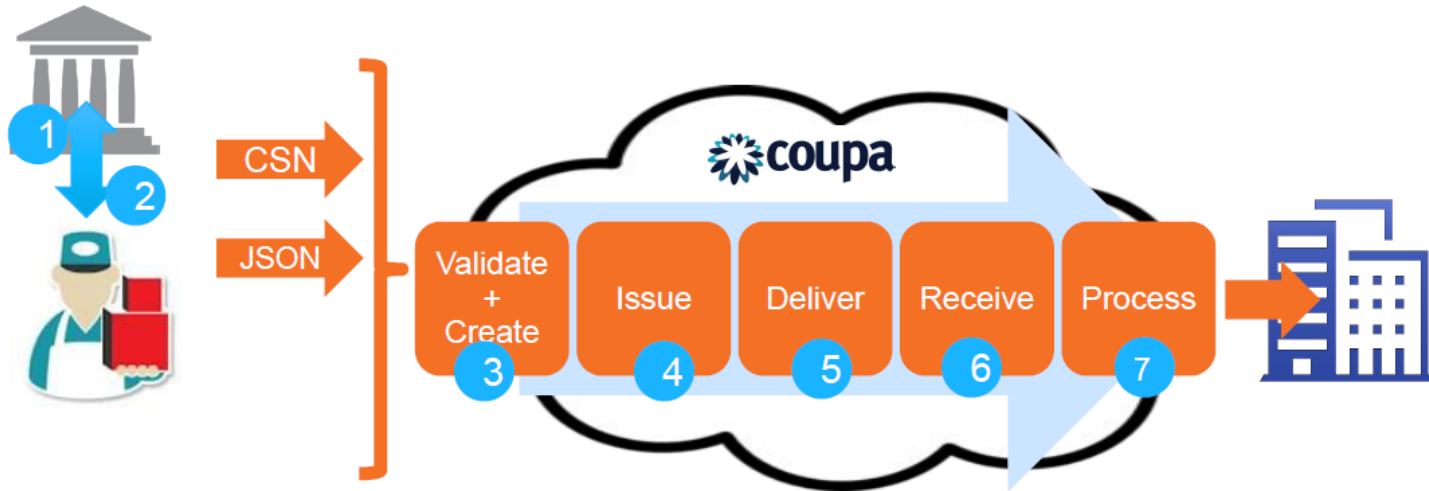
Join us in becoming more digital & efficient!



India GST e-Invoice System Overview



India Electronic Invoicing in Coupa



Semi-Clearance (India)

1. Supplier records invoice with tax authority (IRP)
2. IRP records the transaction & provides supplier with a JSON, QR Code and IRN
3. Electronic invoice record is validated & created in Coupa (manually or via JSON)
4. Invoice is issued on behalf of Supplier by Coupa, incl. digital signature to assure long term authenticity and integrity
5. Electronic invoice is delivered to the buyer
6. Electronic invoice is received on behalf of the buyer by Coupa
7. Electronic invoice is provided to the buyer



Coupa Offered Compliance-as-a-Service

- Coupa enables Suppliers to create legally compliant e-invoices;
- Coupa de-risks the invoicing process by:
 - Validating the presence of country-specific mandatory data;
 - Managing Tax (GST/VAT/TCS) Rates;
 - Guaranteeing authenticity and integrity by digital signature (Trustweaver);
- All of these validations happen prior to invoice issuance;
- Once the invoice is submitted it cannot be edited. If the invoice is incorrect, this must be remedied via a credit note.
- Legal Invoice (PDF) is generated by Coupa on behalf of the supplier.

Coupa takes responsibility for all the above & the maintenance of it.

Tax Invoice
TestBT3

Invoice Date: 09 October 2019

Digitally signed by TEST India, Date: 2019.10.09 09:53:00 UTC

Address: 1st Floor, Express Towers, Nariman Point, Mumbai, Maharashtra (27) 400021, India

Ship To: Mayflower Mid City Ground Floor, Door no. 1510, Trichy Road, old TS. Nos. 1/31/15 and 1/33/1A, New TS. Nos. 1/13/4/8 and 1/13/15/5 at Annapurmatham Village, Tamburakudi, 641018, India

Invoice From: S.K. Shopping Centre, Shop No.7, 317 Prospect Chambers, D.N.Rd, Fort, MAHARASHTRA, MUMBAI 400101, India

Invoice Details:

Invoice Number	Invoice Date	Payment Term	Payment Due Date
TestBT3	09 October 2019		
Currency	Contract Number	Data of Supply	
INR		09 October 2019	
Place Of Supply	Withholding Tax / LLP	Reverse charge	LUT No / LUT Date
Coimbatore	None	None	None

Item ID	Description	HDR/SAC	Supplier part number	Quantity	Units	Price per unit (incl. Tax)	Total Tax Amount (in INR)	Tax Rate	Rate Type	Taxable Amount
1	None	None	Test Bill To 123	None	None	₹1,000.00	₹280.00	28.0%	IGST	₹1,000.00
Taxes										
Taxable Amount Charged Per Rate										Total Tax Per Rate
₹1,000.00 at IGST (28.0%)										₹280.00
Totals										
Taxable Amount										₹1,000.00
Net Total										₹1,000.00
Tax Amount										₹280.00
Amount To Pay										₹1,280.00

ORIGINAL FOR RECIPIENT

[Legal Invoice](#) [download](#)

Supplier Notes None

Attachments

- test
- duplicate_for_transporter_legal_invoice_...
- triplicate_for_supplier_legal_invoice_s1_...



How You Will **Benefit** From This

Once invoicing is implemented

- ✓ Submit your invoice **electronically** to Lear via CSP at your convenience
- ✓ Increased **accuracy** and **efficiency** by using PO data to create invoices
- ✓ Instant **visibility** to Invoice Status and related Payment information



- ✓ **Self-Managed**, complete control of assigning your CSP user access
- ✓ Instant **visibility** to Purchase Orders & Sourcing Events
- ✓ Create/Edit a **catalog**, defined items offered to your customer



Phased Deployment in India

- For India, we will deploy the new Coupa Invoicing solution to all plants by phase:
 - 2 pilot entities will go live in early June.
 - Another 10+ entities will follow up and go live in August.
 - Please refer to next slides for the list of all Lear entities in India.
- For each phase, Go-live announcement will be separately sent to you. Before you officially receive the go-live announcement, please follow the existing process to send invoices into the Lear plant.
- After go-live, rule-of-thumb on how to invoice: if you receive a Lear Coupa PO, then invoices for such a PO should be submitted via Coupa (today's training). If you have received a Lear PO which is not issued from Coupa, then invoicing process does not change as compared to today. Comply with other requirements from the Lear plant team(s) to you too.



Lear entities in India

Company Name	GSTIN	Lear Internal HFM Code
Lear Automotive India Pvt. Ltd	27AAACL1978K1Z5	145
Lear Automotive India Pvt. Ltd	27AAACL1978K1Z5	161
Lear Automotive India Pvt. Ltd	27AAACL1978K1Z5	163
Lear Automotive India Pvt. Ltd	33AAACL1978K1ZC	164
Lear Automotive India Pvt. Ltd	27AAACL1978K1Z5	175
Lear Automotive India Pvt. Ltd	05AAACL1978K1ZB	232
Lear Automotive India Pvt. Ltd	27AAACL1978K1Z5	355
Lear Automotive India Pvt Ltd	36AAACL1978K1Z6	355WH
Lear Automotive India Pvt. Ltd	08AAACL1978K1Z5	362
Lear India Engineering LLP	27AAHFL9362K1ZQ	171EN
Lear India Engineering LLP	27AAHFL9362K1ZQ	173EN
Lear Automotive India Pvt. Ltd	27AAACL1978K1Z5	175
Lear Automotive India Pvt. Ltd	24AAACL1978K1ZB	175WH
Lear Automotive India Pvt. Ltd	33AAACL1978K1ZC	L5
Lear Automotive India Pvt. Ltd	08AAACL1978K1Z5	L5WH
Lear India Engineering LLP	27AAHFL9362K1ZQ	PIEN



Today's session in relation to the CSP User Guide

Today's subject – Corresponding pages in the User Guide

- Register to Coupa Supplier Portal(CSP) and logging in - Page 3 ~ 15
- CSP Home Page – Page 16 ~ 28
- CSP Admin & Setup – Page 29 ~ 49
- View & Manage POs – Page 58 ~ 61
- Invoice Creation – Page 62 ~ 69
- View & Manage Invoices – Page 69 ~ 79
- View Payment Information – Page 79 ~ 82
- Resolving Invoice Disputes – Page 82



Connection to Lear via Coupa

- ❑ Using our stored contact information, we shall **send you an invitation to connect and register to the Coupa Supplier Portal**
- ❑ Use **Primary Contact** as our main '**Admin**' contact – This person can assign access/responsibilities to others
- ❑ It is important you **act quickly** and connect to the **Supplier Coupa Portal** to get full **benefit of this digital communication**

An **automated email invitation** shall be sent to the **Primary Contact** Email address for joining Coupa supplier portal.
-Please check your junk/spam folders

- View PO details
- Acknowledge POs
- **Create and Submit Invoices**
- View/Monitor Invoice, Catalog & Payment Status all within the Portal



Ensure we have your latest contact details (primary contact). This person shall act as the **CSP administrator** for other members
- Notify any updates to your **Lear Buyer** contact.

Register & complete account set up

- Update Company Profile
- Add **Legal Entity & Remit To** information(Enable E-Invoicing)
- Add & Manage Users
- Merge Accounts

Contact CoupaSupplierAsia@Lear.com **(English Only)** if you encounter technical difficulties.



Register to Coupa Supplier Portal (CSP)

- Invitation from Lear

Lear Corporation TEST Registration Instructions - Action Required Inbox x

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to learendor.asia+11000111111

English > Chinese [Translate message](#)

LEAR CORPORATION Lear Corporation TEST Registration Instructions - Action Required
Powered by **coupa**

Hello Supplier,

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

Lear Corporation TEST

[Join Coupa](#) [Forward this invitation](#)

Overview
Learn more about the Coupa Supplier Portal

Need Help?
Answers to common questions and issues

Coupa Info
Learn more about how companies use Coupa

coupa
Business Spend Management

- Purchase Order(PO) email

Powered by **coupa**

LEAR CORPORATION
Lear Automotive India Pvt. Ltd Purchase Order #A1062224

Order Summary

Date 05/10/23
PO Total 55,600.00 INR
Shipping Terms DDP
Payment Terms 355_45 Days from Invoice_CK045
Contact Do Xun Law
DLaw@lear.com

[Manage Order](#) [Create Invoice](#)

Orders details below

[Acknowledge PO](#) [Add Shipment Tracking](#) [Add Comment](#)

Manage your orders and more with Coupa

[Insight](#) [Opportunity](#) [Collaboration](#)

[Log In Now](#)

[Learn more about Coupa](#)

*Note:
CSP invitation is sent from
do_not_reply@supplier.coupahost.com
Coupa PO is sent from
do_not_reply@lear.coupahost.com



Set Up Two-Factor Authentication

Via Authenticator App

1. First, click the set up two-factor authentication now.
2. Scan the QR code using authenticator app.
3. Enter the 6-digit validation code in the authenticator app.
4. Click enable.

Important Security Changes for Payment. Starting in May 2023, two-factor authentication will be required to access your legal entity, remit-to, and bank account information. [Learn more with our FAQs.](#)

[Set Up Two-Factor Authentication Now](#)

[Chat with Coupa Support](#)

Two Factor Authentication App


Keep unauthorised users out of your account by using both your password and your phone. Set up your two-factor authentication codes with these 3 easy steps. You will only be asked to enter validation codes once every 30 days, or when you try to log in from a different computer.

- 1 Use your favourite Authenticator App available from your mobile phone app store: examples are 'Google Authenticator' and 'Authy'
- 2 Scan this QR code using authenticator app
- 3 Enter the 6-digit validation code – open your mobile device's Authenticator app to get this. If you lost your phone or deleted the app, use a backup code to get logged in.

Two Factor Code

Download on the **App Store**

GET IT ON **Google Play**



[Cancel](#) [Enable](#)



Set Up Two-Factor Authentication

Via SMS

1. First, click the Account Settings found at the top of the page, under your username.
2. Choose "Security & Two-Factor Authentication"
3. Close the pop-up instruction for 2FA App.
4. Tick the box to enable "Via SMS".
5. Input your mobile phone number and click "Next" to verify.

My Account Security & Two-Factor Authentication

Settings

Notification Preferences

Security & Two-Factor Authentication

Two-Factor Authentication

Disabled

Enable only for Payment Changes (Required for changing Legal Entity or Remit-To)

Enable for Both Account Access (Login) and Payment Changes

Via Authenticator App Disabled

Enable Using an Authenticator App available from your mobile phone app store

Via SMS Disabled

Enable Using SMS, a code will be sent to your mobile phone number. Enter verification code when prompted and select OK. SMS rates apply.

Verify your mobile phone

To enable two factor authentication via SMS, a code will be sent to your mobile phone number. Enter the verification code when prompted and select OK

Mobile Phone +1 201-555-5555

Cancel Next



Coupa Supplier Portal(CSP) Homepage

- Language
- Menu
- Announcements
- Notifications
- Help

The screenshot displays the Coupa Supplier Portal homepage. At the top, the header includes the Coupa logo, the text 'coupa supplier portal', and user information: 'SUPPLIERNAME', 'NOTIFICATIONS 10', and 'HELP'. A navigation menu (callout 2) contains links for Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. A status bar indicates 'In Progress: Your Company Verification Has Started!'. A 'New' announcement (callout 3) about exclusive discounts is visible. A 'Recommended' section prompts profile completion. The 'Profile Progress' section shows 'Last Updated 10 minutes ago' and an 'Improve Your Profile' button. The 'Profile Summary' section features three cards: '18 Legal Entities View', '1 Registered User View', and '3 Connected Customers'. Below this are tags for 'Banking Info', 'Diversity', 'Accelerate', and 'Bribery Policy'. The 'Supplier Name' section includes a globe icon and details for 'Website' (http://www.easy-systems.be), 'Industry', 'About', 'Established' (2007), 'Top Commodities', 'Currencies', and 'Public Profile'. The right sidebar contains 'Announcements View All (0)', 'One-Click Savings View All', 'Merge Accounts' (with a 'Request Merge' button), and 'Latest Customers' (listing three customer entries). The footer (callout 1) features the Coupa logo, 'Business Spend Management', a language selector for 'English (US)', and copyright information: '© 2006-2022 Coupa Software Incorporated Privacy Policy Terms of Use'. Callouts 4 and 5 point to the 'NOTIFICATIONS 10' and 'HELP' links in the top right header.



CSP Administration & Basic Settings

The following parts can be done before E-invoicing goes live!

- Update Your Company **Profile**
- Invite Other **Users**
- Merge **Accounts**
- Setup **Legal Entity**
- Setup **Remit-to**

Recommended: Complete your profile to get paid faster and get discovered [Learn More](#)

Profile Progress Last Updated 18 minutes ago [Improve Your Profile](#)

Profile Summary

17 Legal Entities [View](#)

2 Registered Users [View](#)

3 Connected Customers

Banking Info Diversity Accelerate Bribery Policy

Supplier Name

Website <http://www.easy-systems.be>

Industry [About](#)

Established 2007

Top Commodities [Currencies](#)

Public Profile [Profile](#)

Invite User

First Name

Last Name

* Email

Permissions [i](#) Customers

All

Admin

Orders

Restricted Access to Orders

All

Invoices

Catalogs

Profiles

ASNs

Service/Time Sheets

Restricted Access to Service/Time Sheets

All

Payments

Order Changes

Pay Me Now

Business Performance

Sourcing

Order Line Confirmation

Cancel [Send Invitation](#)

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name

Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel [Continue](#)

Add a new Remit-To account

* Payment Type

What is your Remit-To Address?

* Address Line 1

Address Line 2

* City

State

* Postal Code

* Country/Region

[Recommended](#)

If you receive payments to a different location to where your business is registered, add the address here.

Cancel [Continue](#)



CSP Administration & Basic Settings - India

The following parts can be done before E-invoicing goes live!

- While setting up your **Legal Entity**, if you are not registered for GST, please indicate as “Unregistered Person” after clicking “I don’t have a VAT/GST Number”.

What is your Tax ID? ⓘ

Tax Country/Region x

VAT ID

Format incorrect. Valid formats are:
99AAAAA9999A9Z9, 99AAAAA9999AAZ9,
99AAAAA9999AAZA, AAAAA9999A

I don't have a VAT/GST Number

* Local Tax ID

[Add additional Tax ID](#)



Purchase Order Management

- Select Customer
- View a PO
- Acknowledge a PO
- Print a PO
- Enter Comments to a PO
- Shipment Tracking

coupa supplier portal

SUPPLIERNAME | NOTIFICATIONS 8 | 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 Lear Corporation TEST - 355_India Testing_1...

Purchase Orders

Click the Action to Invoice from a Purchase Order

Export to View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
A1062224	2023-05-10	Issued	None	2 Each of Laptop Battery HP Original For 640G1 5 Each of Logitech H151 Headphone 10 Each of Toner Cartridge 28A Compatible High yield 2 Each of Jabra speak 510 1 Each of M.2 SSD to USB converter 2 Each of HDMI to DP Converter 2 Each of VGA to DP Converter	No	59,600.00 INR		

Remarks:

- Unit prices on the Lear POs should be GST/VAT excluded. GST/VAT is only specified during invoice stage.
- As a supplier to Lear, before supplying of goods or rendering of services, please ensure that you have received a Purchase Order from the Lear requesting party. Otherwise, your on-time payment will be impacted.



Create an invoice via CSP

Invoicing functionalities are only available after our Go-live announcement

- Create Invoice from PO
- Create Blank Invoice
- Create Credit Note – will be explained in the “resolve a disputed invoice” section.

Remarks:

- If you are a supplier for multiple Lear entities, select the correct customer first before invoicing.
- Supplier is responsible for the accuracy of the submitted invoice data, including the applicable HSN/SAC codes and the tax information. Should Lear approve, payment will be issued based on the system data in Coupa, not the details in the attachment.
- Attach a PDF invoice wherever possible into the system – please follow the plant requirement whether or not a hard copy invoice needs to be sent to the plant.



Create an invoice via CSP

Invoicing functionalities are only available after our Go-live announcement

- Before creating the very first invoice per customer, please go to the Invoice menu and accept the Coupa Terms of Use.

Select Customer

Our compliant invoicing Terms of Use have been revised.
Please confirm that you have read and agree to the current [Terms of Use](#).
If you do not agree, you will not be able to send invoices to Coupa compliant customers.

coupa supplier portal NEW | NOTIFICATIONS 7 | HELP

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

Invoices Invoices Lines Payment Receipts

1

2 Select Customer

Invoices

Create Invoices *i*

3

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
testBCMfromSup	04/26/23	Pending Approval	LR880409	12,000.00 INR	No		



Create Invoice Using Coupa India Template

Option 2: Upload response JSON File (cont.)

- If the above mentioned upload is successful, Coupa populates the invoice object with data parsed from the JSON file for the following fields:
 - Invoice Number
 - Invoice Date
 - Invoice Reference Number (IRN)
 - QR Code
- These fields are marked as “read-only” on the ‘Create Invoice’ page. And the JSON file is saved as a non-editable attachment on the invoice.

The screenshot displays the 'General Info' tab of a Coupa India invoice creation page. The interface includes several sections:

- General Info:** Fields for Invoice # (test inv 5), Invoice Date (04/23/20), Payment Term, Date of Supply (04/23/20), Currency (USD), Delivery Number, Status (New), Supplier Note, Attachments, Image Scan, and Requester.
- Accounting & Remit-To:** Fields for Chart of Accounts (IN COA1), Remit To (None), and Override Tax Country (India).
- Supplier Tax ID:** Field with value QWAAA7777S.
- Invoice Reference Number (IRN):** Field with value d056a57cc7cfc6c923.
- Signed QR Code:** Field with a long alphanumeric string.

Warning messages are present throughout the form, such as 'mismatch - QR Code validation 3' and 'mismatch - QR Code 04/25/20'. A prominent warning at the bottom states: 'Invoice content provided does not match the information in QR Code.'



Create an Invoice via Email

Create a PO invoice by Supplier Actionable Notification (SAN) via Email

Powered by **coupa**

LEAR CORPORATION

Lear Automotive India Pvt. Ltd Purchase Order #A1062224

Order Summary

Date: 05/10/23
PO Total: 59,600.00 INR
Shipping Terms: DDP
Payment Terms: 355_45 Days from Invoice, CK045
Contact: De Xun Law
DLaw@lear.com

Manage Order **Create Invoice**

Orders details below

- Acknowledge PO
- Add Shipment Tracking
- Add Comment

Manage your orders and more with Coupa

- Insight
- Opportunity
- Collaboration

Log In Now

[Learn more about Coupa](#)

Choose Invoice From Address

No Invoice From Addresses to choose from.

To add a new address click Create New Remit-To.

Cancel **Create New Remit-To**

coupa supplier portal

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

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Schedule Lines Deliveries

Select Customer: Lear Corporation TEST - 355, India Testing, ...

Create Invoice Create

General Info

- Invoice #
- Invoice Date: 2023-05-10
- Payment Terms: 355_45 Days from Invoice, CK045
- Date of Supply: 2023-05-10
- Currency: INR
- Delivery Number
- Status: Draft
- Supplier Note
- Attachments: Add File | URL | Text
- Invoice Reference Number (IRN)
- Signed QR Code
- Place of Supply

From

- Supplier: 355, India Testing, 101263333
- Supplier QRTR: Z7AAQFA201M1Z0
- Invoice From Address: India Testing, Gat No-347, Aryo Industrial Park, behind Vitral, Vh Anahaw Pune NA, Maharashtra, India
- Remit-To Address: India Testing, Gat No-347, Aryo Industrial Park, behind Vitral, Vh Anahaw Pune NA, Maharashtra, India
- Ship From Address: India Testing, Gat No-347, Aryo Industrial Park, behind Vitral, Vh Anahaw Pune NA, Maharashtra, India

To

- Customer: Lear Corporation TEST
- Bill To Address: Lear Automotive India Pvt. Ltd, B-86, Ambad MDC, Ambad, Naskik, 422010, Maharashtra, India
- Buyer QRTR: Z7AAACL1979K1Z0
- Ship To Address: B-86, Ambad MDC, Ambad, Naskik, 422010, Maharashtra, India, Location Code: 5006

Scheduled Payment Date: None
Supplier Default Currency: INR
Whether Tax is Payable on Reverse Charge: **Yes**

Enter a new address

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

Company Information

- Supplier: Berdinary Stationery
- Country/Region: United States
- Registered company legal name

Address

- Remit To Name
- Line 1
- Line 2
- City
- State: Select an Option
- Postal Code
- Preferred Language: English

Tax Registration

- Tax Country/Region: United States
- Tax ID
- Not For Cross-Border Invoices

Banking Information

NOTE: Banking information is required for compliant invoicing when indicated (with a *). Otherwise, banking info here is not required and will remain private.

Bank Name:

Cancel **Create and Use**

Scheduled Payment None
Date
Supplier Default INR
Currency

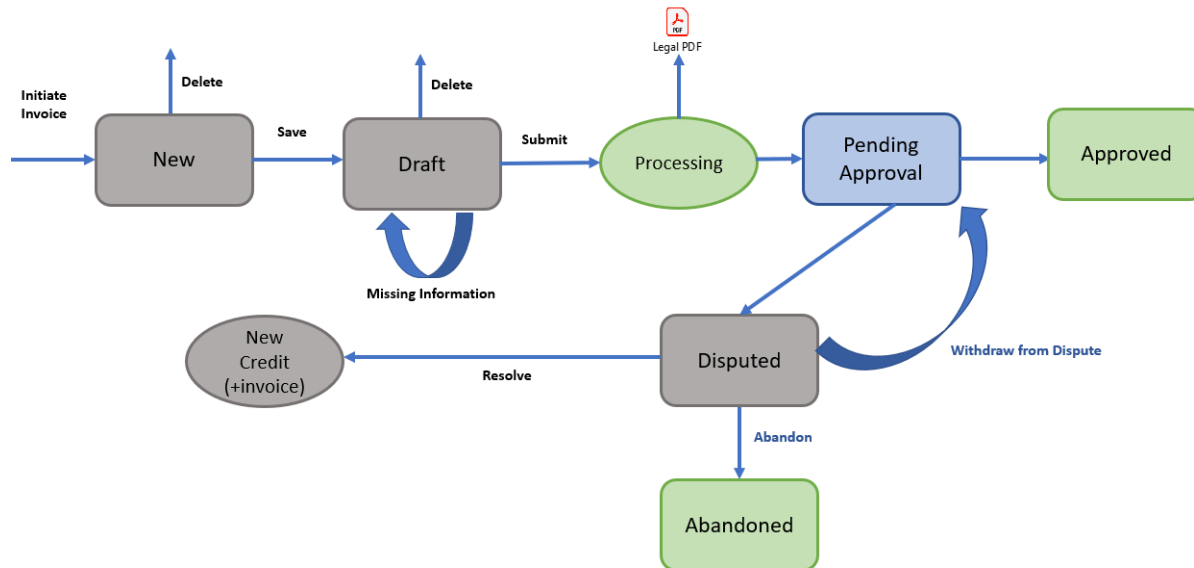
Whether Tax is Payable on Reverse Charge: **Yes**

Yes
No



Coupa Invoice Status

- Once successfully submitted, suppliers can not edit / withdraw the invoice by themselves.



Taxes on Invoice

GST can be added on invoice line and TCS can be added on invoice summary level in Coupa

- Choose the tax type (GST) per invoice line.
- Choose an applicable tax rate. And use the Add **+** or Delete **×** button to manage the multi-tax line situation per invoice line.
- In case of India RCM, select Reverse Charge under Tax Rate. And if you know the applicable RCM rate, please choose it under the Tax Reference.
- Click "Add Tax Collected at Source" if TCS is applicable on your invoice.
- Choose a TCS rate and TCS amount will be calculated automatically.
- After all required taxes are added, please go to the bottom of the page, click **Calculate** to verify whether the total amount matches your invoiced amount.

The screenshot displays the 'Lines' section of a Coupa invoice. The main table shows one line item: 'Laptop Battery HP Orig' with a quantity of 1 and a price of 4,250.00. Below the table, there are fields for HSN/SAC, PO Line (A1082224-1), Service/Time Sheet Line (None), and Contract. A 'Billing' section contains the text '5400-COMMUNICATIONS DEVICES AND ACCESSORIES-51014600'. The 'Taxes' section is highlighted with a red box and contains a table with the following data:

Tax Type	Tax Rate	Tax Amount	Tax Reference
IGST	Reverse	0.00	

Below the taxes table, there is a '+ Add Line' button and a '+ Pick lines from Contract' button. A 'Tax Collected at Source' section is also highlighted with a red box and contains the following data:

Rate	Base Amount	Amount
0.1%	0.00	0.00
0.075%		

At the bottom of the page, there is a summary table with the following data:

Lines Net total	4,250.00
Lines Tax Totals	1,190.00
Total Tax	1,190.00
Net Total	4,250.00
Tax Collected at Source	0.00
Gross Total	5,440.00


At the bottom of the page, there are buttons for 'Delete', 'Cancel', 'Save as Draft', 'Calculate', and 'Submit'. The 'Calculate' button is highlighted with a red box.



Manage Multiple Payment Schedules on PO

- Subject to your agreement with Lear, if your purchase order requires multiple payments at difference stages, please try to issue tax invoices for each payment.
- For example:
 - The agreed payment schedules to purchase an equipment X is 10%+80%+10% (10% down payment on order issuing, 80% after physical delivery, 10% warranty to be paid out one year after commissioning);
 - This payment agreement information will display on the PO in "Payment Agreements" section;
 - In this example supplier shall issue 3 invoices and submit in Coupa 3 times by the time point remarked in the agreement – please adjust the invoice amount in Coupa on each submission;
 - If you have any questions on this requirement, please send them to your Lear Buyer/Purchasing Contact.

Payment Agreements		
1	Prepayment	11,000,000 VND 33% of Total
Due Date	Terms	Note
08/19/22	313_CASH_CASH	None
Prepayments Total		33% 11,000,000 VND
Retainages Total		0% 0 VND



Purchase Order

Supplier CONG TY CO PHAN SOTAVILLE		Ship-to Address Lear Corporation (Vietnam) Ltd X4 Building, Hai Phong Do Son Industrial Zone Haiphong, 180000, Viet Nam Attn: Hoang Thi Nam		Bill-to Address Lear Corporation (Vietnam) Ltd X4 Building, Hai Phong Do Son Industrial Zone Haiphong, 180000, Viet Nam VAT ID: 0200795346	
So 58D To4.Ngo 12 Ha Noi, n/a learvnedor.asia+12000000296@gmail.com Vendor Code: 10107820		Contact Hoang Thi Nam 55912_staging.test@coupa.com	PO Number/Req# VN962338-1261409	Date 04/13/21	Currency VND
Shipping Terms Delivered Duty Paid	Payment Terms 60 Days from invoiceDate	Total Value 33,800,000			

Line	Description	Supplier Part Number	Qty	Unit	Need by Date/Due Date	CC/PAR	GL Account	Price	Total
1	Safety shoes King Power I-881	King Power I-881	65	Each	12/31/21	6199	50011280	520,000	33,800,000

Payment Agreements				
Type	Due Date	Payment Term	Amount	Notes
prepayment	08/19/22	CASH	11,000,000 VND	

This information is confidential and should not be shared with any 3rd party without the expressed consent of Lear Corporation affected affiliates.

This Purchase Order incorporates and is governed by the Lear Corporation Purchase Order Terms and Conditions (as modified for the country from which Lear or the applicable Lear affiliate issues the Purchase Order) available at <http://www.lear.com>.

Purchase Order number and Part Number must appear in all correspondence, invoices, shipping documents and packages.

In case Lear has executed or executes a purchase framework agreement, a Lear supply agreement, a master services agreement or similar agreement with the Supplier, the purchase of services by Lear shall also be subject to such agreement.

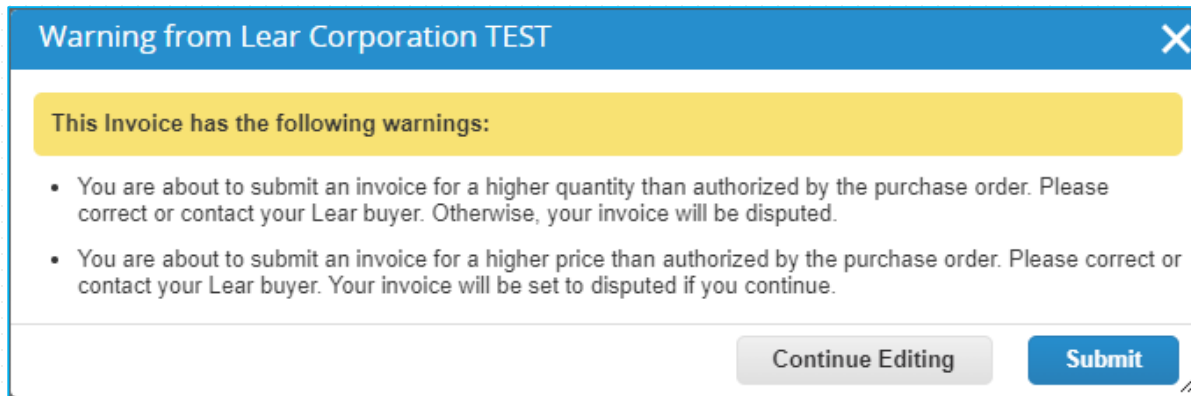
As communicated, Lear's new invoice intake process has taken effect and applies to this PO. Lear reserves the right to return all invoices or related documents submitted incorrectly – All PO Invoices must be submitted via the Coupa channels (Coupa Supplier Portal URL <https://supplier.coupa.com>). Please contact CoupaSupplierAsia@Lear.com if you require any support with registration or use of the Coupa Supplier portal. Invoices submitted through the old channels (POST OR EMAIL) will not trigger the booking process and may cause payment delays.

Resolve **Disputed** E-Invoice

- **Reasons of Dispute Status**


- | | |
|---|---|
| -Backdated more than 60 days | -Does not match with the PO's currency |
| -Exceeds the PO quantity | -Exceeds the PO unit price (For quantity based POs) |
| -Exceeds the PO amount (For amount based POs) | -Has a different Unit of Measure (UOM) than the PO line |

In case you tried to submit an invoice that is not aligned with the above rules, you will receive a submission warning, in that case do not submit your invoice or it will be disputed automatically.



- **Methods to Resolve Dispute** : “Cancel Invoice” or “Adjust”

- Cancel Invoice: create a full Credit Note to cancel the incorrect invoice;
- Adjust: create a partial Credit Note to correct it.

❖ *The method of resolving a dispute depends on the type of your invoice **Standard e-invoice** or **Country compliant e-invoice** in Coupa, and this is mainly driven by which country you're from. Country compliant e-invoices are marked with a green checkmark next to the country code  **IN** in their top right corner.*



Example:

coupa supplier portal NOTIFICATIONS 6

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

Invoices Invoices Lines Payment Receipts

Select Customer

Invoices

Create Invoices i

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

Export to View All Search

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute Reason	Actions
123456781234	2023-05-14	Disputed	A1062224	32,640.00 INR	No	Quantity different from PO/Contract or Catalog	

Net Total 25,500.00
Total Tax Collected at Source 0.00

Gross Total 32,640.00

Cancel Invoice Adjust



View Payment Information

- Payment Information **View**:

Invoices

Create Invoices i

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

Export to View Payment Information Search

Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information
No	A1062224	355 RCM 12333	Pending Approval	2023-05-10	355_45 Days from Invoice_CK1045	2023-05-10	
Yes	A1062224	355 RCM 12345	Approved	2023-05-10	355_45 Days from Invoice_CK1045	2023-05-10	Payment# Laptop Battery HP Original For 640G1 on 2023-05-11 for INR 8,500.00

Per page: 15 | 45 | 90

- **Payments** Section on the Invoice Page:

- If you see a Payment Reconciliation line of type "Tax", please note that TDS is applicable to this invoice and Lear has deducted this part from the payment.

Payments Payments

Status Fully Paid

Paid-in-Full Date 2023-05-22

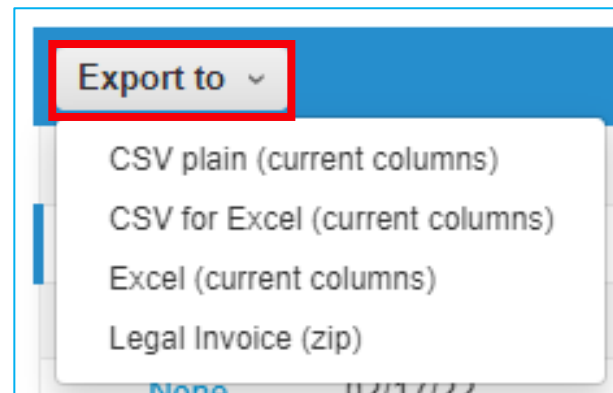
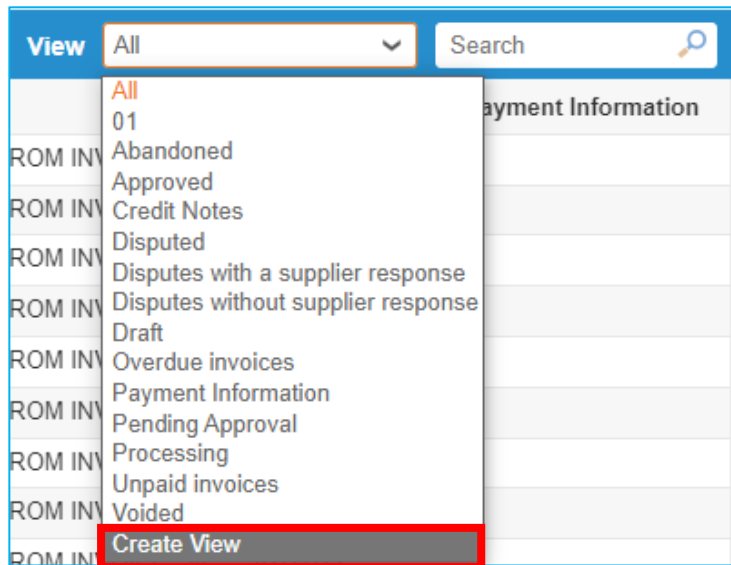
Payment Reconciliation Details

Status	Date	Type	Description	Amount
Posted	2023-05-22	Tax	GLA_22211520_2-94C	540.00
Posted	2023-05-22	Payment	Jabra speak 510	26,480.25



Create Custom Views & Export a Report in CSP

- **“Create View”** : Select any of the available columns to create custom views
- **“Export To”** (drop-down menu) : generate a report in CSV or Excel format



Summary

- Coupa Invoicing is being gradually implemented in all Lear locations;
- Coupa Supplier Portal(CSP) is a central digital platform, containing all key data - Purchase Orders, Invoices and Catalogs etc.;
- Require Suppliers to respond to the invitation and register CSP account to transact with Lear;
- Increase efficiency, reduce mistakes and manual handling process to avoid unnecessary delays in payments;
- Monitor invoice status and related payment information via CSP transparently;
- Adopt Coupa latest technologies and innovations with Data-Driven communications, helping us to resolve issues more rapidly!





PLEASE CONTACT LEAR'S COUPA SYSTEM SUPPORT TEAM AT CoupaSupplierAsia@lear.com IN CASE OF ANY TECHNICAL QUESTIONS OR IN NEED FOR TECHNICAL SUPPORT.

YOUR LOCAL BUYER CONTACT SHOULD ALSO BE ABLE TO HELP YOU UPDATE THE CONTACT INFORMATION AND ISSUE AN INVITATION TO CSP.

ANY QUESTIONS?





THANK YOU!

