

LEAR E-INVOICING

SUPPLIER ACTIONABLE NOTIFICATIONS

5th July 2024



A blurred image of a silver car in motion, moving from left to right across the frame. The background is a dark, hazy landscape with mountains or hills under a grey sky. A red light streak is visible on the car's side.

INVOICING VIA EMAIL PO FLIP
(SUPPLIER ACTIONABLE NOTIFICATIONS – SAN)



TRANSACTIONS IN COUPA VIA EMAIL

- With the help of Coupa suppliers will be able to quickly receive and acknowledge POs via email
- As the supplier, you will have the ability to act directly from your inbox when you receive a Purchase Order (PO) notification email
- The notification email will include action buttons, so you will be able to:
 - ❖ Acknowledge the PO
 - ❖ Add a comment to the PO
 - ❖ Create an invoice from the PO (PO Flip)
 - ❖ Login to Coupa Supplier Portal (CSP)
 - ❖ Join Coupa Supplier Portal (CSP) in case you're not registered already
- There is no need for suppliers to sign into another website or portal
- Suppliers who are already registered on the Coupa Supplier Portal (even with other customers) can also take advantage of these actionable notifications



EMAIL AND CSP ARE LINKED

- You will be notified of your Purchase Order from Lear via email and the CSP
- You can click **Login** in the acknowledgement email to check the order in the Coupa Supplier Portal

LEAR CORPORATION
Lear Corporation Belgium CVA Purchase Order #A1064922

Order Summary

Date: 17/06/2024
PO Total: 1,500.00 EUR
Delivery Terms: DDP
Payment Terms: X3_ days net_
Contact: Jerrick Jan Vargas

Manage Order Create Invoice

Orders details below

Acknowledge PO Add Delivery Tracking Add Comment

Verify Your Access for Purchase Order #A1064922

Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.

Generate One-Time Password

Already have an account? [Log in](#)

Save Time and Money with Coupa

Orders Invoices Payments

Create Your Account

Learn more about Coupa

LEAR CORPORATION
Purchase Order #A1064922

Sign Out

General Info

Status: Issued - Sent via Email

Order Date: 06/17/24

Revision Date: 06/17/24

Requester: Jerrick Jan Vargas

Email: @lear.com

Payment Term: X3_ days net_ NT

Attachments: None

Acknowledged:

Assigned to: Select

Shipping

Ship-To Address: Allée de la recherche 30
1070 Anderlecht
Belgium
Location Code: BE01BR01
Attn: Jerrick Jan Vargas

VAT ID: BE

Terms: DDP

Shipment Tracking [Add](#)

No shipment tracking.

Lines

Type	Item	Price	Total	Invoiced
	UAT_PO_2.1.1 - LINE - 1	1,500.00	1,500.00	0.00

* Need By: 06/17/24

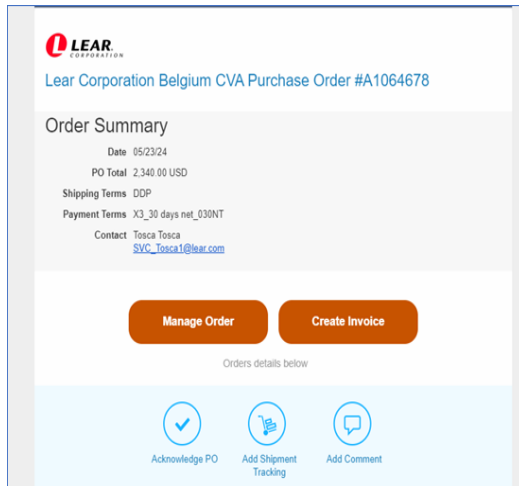
Part Number	Supplier Auxiliary Part Number	Manufacturer Name	Manufacturer Part Number
None	None	None	None

Supplier Part Auxiliary ID



CREATE AN INVOICE VIA PO EMAIL

- you will need to provide a **one-time password (OTP)** as presented on below short instruction



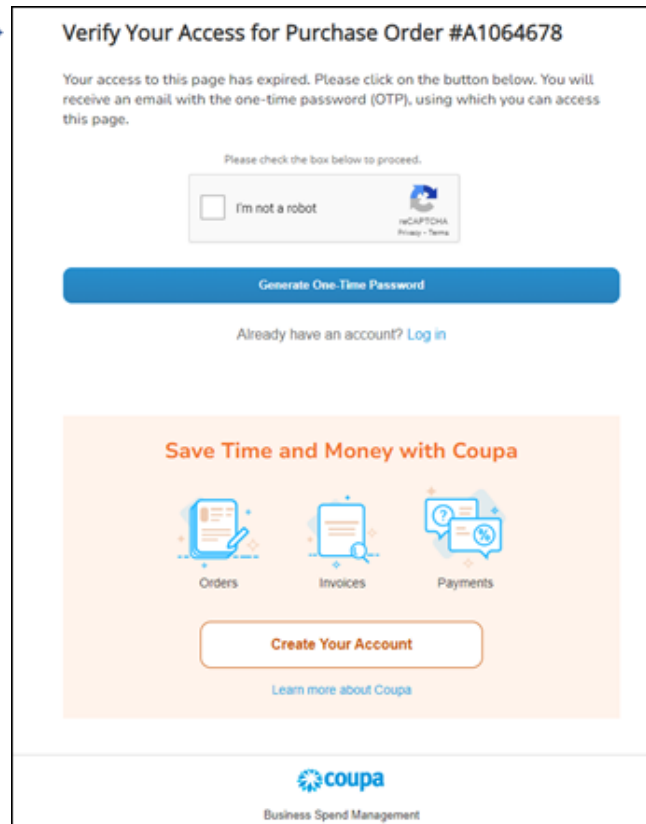
LEAR CORPORATION
Lear Corporation Belgium CVA Purchase Order #A1064678

Order Summary
Date: 05/23/24
PO Total: 2,340.00 USD
Shipping Terms: DDP
Payment Terms: X3_30 days net_030NT
Contact: Tosca Tosca
SVC_Tosca1@lear.com

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

Orders details below


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



Verify Your Access for Purchase Order #A1064678

Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.

Please check the box below to proceed.

I'm not a robot 

[Generate One-Time Password](#)

Already have an account? [Log in](#)

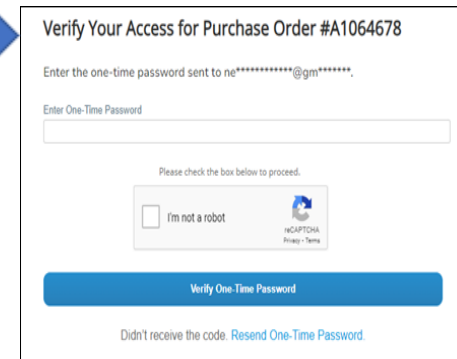
Save Time and Money with Coupa

Orders Invoices Payments

[Create Your Account](#)

[Learn more about Coupa](#)

coupa
Business Spend Management




Verify Your Access for Purchase Order #A1064678

Enter the one-time password sent to ne*****@gm*****.

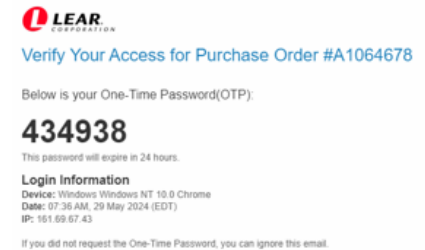
Enter One-Time Password

Please check the box below to proceed.

I'm not a robot 

[Verify One-Time Password](#)

Didn't receive the code. [Resend One-Time Password](#)



LEAR CORPORATION
Verify Your Access for Purchase Order #A1064678

Below is your One-Time Password(OTP):

434938

This password will expire in 24 hours.

Login Information
Device: Windows Windows NT 10.0 Chrome
Date: 07:36 AM, 29 May 2024 (EDT)
IP: 161.69.67.43

If you did not request the One-Time Password, you can ignore this email.



CREATE AN INVOICE VIA PO EMAIL

- You can create invoices directly from PO received via email, often referred to as “flipping the PO” or a “PO Flip”.
- Locate the PO emailed to you, which will show up as Coupa Notifications in your mailbox
- Click on Create Invoice on the PO view

LEAR
CORPORATION

Lear Corporation Belgium CVA Purchase Order #A1064922

Order Summary

Date 17/08/2024
PO Total 1,500.00 EUR
Delivery Terms DDP
Payment Terms X3_ days net_
Contact Jerrick Jan Vargas

Manage Order Create Invoice

Orders details below

Acknowledge PO Add Delivery Tracking Add Comment



Please Note:
If you are not registered into the portal
you are forced to create Remit To
address with every invoice entry

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



CREATE AN INVOICE VIA PO EMAIL

COUNTRY COMPLIANT INVOICE

- On the invoice creation screen, complete all necessary information (all required fields are indicated with an ✖)
 - Use your own invoice numbering convention for the **Invoice #** field
 - Invoice date should also come from your original invoice
 - Verify auto populated invoice information at the header and line level and adjust as necessary
 - Details from the PO are automatically populated to the invoice draft

Create Invoice Create

General Info

- * Invoice #
- * Invoice Date
- Payment Term
- Date of Supply
- * Currency
- Delivery Number
- Status
- Image Scan No file chosen
- Supplier Note
- Attachments
- Option out of Cash Accounting Scheme
- Late Payment Penalties
- Margin Scheme
- Pre-Payment Date

From

- * Supplier
- * Supplier VAT ID
- * Invoice From Address
- * Remit-To Address
- * Ship From Address
- To
- * Bill To Address
- * Buyer VAT ID
- Ship To Address
- Scheduled Payment Date

For a Goods PO

- Check **Price** and the **Quantity** are they according to PO and agreement with Customer

Type	Description	Qty	UOM	Price	
test item		1.000000	Each	46.00	46.00

PO Line: PK432665-1

Contract: [dropdown]

Period: KM_CCE_July 2019

Supplier Part Number: [input]

For a Services PO

- Check the **Price** is it according to PO and agreement with Customer

Type	Description	Price	
Testing Amount Based		5,000.00	5,000.00



You are able to add multiple invoice attachments and partially invoice, so do as necessary to fit your organization's invoicing needs and capabilities.



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CREATE AN INVOICE VIA PO EMAIL

COUNTRY COMPLIANT INVOICE

- Add VAT Rate to each line
- If applicable, any additional shipping and tax information will be routed for additional approvals
 1. In invoice **summary level**, select applicable tax percentage from drop down
- Click **Calculate** to update the invoice total after all additional charges are added
- Enter any necessary comments for Lear, then click **Add Comment**

Lines

Type	Description	Qty	UOM	Price	
	INVOICING ITEM TEST	5.000000	Each	12.50	62.50

PO Line: D6-433448-1
Contract:
Supplier part number:

Billing
2191-ABOVEGROUND CONVEYOR SERVICE-68720-DUMMY

Taxes

VAT Rate	VAT Amount	Tax Reference
5.0% <input type="text"/>	3.13	<input type="text"/>

Total Taxes

Lines Net Total	1,062.50
Lines VAT Totals	3.13
Shipping	<input type="text"/>
VAT	<input type="text"/> 0.000
Tax Reference	<input type="text" value="Enter a tax reason description."/>
Total VAT	3.13
Net Total	1,062.50
Gross Total	1,065.63



CREATE AN INVOICE VIA PO EMAIL

NON COUNTRY COMPLIANT INVOICE

- On the invoice creation screen, complete all necessary information (all required fields are indicated with an ✖ |)
 - Use your own invoice numbering convention for the **Invoice #** field
 - **Add** your invoice in pdf, as an attachment
 - Verify auto populated invoice information at the header and line level and adjust as necessary
 - Details from the PO are automatically populated to the invoice draft

Create Invoice Create

⚙️ General Info From

* Invoice # ✓

* Invoice Date 📅

Payment Term

Date of Supply 📅

* Currency ▾

Delivery Number

Status

Shipping Term ▾

Image Scan No file chosen

Supplier Note

* Attachments | |

Exchange Rate

* Supplier

Supplier Tax ID ▾

* Invoice From Address New Copany
New Stree 3
123546 Kenitra
Morocco

* Remit-To Address New Copany
New Stree 3
123546 Kenitra
Morocco

* Ship From Address New Copany
New Stree 3
123546 Kenitra
Morocco

📍 To

Customer

Bill To Address

Buyer Tax ID

Ship To Address



You are able to add multiple invoice attachments and partially invoice, so do as necessary to fit your organization's invoicing needs and capabilities.



CREATE AN INVOICE VIA PO EMAIL

- Add Tax in Total&Taxes section which refers to lines
- If applicable, any additional shipping and tax information will be routed for additional approvals
 1. In invoice **summary level**, select applicable tax percentage from drop down
- Click **Calculate** to update the invoice total after all additional charges are added
- Enter any necessary comments for Lear, then click **Add Comment**

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	Morocco_Test_290620	12.000000	Each	50.00	600.00

PO Line: [PK433487-1](#) Contract: Supplier Part Number:

Billing: HR01-OFFICE FURNITURE-61253000

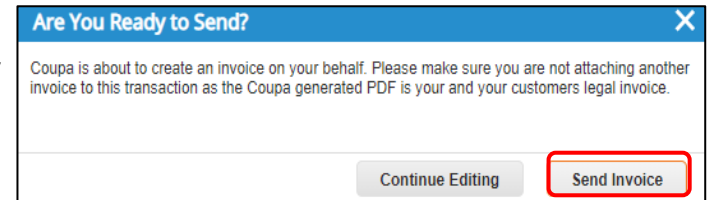
Totals & Taxes

Lines Net Total	1,050.00
Shipping	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text" value="Enter a tax reason description."/>
Tax	<input type="text"/> 5 % <input type="text"/> 52.50
Total Tax	52.50
Net Total	1,050.00
Total	1,102.50



CREATE AN INVOICE VIA PO E-MAIL

- **Submit** when you have completed all information on the invoice, a popup will appear to confirm if you are ready to send the invoice since invoices cannot be changed via email or CSP once submitted
- If you wish to go back to edit, click **Continue Editing**
- Click **Send Invoice** to send the confirmed complete invoice to Lear

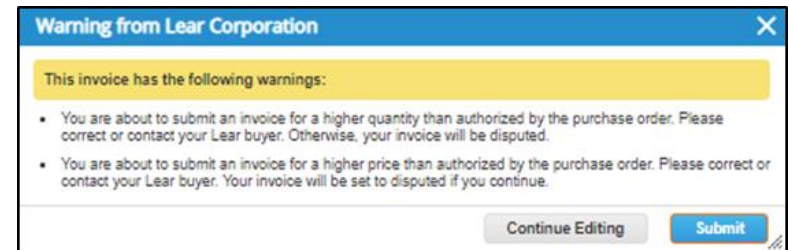


Lear will dispute (automatically) any invoice that is:

- 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 try 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. Contact your Lear buyer if a PO amendment is required.



DISPUTED INVOICE (WHAT IT MEANS AND HOW TO SOLVE IT)

Different Required Action Depending on Invoice Type

→ **Standard e-Invoice:** Simply go to disputed invoice and void or correct invoice, adjusted invoice can be re-submitted

If your invoice is disputed, you will receive an action e-mail and a notification in the CSP
View Invoice, in order to start the resolving process

Invoice #TestInvoice2 is in dispute [Inbox x](#)

Lear Corporation <do_not_reply@lear-test.coupa.com>
to me ▾

 Invoice #TestInvoice2 is in dispute

Powered by 

Hi,

Invoice TestInvoice2 has been disputed by Lear Corporation.

Dispute Reason(s)

- Price different from PO/Contract or Catalog
- Quantity different from PO/Contract or Catalog

Date: 2020-04-28

Additional Comments: ,

This invoice is available on the [Coupa Supplier Portal](#) to view and resolve. Resolving the disputed invoice would mean you are creating a corrected invoice. The corrected invoice can be submitted to Lear Corporation for review.

Resolving the disputed invoice links the corrected, and the disputed invoices. Unless you resolve the disputed invoice, Lear Corporation can choose to withdraw it from this status.

If you are a supplier using Coupa Invoicing in European countries, please note that to cancel an invoice you must first create and submit a credit note. If the prior invoice is canceled, you can create and submit a new invoice with a different number.

This process is recommended to comply with tax laws across all European countries, so that you do not expose yourself or your customer to any unnecessary risk as the invoice is corrected.

[View Online](#)




ACTING ON DISPUTED E-INVOICE

- The page will refresh to display the invoice page in the CSP
- Click on the **resolve** button next to the disputed invoice

Invoices

Create Invoices ⓘ

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
TestInvoice2	04/28/20	Disputed	PK432665	878.60 EUR	Yes	
TestInvoice	04/28/20	Pending Approval	PK432665	69.00 EUR	No	

Void invoice if it was issued in duplicate or has been paid already.

Correct invoice if it was disputed because of incorrect detail. This option will allow you to provide corrections and submit the invoice once again.

The recommended action is to send request to Lear AP team to abandon the invoice which releases the receipts from the original invoice instead of issuing credit note. Once complete you can submit a new invoice

Totals & Taxes

Lines Net Total		136.00
Lines Tax Totals	10%	4.60
	20%	18.00
<hr/>		
Shipping		600.00
Tax	20%	120.00
<hr/>		
Total Tax		142.60
Net Total		736.00
Total		878.60

Void

Correct Invoice

Invoice #TestInvoice2 has been abandoned. [Inbox x](#)

Lear Corporation <do_not_reply@lear-test.coupa.com>
to me

 Invoice #TestInvoice2 has been abandoned.

Powered by 

Hi,

Invoice TestInvoice2 has been abandoned from processing by Lear Corporation. Please see below for further information.

Abandon Reason: Invoice needs to be abandoned without a Credit from supplier.

Additional Comments from Lear Corporation:

Date: 2020-04-28

[View Online](#)

When invoice will be abandon by AP you will get e-mail notification. You can view invoice online and download from CSP



THANK YOU FOR YOUR ATTENTION!

PLEASE CONTACT US ON

EUCOUPASUPPLIERSUPPORT@LEAR.COM

**IN CASE OF ANY QUESTIONS OR IN NEED FOR
SUPPORT**

