

1. Directly into Coupa

1.A

Click on Invoices
under home page.



The screenshot shows the 'coupa supplier portal' interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Invoices' tab is selected. Below the navigation, there's a 'Select Customer' dropdown menu with 'Moloco, Inc.' selected. The main heading is 'Invoices'. Underneath, there's a section for 'Instructions From Customer' with a note: '(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the invoice list page)'. Below this is a 'Create Invoices' link. There are four buttons: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. A search bar with 'Export to' and 'View' options is present. Below that is a table with columns: 'Invoice #', 'Created Date', 'Status', 'PO #', 'Total', 'Unanswered Comments', 'Dispute Reason', and 'Actions'. The table currently shows 'No rows'. At the bottom, it says 'Per page 15 | 45 | 90'.

1.B

Click on Create Invoices
from PO



The screenshot shows the 'Create Invoice' page in the Coupa Supplier Portal. The top navigation bar is the same as in the previous screenshot. The 'Invoices' tab is selected. Below the navigation, there's a 'Select Customer' dropdown menu with 'Moloco, Inc. - Test - Swapnil 280123' selected. The main heading is 'Create Invoice'. There are two sections: 'General Info' and 'From'. The 'General Info' section includes: 'Invoice #' (empty), 'Invoice Date' (08/22/23), 'Payment Term' (Net 60), 'Currency' (USD), 'Status' (Draft), 'Image Scan' (Choose File), and 'Supplier Note' (empty). The 'From' section includes: 'Supplier' (V20570), 'Supplier GSTIN' (09AAAAA0000A029), 'Invoice From Address' (Sal_Test, 38 Park Majesticque, Undri, Pune, pune 411080, India), 'Remit-To Address' (Sal_Test, 38 Park Majesticque, Undri, Pune, pune 411080, India), 'Bank Name' (ABC Bank), 'Beneficiary Name' (Sal_Test), 'Bank Account Number' (*****8789), 'IFSC' (*****0002), and 'Ship From Address' (Sal_Test, 38 Park Majesticque, Undri, Pune, pune 411080).

1.C

Please fill Invoice details
(Invoice #, Invoice date,
Currency), attach copy of
Invoice and submit for
approval.

Note : "Invoice from address"
and "Remit to Information"
will be auto populated based on
the information filled under
Step 8.