

Invoicing off a Purchase Order:

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

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Orders Order Lines

Select Customer Marquette University - CLIFF CALC Configure

Purchase Orders

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 coins. To process a 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 it is against a quantity-based PO, the quantity must be NEGATIVE.

Click the Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
MU-4004	06/24/19	Issued	None	test receiving	No	50.00 USD	
MU-4000	06/19/19	Issued	None	Tyler Test 3 June Services Tyler Test 3 July Services Tyler Test 3 August Services	No	45.00 USD	

3. Choose your Remit-To address

Choose Invoice From Address

Create New Invoice Compliant Remit-to or Choose Existing


Create new Compliant Remit-To Address Create

147 PRINCETON RD
SOUTHFIELD, MI 49625
United States
United States Choose

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

Create Invoice Create

General Info

* Invoice # 

Invoice Date Set automatically at time of submission

Payment Term NET 45

* Currency



Status Draft

Supplier Note

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

Type	Description	Price	
	<input type="text" value="test receiving"/>	<input type="text" value="50.00"/>	50.00 

PO Line: [MU-4004-1](#) Contract: Supplier Part Number:


Billing: 01-11020-00000-7005-OPER

 Add Tag

 Add Line

Totals & Taxes

Lines Net Total	50.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="text"/> % <input type="text" value="0.000"/> <input type="text" value="0.000"/>
Total Tax	0.00
Net Total	50.00
Total	50.00

 Delete [Cancel](#)

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

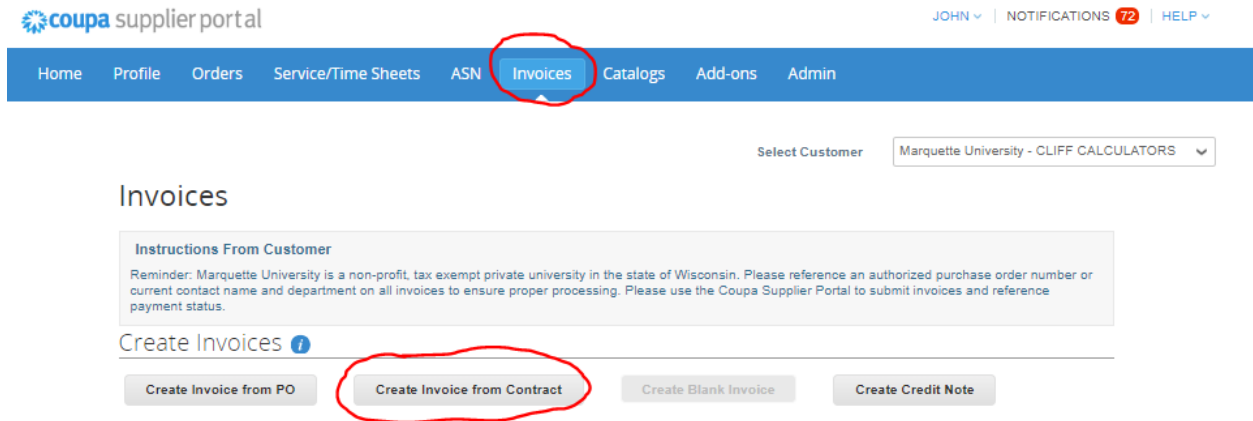
Are You Ready to Send? ✕

You're about to send an invoice to **Marquette University** for a total amount of **50.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

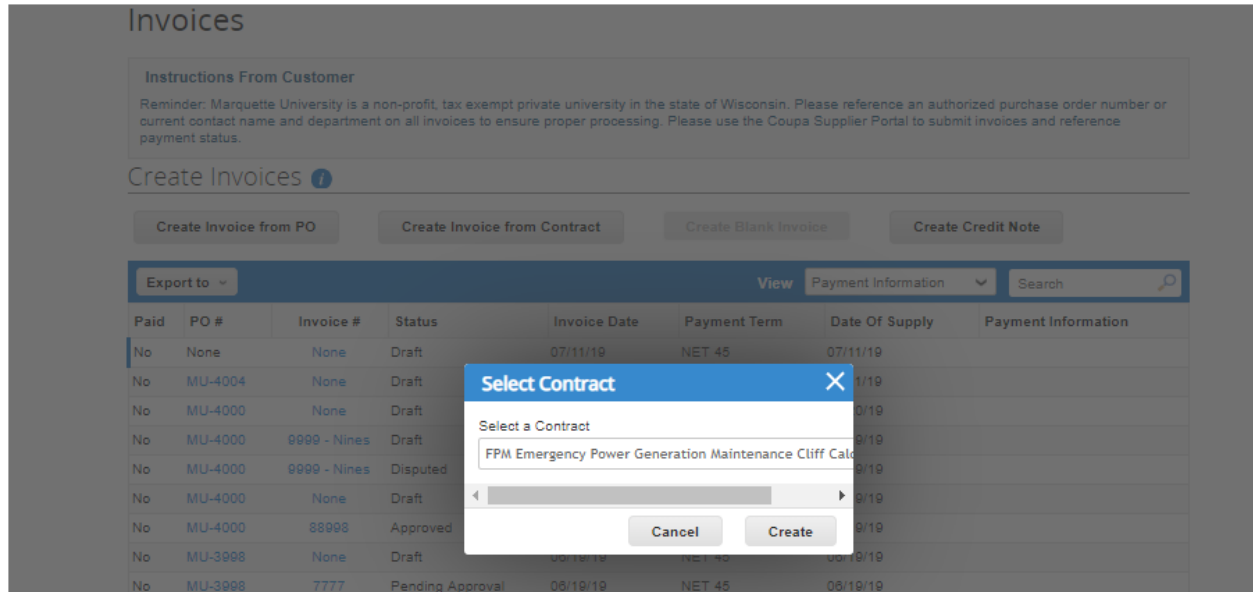
[Continue Editing](#) [Send Invoice](#)

Contract Backed Invoicing Directions:

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



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.



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

Create Invoice Create

General Info

* Invoice # ✓

Invoice Date Set automatically at time of submission

Payment Term NET 45

* Currency

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	Description	Price	
<input type="text" value="Amt"/>	<input type="text" value="Service Description"/>	<input type="text" value="100.00"/>	0.00 ✕

PO Line None	Supplier Part Number <input type="text" value="adradggal"/>
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[Add Tag](#)

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

Totals & Taxes

Lines Net Total		100.00
<hr/>		
Shipping	<input type="text" value="1.00"/>	
<hr/>		
Handling	<input type="text"/>	
<hr/>		
Misc	<input type="text" value="5.00"/>	
<hr/>		
Tax	<input type="text" value=""/> %	<input type="text" value="0.000"/>
<hr/>		
Total Tax		0.00
Net Total		106.00
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? ✕

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.

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.