Invoicing off a Purchase Order:

1. Log-in to the Coupa Supplier Portal.  [https://supplier.coupahost.com/](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.

3. Choose your Remit-To address

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

General Info

* Invoice # 125

Invoice Date  Set automatically at time of submission

Payment Term  NET 45

* Currency  USD

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”.

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**Lines**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>lost receiving</td>
<td>50.00</td>
</tr>
</tbody>
</table>

**Billing**

01-112020-00000-7000-OPER

**Totals & Taxes**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lines Net Total</td>
<td>50.00</td>
</tr>
<tr>
<td>Shipping</td>
<td></td>
</tr>
<tr>
<td>Handling</td>
<td></td>
</tr>
<tr>
<td>Misc</td>
<td></td>
</tr>
<tr>
<td>Total Tax</td>
<td>0.00</td>
</tr>
<tr>
<td>Net Total</td>
<td>50.00</td>
</tr>
<tr>
<td>Total</td>
<td>50.00</td>
</tr>
</tbody>
</table>
6. You will receive a pop-up notice, click “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.

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.
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
- **Shipping**: 1.00
- **Handling**: 
- **Misc**: 5.00
- **Tax**: 
  - **Type**: 
  - **%**: 
  - **Amount**: 0.00
- **Total Tax**: 0.00
- **Net Total**: 105.00
- **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”

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.