

How to invoice using flip PO in Coupa

First, we would like to take the opportunity to list some advantages of the Coupa Supplier Portal:

- You can deliver your invoice in less than 1 minute.
- Date of registration = reception date of the invoice. This is important for the calculation of the due date.
- Follow the status of your invoice on the portal (pending approval, approved, paid, disputed,...)

! Tip: Always use Google Chrome.

- Click on “log in now” in the PO mail received. (Luminus Purchase order XXXXXXXXXXXX). In this way you’ll enter the Coupa Supplier Portal where you can flip your PO into an invoice. Email example:

Luminus Purchase Order #8900035787 > Inbox x

Laura Verheyen <do_not_reply@luminus-test.coupa.com>
to me ▾

The screenshot shows an email interface with a Coupa logo in the top right corner. The main content is a white card with a pink header bar. The card displays the following information:

- Coupa** logo
- Luminus Purchase Order #8900035787**
- Order Summary**
- Date:** 04/26/23
- PO Total:** 25,000.00 EUR
- Shipping Terms:** DDP
- Payment Terms:** FL45-Within 45 days as from invoice date
- Contact:** Inge Gielis
INGE.GIELIS@LUMINUS.BE

Below the summary are two orange buttons: **Manage Order** and **Create Invoice**. Underneath these buttons is the text "Orders details below".

At the bottom of the card, there are two icons: a checkmark in a circle labeled "Acknowledge PO" and a speech bubble in a circle labeled "Add Comment".

Below the card is a section titled "Manage your orders and more with Coupa" with three icons: "Insight", "Opportunity", and "Collaboration". At the bottom of this section is a yellow-bordered button labeled **Log In Now**.

OR

- Go to: <https://supplier.coupahost.com/sessions/new>
- Enter your email address and your password and click on “login”

Login

* Email

* Password

[Forgot your password?](#)

Login

New to Coupa? [CREATE AN ACCOUNT](#)

- Click on “Orders”.

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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 Promised Deliveries Deliveries

Select Customer Luminus - 1000022889-BE0784927661

Purchase Orders

Instructions From Customer

Please ensure that all Purchase Orders are acknowledged through the checkbox located on the PO. This reduces back and forth communication at the time of order creation. If a requester has added to the PO outside of Coupa, please ask them (via comments) to create a change order so that your invoice can auto match the PO and approve at the time of submission. If you have any questions, please leverage the comments section of the PO to communicate with the requester.

Click the Action to Accept the Purchase Order and Create an Invoice using its data

Export to View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
8900035793	04/05/2023	Issued	None	SSS-T719 (1.0) 01 - Coupa PO 3-way match + rece...	No	100,000.00 EUR		

Side note: If you have multiple customers who are using Coupa, you need to select the correct customer.


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Select Customer Luminus - 1000022889-BE0784927661

Purchase Orders

- Click on  (create invoice) for the PO related to the invoice you want to make.

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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 Promised Deliveries Deliveries

Select Customer Luminus - 1000022889-BE0784927861


Purchase Orders

Instructions From Customer

Please ensure that all Purchase Orders are acknowledged through the checkbox located on the PO. This reduces back and forth communication at the time of order creation. If a requester has added to the PO outside of Coupa, please ask them (via comments) to create a change order so that your invoice can auto match the PO and approve at the time of submission. If you have any questions, please leverage the comments section of the PO to communicate with the requester.

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

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PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
8900035793	04/05/2023	Issued	None	SSS-T719 (1.0) 01 - Coupa PO 3-way match + rece...	No	100,000.00 EUR		

- If this screen appears, select the legal entity or create a new one by clicking 'New'. This means that you did not fill this out during your registration. If you have already done this during registration, this screen will not appear.

Choose Invoicing Details ✕

* Legal Entity Select + Add New

* Remit-To Select

* Ship From Address Select

Cancel

- Complete the fields below:
 - Invoice #: fill in your invoice reference.
 - Invoice date: choose your correct invoice date.
 - Date of supply: choose your correct date of supply.
 - Image scan : Here, you can add extra attachments, such as your own invoice or invoice details (timesheet,...). Luminus will only use the Coupa legal invoice, but extra info can speed up the approval of your invoice.
 - Verify the fields below:
 - Invoice from address incl. VAT-number (if applicable).
 - Remit to address: your bank account must be indicated, if not your invoice will be rejected
 - Bank Account Number, IBAN and SWIFT Code
 - Structured bank reference number: if you want to use this, please use the correct format XXXYYYYZZZZ. If this format isn't used correctly, your invoice will be paid indicating the invoice number.

Select Customer

Luminus - 1000022889-BE0784927661

Create Invoice Create

General Info

* Invoice # ✓

* Invoice Date

Payment Term

Date of Supply

* Currency

Delivery Number

Status

Image Scan Geen bestand gekozen

Invoice Header Description

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

Cash Accounting Scheme

Margin Scheme

From

* Supplier

* Supplier VAT ID

* Invoice-From Address
Oud Veer 10
2845 Niel
Belgium
0784927661
VOF
Niel
UBO

* Remit-To Address
Oud Veer 10
2845 Niel
Belgium

Bank Name:

Beneficiary Name:

Bank Account Number:

IBAN:

SWIFT Code:

* Ship-From Address
Oud Veer 10
2845 Niel
Belgium

To

Customer

* Bill-To Address
Kempische Steenweg 299
3500 Hasselt
Belgium

* Buyer VAT IDVAT

Ship To Address
1210 Brussel
Belgium
Location Code: BRU

Due Date

Structured Bank Reference Number

Must be using the following format:
XXXXXXXXZZZZ

- Check the amount of the PO.
 - Is the full amount the one you would like to invoice?
 - ⇒ Yes: Select the applicable VAT rate
 - ⇒ No: Adjust the invoice proposal accordingly (Qty / Price) and select the applicable VAT rate. **Don't change the UOM (unit of measurement).** *Attention: invoicing that differs from the agreements made, can always be disputed.*
 - ⇒ In case of goods delivered from outside Belgium: don't forget to fill in the weight (needed for Intrastat).
 - ⇒ Make sure you delete the PO lines you don't want to invoice (by using ✖).
- Once the fields are correctly filled in, click on "calculate".

Lines

Type	Description	Price	
	Test VAT Reverse Char	25,000.00	25,000.00 ✖

PO Line: 8900035787-1 [Clear](#) Service/Time Sheets Line: None Contract: Credit Line: None [Clear](#)

Supplier part number: Weight:
Please enter the exact weight of Intrastat Goods, using the Unit of Measure declared on supplier submitted document

Billing: SUPP FIN-CC-SFACCO-8113200

Taxes

VAT Rate	VAT Amount
<input type="button" value="v"/>	0.00

[+ Add Line](#) [+ Pick lines from PO](#) [+ Pick lines from Contract](#)

Total Taxes

Lines Net Total	25,000.00
Lines VAT Totals	0.00
Shipping: <input type="text"/>	
VAT: <input type="button" value="v"/>	0.000
Total VAT	0.00
Net Total	25,000.00
Gross Total	25,000.00

- Check if the amounts calculated (total vat, net total and gross total) are correct.
- If so - click on "Submit".

Lines

Type	Description	Price	
	Test VAT Reverse Char	25,000.00	25,000.00

PO Line 8900035787-1 [Clear](#)
 Service/Time Sheets Line None
 Contract
 Credit Line None [Clear](#)

Supplier part number
 Weight
Please enter the exact weight of Intrastat Goods, using the Unit of Measure declared on supplier submitted document

Billing
 SUPP FIN-CC-SFACCO-6113200

Taxes

VAT Rate	VAT Amount
21.0% <input type="button" value="v"/>	5,250.00

Add Line
 Pick lines from PO
 Pick lines from Contract

Total Taxes

Lines Net Total	25,000.00
Lines VAT Totals	5,250.00
<hr/>	
Shipping	<input type="text"/>
VAT	<input type="button" value="v"/> 0.000
<hr/>	
Total VAT	5,250.00
Net Total	25,000.00
Gross Total	30,250.00

- You will receive the message below; this means that the Coupa legal invoice will be the one which will be registered by Luminus. You'll have the possibility to add the scan of your own created invoice but the Coupa one is leading. You can also use the Coupa legal invoice to register in your accounting.
- Click on "Send invoice".

Are you ready to send? ✕

Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

- The next message informs you that you may always add extra info (Timesheet, scan of your own invoice,...). This can speed up the approval.

Warning from Luminus ✕

This Invoice has the following warning:

- When uploading your invoice, include as much details as possible (such as a timesheet, a scan of your invoice,...). This can speed up the approval.

- The following message will automatically pop-up.


Select Customer

Invoices

1000022889-BE0784927661 invoice #.TEST. is processing ✕

Check the invoice

- Go to “Invoices”.
- Click on the invoice reference to see the details and the pdf of the invoice.
- In this view you can also consult the status of your invoices:
 - Draft: invoice is created, but not yet sent to Luminus.
 - Processing: invoice is being transferred towards Luminus.
 - Pending approval: the invoice is waiting for some approval(s) within Luminus.
 - Approved: the invoice is processed and will be paid on due date.
 - Disputed: the invoice is incorrect – please take the requested actions.
 - Paid: the payment is executed by Luminus.

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Select Customer

Invoices

Instructions From Customer

Please ensure that a requester name is always on all non Purchase Order (PO) backed invoices. This enables Accounts Payable to process and approve invoices faster for your payment. If you are creating an invoice that has a PO, please remember to flip the PO from the PO tab via the stack of yellow coins. This will copy all information over so you do not have to enter it.

Create Invoices 

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
TEST.	21/06/2023	Pending Approval	8900035787	30,250.00 EUR	No		


- Click on “download” to see the PDF.

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

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Select Customer

Invoice #TEST. [Back](#)



General Info

Invoice # TEST.

Invoice Date 21/06/2023

Payment Term FL45-Within 45 days as from invoice date

Delivery Date 21/06/2023

Currency EUR

Delivery Number None

Status Pending Action

Shipping Term None

[Legal Invoice download](#)

Image Scan None

Supplier Notes None

Attachments None

Bill To & Ship To

Supplier 1000022889-BE0784927861

Invoice From KOALA management
Oud Veer 10
2845 Niel
Belgium

Company Registration 0784927861
Number

Type of Company VOF

Place of Registration Niel

Register Legal Entities UBO

Remit To KOALA management
Oud Veer 10
2845 Niel
Belgium

Ship From KOALA management
Oud Veer 10
2845 Niel
Belgium

- You'll now access the Coupa Legal invoice

Invoice Date
21 June 2023

VAT Invoice TEST.

To		From	
Address	Ship To	Invoice From	
Luminus Kempische Steenweg 299 Hasselt 3500 Belgium	[REDACTED] Koning Albert II-Laan 7 Brussel 1210 Belgium	[REDACTED]	
Buyer VAT ID		Supplier VAT ID	
[REDACTED]		[REDACTED]	
Attn/Ref			
[REDACTED]			

Supplier Details			
Company Registration Number	Type of Company	Place of Registration	Register Legal Entities
[REDACTED]	VOF	Niel	UBO

Invoice Details			
Invoice Number	Invoice Date	Payment Term	Payment Due Date
TEST.	21 June 2023	FL45-Within 45 days as from invoice date	
Currency	Contract Number	Date of Supply	
EUR		21 June 2023	
Discount Due Date			
21 June 2023			
Structured Bank Reference Number			
None			

Item	PO	Description	Supplier part number	Price per unit (excl. VAT)	Total VAT Amount (in EUR)	VAT Rate	Rate Type	Taxable Amount
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			EUR

Taxes		
Taxable Amount Charged Per Rate		Total Tax Per Rate
[REDACTED] (21.0%)		[REDACTED] EUR
Totals		
Taxable Amount		[REDACTED] EUR
Net Total		[REDACTED] EUR
Tax Amount		[REDACTED] EUR
Gross Total		[REDACTED] EUR
Totals with Early Payment Discount		
Net Total		[REDACTED] EUR
Tax Amount		[REDACTED] EUR
Gross Total		[REDACTED] EUR

Bank Name	Beneficiary Name	Bank Account Number
[REDACTED]	[REDACTED]	[REDACTED]
IBAN		
[REDACTED]		
SWIFT Code		
[REDACTED]		

In case of any issue regarding invoice creation you can contact us via our mailbox supplier@luminus.be