

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 XXXXXXXXXX).
In this way you’ll enter the Coupa Supplier Portal where you can flip your PO into an invoice.
Email example:

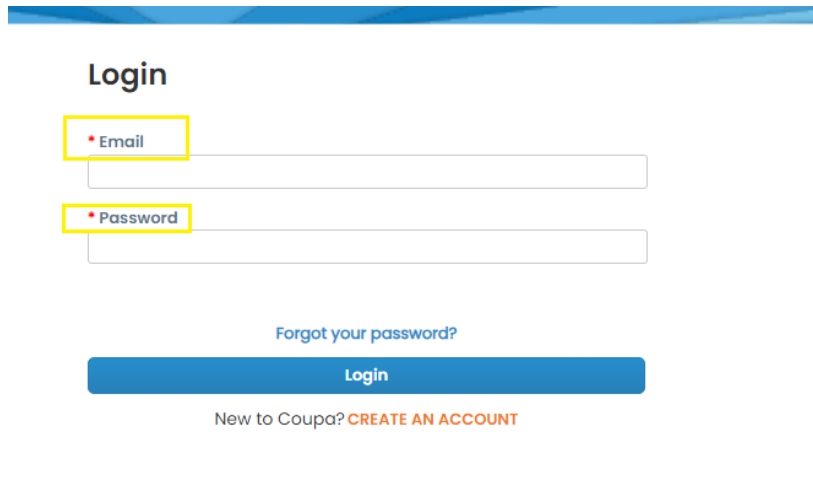
Luminus Purchase Order #8900035787 > Inbox x

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

The screenshot displays the Coupa Supplier Portal interface. At the top right, it says "Powered by coupa". The main header shows the Coupa logo and the title "Luminus Purchase Order #8900035787". Below this is an "Order Summary" section with the following details: Date: 04/26/23, PO Total: 25,000.00 EUR, Shipping Terms: DDP, Payment Terms: FL45-Within 45 days as from invoice date, and Contact: Inge Gielis (INGE.GIELIS@LUMINUS.BE). Two orange buttons, "Manage Order" and "Create Invoice", are positioned below the summary. Underneath these buttons is the text "Orders details below". A light blue bar contains two icons: a checkmark for "Acknowledge PO" and a speech bubble for "Add Comment". The bottom section, titled "Manage your orders and more with Coupa", features three icons: "Insight" (a document with a magnifying glass), "Opportunity" (a document with a question mark and a percentage sign), and "Collaboration" (a document with a pencil). A yellow box highlights a "Log In Now" button at the bottom of this section.

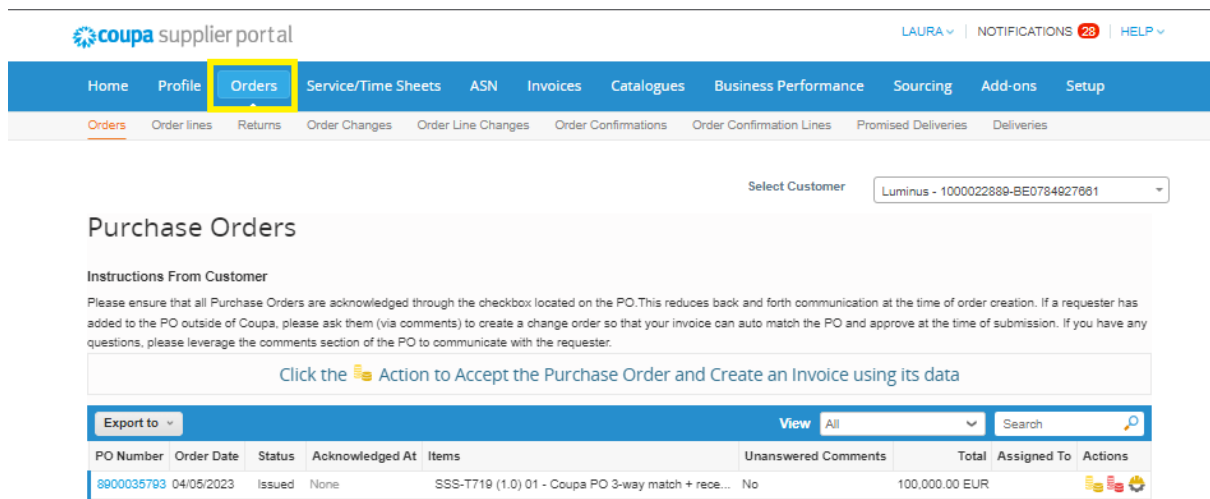
OR

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



The login form is titled "Login" and features two input fields: "Email" and "Password", both highlighted with yellow boxes. Below the fields is a link for "Forgot your password?". A blue "Login" button is positioned below the link. At the bottom, there is a link for "New to Coupa? CREATE AN ACCOUNT".

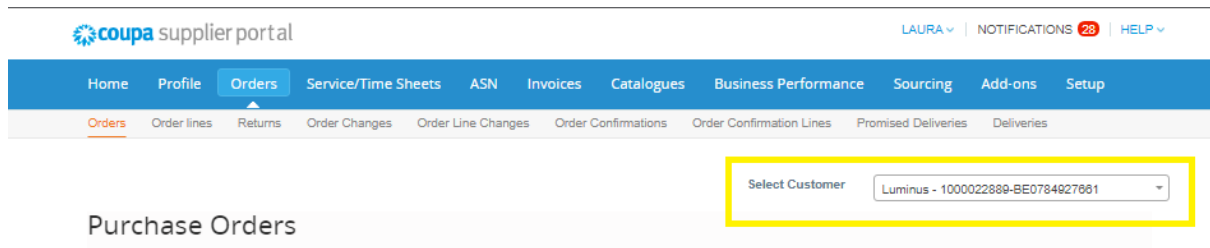
- Click on “Orders”.




The screenshot shows the "Purchase Orders" page in the Coupa supplier portal. The "Orders" tab in the navigation bar is highlighted with a yellow box. The page includes a "Select Customer" dropdown menu set to "Luminus - 1000022889-BE0784927661". Below this, there is a section for "Instructions From Customer" and a button to "Click the Action to Accept the Purchase Order and Create an Invoice using its data". A table lists purchase orders with columns for PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row shows PO Number 8900035793, Order Date 04/05/2023, Status Issued, and a total of 100,000.00 EUR.

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.



This screenshot highlights the "Select Customer" dropdown menu in the "Purchase Orders" section of the Coupa supplier portal. The dropdown is set to "Luminus - 1000022889-BE0784927661" and is enclosed in a yellow box.

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

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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

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		  

- 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 XXXYYYYZZZZZ. 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

From

* Invoice #

* Invoice Date

Payment Term FL45-Within 45 days as from invoice date

Date of Supply

* Currency

Delivery Number

Status Draft

Image Scan Geen bestand gekozen

Invoice Header Description

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

Cash Accounting Scheme

Margin Scheme

* 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: KBC

Beneficiary Name: KOALA MANAGEMENT

Bank Account Number: *****8901

IBAN: *****0123

SWIFT Code: ***BEBB

* Ship-From Address
Oud Veer 10
2845 Niel
Belgium

To

Customer Luminus

* Bill-To Address Luminus
Kempische Steenweg 299
3500 Hasselt
Belgium

* Buyer VAT ID VAT

Ship To Address Koning Albert II-Laan 7
1210 Brussel
Belgium
Location Code: BRU


Due Date None




Structured Bank Reference Number

Must be using the following format:
XXXXXXXXXX

- 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 
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Supplier part number <input type="text"/>	Weight <input type="text"/> <small>Please enter the exact weight of Intrastat Goods, using the Unit of Measure declared on supplier submitted document</small>
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Billing
SUPP FIN-CC-SFACCO-8113200

Taxes

VAT Rate 	VAT Amount 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	
VAT	0.000
Total VAT	
	0.00
Net Total	25,000.00
Gross Total	25,000.00

Delete
 Cancel
 Save as draft
 Calculate
 Submit


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

Lines

Type 	Description Test VAT Reverse Char	Price 25,000.00	25,000.00 
PO Line 8900035787-1  Clear	Service/Time Sheets Line None	Contract 	Credit Line None 
Supplier part number <input type="text"/>	Weight <input type="text"/> <small>Please enter the exact weight of Intrastat Goods, using the Unit of Measure declared on supplier submitted document</small>		
Billing SUPP FIN-CC-SFACCO-8113200			
Taxes			
VAT Rate 21.0% 	VAT Amount 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
Shipping <input type="text"/>	
VAT 	0.000
Total VAT	5,250.00
Net Total	25,000.00
Gross Total	30,250.00

Delete

Cancel

Save as draft

Calculate

Submit

- 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.

Continue Editing
Send 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.

Continue Editing
Submit

- The following message will automatically pop-up.


Select Customer
Luminus - 1000022889-BE0784927661

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 Luminus - 1000022889-BE0784927661

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.

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Select Customer Luminus - 1000022889-BE0784927661

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-BE0784927661

Invoice From KOALA management
Oud Veer 10
2845 Niel
Belgium

Company Registration 0784927661
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	Koning Albert II-Laan 7 Brussel 1210 Belgium		
Buyer VAT ID		Supplier VAT ID	
Attn/Ref			

Supplier Details			
Company Registration Number	Type of Company	Place of Registration	Register Legal Entities
	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								EUR

Taxes	
Taxable Amount Charged Per Rate	Total Tax Per Rate
Totals	
Taxable Amount	
Net Total	
Tax Amount	
Gross Total	
Totals with Early Payment Discount	
Net Total	
Tax Amount	
Gross Total	

Bank Name	Beneficiary Name	Bank Account Number
IBAN		
SWIFT Code		

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