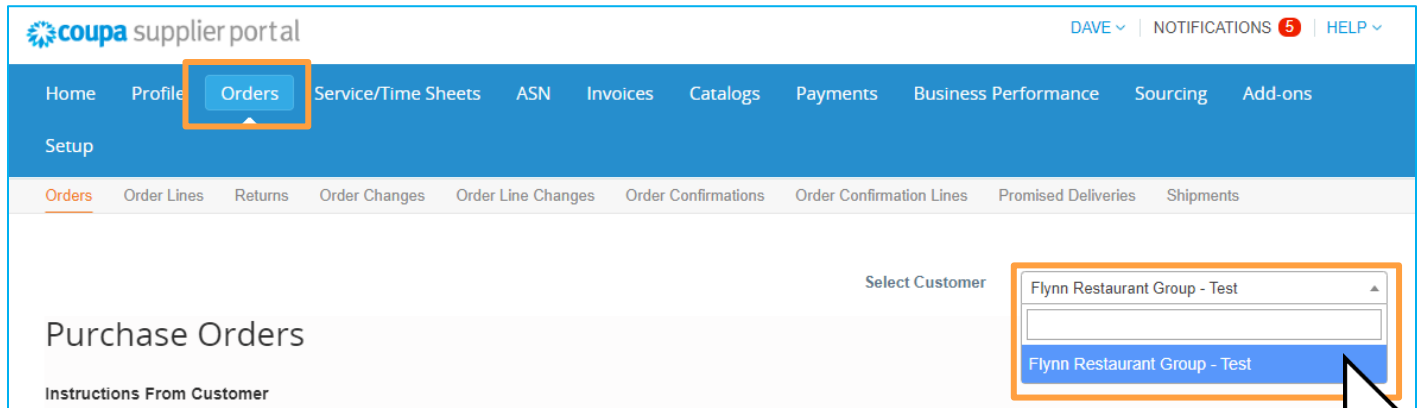


Creating an Invoice from a Purchase Order

About this Guide

This guide is intended to show suppliers how to create an Invoice from a purchase order. After Flynn users put in a purchase order, you, as the supplier, will need to create an Invoice for that Purchase Order. Please see the following steps below on how to create an Invoice from a Purchase Order.







1. Log in to the Coupa Supplier Portal (CSP). On the main menu, click on the **Orders** tab. If you are connected to more than one Coupa customer, select Flynn from the **Select Customer** dropdown menu.



2. From the table Inside the **Orders** tab locate your desired PO. You can search for the PO by using the search feature, or by scrolling down and finding it manually.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
TEST554	06/21/23	Issued	06/22/23	Repair services	No	500.00		
TEST553	06/21/23	Issued	None	Repair services	No	500.00		
TEST544	06/21/23	Issued	None	5 Box of Kitech Commodity	No	1,000.00		

- Next, click on the gold coin icon under **Actions**. This will automatically create a draft invoice based on the PO. Note: You can also do this by opening the PO, scrolling to the bottom, and creating an invoice.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered	Total	Assigned To	Actions
TEST554	06/21/23	Issued	06/22/23	Repair services	No	500.00		  
TEST553	06/21/23	Issued	None	Repair services	No	500.00		  
TEST544	06/21/23	Issued	None	5 Box of Kitech Commodity	No	1,000.00		 

- After clicking the gold icon to create an invoice from a purchase order, a pop-up may appear that asks you to **Choose Invoicing Details**. This will occur if you did not create addresses when registering to the CSP. If you do not see the pop-up, please continue to the next step.

This will include the **Legal Entity** of the business, **Remit-To Address**, and **Ship From Address**. You can select existing ones or add new addresses. You can also change this within the Invoice under the **From** section (view Instructions on step 6). Once done, click **Save**.

Choose Invoicing Details ✕

*** Legal Entity** David Supplies + Add New

Invoice From 7117 New St. Camden, NJ 08105
Camden, NJ 08105
United States

*** Remit-To** 7117 New St. Camden, NJ 08105 + Add New

*** Ship From Address** 7117 New St. Camden, NJ 08105 + Add New

Save
Cancel

5. Inside the **Create Invoice** page, you will need to fill out the required fields, which are marked by a red asterisk (*), under the **General Info**. The option to add **Attachments** can be done by adding a **File, URL, and/or Text**.

Create Invoice Create

General Info

* Invoice # ✔

* Invoice Date

Payment Term

* Currency

Delivery Number

Status Draft

Supplier Note

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

6. Inside the **Create Invoice** page, the **From** and **To** sections will be filled automatically based on the information in the PO. If you want to modify the **Invoice From Address, Remit To Address, and/or Ship From Address** click on the Magnifying Glass Icon.

From

* Supplier TEST_Valued Flynn Supplier

Supplier Tax ID

* Invoice From Address
7117 New St. Camden, NJ 08105
Camden, NJ 08105
United States

* Remit-To Address
7117 New St. Camden, NJ 08105
Camden, NJ 08105
United States

* Ship From Address
7117 New St. Camden, NJ 08105
Camden, NJ 08105
United States

To

Customer Flynn Restaurant Group - Test

* Bill To Address
6200 oak tree blvd., Suite 250
Independence, OH 44131
United States

Buyer Tax ID

* Ship To Address
Independence, OH 44131
United States
Location Code: SupportCenterCLE

7. Under the **Lines** section, you can adjust the **Price** of the Item/Service, add a **Description**, add a **Supplier Part Number** if applicable. If needed, you have the option to manually add lines with the options below.

Lines Line Level Taxation

Type Repair services	Description Repair services	Price 500.00	500.00 ✖
PO Line TEST554-1 🔍 Clear	Service/Time Sheet Line None	Contract ▼	Supplier Part Number <input type="text"/>
Billing Opex-1000-L-1000000-760380--A1300000--A002			

+ Add Line + Pick lines from PO + Pick lines from Contract Totals & Taxes

8. Under the **Lines** section, you can add **Shipping Costs**, **Handling Costs**, **Miscellaneous costs** as well as **Tax**. Once done, click on **Calculate** to view the new updated **Total**.

Totals & Taxes

Lines Net Total	500.00
Shipping	<input type="text" value="10"/>
Handling	<input type="text" value="10"/>
Misc	<input type="text" value="10"/>
Tax	<input type="text" value="0.000"/> % <input type="text" value="5.00"/>
Total Tax	5.00
Net Total	530.00
Total	535.00

Delete Cancel Save as Draft Calculate Submit

9. Once all the Information is correct and up to date, click **Submit** to send the Invoice to Flynn.

