

Supplier Actionable Notifications User Guide

Supplier Actionable Notifications (SANs) is the name used to describe purchase orders that are sent to you via email from the Coupa system. These Purchase Orders can then be converted directly into an invoice and submitted back to Co-op for processing via 'PO Flip'.

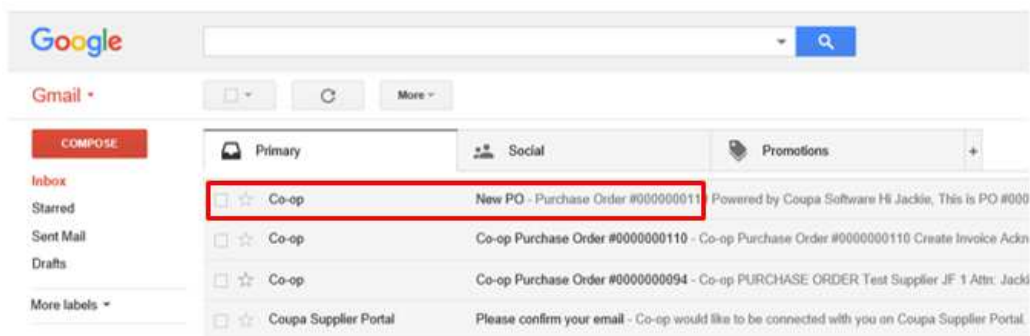
This guide explains how to acknowledge purchase orders sent via Supplier Actionable Notification (SAN) and how to submit invoices electronically.

Acknowledging a Purchase Order

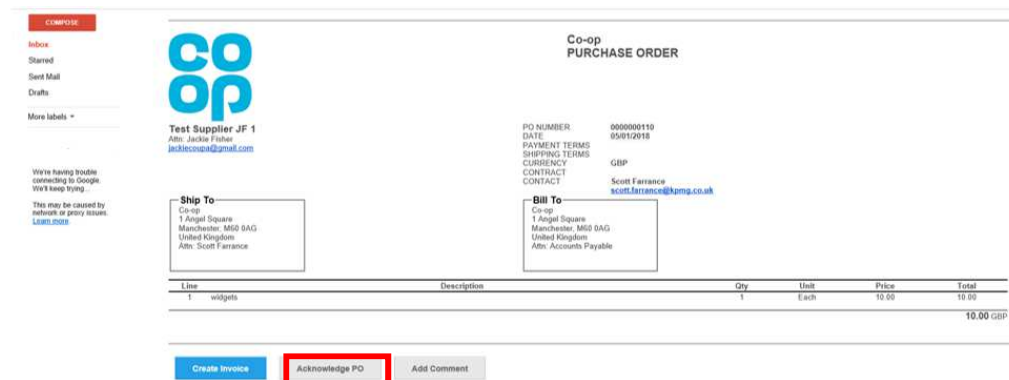
1. Approved purchase orders (POs) will be automatically emailed from Coupa to the supplier email address we hold for you in our Accounts Payable system.

These will appear in your inbox as from Co-op and are sent from the following system email address: do_not_reply@cupahost.com.

2. Select and open the applicable Coupa Notification email.



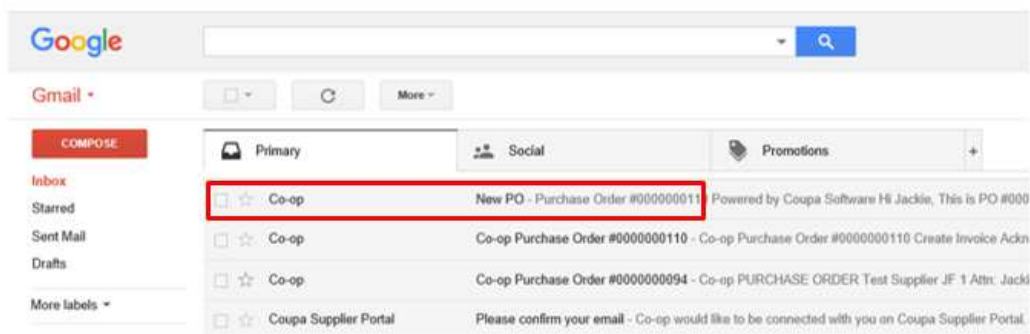
3. View the PO information and click on 'Acknowledge PO'.



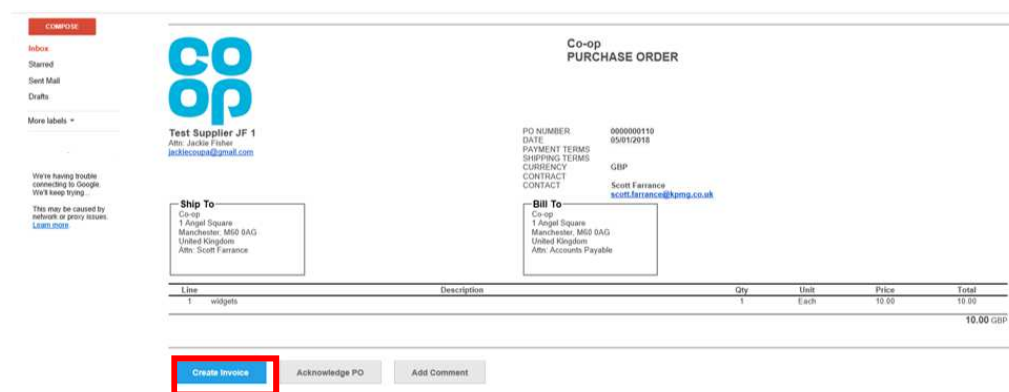
This will send a notification to Co-op confirming that you have received the PO and have acknowledged it.

Submitting an invoice to Co-op electronically via PO flip

1. Open the PO from your email inbox



2. Click on the 'Create Invoice' button



3. This will take you to the Create Invoice screen.

Complete the following mandatory information:

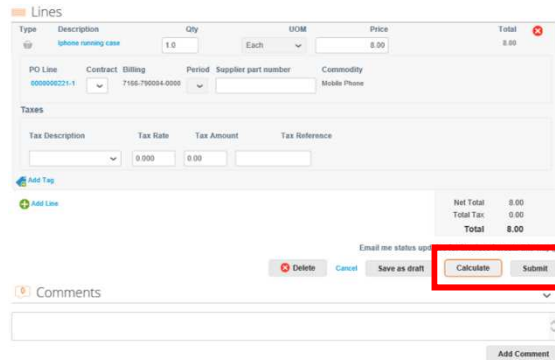
- Input your invoice number into the Invoice # field.
- Upload a scanned copy of your invoice into the Image Scan field.

Optional fields include Supplier Note, where you can add additional information and an Attachments area where you upload additional documents to the invoice to accompany the invoice if applicable.

Note: If the invoice from, remit to and ship from addresses shown in the invoice are incorrect, please contact our Vendor Master team at Masterfile@coop.co.uk.

4. Scroll down to the 'Lines' section of the Create Invoice screen.

- Ensure all details are accurate, including price and quantity information
- Select a tax code from the 'Tax Code' drop down and click 'Calculate'.
- Keep the check box selected if you wish to receive email updates about the invoice status.



5. If you wish to send a comment related to the invoice to Co-op, type this into the comments box shown at the bottom of the invoice and click 'Add comment'. This will send an email to the Co-op.



6. After you click 'Submit', a pop up box appears asking you to confirm that you are ready to send the invoice to Co-op.

Click 'Send Invoice' to confirm you are ready to send the invoice and this will submit the invoice to Co-op for processing.

Invoice status updates will be sent to you via Coupa to your email inbox.

