



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: <u>do not reply@coupahost.com</u>.

2. Select and open the applicable Coupa Notification email.

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More labels *	🗇 👉 Coupa Supplier Portal	Please confirm your email - Co-op would like to be connected with you on Coupa Supplier Portal.

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

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	Line	Description			Qty	Unit	Price	Total
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	Create Invoice Acknowledg	e PO Add Comment						

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

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COMPOSE	Primary	📩 Social 🗣 Promotions +
Inbox Starred	🖸 🕁 Co-op	New PO - Purchase Order #000000011 Powered by Coupa Software Hi Jackie, This is PO #0
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2. Click on the 'Create Invoice' button

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	1 widgets				1	Each	10.00	10.00
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	Create Invoice, Acknowledge	e PO Add Comment						

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

88 Create Invoice Create Complete the following mandatory General Info information: From • Supplier Test Supplier JF 2 * Invoice # Supplier VAT ID None * Invoice Date 17/04/2018 om Address Test Supplier JF 2 15 CANADA SQAURELIMI Input your invoice number into the _ Payment Term 30-30 Days from date of invoice *Currency GBP 🛩 LONDON SW120DD Invoice # field. Status Draft United Kingdom Upload a scanned copy of your _ nage Scan Browse ... * Remit-To Address Test Supplier JF 2 15 CANADA SQAURE invoice into the Image Scan field. LONDON SW120DD United Kingdom Test Supplier JF 2 15 CANADA SQAURE LONDON SW120DD United Kingdom * Ship-From Address Attachments Add File | URL | Text

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 <u>Masterfile@coop.co.uk</u>.





- 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.

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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.

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Comments					~
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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.

