

Invoice via PO Email / PO Flip

Invoice via PO email is one of the simplest ways to submit invoices through Coupa / SupplyNet. This method allows you to flip the Purchase order you received via email to an invoice. Suppliers also get notifications after they submit an invoice, this improves transparency and further reduces the need for suppliers to track down the status of their invoices through phone calls or emails.

How to flip an Order into an invoice right from the Purchase Order email.

You will receive an email containing your purchase order from:
do_not_reply@ualberta.couphost.com

Step 1:

Click on the 'Create Invoice' button at the bottom of the email. You can also forward the PO email to someone within your organization to create the invoice.



Step 2

Enter the information indicated below.

- a) Enter the invoice number
- b) Enter Invoice date
- c) Attach your PDF invoice or Supporting documents if applicable
- d) If required:
 - o You can edit qty or pricing for your invoice for partial invoicing
 - o You can click on X for partial invoice or deleting lines
 - o Do not add lines, this is not supported
 - o Add shipping and handling in Shipping Field

- e) Click Calculate and confirm total and GST
- f) Check the box if you wish to be notified regarding your invoice status
- g) Click 'Submit'

General Info From

* Invoice # **A** ✓

* Invoice Date **B**

Payment Term 30

* Currency

Status Draft

Image Scan No file chosen **C**

Supplier Note

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

* Supplier

Supplier GST/HST ID

* Invoice From Address

* Remit-To Address

* Ship From Address

Lines ☐ Line Level Taxation

Type	Description	Qty	UOM	Price	
1	Gloves	1	Each	33.25	33.25

PO Line Contract Period Supplier Part Number

D

Totals & Taxes

Shipping **D**

GST 5.000 %

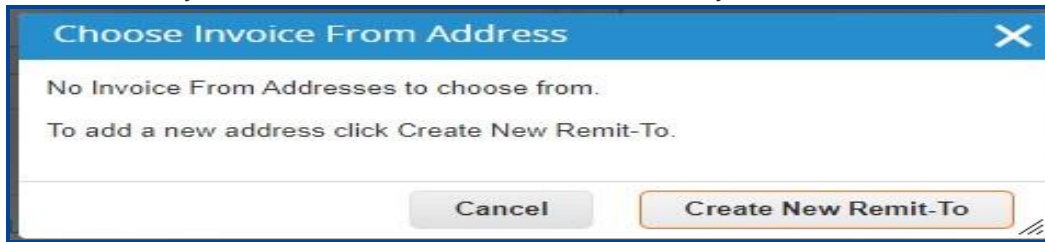
Total GST	100.00
Net Total	2,000.00
Total	2,100.00

F Email me status updates for invoices I create this way ✓

E
 G

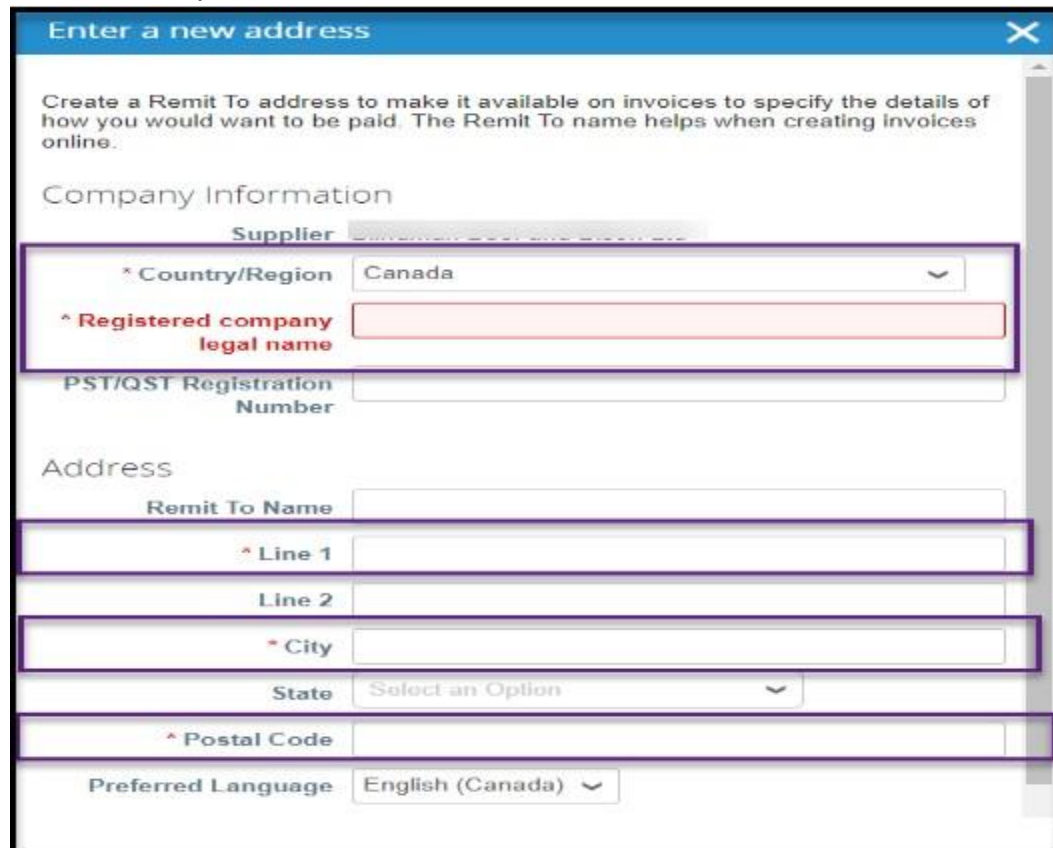
ONE-TIME SET-UP ONLY:

The first time you create an Invoice from the PO email you need to create an address.



A dialog box titled "Choose Invoice From Address" with a close button (X) in the top right corner. The text inside reads: "No Invoice From Addresses to choose from." and "To add a new address click Create New Remit-To." At the bottom, there are two buttons: "Cancel" and "Create New Remit-To".

Enter the Required Fields:



A form titled "Enter a new address" with a close button (X) in the top right corner. The text inside reads: "Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online." The form is divided into two sections: "Company Information" and "Address".

Company Information

- Supplier: [Dropdown menu]
- * Country/Region: Canada [Dropdown menu]
- * Registered company legal name: [Red highlighted text input field]
- PST/QST Registration Number: [Text input field]

Address

- Remit To Name: [Text input field]
- * Line 1: [Text input field]
- Line 2: [Text input field]
- * City: [Text input field]
- State: Select an Option [Dropdown menu]
- * Postal Code: [Text input field]
- Preferred Language: English (Canada) [Dropdown menu]

Tax Registration

Tax Country/Region: Canada

* Tax ID:

Not For Cross-Border Invoices

Banking Information

NOTE: Banking information is required for compliant invoicing when indicated (with a *) Otherwise, banking info here is not required and will remain private

Bank Name:

Beneficiary Name:

Bank Account Number:

Transit Code Type:

Transit Code:

IBAN:

SWIFT Code:

Cancel Create and Use

Note:

- Tax ID is a mandatory field enter your Tax ID # here. And if you do not have a Tax ID Number enter 999999999
- Do not enter Banking information. If you wish to be paid by EFT please on the form below.

[Electronic Funds Transfer form](#)