



eInvoicing – Setup and Submission

January 2020



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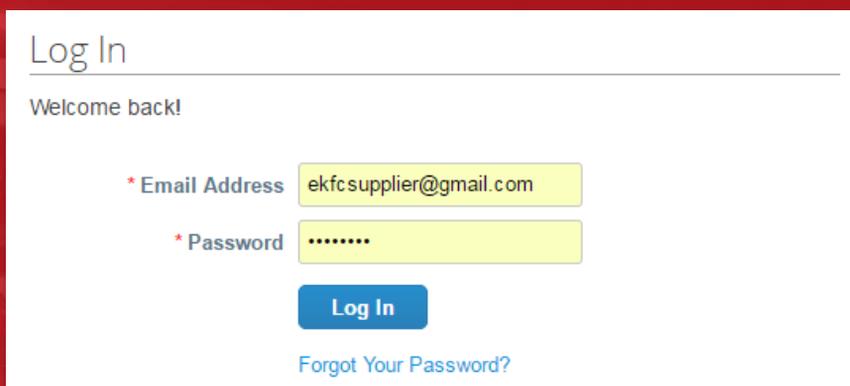
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Logging in and navigation

Log into the Coupa Supplier Portal (CSP) via supplier.coupahost.com.

If you are not yet registered, please refer to the [Getting setup on the Coupa Supplier Portal](#) guide.



Log In

Welcome back!

* Email Address

* Password

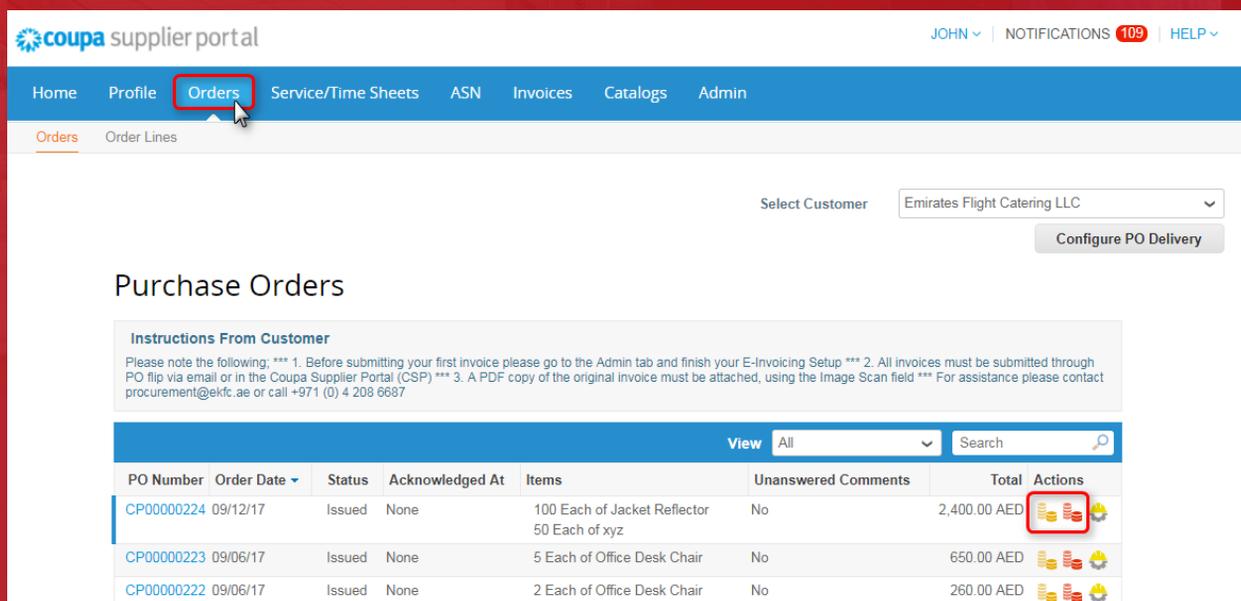
[Log In](#)

[Forgot Your Password?](#)

To view your purchase orders and create invoices through the system, click on **Orders** from the blue navigation bar located at the top of the screen.

To create invoices click the stack of **gold** coins or **red** coins for credit notes.

Check out [Submitting invoices](#) for more information.



coupa supplier portal

JOHN | NOTIFICATIONS 109 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Admin

Orders Order Lines

Select Customer Emirates Flight Catering LLC

Configure PO Delivery

Purchase Orders

Instructions From Customer

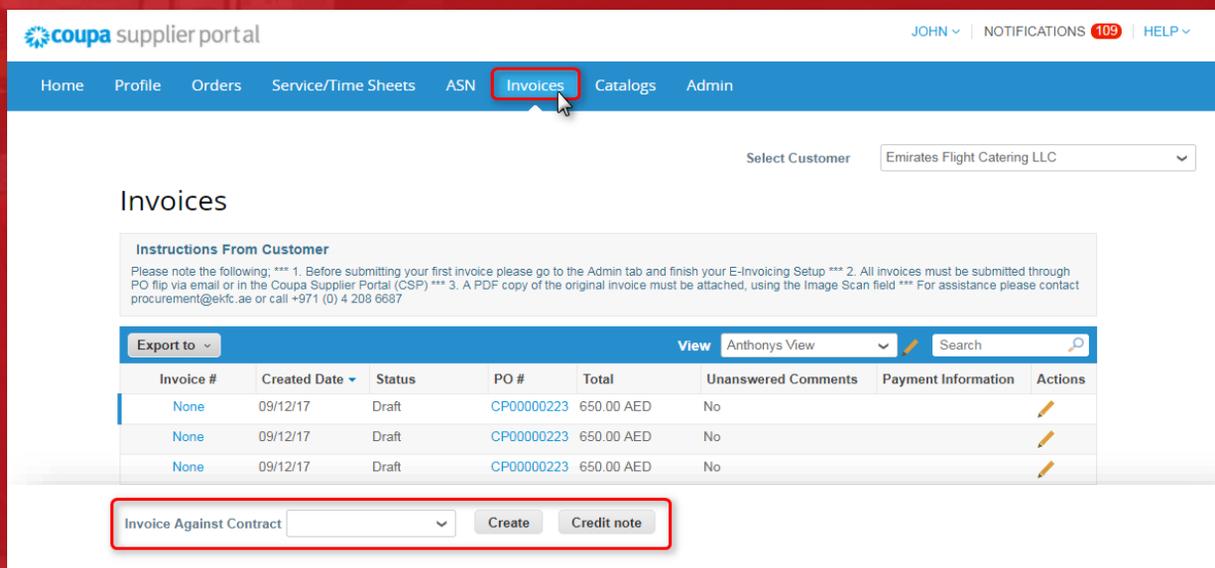
Please note the following: *** 1. Before submitting your first invoice please go to the Admin tab and finish your E-Invoicing Setup *** 2. All invoices must be submitted through PO flip via email or in the Coupa Supplier Portal (CSP) *** 3. A PDF copy of the original invoice must be attached, using the Image Scan field *** For assistance please contact procurement@ekfc.ae or call +971 (0) 4 208 6687

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
CP00000224	09/12/17	Issued	None	100 Each of Jacket Reflector 50 Each of xyz	No	2,400.00 AED	 
CP00000223	09/06/17	Issued	None	5 Each of Office Desk Chair	No	650.00 AED	 
CP00000222	09/06/17	Issued	None	2 Each of Office Desk Chair	No	260.00 AED	 

Logging in and navigation

To view all your created invoices, click the **Invoices** tab.

To invoice against a contract, select the contract and click create. Check out [Direct invoice entry](#) of invoices for more details (not applicable for all service providers).



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Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Admin

Select Customer Emirates Flight Catering LLC

Invoices

Instructions From Customer
Please note the following: *** 1. Before submitting your first invoice please go to the Admin tab and finish your E-Invoicing Setup *** 2. All invoices must be submitted through PO flip via email or in the Coupa Supplier Portal (CSP) *** 3. A PDF copy of the original invoice must be attached, using the Image Scan field *** For assistance please contact procurement@ekfc.ae or call +971 (0) 4 208 6687

Export to View Anthony's View Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Payment Information	Actions
None	09/12/17	Draft	CP00000223	650.00 AED	No		
None	09/12/17	Draft	CP00000223	650.00 AED	No		
None	09/12/17	Draft	CP00000223	650.00 AED	No		

Invoice Against Contract

eInvoicing Setup

Before you create your first invoice, make sure that you have completed your eInvoicing setup by following the steps below.

1. On the main menu, click **Admin**.
2. Click **Legal Entity Setup**.
3. Click **Add Legal Entity**.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right side of the navigation bar, there are links for 'VALUED', 'NOTIFICATIONS', and 'HELP'. Below the navigation bar, there is a main menu with items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. The 'Admin' link is highlighted with a red box and a red circle containing the number '1'. Below the main menu, the page title is 'Admin Legal Entity Setup'. On the right side of the page, there is a button labeled 'Add Legal Entity' with a red box and a red circle containing the number '3'. On the left side, there is a sidebar menu with items: Users, Merge Requests, Legal Entity Setup (highlighted with a red box and a red circle containing the number '2'), Fiscal Representatives, Remit-To, Terms of Use, Coupa Accelerate Preferences, SFTP Accounts, and cXML Errors. The main content area is titled 'Legal Entity' and contains the following text: 'Let's get your company setup for electronic invoicing! We'll walk you through what's needed & keep it as short as possible. The first thing you'll need to do is add a legal entity. Please note, if you are a European Company, or have any operations in Europe, and you are based in one country but are registered for VAT in more than one country, you must complete your fiscal representatives before you set up your legal entity. Once you set those up, follow the E-Invoicing Setup to continue.'

The dialog box is titled 'Where's your business located?'. It contains two input fields: '* Legal Entity Name' with the value 'ABC International LLC' and '* Country' with the value 'United Arab Emirates'. To the right of these fields, there is a text box that reads: 'This is the official name of your business that is registered with the local government and the country where it is located.' At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Continue'.

Enter your company name based on your trade license and select the country where your company is located.

eInvoicing Setup

Tell your customers about your organization by entering the required information such as your company address and tax ID (if applicable).

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All
 Emirates Flight Catering Company LLC

What address do you invoice from?

• Address Line 1
Address Line 2
• City
State
• Postal Code
Country United Arab Emirates

Use this address for Remit-To
 Use this for Ship From address

What is your Tax ID?

Country United Arab Emirates
• VAT ID
 I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code
Preferred Language English (United Arab Emirates)

Note: If the address you entered is the same as your Remit-To and Ship From address you can leave the tick box as it is.

Once completed, click **Save & Continue**.

eInvoicing Setup

Where do you want to receive payment?

1 2 3 4

* Payment Type **Address**
Bank Account

What is your Remit-To Address?

Address Line 1 test
Address Line 2
City Dubai
State
Postal Code 63636
Country United Arab Emirates

Cancel Save & Continue

Where do you want to receive payment window will allow you to select Payment Type as Address or Bank Account.

If you select **Address** (default option), you can continue to the next step as you already provided the address(es) on the previous page.

Where do you want to receive payment?

1 2 3 4

* Payment Type Bank Account

Banking information ⓘ

Bank Account Country: United Arab Emirates
Bank Account Currency:
Bank Name:
Beneficiary Name:
Routing (Bank Code) Number: Bank Code
Account Number:
Confirm Account Number:
IBAN:
SWIFT/BIC Code:
Bank Account Type: Business

RECOMMENDED

Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations).

Bank address

Address Line 1:
Address Line 2:
City:
State:
Postal Code:

What is your Remit-To Address?

Address Line 1 test
Address Line 2
City Dubai
State
Postal Code 63636
Country United Arab Emirates

Cancel Save & Continue

If you select **Bank Account**, you can provide your banking information to be shown on your invoices.

eInvoicing Setup

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	222 Invoice From Address Big City 33333 United States	Active	Manage

Deactivate Legal Entity

Cancel

Next

The second part of the **Where do you want to receive payment** window now shows both the **Remit-To Account** and the **Remit-To Address**.

Click **Add Remit-To** to add more locations, otherwise click **Next**.

Where do you ship goods from?

1 2 3 4

For many countries including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status	
Address Big City 33333 United States	Active	Manage

Deactivate Legal Entity

Done

Click **Add Ship From** to add more locations, otherwise click **Done** to complete the setup.

Setup Complete

1 2 3 4



Congratulations!

This legal entity can now be used on new invoices.

To get paid - Most customers require that you send them this payment info in addition to providing it on the invoice.

- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

Go to Orders

Go to Invoices

Return to Admin

Done

Click **Done** to complete the setup.

eInvoicing Setup

Adding remit-to address

CSP includes remit-to addresses as part of electronic invoice compliance. If you unticked this in the eInvoicing setup you must add a remit to address before you can create an invoice.

1. From the Menu, click **Admin**.

Admin Remit-To

To manage remit to addresses, please visit the [Legal Entity Setup](#) section

Remit-To Address	Banking information	Customers
No Remit-To records.		

- Users
- Merge Requests
- Legal Entity Setup
- Fiscal Representatives
- Remit-To**
- Terms of Use
- Coupa Accelerate Preferences
- SFTP Accounts
- cXML Errors

2. Click **Remit To** link.
3. Click **Add Remit To**.
4. Once you have filled out the remit to address fields, click **Add**.

Remit To Contact - this is optional contact information for the remit-to address.

Create Remit To Address

Remit To Name

Remit To Code

Address *

Remit To Contact

Assign Customers

You are about to create a remit to address to use for invoicing, however it won't be sent to your customer until you include it on an invoice.

Submitting invoices

There are 3 ways to submit eInvoices to EKFC.

1. Supplier Actionable Notification (SAN) – flip a PO into an invoice via email
2. Coupa Supplier Portal – flip a PO into an invoice via the portal
3. Direct invoice entry – create an invoice without a PO (not applicable for all service providers)

Supplier Actionable Notification

To flip a purchase order to an invoice simply click the link **Create Invoice** in the email.


**Emirates
Flight Catering**

**Emirates Flight Catering Company LLC
PURCHASE ORDER**

Ship To
Emirates Flight Catering
Company LLC

Dubai International Airport
Dubai, 22525
United Arab Emirates
509133

PO NUMBER CP00001852
DATE 18/12/2017
PAYMENT TERMS 60 days from month end SOA
SHIPPING TERMS DELIVERY AT PLACE
CURRENCY AED
CONTRACT

Bill To
Emirates Flight Catering
Company LLC
Invoice Desk
Accounts Payable
Dubai, 22525
United Arab Emirates

Note: Please ignore this PO

Line	Description	Need By Date	Qty	Unit	Price	Total
1	Test for VAT	18/12/17	1	Each	10.00	10.00

10.00 AED

1. This Purchase Order has been electronically generated and approved
2. This Order is subject to our general terms which can be found at www.emiratesflightcatering.com/procurement
3. If a written agreement in relation to the subject matter of this Order exists then these shall take precedence
4. All attachments, if any, form part of this Purchase Order
5. At our discretion, this Order is subject to Cancellation should delivery not be made on the requested date
6. Deliveries are to be accompanied by a Delivery Note. The Invoice for this Order is to be submitted electronically via 'PO Flip' or through the Coupa Supplier Portal (CSP)
7. All queries are to be raised with EKFC Procurement (procurement@ekfc.ae / +971 4 208 6687)
8. VAT as applicable

[Create Invoice](#)

Acknowledge PO

Add Comment

Submitting invoices

An invoice is automatically created using the details from the purchase order.

To submit the invoice you will need to enter your invoice number, the invoice date and currency. You are also required to attach a copy of your original invoice using the image scan field, select the origin of supply and appropriate tax code (at line level or total).

Create Invoice Create

General Info

1 * Invoice #

2 * Invoice Date

* Payment Term E60

3 * Currency

Status Draft

4 * Image Scan No file chosen

Supplier Note

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

From

* Supplier DURABLE OFFICE SUPPLIES LLC

Supplier Tax ID None

* Invoice From Address DURABLE OFFICE SUPPLIES LLC
123 Street
2020 Dubai
United Arab Emirates

* Remit-To Address DURABLE OFFICE SUPPLIES LLC
123 Street
2020 Dubai
United Arab Emirates

* Ship From Address DURABLE OFFICE SUPPLIES LLC
123 Street
2020 Dubai
United Arab Emirates

To

Customer Emirates Flight Catering Company LLC

* Bill To Address Emirates Flight Catering LLC
Dubai International Airport
Airport Street
P.O.Box 22525, Dubai
United Arab Emirates

* Ship To Address Emirates Flight catering
Dubai International Airport
22525 Dubai
United Arab Emirates
Location Code: 115081

5 * Origin Of Supply

Submitting invoices

Line items will automatically be transferred from the purchase order to the invoice. If all of the information and tax code are correct, click **Submit**.

The screenshot shows the 'Lines' interface with the following details:

Type	Description	Qty	UOM	Price	Total
	A4 Paper box	5	Box	300.00	1,500.00

Additional fields include: PO Line (CP00000170-1), Contract, Billing (Stationery-00005-FIN-505117-70400), Supplier part number, and Commodity (Stationery).

Summary section:

Net Total	1,500.00
Tax Description: AE: Vatable S	5.000 75.00
Total Tax	75.00
Total	1,575.00

Buttons at the bottom: Delete, Cancel, Save as draft, **Calculate**, **Submit**.

You will receive a final prompt confirming the invoice amount. If the amount is correct, click **Send Invoice**. Your invoice is now submitted for approval.

Are you ready to send?

You're about to send an invoice to **Emirates Flight Catering LLC** for a total amount of **1,000.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

Buttons: Continue Editing, **Send Invoice**

Submitting invoices

Coupa Supplier Portal PO flip

Login to your CSP account. On the main menu click **Orders** to view your recent purchase orders.

To flip a purchase order to an **invoice**, click on the stack of **gold coins**.

To issue a **credit note**, click on the stack of **red coins**.

Purchase Orders

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
CP00000041	08/06/17	Issued	None	1 Each of IT Services	No	1,000.00 AED	  
CP00000040	08/06/17	Issued	None	1 Each of Conveyor Belt	No	1,500.00 AED	  

An invoice is automatically created using the details from the purchase order.

To submit the invoice you will need to enter your invoice number, the invoice date and currency. You are also required to attach a copy of your original invoice using the image scan field and select the appropriate tax code.

Submitting invoices

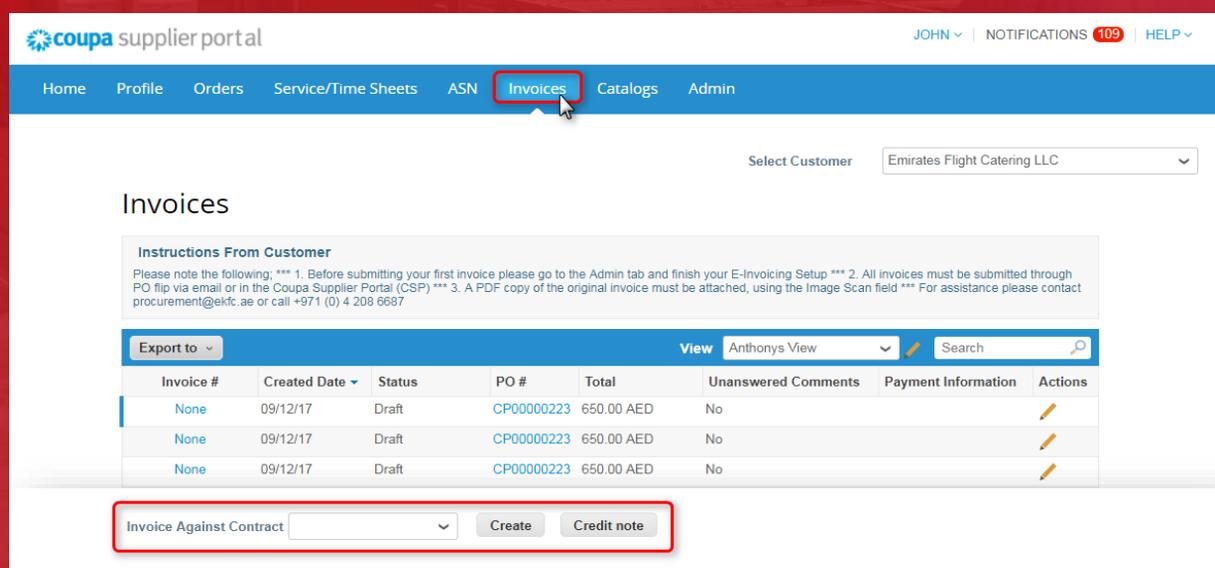
Direct invoice entry

Certain services (typically those of a variable nature) will not have a PO issued. In these instances a supplier will be able to create an invoice directly in the CSP.

On your CSP account, click the **Invoices** tab. Make sure EKFC is selected as the customer.

At the bottom of the page, select the contract to invoice against and click **Create**.

Populate the invoice with all mandatory information and click **Submit** when finished.



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Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Admin

Select Customer Emirates Flight Catering LLC

Invoices

Instructions From Customer
Please note the following: *** 1. Before submitting your first invoice please go to the Admin tab and finish your E-Invoicing Setup *** 2. All Invoices must be submitted through PO flip via email or in the Coupa Supplier Portal (CSP) *** 3. A PDF copy of the original invoice must be attached, using the Image Scan field *** For assistance please contact procurement@ekfc.ae or call +971 (0) 4 208 6687

Export to View Anthony's View Search

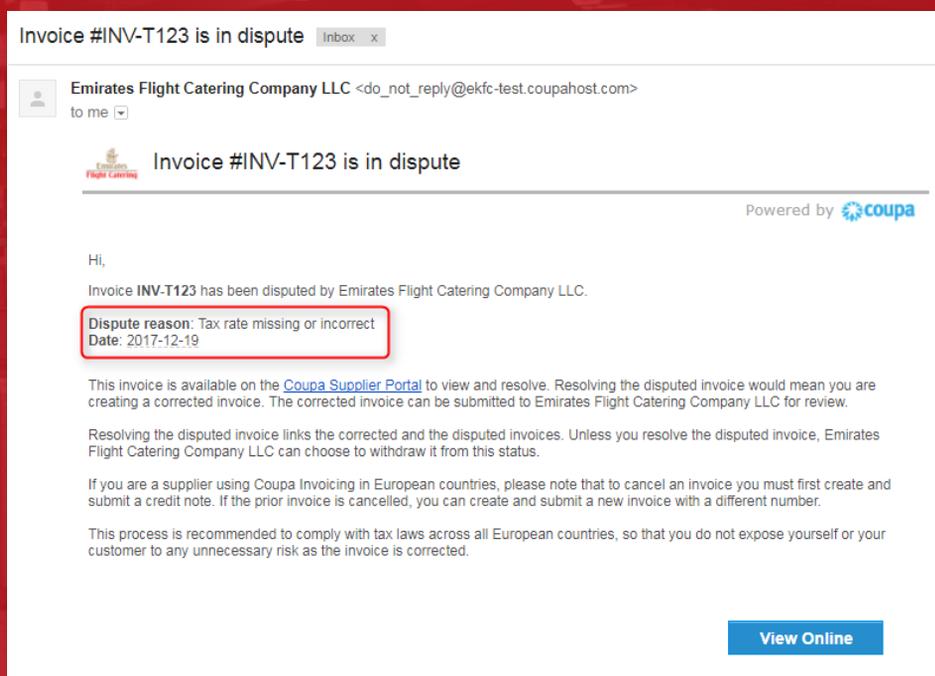
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Payment Information	Actions
None	09/12/17	Draft	CP00000223	650.00 AED	No		
None	09/12/17	Draft	CP00000223	650.00 AED	No		
None	09/12/17	Draft	CP00000223	650.00 AED	No		

Invoice Against Contract

Disputed invoices

View and Resolve Disputed Invoices

For invoices that changed to dispute status, you will receive an email notification stating the reason of the dispute. Resolving the disputed invoice would mean you are creating a corrected invoice.



Resolving the disputed invoice links the corrected and the disputed invoices. Unless you resolve the disputed invoice, EKFC can choose to withdraw it from this status.

If you are a supplier using Coupa Invoicing in European countries, please note that to cancel an invoice you must first create and submit a credit note. If the prior invoice is cancelled, you can create and submit a new invoice with a different number.

This process is recommended to comply with tax laws across all European countries, so that you do not expose yourself or your customer to any unnecessary risk as the invoice is corrected.

Disputed invoices

View and Resolve Disputed Invoices

To correct your invoice, [login](#) to CSP. Go to Invoices and select **Invoices** in the main menu. Click the **Resolve** icon against the disputed invoice and update accordingly.

Select Customer Emirates Flight Catering LLC

Invoices

Instructions From Customer
Please note the following; *** 1. Before submitting your first invoice please go to the Admin tab and finish your E-Invoicing Setup *** 2. All invoices must be submitted through PO flip via email or in the Coupa Supplier Portal (CSP) *** 3. A PDF copy of the original invoice must be attached, using the Image Scan field *** For assistance please contact procurement@ekfc.ae or call +971 (0) 4 208 6687

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
INV-T123	12/19/17	Disputed	CP00000300	205.00 AED	No	 Resolve
fills INV	12/18/17	Pending Approval	None	11,797.50 AED	No	
None	12/18/17	Draft	CP00000293	0.00 AED	No	

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Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Admin

Select Customer Emirates Flight Catering LLC

Invoice #INV-T123 Edit

This invoice is a correction for INV-T123 that has been disputed.

General Info	From
<p>* Invoice # INV-T123</p> <p>* Invoice Date 12/19/17</p> <p>Payment Terms E60</p> <p>* Currency AED</p> <p>Status Draft</p> <p>* Image Scan <input type="text"/> Browse...</p> <p>Supplier Note <input type="text"/></p> <p>Attachments Add File URL Text</p>	<p>* Supplier DURABLE OFFICE SUPPLIES LLC</p> <p>Supplier Tax ID None</p> <p>* Invoice From Address DURABLE OFFICE SUPPLIES LLC 123 Street 2020 Dubai United Arab Emirates</p> <p>* Remit-To Address DURABLE OFFICE SUPPLIES LLC 123 Street 2020 Dubai United Arab Emirates</p> <p>* Ship From Address DURABLE OFFICE SUPPLIES LLC 123 Street 2020 Dubai United Arab Emirates</p>

Managing invoices

Viewing and tracking invoices

To view your invoices click **Invoices** on the main menu. This will display a table of all your invoices including the status of each invoice.

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Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Admin

Select Customer Emirates Flight Catering LLC

Invoices

Instructions From Customer

Please note the following; *** 1. Before submitting your first invoice please go to the Admin tab and finish your E-Invoicing Setup *** 2. All invoices must be submitted through PO flip via email or in the Coupa Supplier Portal (CSP) *** 3. A PDF copy of the original invoice must be attached, using the Image Scan field *** For assistance please contact procurement@ekfc.ae or call +971 (0) 4 208 6687

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
None	09/14/17	Draft	CP00000230	0.00 AED	No	
CN230	09/14/17	Approved	CP00000230	-130.00 AED	No	
IN230	09/14/17	Approved	CP00000230	1,560.00 AED	No	
CN FRT 4	09/14/17	Approved	CP00000229	-130.00 AED	No	
FRT 4 CN	09/14/17	Pending Approval	CP00000229	-130.00 AED	No	

Click on any invoice number to view further details about that invoice.

Invoice #	Created Date
20170606-1627	06/06/17
20170606-0810	06/06/17
20170605-2100	06/05/17

Congratulations! You should now be able to submit and review your business transactions with EKFC in the CSP.