Supplier Instructions on How to create an Invoice by Supplier Actionable Notification (SAN)

June 2022
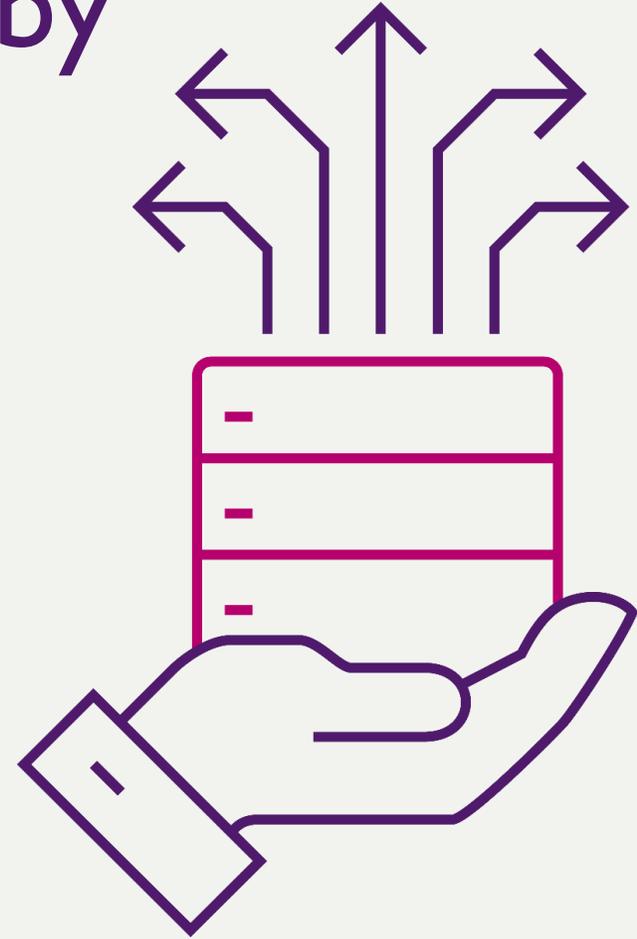
Creating and Submitting a SAN Invoice

How Create and Submit a SAN Invoice

You as a supplier to Mitie should have received an PO by email with a PDF PO as an attachment

To do a PO Flip into an Invoice without registering on for Coupa CSP
Click on Create Invoice

Create Invoice

How Create and Submit a SAN Invoice

The first time you use it you will get this PO up If you don't get this po up continue to create Invoice

Click   **Create New Remit-To**
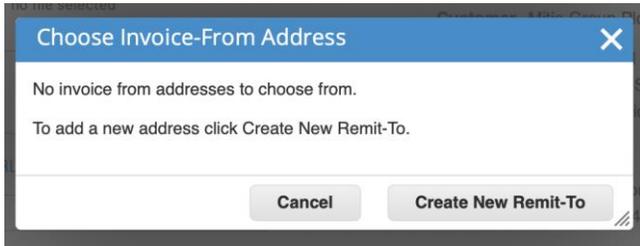
Populate the following,

- Country/Region – change from US if your UK based
- Registered company legal name – must match your registered name with company's house
- Type of Company – i.e., Telecoms
- Remit to address (line1, City & Postcode)
- Tax registration
  - Tax Country/ region – change from US if your UK based
  - VAT ID
- Bank Info is not mandatory

Click Create and Use   **Create and Use**

How Create and Submit a SAN Invoice

You will now have to accept the Coupa's Terms of use

Click **I Accept**

mitie   Sign Out

Our compliant invoicing Terms of Use have been revised.
Please confirm that you have read and agree to the current Terms of Use.
If you do not agree, you will not be able to send invoices to Coupa compliant customers.

I Accept

coupa

Business Spend Management · English (UK)

How Create and Submit a SAN Invoice

Create Invoice (AMT/Price or QTY based POs)

The Invoicing screen opens

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Create Invoice (AMT/Price or QTY based POs)

The Invoicing screen opens

How Create and Submit a SAN Invoice

Your PO will be either **Amount** or **Qty** based

Amount: Usually used for POs relating to services. More that one invoice can be submitted against a Purchase Order. As you may need to submit more than one invoice you will find that the price can be changed according to the value of the invoice that you wish to submit

Qty Usually used for POs relating to goods. A Single invoice may be submitted against such purchase orders and the Qty field cannot be changed

Note: If you find you are not able to invoice against the PO (i.e. due to a QTY PO being issued and not able to change the price) you must contact your Mitie requester by adding a comment against the PO asking them to cancel the PO and re-raise an AMT based PO. You are unable to create an invoice with a greater value than the PO

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How Create and Submit a SAN Invoice

Invoice # – enter the invoice number from your ERP system

Invoice Date – must be the same as your invoice date otherwise it could affect your payment terms if it's not changed

Buyer VAT IDVAT - Ensure Buyer VAT IDVAT is GB for UK

* Invoice #	1234 ✓
* Invoice Date	23/06/2022 📅
Payment Term	V030 - 30 Days (From Invoice Date)
Date of Supply	23/06/2022 📅
* Currency	GBP
Delivery Number	
Status	Draft
Image Scan	Choose File No file chosen
Supplier Note	
Attachments ⓘ	Add File | URL | Text

📍 To

Customer	Mitie Group Plc
* Bill-To Address	MITIE Shared Services Limited
	Level 12 The Shard
	32 London Bridge Street
	London
	SE1 9SG
	United Kingdom
Buyer VAT IDVAT	GB416706654

How Create and Submit a SAN Invoice

If you have multiple lines on a PO, you are able to adjust the **Amount** price against each line. You may also remove the lines that you do not wish to invoice against this time by clicking the ❌

Taxes – Select the correct Tax Rate in the drop down

If you select an 'Exempt' tax rate, a reference box is displayed

In the Tax reference box start typing exempt and it will start to show exception options from which you can make a selection

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Click 'Calculate and you will see that the Tax total align with the VAT status that you selected

Review the invoice that you have created and the entries that you have made. If this aligns with the invoice in your ERP system click 'Submit'

Against 'Are you ready to send?' click 'Send Invoice'

Your invoice has now been submitted to Mitie, The status will be Pending approval until its been validated then it will update to Approved which means its ok2Pay

Total Taxes

Lines Net Total	100.00
Lines Tax Totals	0.00
Total Tax	0.00
Net Total	100.00
Total	**100.00**

Delete | Cancel | Save as draft | Calculate | **Submit**

Are you ready to send? ✕

Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

Continue Editing | **Send Invoice**

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