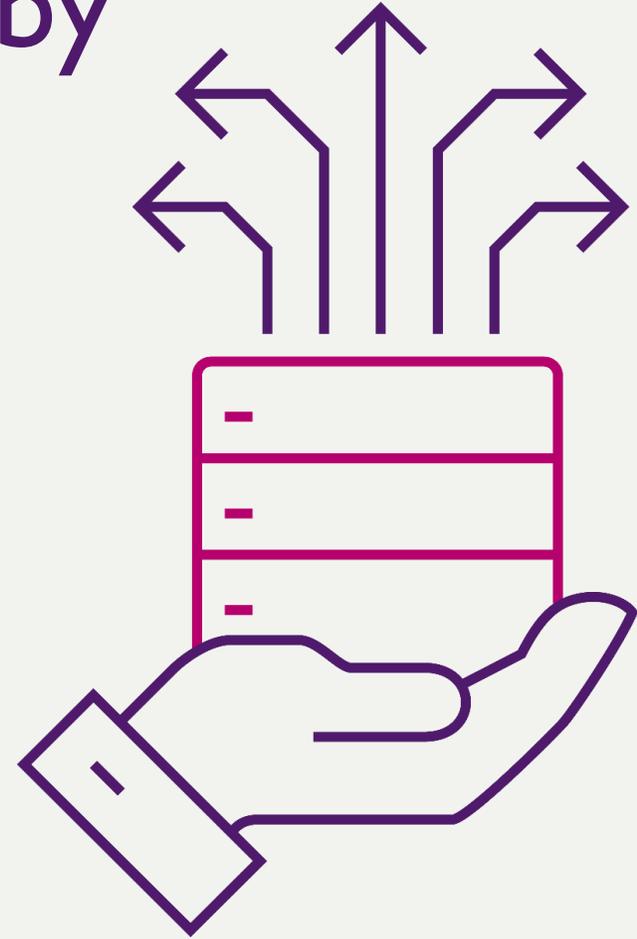


# Supplier Instructions on How to create an Invoice by Supplier Actionable Notification (SAN)





# 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



The screenshot shows an email interface with an attachment named 'purchase\_order.html' (10.3 KB). Below the attachment are links for 'Download All' and 'Preview All'. The main content is a 'Mitie Group Plc Purchase Order #G00000000463' powered by Coupa. It includes an 'Order Summary' with the following details:

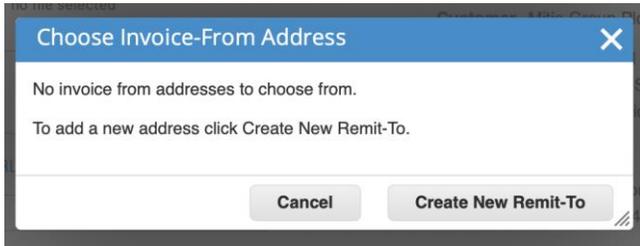
- Date: 27/04/2022
- PO Total: 128.00 GBP
- Payment Terms: V060 - 60 Days (From Invoice Date)
- Contact: Simon Hunt ([simon.hunt@mitie.com](mailto:simon.hunt@mitie.com))

At the bottom of the summary are two buttons: 'Manage Order' and 'Create Invoice'. Below these are three icons with labels: 'Acknowledge PO' (checkmark icon), 'Accelerate Payment' (refresh icon), and 'Add Comment' (comment icon).

# 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

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 (line 1, 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



# How Create and Submit a SAN Invoice



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

Click **I Accept**



The screenshot shows the Mitie user interface. At the top left is the Mitie logo. At the top right is a "Sign Out" link. A central notification box contains the following text: "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." Below the notification box is an "I Accept" button. At the bottom center is the Coupa logo, and below it is the text "Business Spend Management" followed by a language selector icon and "English (UK)".

# How Create and Submit a SAN Invoice



Create Invoice (AMT/Price or QTY based POs)

The Invoicing screen opens



Manage your Mitie Group Plc orders and more with Coupa [Login](#)

**Create Invoice** Create [Sign Out](#)

**General Info**

\* Invoice #

\* Invoice Date

Payment Term V060 - 60 Days (From Invoice Date)

Date of Supply

\* Currency

Delivery Number

Status Draft

Image Scan  no file selected

Supplier Note

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

Cash Accounting Scheme

Margin Scheme

**From**

\* Supplier Vodafone PLC Test Site

\* Supplier VAT ID

\* Invoice-From Address Vodafone PLC Test Site  
The Strand  
London  
SE1 9SG  
United Kingdom  
Telecoms

\* Remit-To Address Vodafone PLC Test Site  
The Strand  
London  
SE1 9SG  
United Kingdom

\* Ship-From Address Vodafone PLC Test Site  
The Strand  
London  
SE1 9SG  
United Kingdom

**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 ID VAT

# How Create and Submit a SAN Invoice



Create Invoice (AMT/Price or QTY based POs)

The Invoicing screen opens



Manage your Mitie Group Plc orders and more with Coupa Login

**mitie** Create Invoice Sign Out

**General Info**

\* Invoice #

\* Invoice Date

Payment Term V060 - 60 Days (From Invoice Date)

Date of Supply

\* Currency

Delivery Number

Status Draft

Image Scan  no file selected

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Attachments

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SE1 9SG  
United Kingdom

\* Buyer VAT ID

# 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 than 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



Lines				
Type	Description	Price		
	Test PO	1,000.00		1,000.00



Lines					<input checked="" type="checkbox"/> Line Level Taxation
Type	Description	Qty	UOM	Price	
	Cat Change Test	1	Each	100.00	100.00

# 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  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



Type	Description	Qty	UOM	Price	
	Cat Change Test	1	Each	100.00	100.00

PO Line: G00000000493-1  
Contract:   
Supplier part number:

**Taxes** – Select the correct Tax Rate in the drop down



Tax Description	Tax Rate	Tax Amount	Tax Reference
GB: VE - Exempt - 0% <input type="button" value="v"/>	0.0	0.00	<input type="text"/>

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



Tax Description	Tax Rate	Tax Amount	Tax Reference
GB: VE - Exempt - 0% <input type="button" value="v"/>	0.0	0.00	exempt

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

# How Create and Submit a SAN Invoice



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
<hr/>	
Total Tax	0.00
Net Total	100.00
<b>Total</b>	<b>100.00</b>

Buttons: 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.

Buttons: Continue Editing, **Send Invoice**