

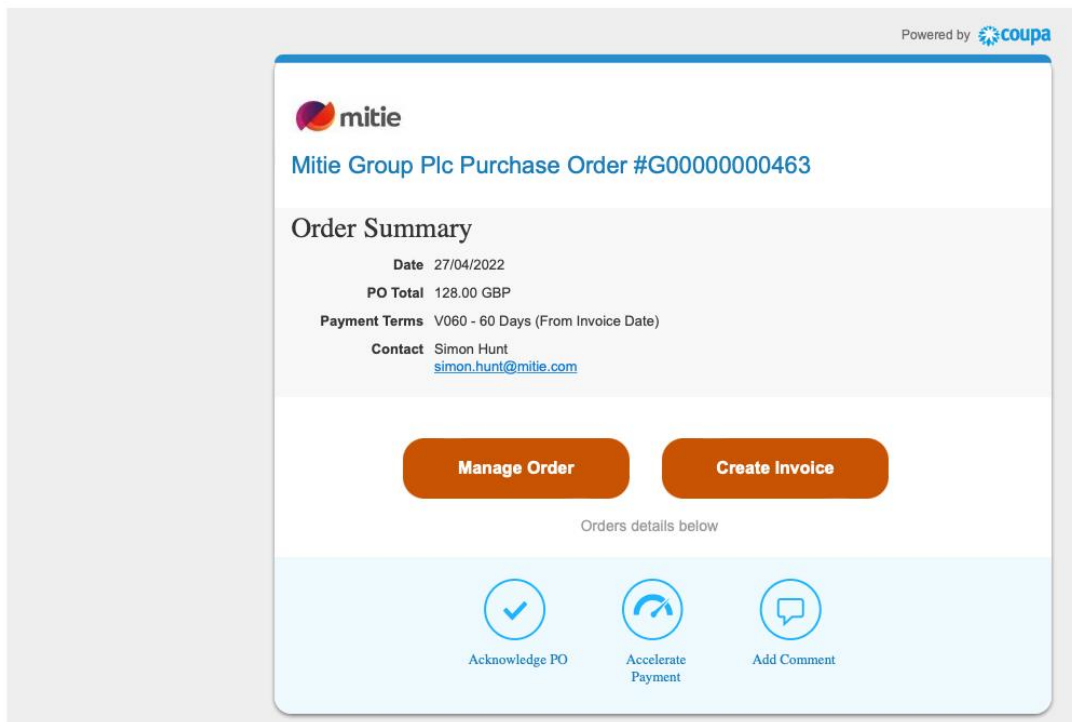
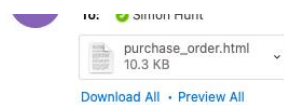
How to submit a CIS invoice by SAN (supplier actionable notification)

You can use this document if your company is Construction Industry Scheme Registered (CIS) with HMRC. Please check out our [CIS Guide](#)
You must also ensure you have informed Mitie of your CIS registration.

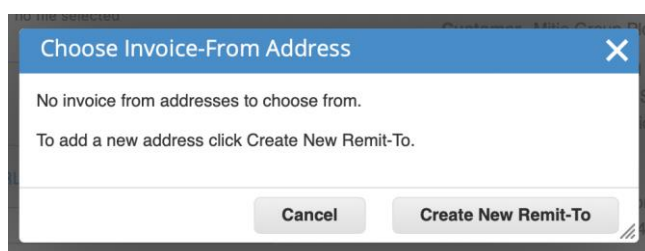
You as a supplier to Mitie should have received an PO by email with a PDF PO as an attachment.

To do a PO Flip into an Invoice without registering on Coupa supplier Portal (CSP)

Click on Create 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



Create New Remit-To

Click

Enter a new address ✕

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.

Company Information

Supplier Vodafone PLC Test Site

* Country/Region

* Registered company legal name

Address

Remit to name

* Line 1

Line 2

* City

County

* Postal Code

Preferred Language

Tax Registration

Tax Country/Region

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:

Populate/ update the following.

- Country/Region – i.e. United Kingdom
- Registered company legal name – must match your registered name with company's house.
- Type of Company – i.e. Limited, Sole Trader etc
- Remit to address (line1, City, Country & Postcode)
- Tax registration
 - Tax Country/ region i.e. United Kingdom
 - VAT ID - Your Vat number must start with your country prefix i.e. GB for UK (GBXXXXXXXX)

- Bank Info is not mandatory but you can add if you wish

Click Create and use and accept the Terms of use.



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



Business Spend Management • English (UK)

Create Invoice (AMT/Price or QTY based POs)

The Invoicing screen opens

Manage your Mitie Group Plc orders and more with Coupa

Login



Sign Out

Create Invoice Create

General Info

* Invoice #

* Invoice Date

Payment Term V060 - 60 Days (From Invoice Date)

Date of Supply

* Currency

Delivery Number

Status

Image Scan no file selected

Supplier Note

Attachments

Cash Accounting Scheme

Margin Scheme

From

* Supplier

* Supplier VAT ID

* Invoice-From Address
 The Strand
 London
 SE1 9SG
 United Kingdom
 Telecoms

* Remit-To Address
 The Strand
 London
 SE1 9SG
 United Kingdom

* Ship-From Address
 The Strand
 London
 SE1 9SG
 United Kingdom

To

Customer

* Bill-To Address
 Level 12 The Shard
 32 London Bridge Street
 London
 SE1 9SG
 United Kingdom

* Buyer VAT IDVAT

Amount / Price based POs/ Invoicing (no QTY box) (If you have a QTY go to next section)

Lines

Type	Description	Price	
	Test PO	1,000.00	1,000.00

Complete the following fields

- Invoice – enter your invoice number from your ERP system

* Invoice #

- Invoice Date – must be the same as your invoice date

* Invoice Date

Ensure Buyer VAT ID VAT is correct for your invoicing country. Some VAT numbers depend on Country and some Mitie entities have different VAT numbers.

* Buyer VAT IDVAT

- Price field will default from the PO but change the Price to the amount your invoicing

NOTE: You cannot invoice a Price greater than the PO Price including multiple invoices.

Lines

Type	Description	Price	
	Test PO	1,000.00	1,000.00

- If you have multiple lines on your invoice, you can adjust the Price fields for each line or if you're only invoicing one line you can remove the other lines you're not invoicing by clicking the

- CIS Related Cost – select In Scope (In scope)

CIS related cost?

Select

In Scope (In Scope)

Out of Scope (Out of Scope)

- **CIS Labour Cost** – It is the responsibility of the supplier to indicate the CIS labour cost of the project (see the 3 options below),
 - **Non-Gross Status** you must provide the Labour Cost for the Invoice Line i.e. (Labour cost less Materials = CIS Labour Cost).

CIS Labour Cost

Enter the value of CIS Labour Costs on this line.

- **Non-Gross Status - Materials Only** If the invoice line is materials only and no labour value enter 0.01

CIS Labour Cost

Enter the value of CIS Labour Costs on this line.

- **Gross Status with HMRC**, please complete the labour field for the full value of the supply for the Invoice Line i.e. (Labour cost plus Materials = CIS Labour Cost)

CIS Labour Cost

Enter the value of CIS Labour Costs on this line.

- **Vat Rate** - select the Relevant VAT from the drop-down depending on country. UK are 20%, 5.0%, 0.0% Exempt and Reverse Charge.
- CIS suppliers select Reverse Charge, in the Tax Reference box type C and select one of 2 options.

Taxes

VAT Rate	VAT Amount	Tax Reference
Reverse ▾	0.00	C

CS – 20% construction reverse charge - VAT: you must account for VAT at 20%
 CR – 5% construction reverse charge - VAT: you must account for VAT at 5%

- Calculate – Click and check the Total VAT, Net Total and Gross Total match your companies Invoice.

Total VAT	25.60
Net Total	128.00
Gross Total	153.60

- If this matches you invoice from your ERP system, you can click Submit

Submit

A pop will open



- Click Send Invoice
- Your invoice is now submitted to Mitie End of AMT/Price invoicing

QTY based POs / Invoicing (if your Invoice has a QTY field in the Lines sections its QTY based)

☰ Lines

Type	Description	Qty	UOM	Price	
	Vodafone - Galaxy A7 Lite Standard Android Tablet With SIM Connection	1	Each	128.00	128.00

Complete the following fields

- Invoice – enter your invoice number from your ERP system

* Invoice #

- Invoice Date – must be the same as your invoice date

* Invoice Date

Ensure Buyer VAT ID VAT is correct for your invoicing country. Some VAT numbers depend on Country and some Mitie entities have different VAT numbers.

* Buyer VAT IDVAT

- QTY field will default from the PO but change the QTY to the amount your invoicing

NOTE: You cannot invoice a QTY greater than the PO QTY and the Price is not editable
If you're invoicing for a different amount you will need to contact your requester to do a change PO or raise an AMT based PO.


Type	Description	Qty	UOM	Price
	 Vodafone - Galaxy A7 Lite Standard Android Tablet With SIM Connection	<input type="text" value="1"/>	Each 	<input type="text" value="128.00"/>

- If you have multiple lines on your invoice you can adjust each line QTY or if your only invoicing one line you can remove the other lines clicking the red circle with the white cross



- **CIS Related Cost** – select In Scope (In scope)

CIS related cost?

Select 

In Scope (In Scope)

Out of Scope (Out of Scope)

- **CIS Labour Cost** – It is the responsibility of the supplier to indicate the CIS labour cost of the project (see the 3 options below),
 - **Non-Gross Status** you must provide the Labour Cost for the Invoice Line i.e. (Labour cost less Materials = CIS Labour Cost).

CIS Labour Cost

Enter the value of CIS Labour Costs on this line.

- **Non-Gross Status - Materials Only** If the invoice line is materials only and no labour value enter 0.01

CIS Labour Cost

Enter the value of CIS Labour Costs on this line.

- **Gross Status with HMRC**, please complete the labour field for the full value of the supply for the Invoice Line i.e. (Labour cost plus Materials = CIS Labour Cost)

CIS Labour Cost

100.00

Enter the value of CIS Labour Costs on this line.

- **Vat Rate** - select the Relevant VAT from the drop-down depending on country. UK are 20%, 5.0%, 0.0% Exempt and Reverse Charge.
- CIS suppliers select Reverse Charge, in the Tax Reference box type C and select one of 2 options.

Taxes

VAT Rate	VAT Amount	Tax Reference
Reverse ▾	0.00	C
<small>CS – 20% construction reverse charge - VAT: you must account for VAT at 20%</small>		
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- Calculate – Click **Calculate** and check the Total VAT, Net Total and Gross Total match your companies Invoice.

Total VAT	25.60
Net Total	128.00
Gross Total	153.60

- If this matches you invoice from your ERP system, you can click Submit

Submit

A pop will open.

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**

- Click Send Invoice
- Your invoice is now submitted to Mitie – END

Further Help and guides can be found on [Mitiesuppliers.com](https://www.mitiesuppliers.com).