

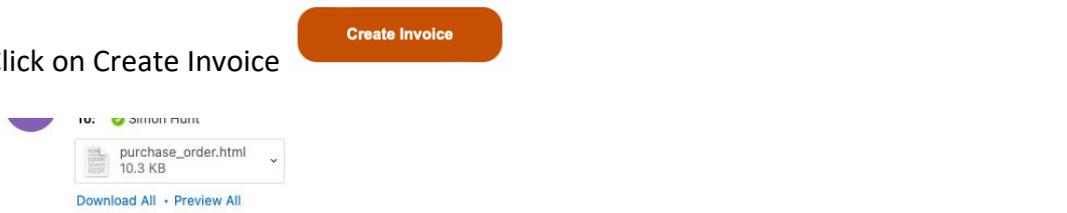
## How to submit a NON CIS invoice by SAN (supplier actionable notification)

You can use this document if your invoice is not subject to Construction Industry scheme costs with HMRC (CIS).

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

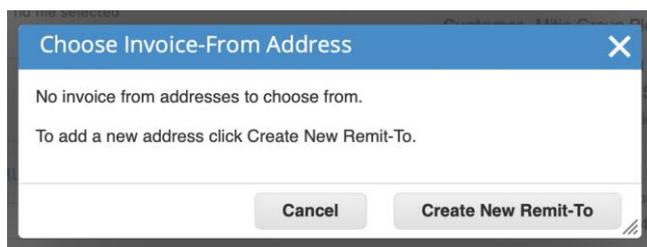
To do a PO Flip into an Invoice without registering on for Coupa CSP

Click on Create Invoice



The screenshot shows an email interface with a purple header bar. Below the header, there is a file attachment named 'purchase\_order.html' (10.3 KB) with a download icon. Below the attachment, there are links for 'Download All' and 'Preview All'. To the right of the email content, there is a prominent orange button labeled '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 & 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
- 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 [Add File](#) | [URL](#) | [Text](#)

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	
	<input type="text" value="Test PO"/>	<input type="text" value="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 ID VAT

- 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	
	<input type="text" value="Test PO"/>	<input type="text" value="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 Out of Scope

CIS related cost?

Select

In Scope (In Scope)

Out of Scope (Out of Scope)

- Vat Rate - select the Relevant VAT from the drop-down depending on country. UK are 20%, 12.5%, 5.0%, 0.0% Exempt. (Reverse Charges for UK CIS registered suppliers only)
- **Zero 0.0%.** (if you're not VAT registered use Zero Vat)

The tax reference box can be left blank.

**Taxes**

VAT Rate	VAT Amount	Tax Reference
0.0% ▾	0.00	

- **Exempt** - In the Tax Reference box type **E** and select an option.

**Taxes**

VAT Rate	VAT Amount	Tax Reference
Exempt ▾	0.00	E

Maternity pads - Exempt - Maternity pads

Other - Exempt - Other

Securities - Exempt - Securities

Insurance - Exempt - Insurance

Financial / banking / credit-related services - Exempt - Financial / banking / credit-related services

Protective clothing - Exempt - Protective clothing

Royal mail standard service - Exempt - Royal mail standard service

Direct mail postal services - Exempt - Direct mail postal services

Printed matter - Exempt - Printed matter

Ships / aero services - Exempt - Ships / aero services

[Add Line](#) [Pick lines from Contract](#)

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

Total VAT	200.00
Net Total	1,000.00
<b>Gross Total</b>	<b>1,200.00</b>

- 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 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

09/05/2022



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

GB416706654



- 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	1	Each	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)

Out of Scope (Out of Scope)

- CIS Related Cost – select Out of Scope
- **Vat Rate** - select the Relevant VAT from the drop-down depending on country. UK are 20%, 12.5%, 5.0%, 0.0% Exempt. (Reverse Charges for UK CIS registered suppliers only)
- **Zero 0.0%**. (if you're not VAT registered use Zero Vat)

The tax reference box can be left blank.

Taxes

VAT Rate	VAT Amount	Tax Reference
0.0%	0.00	

- **Exempt** - In the Tax Reference box type E and select an option.

Taxes

VAT Rate	VAT Amount	Tax Reference
Exempt	0.00	E

- Maternity pads - Exempt - Maternity pads
- Other - Exempt - Other
- Securities - Exempt - Securities
- Insurance - Exempt - Insurance
- Financial / banking / credit-related services - Exempt - Financial / banking / credit-related services
- Protective clothing - Exempt - Protective clothing
- Royal mail standard service - Exempt - Royal mail standard service
- Direct mail postal services - Exempt - Direct mail postal services
- Printed matter - Exempt - Printed matter
- Ships / agro services - Exempt - Ships / agro services

Add Line + Pick lines from Contract

Calculate

- 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
<b>Gross Total</b>	<b>153.60</b>

- 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

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