



# Submitting an Invoice by CSP

## How to submit an Invoice by the Coupa Supplier Portal (CSP)

This guide will help you submit an invoice via the Coupa Supplier Portal (CSP). (Mitie's preferred method)

The screenshot shows the Coupa Supplier Portal login page. At the top left is the Coupa logo and 'supplier portal' text. At the top right is a 'Secure' indicator with a lock icon. The main content area is titled 'Login' and contains two input fields: 'Email' (marked with a red asterisk) and 'Password' (marked with a red asterisk). Below the fields is a blue 'Login' button. At the bottom, there are links for 'New to Coupa? CREATE AN ACCOUNT' and 'Forgot your password?'.

To be able to Invoice Mitie Group PLC, you will need to ensure you have a Legal Entity set-up in your CSP. See Guide on [Mitie Suppliers](#)

**This Guide is dependent on you reviewing the Invoice VAT/ Taxes including CIS and WHT Guide depending on your country.**  
See Guide on [Mitie Suppliers](#)

Clicking the Gold coins on the PO flips the whole PO into an invoice, you as a supplier will have to update and delete lines on your invoice as required. Especially if your PO has Multiple lines you may have to delete lines you not invoicing. Your invoice should match the invoice on your accounting system.

Mandatory fields are marked with a \*

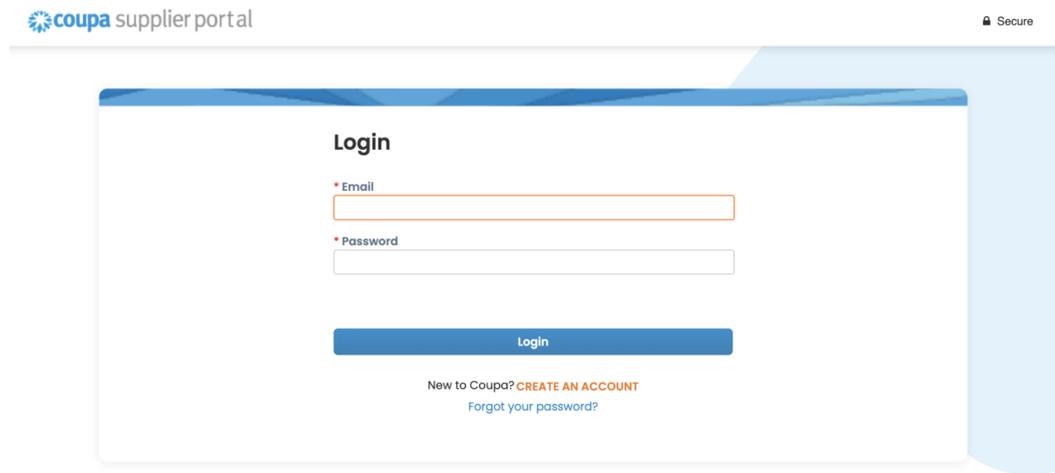
1.

### CSP Login Screen

You as a supplier to Mitie should have received an CSP invite from Mitie.

Below is a link to the CSP portal where you can log in or Register, please note: the email address for registering your CSP account must be the same as the CSP invite was sent to.

<https://supplier.coupahost.com/sessions/new>



2.

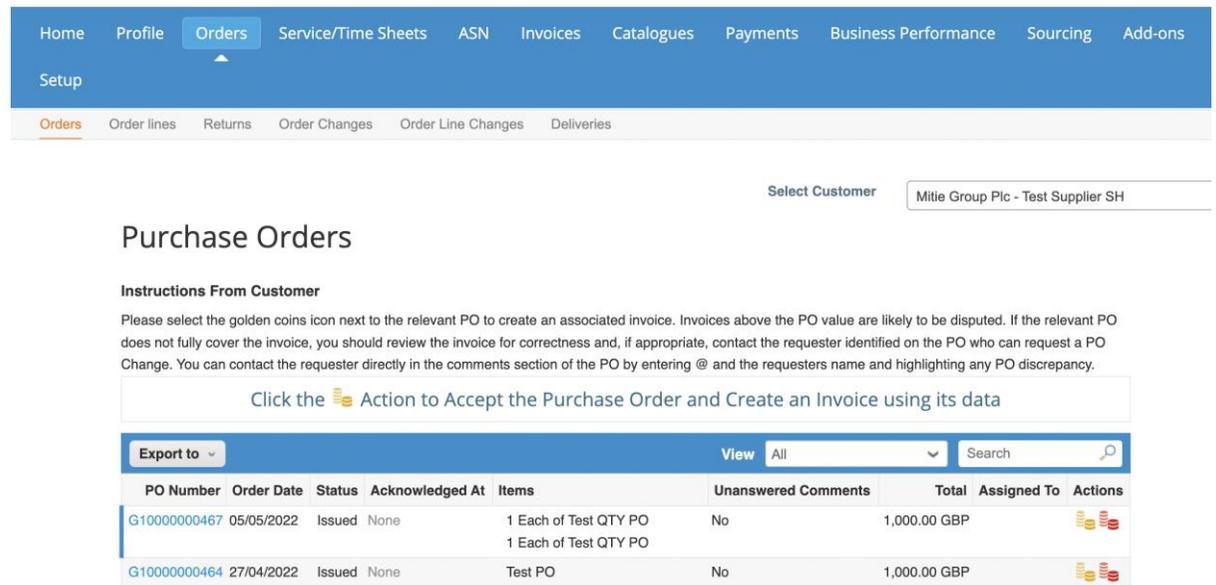
### 'Orders'

In your CSP account click on **Orders** in the big blue bar

You will see the POs sent to your CSP account from Mitie Group PLC.

Click the gold coins in the actions column against the relevant PO you want to invoice. (Only Click the gold coins Once)

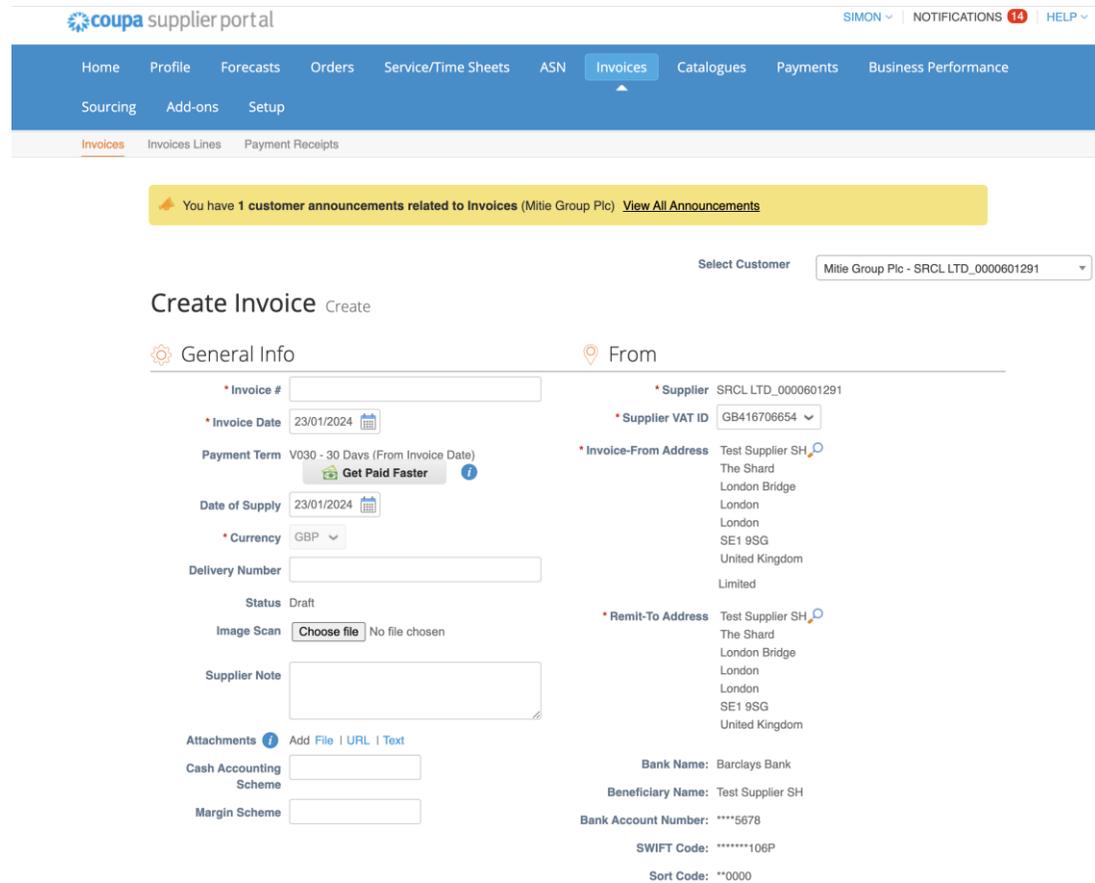
Make sure you have your invoice details to hand as you be required to enter them during the following steps.



3.

### 'Create Invoice'

The Create Invoice screen opens

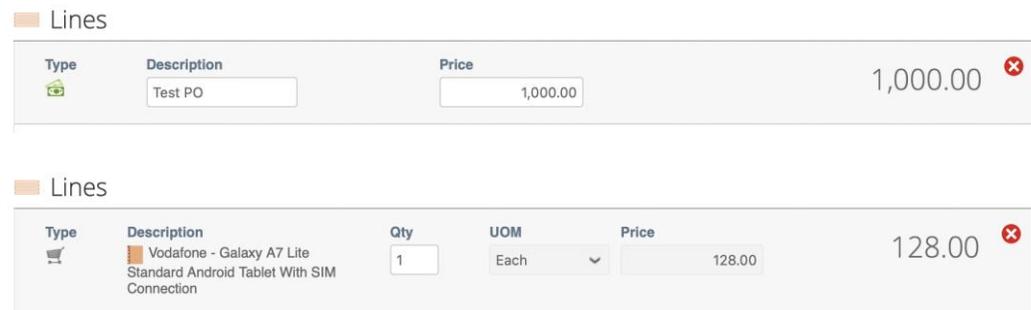


4.

**POs can either be Amount based or QTY Based. Amount for Services and QTY for goods.**

Amount Based only shows a Price field which is editable

QTY based Pos only the QTY field is editable



5.

### ‘General Info (Header)’

Enter the following Fields

**Invoice #** - Enter your Invoice number (max 16 Characters).

**Invoice Date** – update to the date of your invoice.

**Attachments** – If you’re a non-compliant country/ supplier, click add file and add a copy of your invoice.

**Supplier VAT ID**- This may default if you only have one set up, however Ensure Supplier VAT ID is correct for your invoicing country.

**Ship-From Address**- Please update if shipping is cross country/ Region.

**Buyer VAT ID/VAT**- 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.

The screenshot shows a form with two main sections: 'General Info' and 'From'. The 'General Info' section includes fields for Invoice #, Invoice Date (28/05/2024), Payment Term (V030 - 30 Days), Date of Supply (28/05/2024), Currency (GBP), Delivery Number, Status (Draft), Image Scan (Choose file), Supplier Note, Attachments (Add File | URL | Text), Cash Accounting Scheme, and Margin Scheme. The 'From' section is divided into 'From' and 'To' sub-sections. The 'From' sub-section includes Supplier (SRCL LTD\_0000601291), Supplier VAT ID (GB123456789), Invoice-From Address (Test Supplier SH, Test Street, London, SE1 9SG, United Kingdom, Limited), Remit-To Address (Test Supplier SH, Test Street, London, SE1 9SG, United Kingdom), Bank Name (Barclays Bank), Beneficiary Name (Test Supplier SH), Bank Account Number (\*\*\*\*5678), Sort Code (\*\*0000), and Ship-From Address (Test Supplier SH, Test Street, London, SE1 9SG, United Kingdom). The 'To' sub-section includes Customer (Mitie Group Plc), Bill-To Address (MITIE Group PLC, The Shard, Level 12, 32 London Bridge Street, London, SE1 9SG, United Kingdom), Buyer VAT ID/VAT (GB416706654), Ship to Address (Care & Custody (Health) Ltd, Level 12, The Shard, 32 London Bridge Street, London, SE1 9SG, United Kingdom), and Document Due Date (None).

6.

### ‘General Info (Lines)’

Price field will default from the PO but change the Price to the amount you’re invoicing. Depending on if you have already approved Invoices booked to the PO.

**Price or QTY** depend on type of PO-  
Update as required

**See Guide xxxxxxxx to ensure you select the correct CIS/ WHT and Tax / VAT options depending on your Country/Region**

**CIS related cost** – Select In or Out of scope depending on if your invoice is subject to CIS,

**CIS Labour Cost** – Only complete if this invoice is CIS related and check the CIS guidance for Mitie.

**VAT Rate/ Tax Description-** enter your relevant VAT/ Tax Rate/ Tax Description, this will differ depending on what country/region (See Taxes Guide on [Mitie Suppliers](#))  
Some Taxes/ Vat required a Tax reference to be completed.

**NOTE: You cannot invoice a Price greater than the PO Price. this includes multiple invoices. You must get the PO uplifted first if that is the case.**

Lines

Type	Description	Price	
	Test PO CIS Supplier	780.00	780.00

**PO Line**  
G10000360053-1

**Service/Time Sheet Line**  
None

**Contract**  
▼

**Period**  
▼

**Credit Line**  
None

**Supplier part number**

**CIS Labour Cost**  
  
Enter the value of CIS Labour Costs on this line.

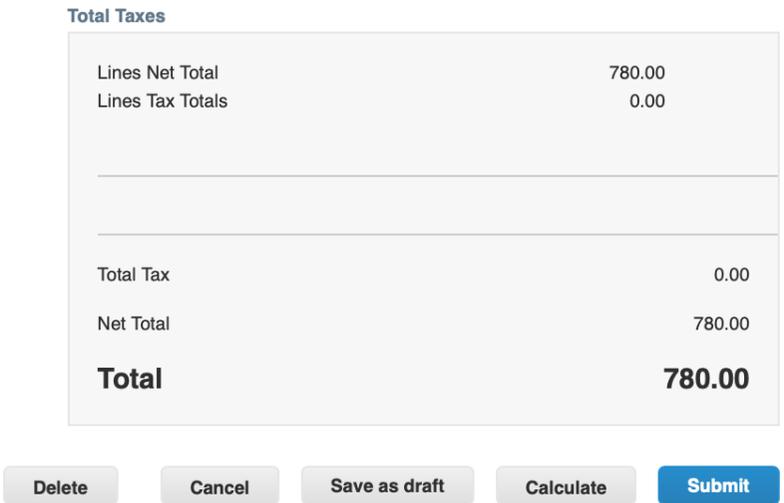
**CIS related cost?**  
Select ▼  
Select whether this invoice line is In Scope for Construction Industry Scheme deductions. If your company is not registered for CIS, select Out of Scope

**Billing**  
320030001-L-GRPFINCOMS

**Taxes**

VAT Rate	VAT Amount
▼	0.00

Add Line Pick lines from Contract Total Taxes

<p>7.</p>	<p><b>‘Total Taxes’</b></p> <p>Click Calculate</p> <p>Check Total Tax, Nett Total and Total to make sure they match your invoice from your system.</p> <p><b>It’s Important the values Match your accounting system.</b></p> <p>If the values match click Submit</p>	 <p>The screenshot shows a 'Total Taxes' summary table with the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Total Taxes</th> </tr> </thead> <tbody> <tr> <td>Lines Net Total</td> <td>780.00</td> </tr> <tr> <td>Lines Tax Totals</td> <td>0.00</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total Tax</td> <td>0.00</td> </tr> <tr> <td>Net Total</td> <td>780.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>780.00</b></td> </tr> </tbody> </table> <p>Below the table are five buttons: Delete, Cancel, Save as draft, Calculate, and Submit.</p>	Total Taxes		Lines Net Total	780.00	Lines Tax Totals	0.00	<hr/>		Total Tax	0.00	Net Total	780.00	<b>Total</b>	<b>780.00</b>
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<p>8.</p>	<p><b>‘Are you ready to send?’</b></p> <p>Click Send Invoice</p> <p>Your Invoice should not be sent to Mitie</p>	 <p>The screenshot shows a dialog box titled 'Are you ready to send?' with a close button (X) in the top right corner. The text inside the dialog reads: '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.' At the bottom of the dialog are two buttons: 'Continue Editing' and 'Send Invoice'.</p>														

For all Coupa supplier help and guides Click [here](#) for Mitie Suppliers website.