

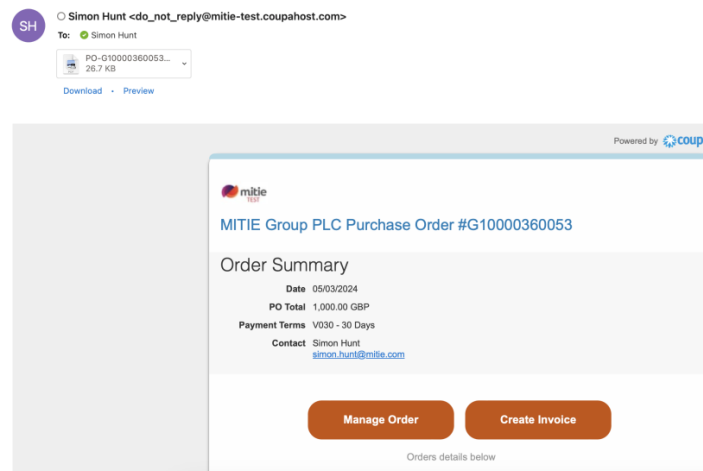


Submitting an Invoice by SAN

How to submit an Invoice by Supplier Actionable Notification (SAN)

This guide will help you submit an invoice by Supplier Actionable Notification (SAN). Meaning you can submit an invoice by clicking create invoice from the email PO without signing up the Coupa Supplier Portal (CSP)

This enables you to invoice by SAN, only if you as a supplier to Mitie have received an PO by email with a PDF PO as an attachment. This allows you to do a PO Flip into an Invoice without registering on for Coupa CSP



During this process an email verification will be sent to the PO email address Mitie hold.

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](#)

Depending on the PO issued to you, 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.

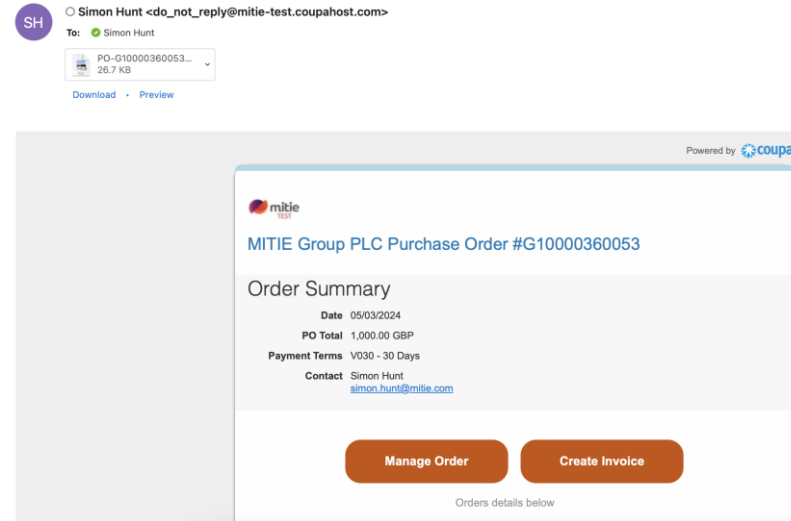
Mandatory fields are marked with a *

1.

Email Purchase Order

Click Create Invoice

When you do click create invoice a browser will open



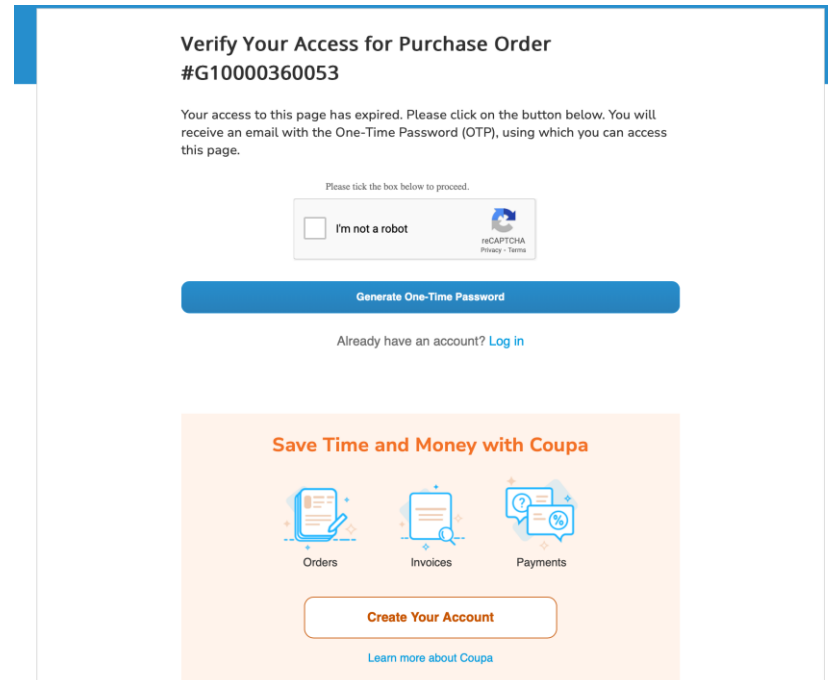
2.

'Verify Your Access'

Once the screen opens on your browser

You will have to complete the reCAPTCHA (I'm not a robot)

Click Generate one-time password



3.

‘Verify Your Access’

You will now get conformation the one-time password was sent to showing the email it was sent to.
This is issued to the PO email address Mitie hold on there supplier master.

Verify Your Access for Purchase Order
#G10000360053

Enter the One-Time Password sent to sj*****@Mj*****.

Enter One-Time Password

Please tick the box below to proceed.

I'm not a robot

Verify One-Time Password

I didn't receive the code. [Resend One-Time Password.](#)

Save Time and Money with Coupa

Orders Invoices Payments

Create Your Account

4.

‘Verify Your Access’

Check for your email and make note of the OTP password

The email will show Login information as well

Powered by coupa

mitie

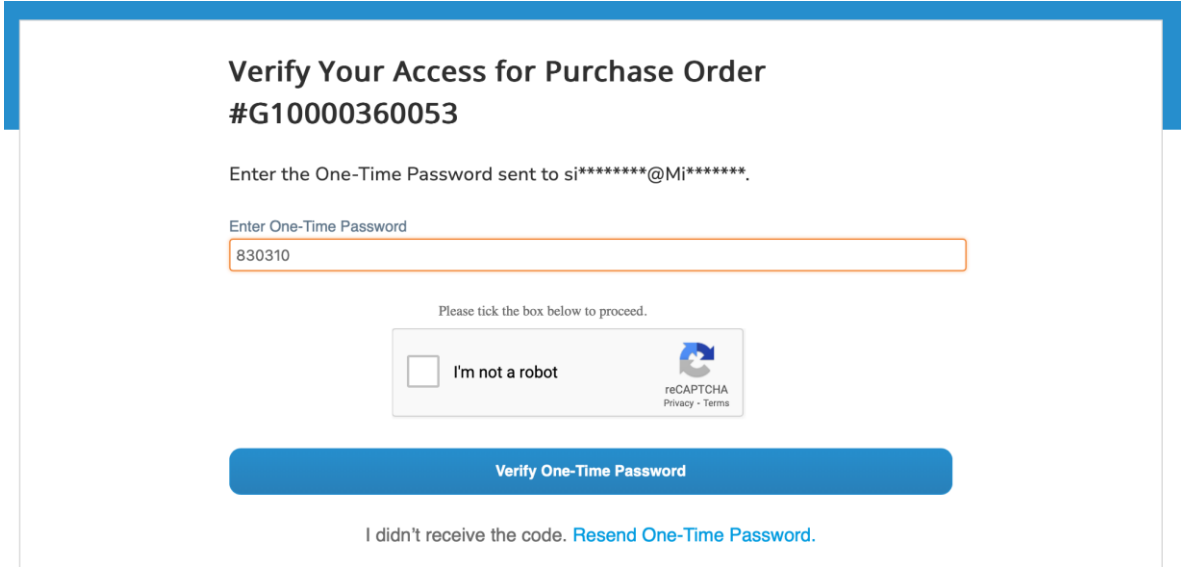
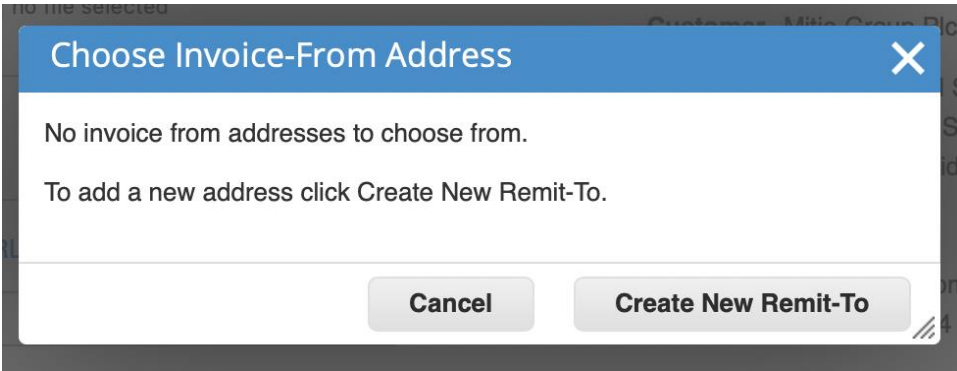

Verify Your Access for Purchase Order #G10000360053

Below is your One-Time Password(OTP):

830310

This password will expire in 24 hours.

[Login Information](#)

<p>5.</p>	<p>‘Verify Your Access’</p> <p>Enter your OTP password.</p> <p>You may have to complete the reCAPTCHA (I’m not a robot)</p> <p>Click Verify One-Time Password</p>	
<p>6.</p>	<p>‘Choose Invoice-From Address’</p> <p>The first time you use it you will get this PO up If you don’t get this po up continue to create Invoice.</p> <p>If you have created SAN invoices before the invoice screen my open (Got to Section 10)</p>	
<p>7.</p>	<p>‘Create New Remit-To’</p> <p>Click Create New Remit-To</p>	

8.

'Enter a new address'

Populate/ update the following.

- Country/Region – i.e. Select from the dropdown
- Registered company legal name – must match your legal registered name.
- Type of Company – i.e. Limited, Sole Trader etc
- Remit to address (line1, City & Postcode)
- Tax registration
 - Tax Country/ region i.e. United Kingdom, Germany etc
 - TAX ID - Your Vat number must start with your country prefix i.e. GB for UK (GBXXXXXXXXXX) DE for Germany or CY for Cyprus
- Bank Info is not mandatory

Please note: some of the information may change depending on Country/Region selected.

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 United States

* Registered company legal name

Address

Remit to name

* Line 1

Line 2

* City

County Select an Option

* Postal Code

Preferred Language English

Tax Registration

Tax Country/Region United States

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:

Cancel Create and Use

9.

‘Enter a new address’

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.



Business Spend Management · English (UK)

10.

‘Create Invoice’

The Create Invoice screen opens

Never miss an order – create your Coupa supplier account



[Sign Out](#)

Create Invoice Create

General Info

Invoice #

Invoice Date

Payment Term V030 - 30 Days

Date of Supply

Currency

Delivery Number

Status Draft

Image Scan no file selected

Supplier Note

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

Cash Accounting Scheme

Margin Scheme

From

Supplier SRCLTD_0000601291

Supplier VAT ID

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

Ship-From Address
Test Supplier SH
Test Street
London
SE1 9SG
United Kingdom

To

Customer Mitie Group Plc

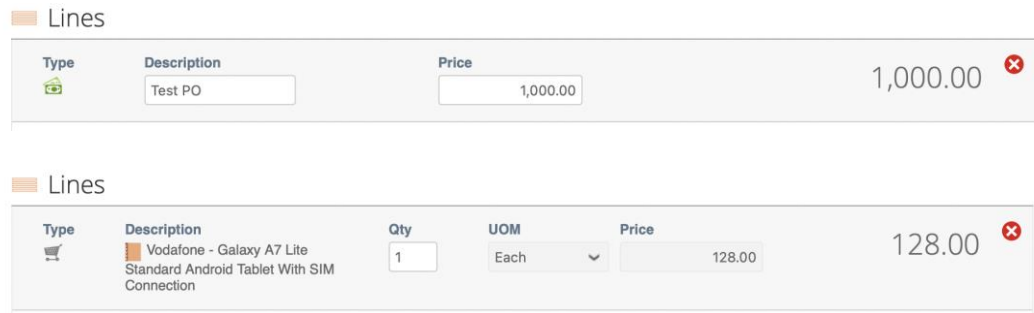
Bill-To Address
MITIE Group PLC
The Shard, Level 12
32 London Bridge Street
London
SE1 9SG
United Kingdom

Buyer VAT IDVAT

Ship to Address
Care & Custody (Health) Ltd, Level 12
The Shard, 32 London Bridge Street
London
...

11. 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



12. 'Create Invoice Header'

Enter the following Fields

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

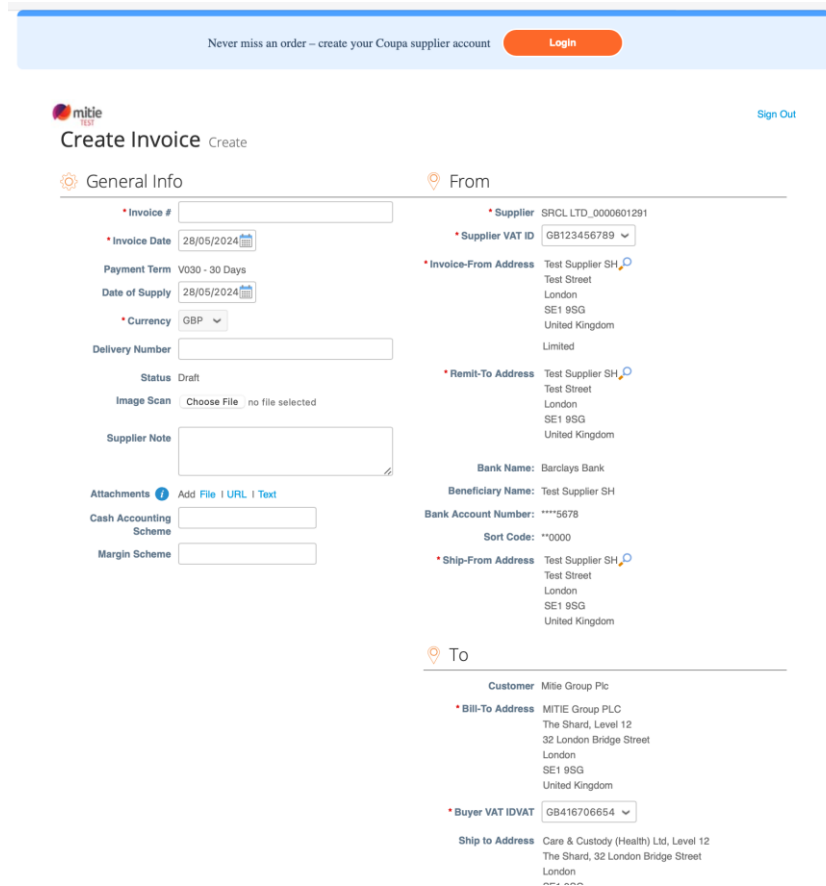
Invoice Date – update to the date of your invoice.

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.



13.

‘Create Invoice 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 on [Mitie Suppliers](#)
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.

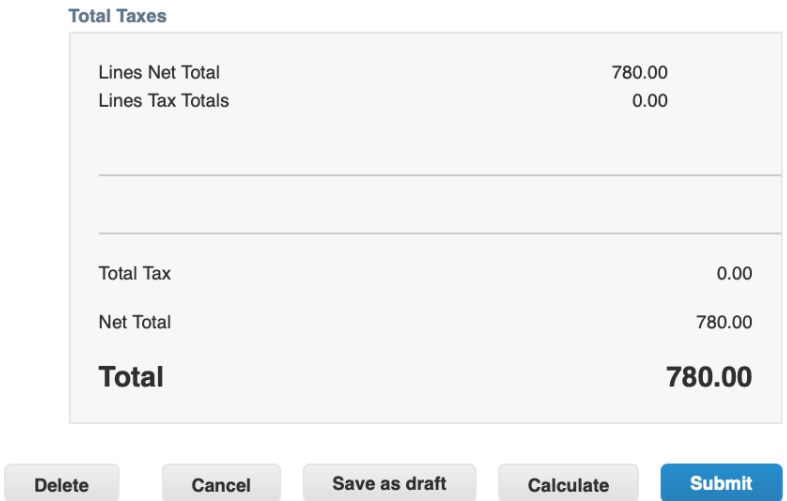

CIS related cost?
Select ▼
Select whether this invoice line is In Scope for Construction Industry Scheme deductions. If your company is not registered for CIS, select Out of Scope

Billing
320030001-L-GRPFINCOMS

Taxes

VAT Rate	VAT Amount
▼	0.00

+ Add Line + Pick lines from Contract Total Taxes

<p>14.</p>	<p>‘Total Taxes’</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>It’s Important the values Match your accounting system.</p> <p>If the values match click Submit</p>	 <table border="1" data-bbox="1153 207 1859 598"> <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>Total</td> <td>780.00</td> </tr> </tbody> </table>	Total Taxes		Lines Net Total	780.00	Lines Tax Totals	0.00	<hr/>		Total Tax	0.00	Net Total	780.00	Total	780.00
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<p>15.</p>	<p>‘Are you ready to send?’</p> <p>Click Send Invoice</p> <p>Your Invoice should not be sent to Mitie</p>															

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