

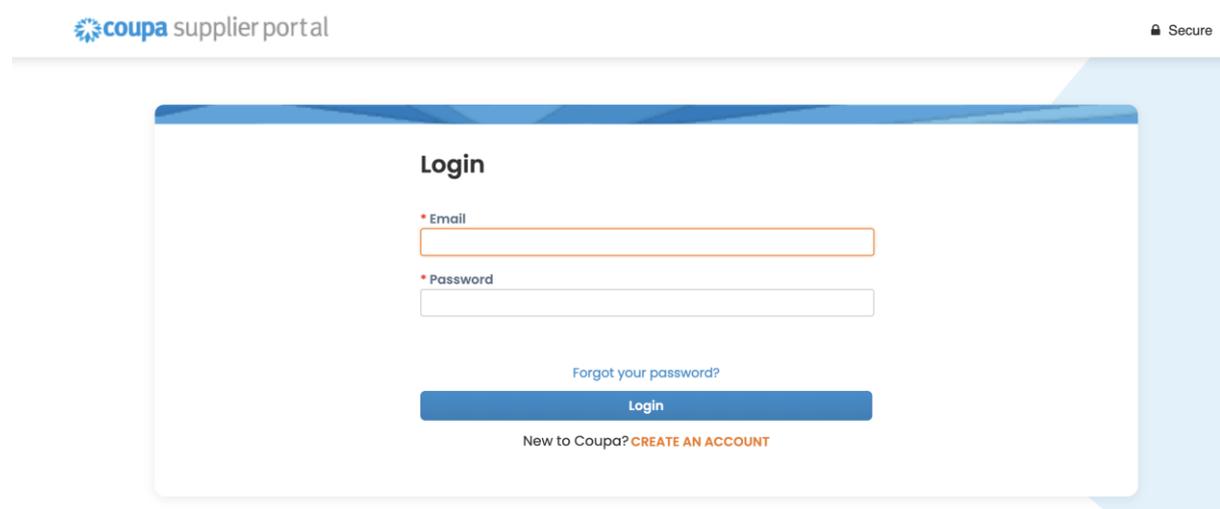
## How to submit your CIS invoice by CSP (Coupa Supplier Portal)

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 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.coupa.com/sessions/new>



The screenshot shows the Coupa Supplier Portal login interface. At the top left, the logo reads "coupa supplier portal". At the top right, there is a "Secure" indicator with a lock icon. The main content area is a white box with a blue header and footer. The header contains the word "Login" in bold. Below the header are two input fields: "Email" and "Password", each with a red asterisk indicating a required field. Below the "Password" field is a link that says "Forgot your password?". At the bottom of the form is a blue "Login" button. Below the button, it says "New to Coupa? CREATE AN ACCOUNT".

To be able to invoice Mitie via your CSP account you will need to ensure a Legal Entity is setup.

A guide to do this can be found on [Mitesuppliers.com](https://www.mitesuppliers.com)

In your CSP account click on orders in the big blue bar  
 You will see the POs sent to your CSP account from Mitie.

## Purchase Orders

### Instructions From Customer

Please select the golden coins icon next to the relevant PO to create an associated invoice. Invoices above the PO value are likely to be disputed. If the relevant PO does not fully cover the invoice, you should review the invoice for correctness and, if appropriate, contact the requester identified on the PO who can request a PO Change. You can contact the requester directly in the comments section of the PO by entering @ and the requesters name and highlighting any PO discrepancy.

Click the Action to Accept the Purchase Order and Create an Invoice using its data

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
G1000000467	05/05/2022	Issued	None	1 Each of Test QTY PO 1 Each of Test QTY PO	No	1,000.00 GBP		
G1000000464	27/04/2022	Issued	None	Test PO	No	1,000.00 GBP		

Click the gold coins once against the relevant PO you want to invoice.

Make sure you have your invoice details to hand as you be required to enter them during the following steps and you are **not** required to add a copy of your invoice as an attachment

## The Invoicing Screen Opens

**General Info**

- Invoice #:
- Invoice Date: 23/01/2024
- Payment Term: V030 - 30 Days (From Invoice Date) [Get Paid Faster](#)
- Date of Supply: 23/01/2024
- Currency: GBP
- Delivery Number:
- Status: Draft
- Image Scan: [Choose file](#) No file chosen
- Supplier Note:
- Attachments: [Add File](#) | [URL](#) | [Text](#)
- Cash Accounting Scheme:
- Margin Scheme:

**From**

- Supplier: SRCL LTD\_0000601291
- Supplier VAT ID: GB416706654
- Invoice-From Address: Test Supplier SH, The Shard, London Bridge, London, SE1 9SG, United Kingdom, Limited
- Remit-To Address: Test Supplier SH, The Shard, London Bridge, London, SE1 9SG, United Kingdom
- Bank Name: Barclays Bank
- Beneficiary Name: Test Supplier SH
- Bank Account Number: \*\*\*\*5678
- SWIFT Code: \*\*\*\*106P
- Sort Code: \*\*0000

Your PO/ POs will either be QTY or Amount based.

**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 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%

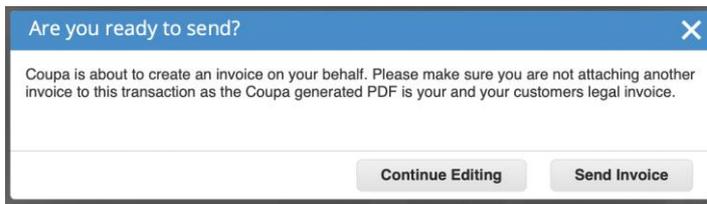
- Calculate – Click  and check the Total VAT, Net Total and Gross Total match your companies Invoice.

Total VAT	25.60
Net Total	128.00
<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 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	<input type="text" value="1"/>	Each	<input type="text" value="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

**CIS related cost?**

Select 

In Scope (In Scope)

Out of Scope (Out of Scope)

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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**

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.

- 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)