

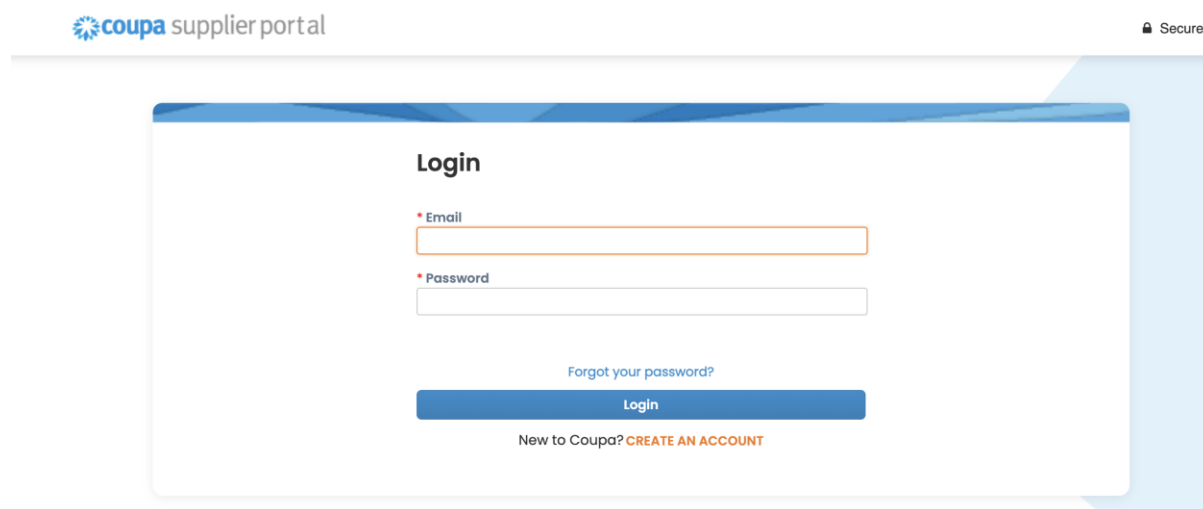
How to submit your Non CIS invoice by CSP (Coupa Supplier Portal)

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 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>

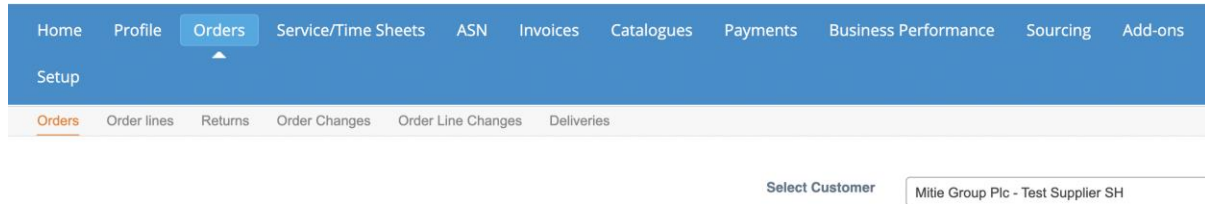


The screenshot shows the Coupa Supplier Portal login page. At the top left, the Coupa logo and 'supplier portal' text are visible. At the top right, there is a 'Secure' indicator with a lock icon. The main content area is a white box with a blue header and footer. The header contains the word 'Login'. Below it are two input fields: 'Email' and 'Password', both with red asterisks indicating required fields. Below the password field is a link for 'Forgot your password?'. A blue 'Login' button is positioned below the links. At the bottom of the box, there is a link for '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


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.

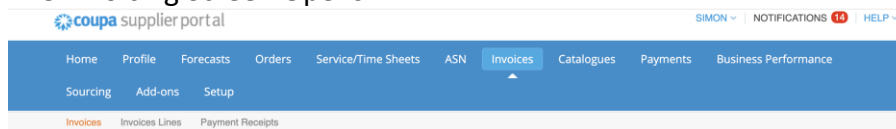
Click the  Action to Accept the Purchase Order and Create an Invoice using its data

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



You have 1 customer announcements related to Invoices (Mitie Group Plc) [View All Announcements](#)

Select Customer: Mitie Group Plc - SRCL LTD_0000601291

Create Invoice Create

General Info

* Invoice #

* Invoice Date

Payment Term V030 - 30 Days (From Invoice Date)

Date of Supply

* Currency

Delivery Number

Status

Image Scan No file chosen

Supplier Note

Attachments | |

Cash Accounting Scheme

Margin Scheme

From

* Supplier SRCL LTD_0000601291

* Supplier VAT ID

* Invoice-From Address
 The Shard
 London Bridge
 London
 SE1 9SG
 United Kingdom
 Limited

* Remit-To Address
 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	
	<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 IDVAT

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



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 – 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
Gross Total	1,200.00

- 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

- Ensure Buyer VAT IDVAT is GB for UK

* 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	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 

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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 / 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	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)