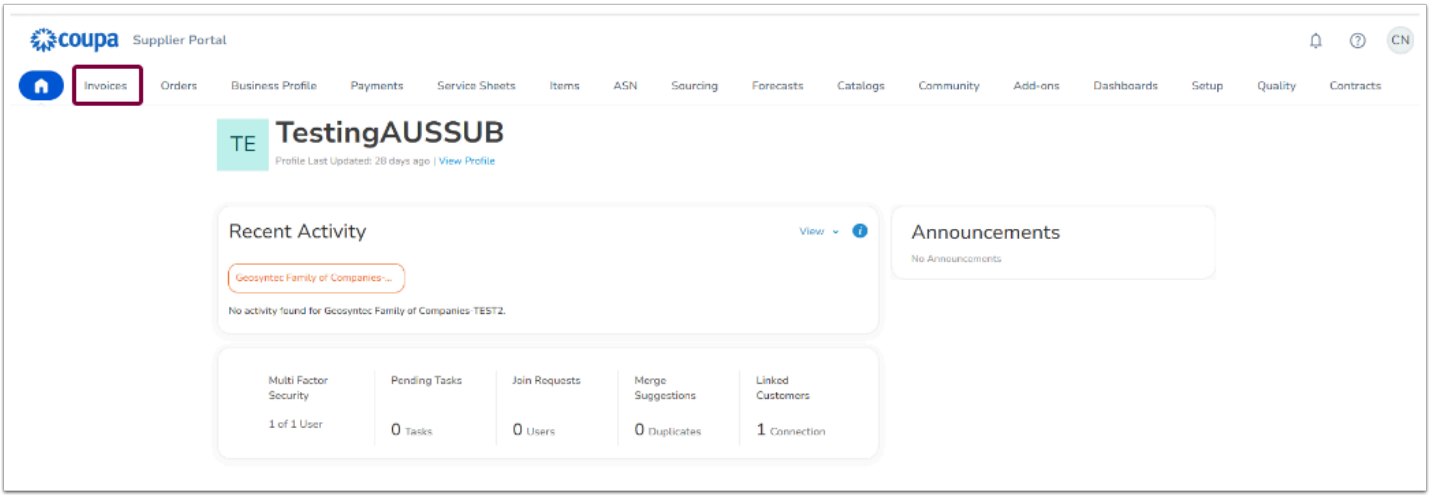
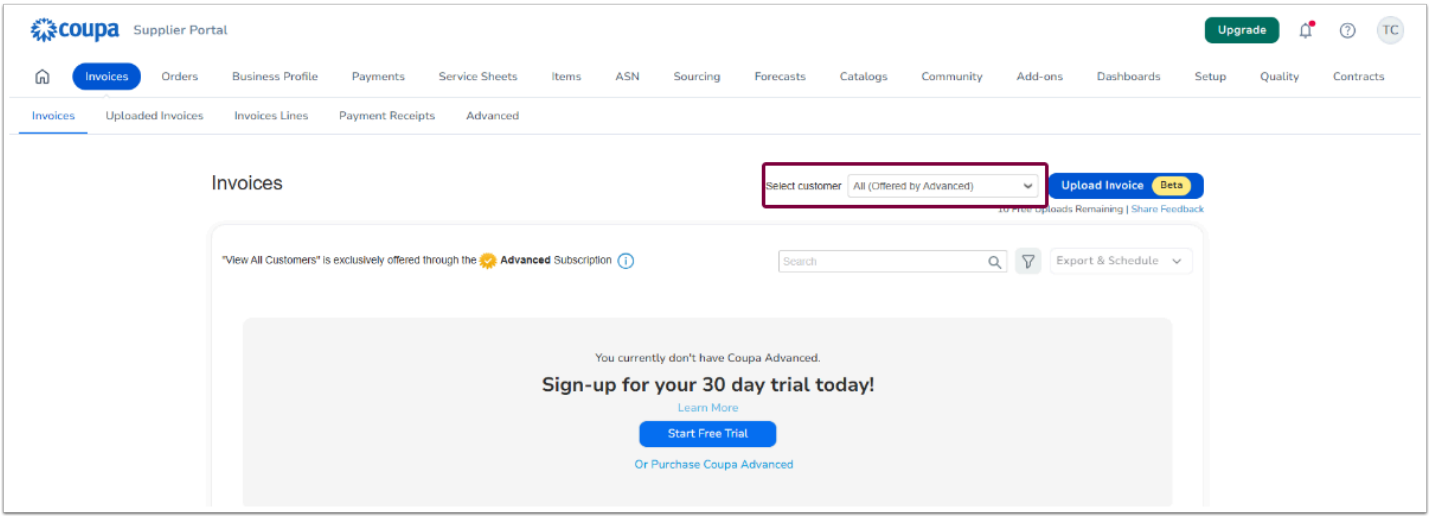
# Creating an Invoice from a Purchase Order in Coupa

Navigate to https://supplier.coupahost.com/sessions/new

## 1. Select the "Invoices" tab at the top of the page

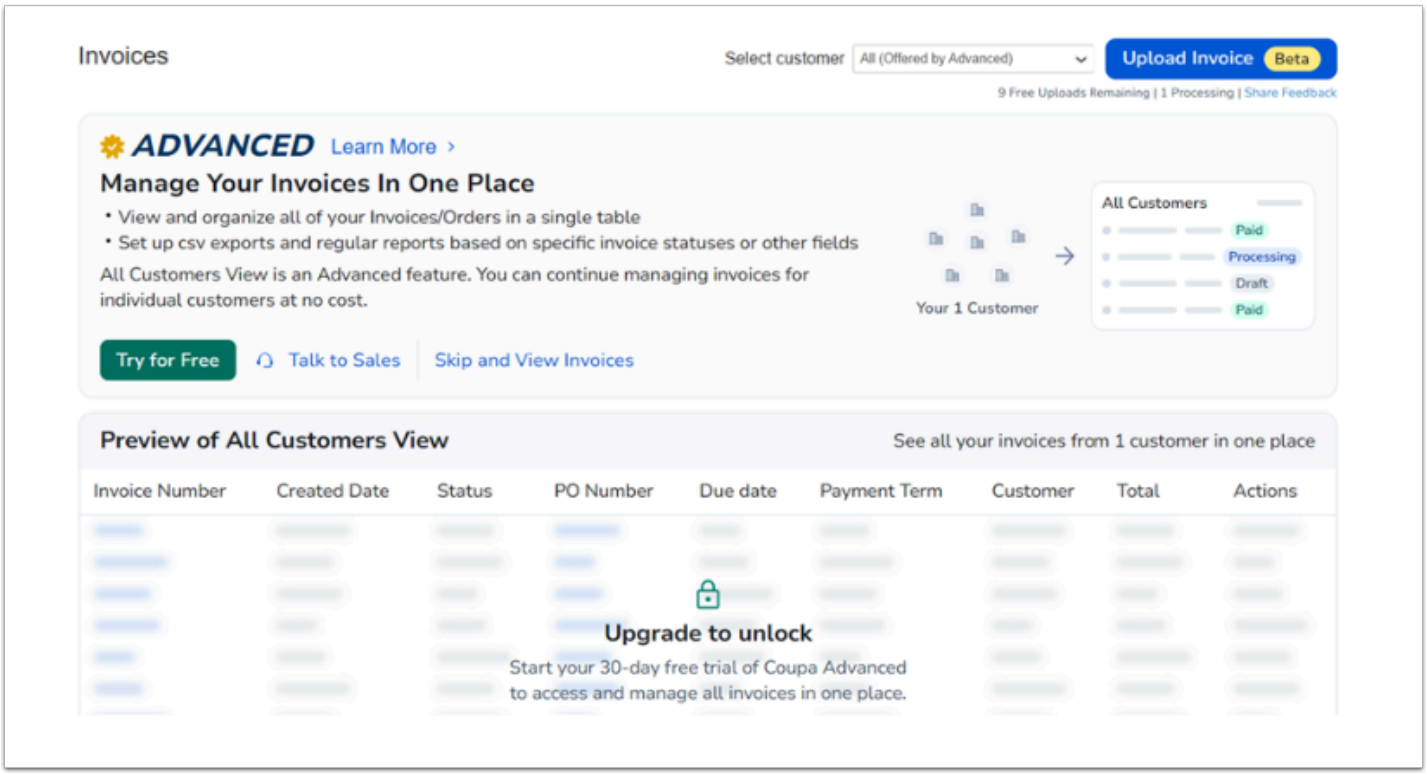



## 2. Select Geosyntec from the "Select Customer" dropdown



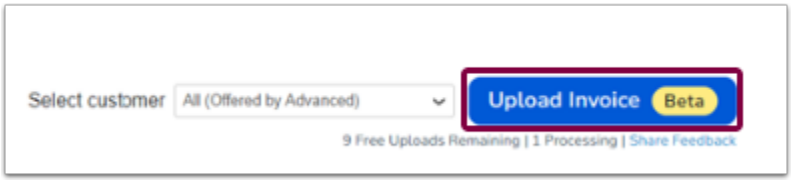

Or this:

Either way select the customer and "skip and view invoices" to get out of the advanced Coupa subscription page.

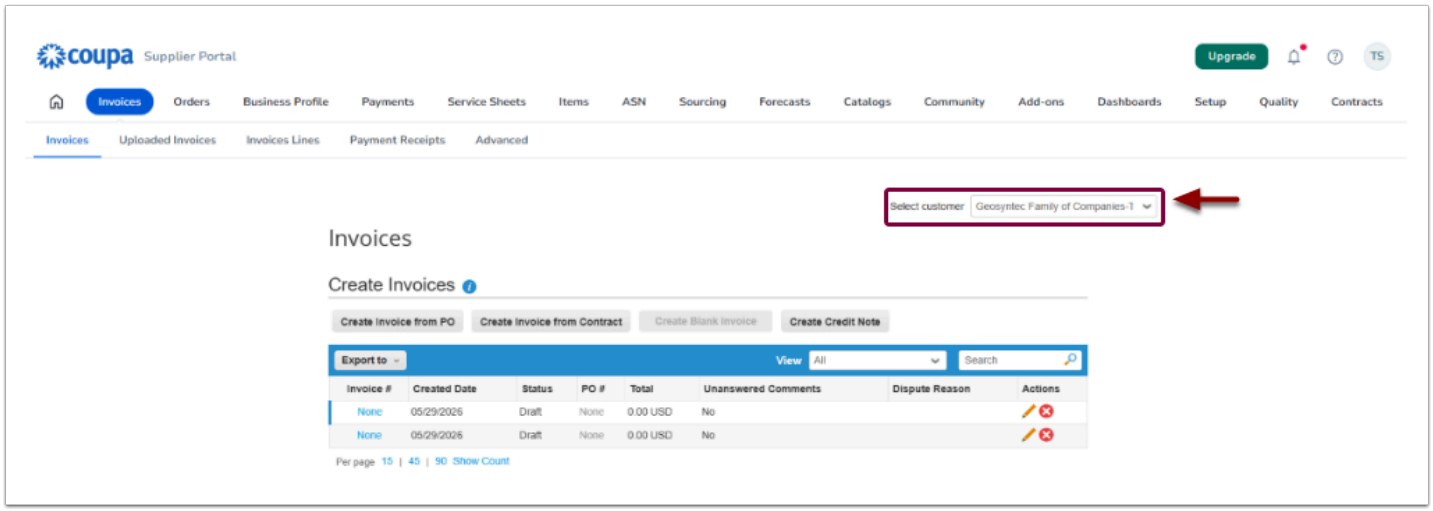



*Optional*: Suppliers can now use Coupa's AI-powered invoice upload feature to submit invoices.

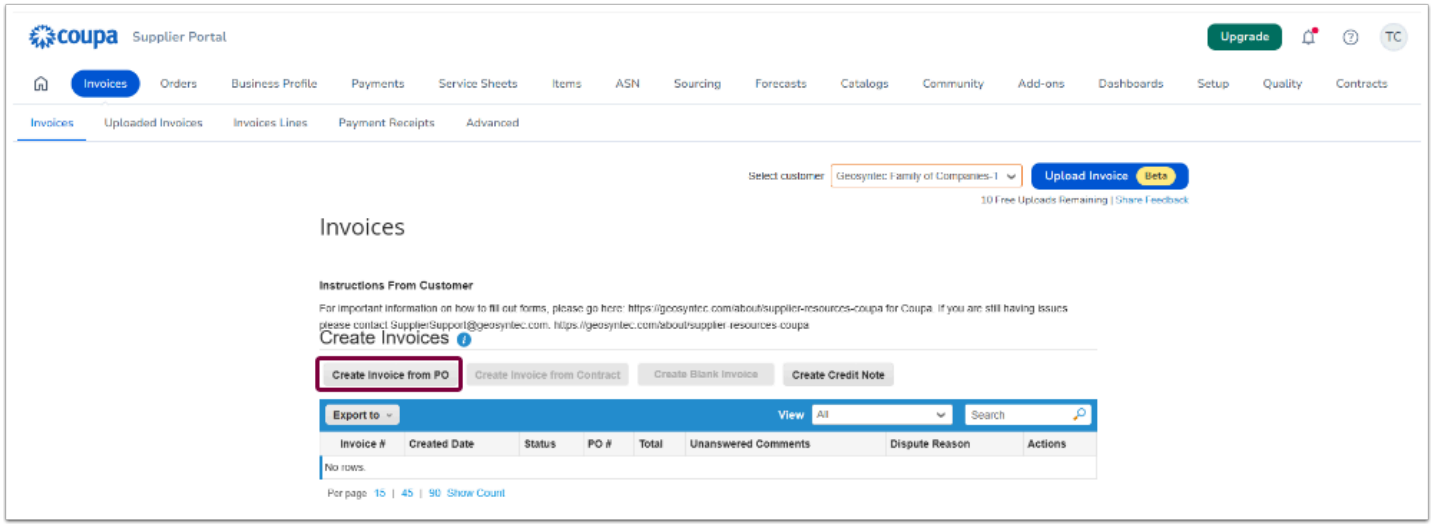
For more information on how to use this feature, go here: [Submit invoices using the AI Invoice Upload | Coupa Documentation]



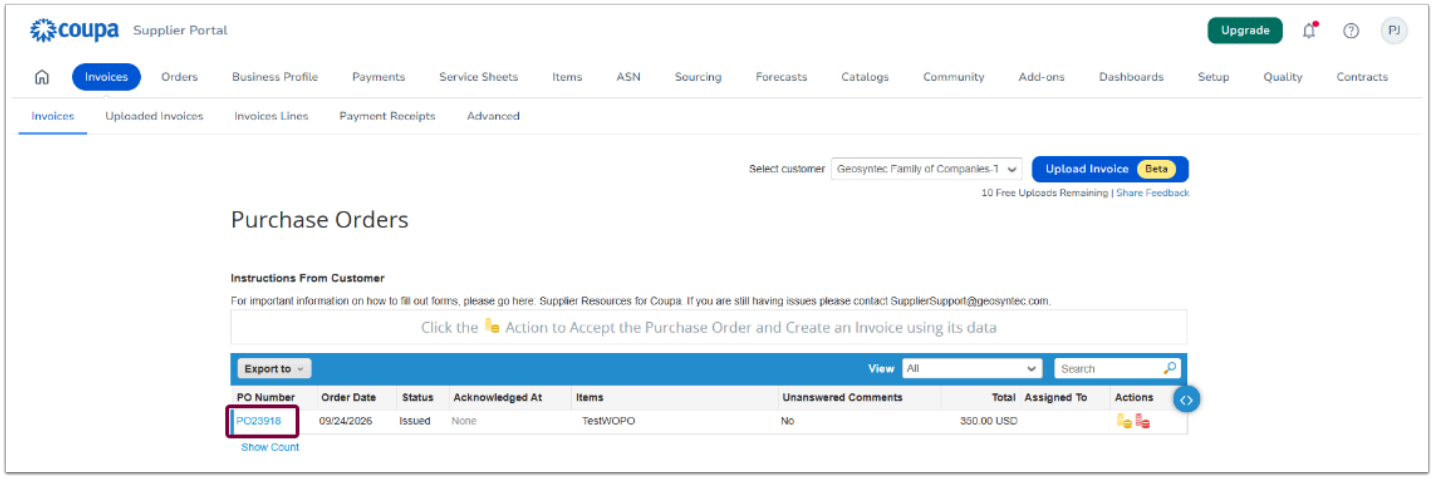

Once Geosyntec is selected the subscription pop up will disappear and the Create Invoices options will appear.



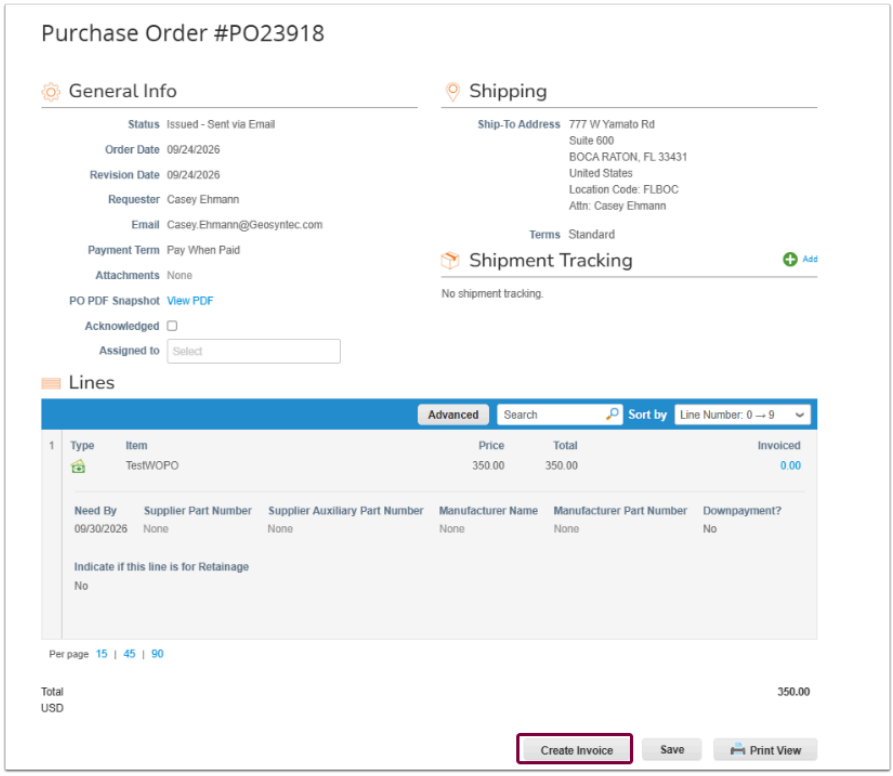

# 3. Select "Create Invoice from PO"




# 4. Locate and select the correct PO



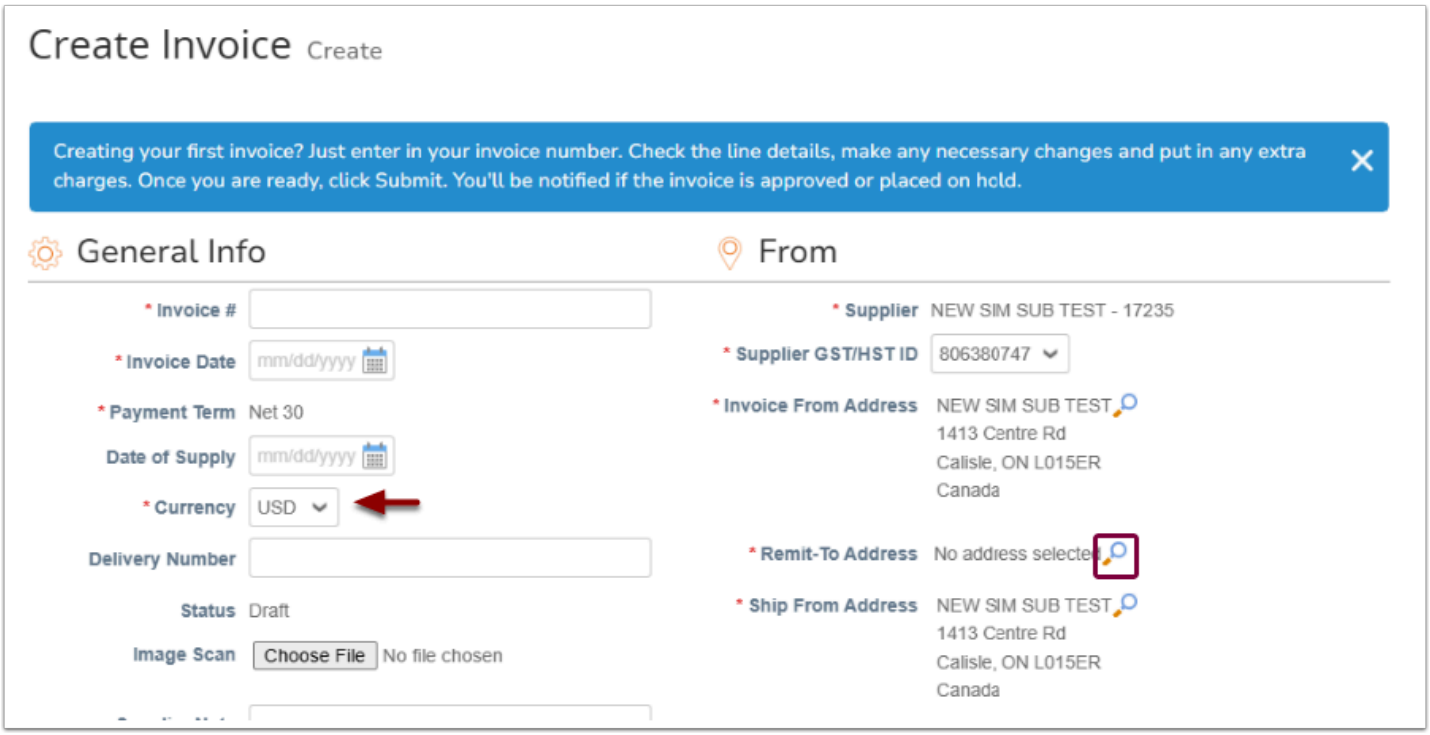
# 5. Navigate to the bottom and select "Create Invoice"




# 6. Select the magnifying glass next to the Remit-To Address

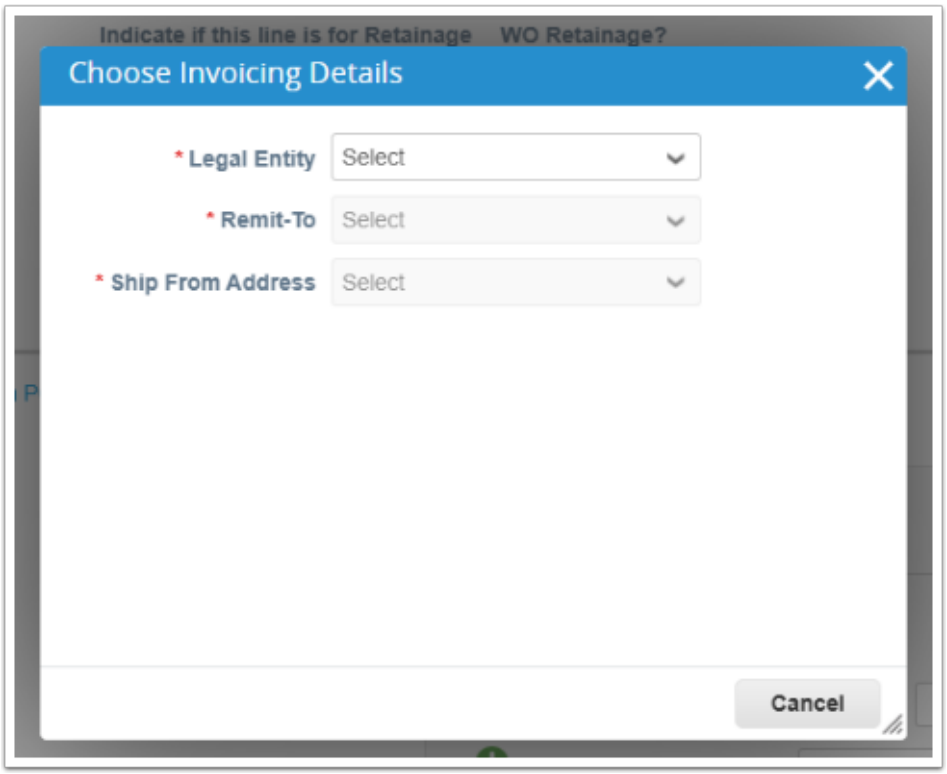
*Note*: If there are multiple legal entities or remit to addresses shown, select the one that matches the remit to information on the physical invoice.

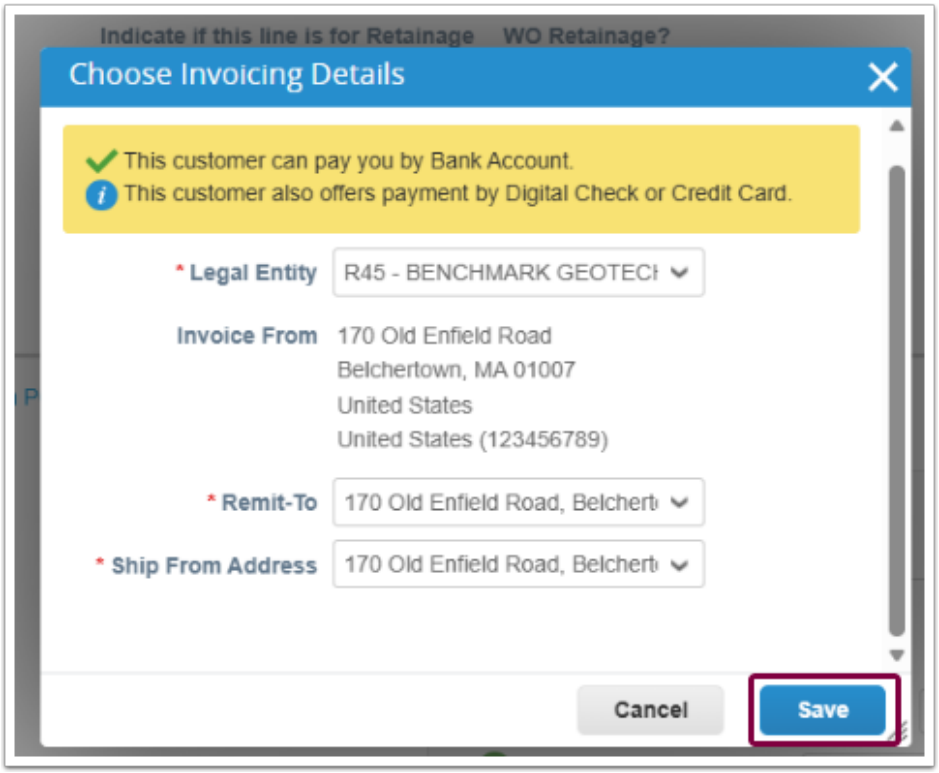
*Note*: Ensure that the currency matches the physical invoice.




## 6.1. Choose Invoicing Details and select Save.

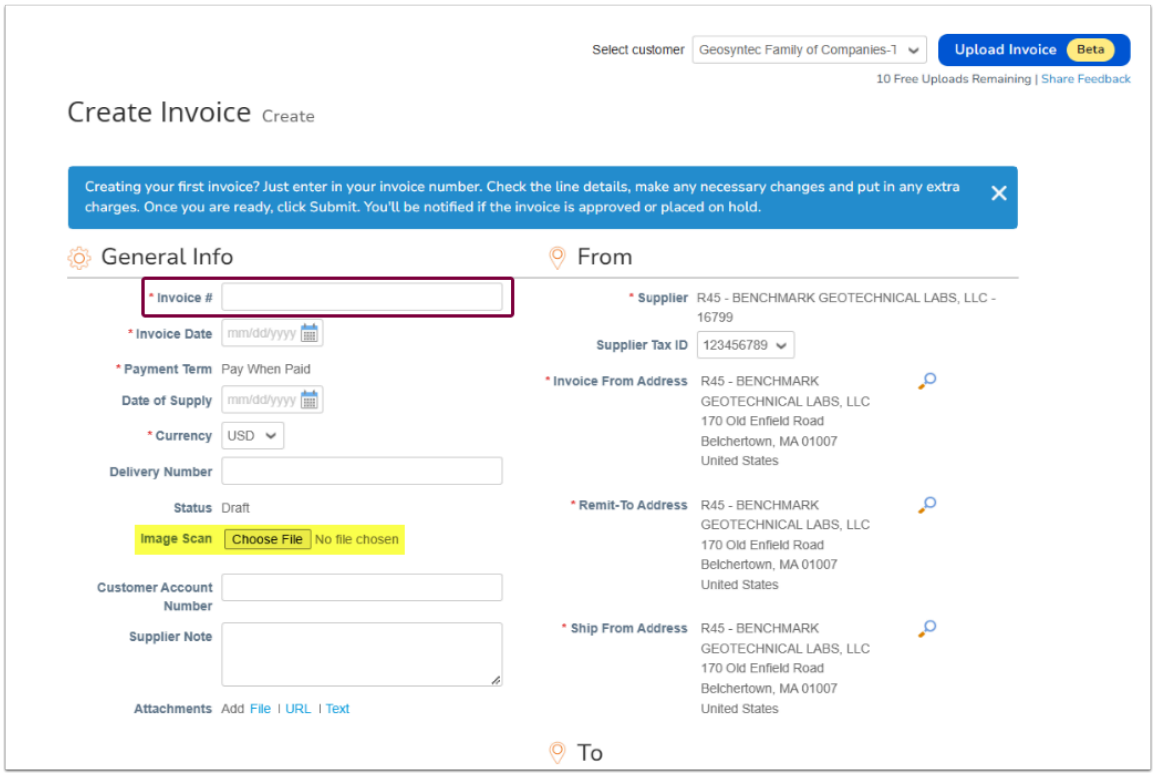
- Legal Entity
- Remit-To
- Ship From Address




## 7. Fill out all the required fields

Select the "*Invoice #" field and enter the invoice number and fill out all the required fields.



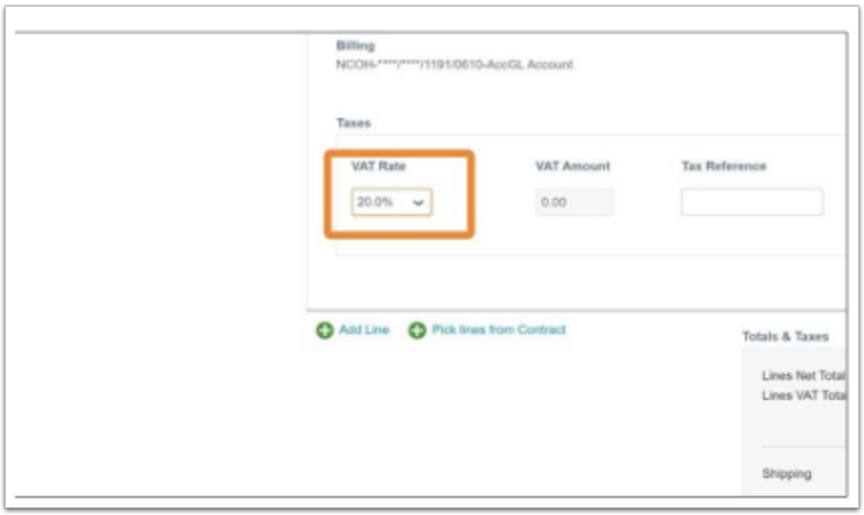

**Note:** Attachments can be uploaded in the highlighted area. File size limits apply, so files may need to be reduced in size before uploading.

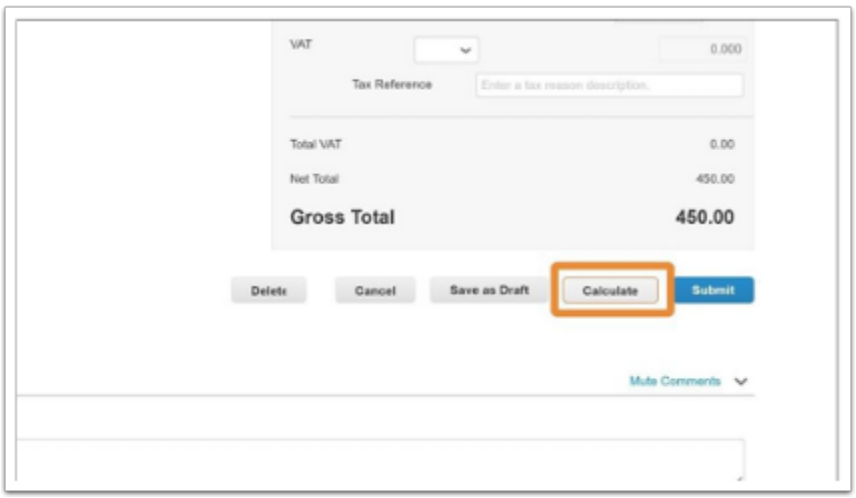
When scanning documents, please use **black text** whenever possible, as the system may have difficulty reading other colors, such as red.

For international suppliers:

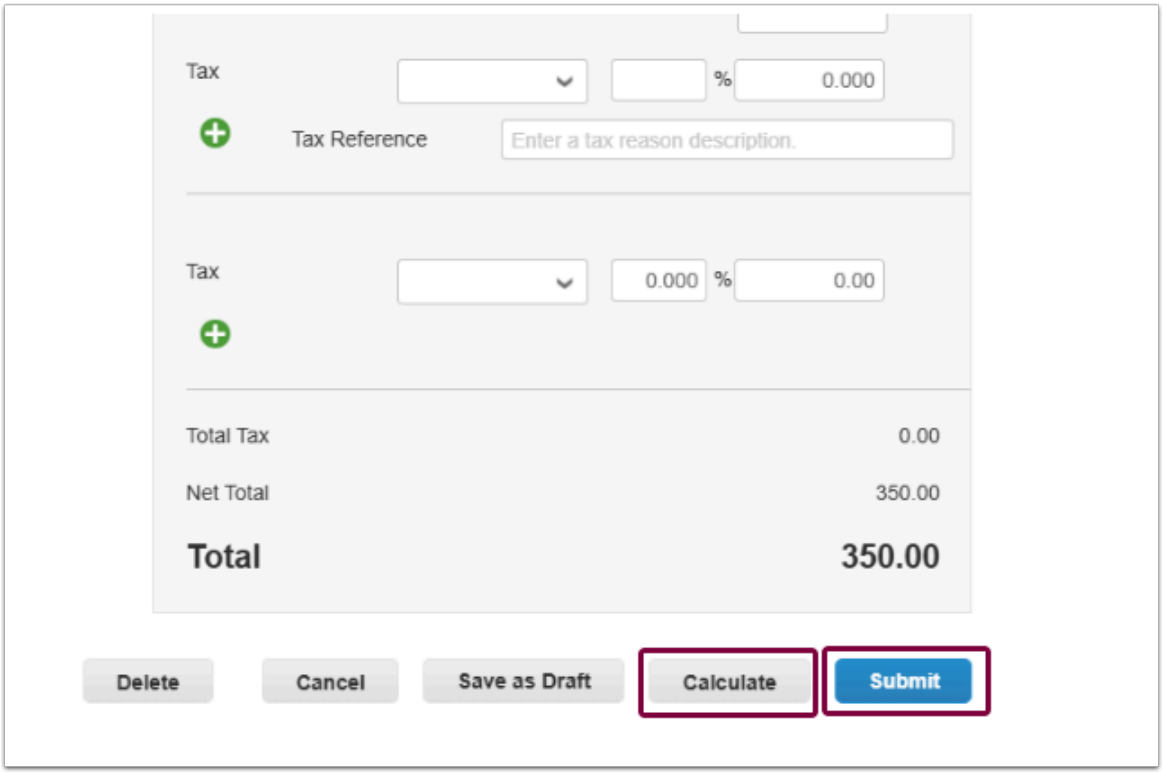
Select the tax information from the supplier info or "from" and then add the tax rate on the PO line and calculate.


Lines
Type
Description
Price
TEST OF Invoice
450.00
PO Line
Service/Time Sheet Line
Contract
Supplier Part Number
Lien Waiver required
COI Expiration
Indicate if this line for Retainage
WO Retainage?
Chat with Coupa Support

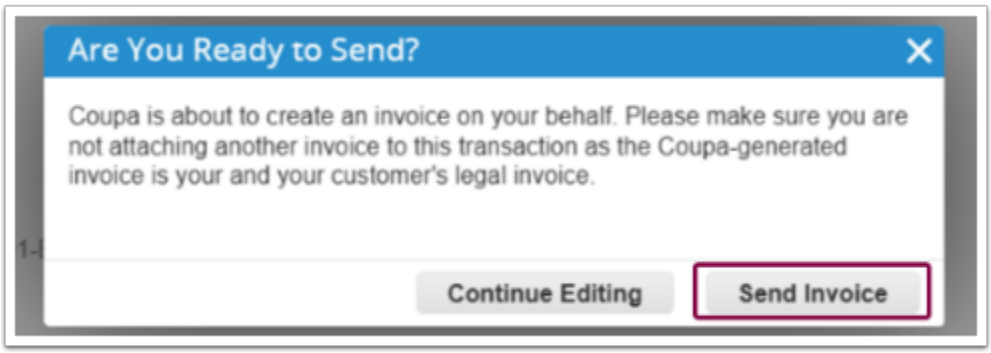

Billing
Taxes
VAT Rate
20.0%
VAT Amount
0.00
Tax Reference
Add Line
Pick lines from Contract
Totals & Taxes
Shipping


VAT
0.000
Tax Reference
Total VAT
0.00
Net Total
450.00
Gross Total
450.00
Delete
Cancel
Save as Draft
Calculate
Submit
Mute Comments

## 7.1. When finished, select the “Calculate” button at the bottom of the page. This will calculate the invoice total and allow you to verify that the amount is correct before submitting.




## 7.2. Click "Submit" and "Send Invoice"



## 7.3. Once the invoice has been submitted successfully, a green confirmation banner will appear at the top of the page. The invoice status should display as either “Processing” or “Pending Approval.”

