

# Supplier Training Guide

## Coupa Supplier Portal (CSP)

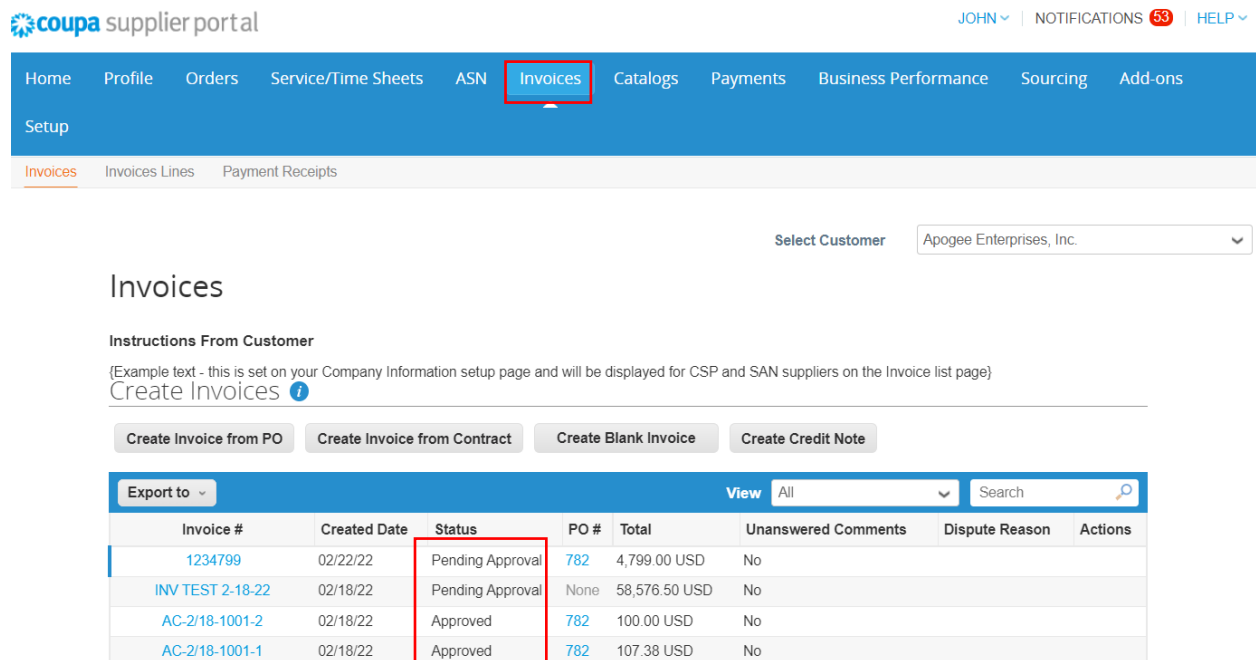
## Invoices

Note: Please refer to the CSP E-Invoicing training guide for additional details on invoicing.

### Invoices Tab

To start managing Invoices, click the Invoices tab. Each invoice is given an individual invoice number when created through Coupa.

**NOTE:** Suppliers can check the payment status of their invoices by viewing the Status column. Invoices that have been sent to Coupa will show as **Pending Approval**. If an invoice has been reviewed and approved by Apogee Enterprises it will show **Approved**.



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Home, Profile, Orders, Service/Time Sheets, ASN, **Invoices** (highlighted with a red box), Catalogs, Payments, Business Performance, Sourcing, and Add-ons. Below this is a sub-navigation bar with Invoices, Invoices Lines, and Payment Receipts. On the right side, there are user options: JOHN, NOTIFICATIONS (53), and HELP. A 'Select Customer' dropdown menu is set to 'Apogee Enterprises, Inc.'. The main heading is 'Invoices'. Below it, there is a section for 'Instructions From Customer' with a link to 'Create Invoices'. There are four buttons: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. Below these buttons is a table with columns: Invoice #, Created Date, Status, PO #, Total, Unanswered Comments, Dispute Reason, and Actions. The table contains four rows of data. The 'Status' column in the first two rows is highlighted with a red box.

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
<a href="#">1234799</a>	02/22/22	Pending Approval	<a href="#">782</a>	4,799.00 USD	No		
<a href="#">INV TEST 2-18-22</a>	02/18/22	Pending Approval	None	58,576.50 USD	No		
<a href="#">AC-2/18-1001-2</a>	02/18/22	Approved	<a href="#">782</a>	100.00 USD	No		
<a href="#">AC-2/18-1001-1</a>	02/18/22	Approved	<a href="#">782</a>	107.38 USD	No		

By clicking on the invoice number, you will be able to access the invoice detail

Select Customer: Apogee Enterprises, Inc.

Invoice #INV TEST 2 18 22

Lines

Line	Description	Supplier Part Number	UOM	Net Weight	Price/Weight	Quantity	Price	Total	PO Line	Review reason
1	Consulting					None	54,000.00	54,000.00	None	Match Required
Taxable: Yes										
Taxes										
	Tax Description			Tax Rate		Tax Amount		Tax Reference		
	Z1 - Monett, MO			8.475%		4,576.50				

### Totals & Taxes

Lines Net Total		54,000.00
Lines Tax Totals	8.475%	4,576.50
<hr/>		
Shipping		0.00
Handling		0.00
Misc		0.00
<hr/>		
Total Tax		4,576.50
Net Total		54,000.00
<b>Total</b>		<b>58,576.50</b>

**Note: Please refer to the CSP E-Invoicing QRG for additional details on invoicing.**