Supplier Training Guide
Coupa Supplier Portal (CSP)

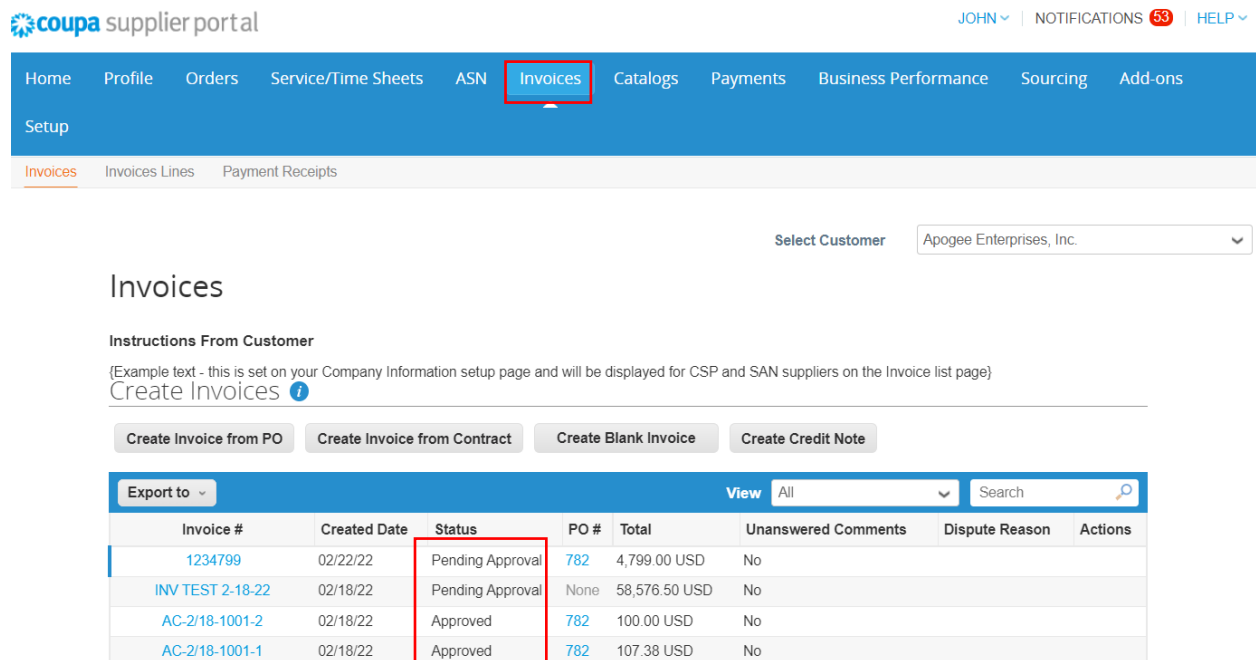## Invoices

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**.

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

Invoice #INV TEST 3.18.23

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	

Invoice

Totals & Taxes

Lines Net Total		54,000.00
Lines Tax Totals	8.475%	4,576.50
Shipping		0.00
Handling		0.00
Misc		0.00
Total Tax		4,576.50
Net Total		54,000.00
Total		**58,576.50**

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