Air Liquide Coupa Supplier Portal (CSP)

Using Coupa

HOW TO CREATE AND UPLOAD AN INVOICE VIA SAN (Email)

IMPORTANT:

The SAN (Supplier Actionable Notification) Email option is available to Air Liquide Suppliers who are not yet using the Coupa Supplier Portal (CSP).

This guide shows you how to create your invoices directly from a Purchase Order email.
Note: *Using this method will not give you access to the full and extensive range of CSP features. The information you enter (i.e: tax ID and bank details for payment) will need to be re-entered each time you use this feature.*

Air Liquide encourages all suppliers to register and create an account on the CSP to use the full suite of benefits that the platform offers, including transaction transparency for ensuring on time invoice payments.

WHAT'S COVERED IN THIS GUIDE?

- How to Create an Invoice Directly from a Purchase Order Email.

> ⚠️ All invoices MUST reference the Purchase Order Number issued by Air Liquide, prior to supplying products and services.

INVOICING VIA SAN

Directly from your email inbox, you can create an invoice using the PO Flip method.

1. Open the email from Air Liquide containing the Purchase Order.

2. Select 'Create Invoice'.
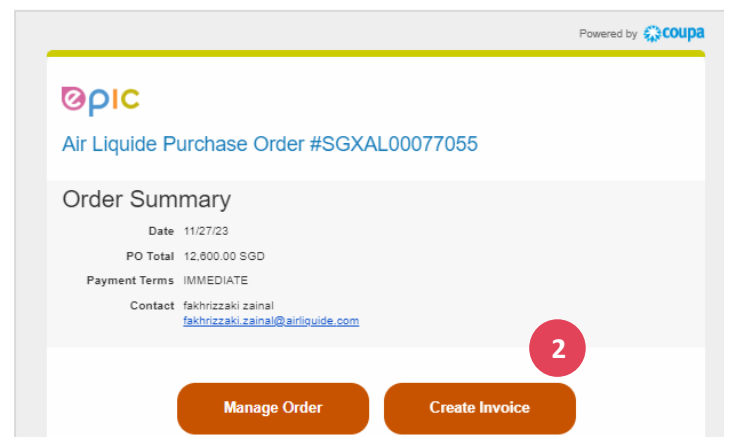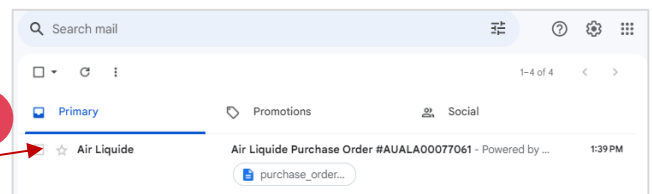
The Create Invoice page will display.

Because you have not yet registered on Coupa, you will be asked to Create a Remit-To Address, to inform Air Liquide of your payment details. You'll be asked to do this each time you Create an Invoice from a PO Email if you are not yet registered on Coupa.

3. **Select 'Create New Remit-To'.**

4. **Complete the Company Information fields.**

5. **Enter your Company ABN.**

6. **Enter the Bank Account Details for invoice payment.**

7. **When you have finished your entries, select 'Create and Use'.**

CREATING THE INVOICE

1. **Enter your Invoice Number.**

2. *Select the Invoice Date, Date of Supply, and Currency (if required).*

3. **Attach an image to validate products and/or services supplied** *(optional).*

4. **Add any notes, and attach additional supporting files** *(optional).*

THE LINES

5. **The lines on the invoice will match the lines on the purchase order.**
   Delete any lines that you are not invoicing for at this time, and make any other necessary adjustments as required.

6. **Select the GST rate.**
   Do not select Exempt or Reverse Charge.

TAXES AND OTHER TOTALS (eg. Shipping)

7. **Add Shipping fee and other fees** *(if applicable).*

8. **Select 'Calculate' to check the Gross Total matches your invoice total.**
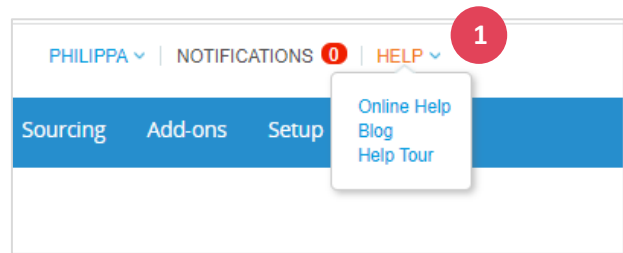
9. **Select 'Submit' when complete.**

You will be asked to confirm your action.

10. **Select 'Send Invoice'.**

Your invoice is now submitted for payment.

WHERE TO GO IF YOU NEED HELP

1. Select the HELP menu on the CSP (located at the top right of screen).

   OR

2. Email APAC PROC-COUPA SUPPORT: **apacproc-coupa-support@airliquide.com**