How to e-invoice through Email (SAN)

Suppliers Guide

What is SAN?

As an alternative to joining a robust supplier network, Suppliers can use Supplier Actionable Notifications (SAN) to act on POs directly from email notifications for POs created in Coupa without having to log into a system. SAN allows suppliers to have the option to acknowledge a PO, add a comment to it, or create an invoice from the fulfilled PO. Additionally, they can also create a Coupa Supplier Portal (CSP) account if they want to take advantage of the benefits of working with their customers through the CSP.

Note: Suppliers that are already registered for the CSP can also take advantage of SAN.

Suppliers will also get notifications via email after they submit an invoice, letting them know when Avient performs an action. This improves transparency and further reduces the need for suppliers to manually need to follow up on the status of their invoice.

How does it work?

Once you receive a PO from Coupa, you will get a SAN notification in your email with action buttons to dictate next steps. These steps include the following: "Create an invoice", "Add Comment", "Acknowledge PO", or "Create Account" to create a CSP profile.
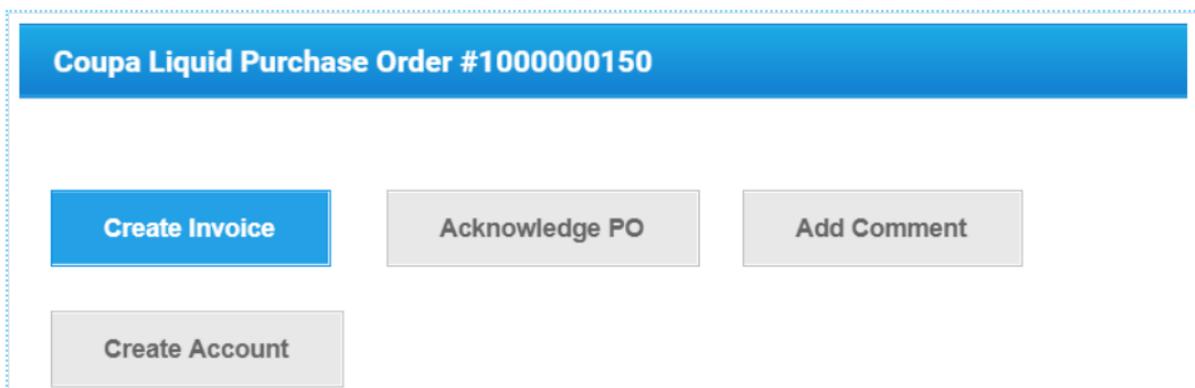
Create an Invoice

When clicking the "Create Invoice" button, you are prompted to add an "Invoice From" address. If you do not have a legal entity available to select from, you will need to add one by clicking on the "Add New" link or the ⊕ icon. You will then be guided through creating your legal entity through Coupa. The legal entity will then be added to your invoice.

Choose Invoicing Details   ✕

* Legal Entity | Legal Entity 1   ⌄ | ➕ Add New

Invoice From   Success Street
Customer City, 12345
United States
United States

* Remit-To | Select   ⌄ | ➕ Add New

* Ship From Address | Select   ⌄ | ➕ Add New

Cancel

On the **Create Invoice** page, fill in the mandatory fields (marked with a red asterisk) on your invoice. Some of the fields are pre-populated with information from the PO.

You can also attach files to an invoice using the "Attachments" field. One attachment can be up to 100 MB, but for performance reasons, consider limiting the attachment size to 16 MB or so. Image attachments on invoices must be of the following types: PNG, GIF, JPG, JPEG, PJPEG, TIFF, or PDF.

Note: For specific countries there might be additional required fields to populate depending on the laws and regulations of the country. Please verify compliance prior submitting invoice.

Create Invoice Create

General Info

* Invoice #	
* Invoice Date	01/11/19 📅
Payment Term	Net 30 ⏲ Accelerate Payment
* Currency	USD ▼
Delivery Number	
Status	Draft
Shipping Term	Standard ▼
Image Scan	Browse... No file selected.
Supplier Note	
* Attachments ⓘ	Add File	URL	Text
Discount Amount	
Payment Order Reference	

From

* Supplier	SUPPLIERNAME
Supplier Tax ID	None
* Invoice From Address	ABCD 🔍 123 Success Ave Results City, XY 99999 United States
* Remit-To Address	ABCD 🔍 123 Success Ave Results City, XY 99999 United States
* Ship From Address	ABCD 🔍 123 Success Ave Results City, XY 99999 United States

To

Customer	Coupa
* Bill To Address	No address selected
Buyer Tax ID	▼
Ship To Address	No address selected

☰ Lines

☐ Line Level Taxation

➕ Add Line

Subtotal			0.00
Shipping			
Tax Description (Shipping)	▼		0.000
Handling			
Tax Description (Handling)	▼		0.000
Misc			
Tax Description (Misc)	▼		0.000
Tax Description	▼	0	0.00 ➕
Total Tax			0.00
Total			**0.00**

❌ Delete   Cancel   Save as draft   Calculate   Submit

💬 Comments

Add Comment

In the "Subtotal" section, you can enter values and select tax rates for shipping, handling, and miscellaneous costs.

Applicable tax rates are determined by the tax code on the invoice. The tax rate is a government regulated rate to be paid to the tax authorities as part of the sale and is shown as a percentage. It applies to all commodities sold in a specified geographical area.

Subtotal			363.00
Shipping			10
Tax Description (Shipping)	US: CA - 8.25 ⌄	8.25	0.83
Handling			8
Tax Description (Handling)	US: CA - 8.25 ⌄	8.25	0.66
Misc			1
Tax Description (Misc)	US: CA - 8.25 ⌄	8.25	0.08
Total Tax			1.57
Total			**383.57**

Clicking **Calculate** will give you the gross total amount including tax values.

Once all requirements are complete, you will then be able to submit the invoice or save it as a draft to submit later.

Before submitting the invoice, you can cancel or delete it.

Note: You can only delete draft invoices. If you want to make changes to the invoice after submitting it, you have to contact your Avient representative.