



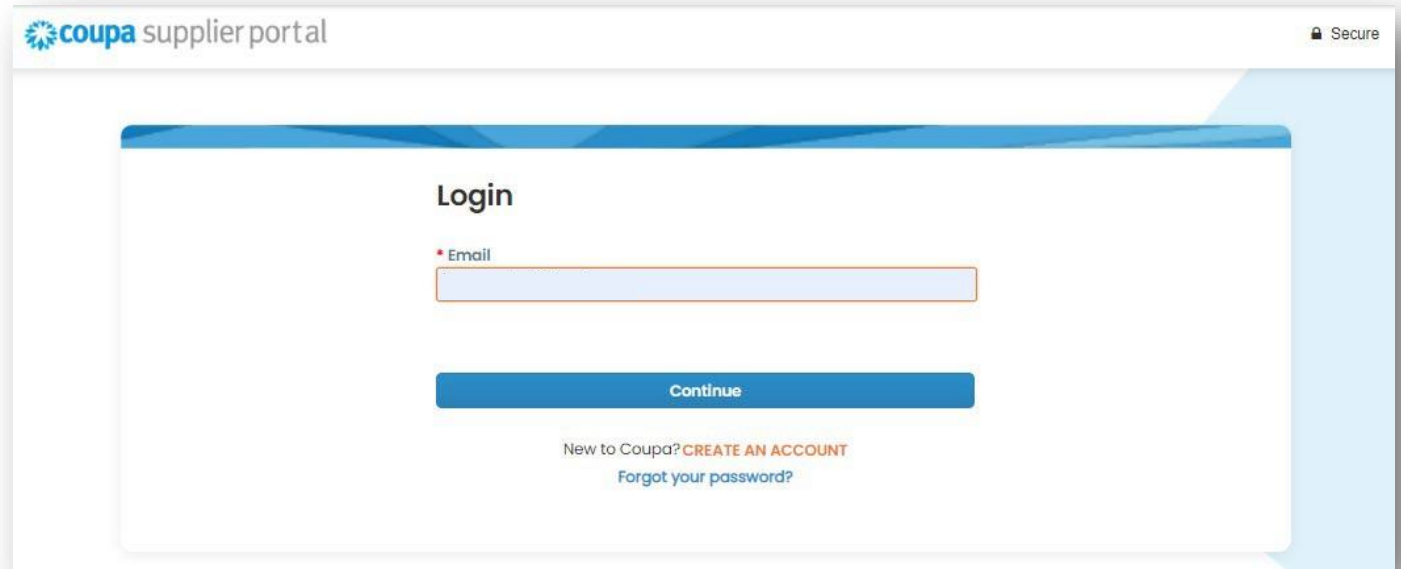
Portal de Fornecedores Coupa:

Faturamento – Como Criar uma Fatura com Base em Pedido de Compra (PO)

10/28/2024

Criação de Fatura com Base em Contrato

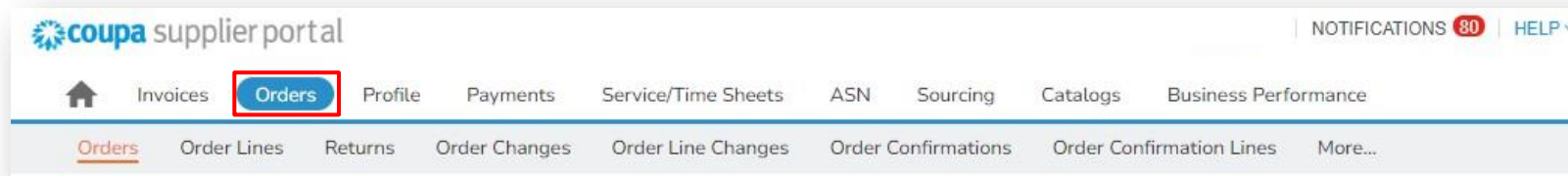
- Acesse o Portal de Fornecedores Coupa (CSP) em:
<https://supplier.coupahost.com/>
utilizando o e-mail e a senha já cadastrados.
- Para melhores resultados, recomenda-se o uso do navegador Google Chrome



The screenshot displays the 'coupa supplier portal' login interface. At the top left is the Coupa logo and 'supplier portal' text. At the top right is a 'Secure' indicator with a lock icon. The main content area is titled 'Login' and features an email input field with a red asterisk and the label '* Email'. Below the input field is a blue 'Continue' button. At the bottom, there are links for 'New to Coupa? CREATE AN ACCOUNT' and 'Forgot your password?'. The interface has a clean, modern design with blue and white colors.

Criação de Fatura a partir de um Pedido de Compra (PO)

- Clique na aba **Orders** na barra de navegação.
- Na tela de **Purchase Orders**, localize o pedido de compra a partir do qual você criará a fatura.



Purchase Orders

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

View All Search								
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
COU1396	09/24/20	Soft Closed	None	1 Each of MBF8505_MI_REFRIGERATOR (REACH IN) 21.0 CU FT C... 1 Each of MBF8505_MI_REFRIGERATOR (REACH IN) 21.0 CU FT C...	No	2,778.00 USD		
COU1342	09/16/20	Issued	None	1 Each of 9715030001_COUPA	No	29.62 USD		  
COU1341	09/16/20	Issued	None	1 Each of 9715030001_COUPA	No	29.62 USD		  
COU1340	09/16/20	Issued	None	1 Each of SNOW REMOVAL	No	400.00 USD		  

Criação de Fatura a partir de um Pedido de Compra (PO)

- Na coluna *Actions*, clique no ícone de moedas  douradas para continuar.

Purchase Orders									
Click the  Action to Accept the Purchase Order and Create an Invoice using its data									
View All Search 									
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions	
COU1396	09/24/20	Soft Closed	None	1 Each of MBF8505_MI_REFRIGERATOR (REACH IN) 21.0 CU FT C... 1 Each of MBF8505_MI_REFRIGERATOR (REACH IN) 21.0 CU FT C...	No	2,778.00 USD			
COU1342	09/16/20	Issued	None	1 Each of 9715030001_COUPA	No	29.62 USD		  	
COU1341	09/16/20	Issued	None	1 Each of 9715030001_COUPA	No	29.62 USD		  	
COU1340	09/16/20	Issued	None	1 Each of SNOW REMOVAL	No	400.00 USD		  	

Criação de Fatura com Base em Pedido de Compra (PO)

Apenas para Fornecedores da Índia

- Os fornecedores na Índia verão uma janela pop-up do e-Invoicing do Conselho GST da Índia.
- Se aplicável, os fornecedores podem selecionar a opção *Upload response JSON file* e carregar um arquivo JSON de resposta descriptografado a partir do computador.
- Caso contrário, mantenha selecionada a opção *Use Coupa India presentation template*.
- Click *Continue*.

The screenshot shows a dialog box titled "Upload authorized file or use template". The text inside reads: "The Indian GST Council has rolled out the GST e-Invoice System for taxpayers to generate e-invoices and register them on the system. If your organization falls under this mandate, please follow the prescribed invoice registration process and upload the decrypted response JSON as received from the GST e-Invoice System below. Otherwise, create an invoice using the Coupa India presentation template." Below this text are two radio button options: "Use Coupa India presentation template" (which is selected) and "Upload response JSON file". Under the "Upload response JSON file" option, there is a "Choose File" button and the text "No file chosen". At the bottom right of the dialog are "Cancel" and "Continue" buttons. The background shows a blurred interface with a "Supplier" field and a "Beneficiary Name: BRIGHTWAYS LOGISTICS" field.

Criação de Fatura com Base em Pedido de Compra (PO)

- Na janela pop-up *Choose Invoicing Details*, selecione ou adicione uma nova entidade legal, um endereço Remit-To e o endereço Ship From.
- Clique em *Save*.

The screenshot shows a software interface with a table in the background containing columns for Description, Qty, UOM, and Price. Overlaid on this is a pop-up window titled "Choose Invoicing Details". The window contains the following fields:

- * Legal Entity:** A dropdown menu showing "Main Remit To" with a green plus icon and the text "Add New" to its right.
- Invoice From:** A text area containing the address "123 Main Street", "Atlanta, GA 30075", "United States", and "United States (123456789)".
- * Remit-To:** A dropdown menu showing "123 Main Street, Atlanta, GA 30" with a green plus icon and the text "Add New" to its right.
- * Ship From Address:** A dropdown menu showing "123 Main Street, Atlanta, GA 30" with a green plus icon and the text "Add New" to its right.

At the bottom right of the pop-up window are two buttons: "Cancel" and "Save".

Criação de Fatura com Base em Pedido de Compra (PO)

- Na seção **General Info**, informe um número de fatura único no campo **Invoice #** (limite de 50 caracteres).
- Verifique se o campo **Payment Term** está configurado com os termos acordados em contrato.
- Os fornecedores podem adicionar comentários nos campos **Supplier Note** ou **Attachments**. Também é possível anexar documentos de suporte no campo **Attachments**.

Observação: Caso existam itens diversos Miscellaneous, será obrigatória a anexação de documentação de suporte.

Fornecedores da Índia e dos Emirados Árabes Unidos devem anexar uma cópia da fatura em formato PDF

- Clique em **Add**.
- Selecione o número correto na lista **Supplier GSTIN** dropdown, se aplicável.

These fields are only visible to suppliers in India.

Criação de Fatura com Base em Pedido de Compra (PO)

- Role até a seção **To** e clique no ícone de lupa ao lado de **Bill To Address**.
- Na janela pop-up **Choose an Address**, localize o endereço correto e clique em **Choose**.

 **To**

Customer UPS QA

*** Bill To Address** 10 Upper Pond 
Parsippany, New Jersey 07054
United States

VAT ID 123456789

Buyer Tax ID

Buyer Tax ID None

*** Ship To Address** 0083 DISTRICT ALLOCATION 
8315 NE AIRTRANS WAY
PORTLAND, OR 97218
United States
Location Code: ORAIRAO2651

Choose an Address 

View All  **Advanced** 

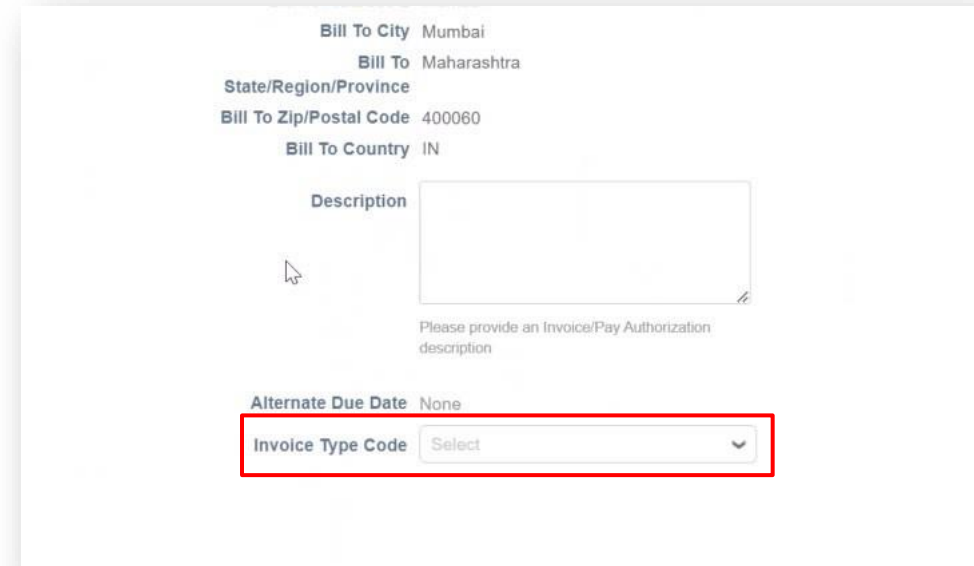
Legal Entity Name	Line 1	Line 2	City	State	Postal Code	Country	Actions
None	10 Upper Pond	None	Parsippany	New Jersey	07054	United States	 Choose

 Add Line Totals & Taxes

Criação de Fatura com Base em Pedido de Compra (PO)

Apenas para Fornecedores da Índia

- Selecione o valor apropriado (C+S, GST, Bill ou RCM) no menu *Invoice Type Code*.



The screenshot shows a web form for creating a bill. The fields are as follows:

- Bill To City:** Mumbai
- Bill To State/Region/Province:** Maharashtra
- Bill To Zip/Postal Code:** 400060
- Bill To Country:** IN
- Description:** A text area with a placeholder "Please provide an Invoice/Pay Authorization description".
- Alternate Due Date:** None
- Invoice Type Code:** A dropdown menu with "Select" as the current value. This field is highlighted with a red rectangle.

Criação de Fatura com Base em Pedido de Compra (PO)

- Role até a seção *Lines*.
- Verifique a descrição, a unidade de medida (*UOM*) e o preço.
- Verifique ou ajuste, se necessário, a quantidade (*Qty*).

Lines

☐ Line Level Taxation

Type	Description	Qty	UOM	Price	
	paper box	18	Each	5.00	90.00

PO Line

COUQA4927643-1

Service/Time Sheet Line

None

Contract

Credit Line

None

Supplier Part Number

Billing

XH0380-N001-632904-0000-0000-000000-000000

Criação de Fatura com Base em Pedido de Compra (PO)

Apenas para Fornecedores da Índia

- Role até a seção [Lines](#).
- Verifique a descrição, a unidade de medida ([UOM](#)) e o preço
- Verifique ou ajuste, se necessário, a quantidade ([Qty](#))
- Informe o número correto no campo [HSN/SAC](#) e selecione o valor adequado no menu [Tax Type](#).

Observação: Os campos "Tax Rate" e "Tax Amount" são preenchidos automaticamente após a seleção do "Tax Type".

The screenshot displays the 'Lines' section of a software interface. At the top, there is a header bar with the title 'Lines'. Below this, a table-like structure shows the following fields:

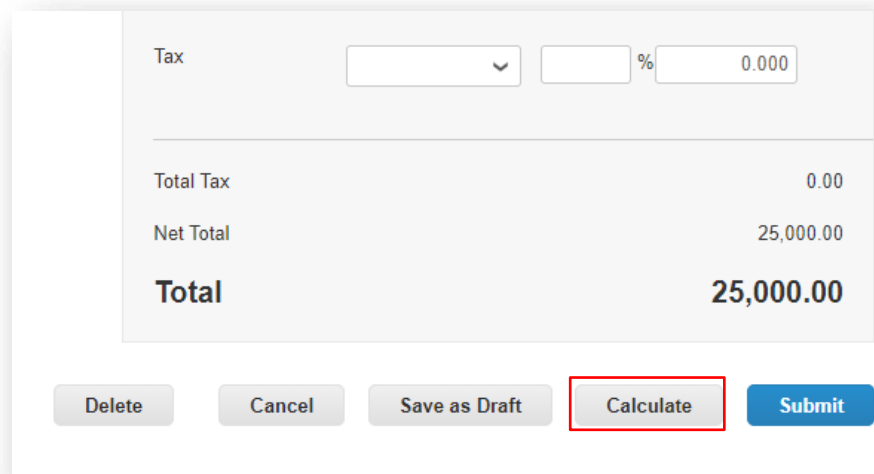
Type	Description	Qty	UOM	Price
	laptop	1	Each	450.00

Below the table, there are several fields and sections:

- HSN/SAC:** A text input field, highlighted with a red box.
- PO Line:** A text input field containing 'COUQA4927628-1'.
- Service/Time Sheet Line:** A dropdown menu with 'None' selected.
- Contract:** A dropdown menu.
- Credit Line:** A dropdown menu with 'None' selected.
- Supplier Part Number:** A text input field.
- Billing:** A text input field containing 'XU1746-I008-692104-0000-0000-000000-000000'.
- Taxes:** A section containing a table with columns 'Tax Type', 'Tax Rate', 'Tax Amount', and 'Tax Reference'. The 'Tax Type' and 'Tax Rate' columns are highlighted with a red box. The 'Tax Amount' column shows '0.00'.

Criação de Fatura com Base em Pedido de Compra (PO)

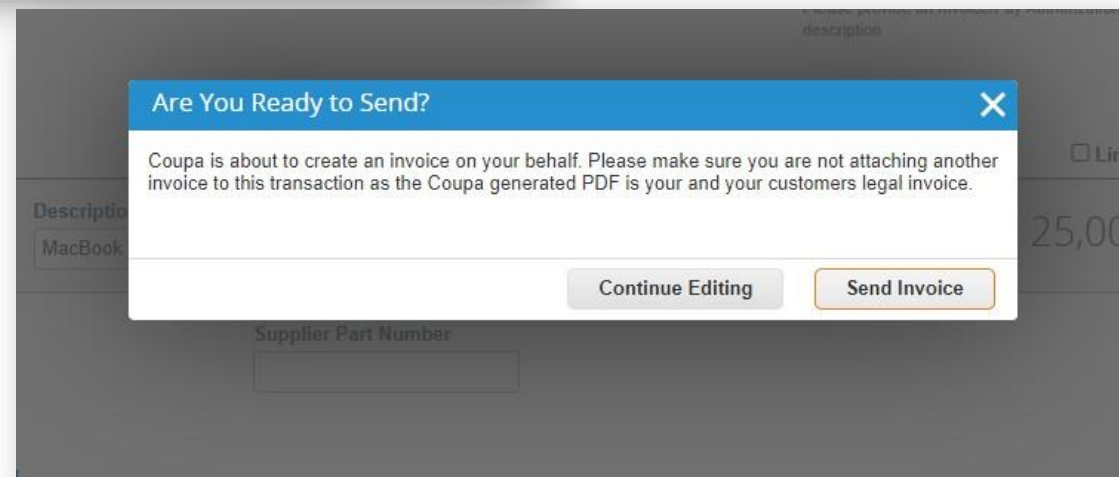
- Role até o final e clique em [Calculate](#) para validar o valor total.
- Após a validação e o preenchimento de todos os campos obrigatórios, clique em [Submit](#).
- Na janela [Are You Ready to Send](#), selecione [Send Invoice](#).



The screenshot shows a form for calculating the total invoice amount. At the top, there is a 'Tax' section with a dropdown menu, a percentage sign, and a text box containing '0.000'. Below this, a summary table displays the following values:

Total Tax	0.00
Net Total	25,000.00
Total	25,000.00

At the bottom of the form, there are five buttons: 'Delete', 'Cancel', 'Save as Draft', 'Calculate' (highlighted with a red border), and 'Submit'.



The screenshot shows a modal dialog box titled 'Are You Ready to Send?' with a close button (X) in the top right corner. The text inside the dialog reads: 'Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.' At the bottom of the dialog, there are two buttons: 'Continue Editing' and 'Send Invoice' (highlighted with an orange border). The background of the slide is a blurred view of the main invoice form, showing fields like 'Description', 'MacBook', and 'Supplier Part Number'.

Criação de Fatura com Base em Pedido de Compra (PO)

- Na página *Invoices*, a fatura recém-criada deverá estar com o status *Processing*.
- Os usuários receberão notificações sobre atualizações de status via online, e-mail e/ou SMS, conforme as configurações escolhidas.
- Tem dúvidas ou precisa de ajuda? Envie um e-mail para supplyline@ups.com

Invoices

P035_3313610_TXDALLAPOBOX731_BEST BUY FOR BUSINESS invoice #IFPO-DM-2 is processing

Create Invoices ⓘ

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	10/12/20	Draft	COU1342	0.00 USD	No		 
BITest-DM-1	10/09/20	Pending Approval	None	200.00 USD	No		
NV-DFF	10/09/20	Pending Approval	None	10.00 USD	No		
DAP123	10/09/20	Pending Approval	None	100.00 USD	No		
TESTREQUESTOR	10/09/20	Draft	None	50.00 USD	No		 
None	10/08/20	Draft	None	0.00 USD	No		 
NV-3452	10/08/20	Pending Approval	None	20.00 USD	No		
NV-3456	10/08/20	Pending Approval	COU262	600.00 USD	No		
IFPO-DM-1	10/08/20	Pending Approval	COU1026	869.00 USD	No		
IFPO-DM-2	10/07/20	Processing	None	25,000.00 USD	No		



OBRIGADO!