

#### **Supplier Invoices**

#### 1. Invoice Submission Methods

- a. There are three ways suppliers can electronically submit invoices for Coupa purchase orders.
  - i. Commerce Extensible Markup Language (cXML)
  - ii. Coupa Supplier Portal (CSP)
  - iii. Supplier Actionable Notification (SAN)

#### 2. cXML Invoice Submission

- a. cXML integration is reserved for high transaction volume suppliers who want to be directly integrated to Coupa. Suppliers will send their invoice information through a cXML format and post the file directly to Coupa.
  - i. To begin the set-up process, contact <u>suppliersupport@cmc.com</u>.

#### 3. CSP Invoice Submission

- a. Suppliers must be invited and linked to Commercial Metals in Coupa. Once the supplier is linked to Coupa and logged into the CSP they can find a PO and flip it into an invoice.
  - i. Log into the Coupa Supplier Portal
  - ii. Click on the Orders tab
  - iii. Locate purchase order to invoice
  - iv. Click on gold coin icon under Actions to create an invoice in the CSP



#### **Supplier Invoices**

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Home	Profile	Orders	Service/Tin	ne Sheets	ASN Ir	nvoices	Catalogs	Business Perform		Sourcing	Add-ons	Setup	
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								Select Cus	stomer	Commerc	cial Metals Con		✓ PO Delivery
	Purch	nase O	rders										
				Click t	the <mark>ទ</mark> Act	ion to In	voice from	a Purchase Orc	ler				
	Export t	to v						View All		~	Search	P	
	PO Num	ber Order Da	te Status	Acknowledg	ged At Item	s		Unanswered Cor	nments	Total	Assigned To	Actions	
	7600000	089 02/22/22	Issued	None	10	each of HP F	Printer	No		2,000.00		ie ie	
									Create in	nvoice for P	O #76000008	9	

- v. Fill in the required fields with a red asterisk including Invoice Number, Invoice Date, Control Total, Bill To & Ship to Address and Remit To details. If you receive ACH payments for all your locations to a single bank account, there is no need to add remit to addresses.
- vi. Only United States Dollar (USD) is accepted as the currency on invoices for CMC.
- vii. Optional fields include attachments (File, URL, Text) and Supplier Note.

🔅 General Inf	D	💡 Bill To & Sh	ір То	
* Supplier * Invoice #	Motion Automation Intelligence	* Chart of Accounts	CMCO via Order	~
* Invoice Date	01/10/23	Bill To	P.O. Box 139094 Dallas, TX 75313-9094 United States	
Payment Term * Currency	Net Due in 45 Days - Z010 X V	Line of Business Legal Entity	None	
* Control Total		Buyer Tax ID		$\stackrel{>}{\sim}$
Status Supplier Note	Draft	Ship To	CMC STEEL ARIZONA CMC Steel Arizona 11444 E Germann Rd	0
Image Scan	Add File I URL I Text Add File I URL		Mesa, AZ 85212-9700 United States Location Code: 1600	
Requester	Cynthia Gonzalez X 🗸	Line of Business	Mills CMC Steel Fabricators, Inc.	
Receipt Error Vendor Tax Code 10		Supplier Inf		
Prepaid		Remit To		~ <mark>,</mark>
OneSource Error		Invoice From	No address selected No address selected	0
Plant Buyer Header	1600	Ship From	No address selected	0
Buyer Header		Supplier Tax ID		~

viii. At the line level the supplier may edit the quantity and/or price fields.



### **Supplier Invoices**

ype	Description HP Printer	Qty 5	UOM each	Price	200.00	1,000.00 😵
PO Line 7600000	089-1 <u>O</u> Clear	Contract		Supplier Part HP12345	Number	
<b>Billing</b> 1200-242	4-203374-632000					

ix. The supplier may choose to Add Line, Pick Lines from PO or Pick lines form Contract to add to the invoice.

💻 Lines					C Line Level Taxation
Type n	Description HP Printer	Qty 5	each v	Price 200.00	1,000.00 8
PO Line 76000000	89-1 <sub>-</sub> O Clear	Contract		plier Part Number 12345	
Billing 1200-2424	-203374-632000				
Add Line	Pick lines from PO	Pick lines from Contract	Totals & Ta	xes	

- x. Click on Calculate if any changes were made to quantity, price or if additional lines were added.
- xi. Click on Calculate Taxes to allow Coupa to input taxes on the invoice.



### **Supplier Invoices**

Lines Net Total	600.00
Shipping	
Handling	
Misc	
Tax	✓ 0.00
Total Tax	0.00
Net Total	600.00
Total	600.00
	Control Total None USD

- xii. Click Submit when finished.
- xiii. Click Send Invoice to submit the invoice to CMC.

Are You Ready to Send?	X
Coupa is about to create an invoice on your behalf. Please make sure you are not attaching anot invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice	
Continue Editing Send Invoice	

xiv. Invoice is created and sent to CMC.



### **Supplier Invoices**

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Home	Profile	Orders	Service/T	me Sheets	ASN	Invoices	Catalog	s Busi	iness Performanc	e Sourcir	ng A	dd-ons	Setup	
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#### 4. SAN Invoice Submission

- a. Suppliers can act directly from their email inbox, receive purchase orders, and create invoices without registering or logging in to the Coupa Supplier Portal (CSP). To use this option, send the email address where you would like to receive Coupa notifications to suppliersupport@cmc.com.
  - i. From the email notification, click the View Order to check the details of the PO.



## **Supplier Invoices**

mmercial Metals Company ≺do_not_reply@cr oncatindig+2111 -	nc-dev.coupahost.com>	2:47 PM (0 minutes a
🚛 Commercial Metals Compan	y Purchase Order #7600000089	
		Powered by Coupa
Hi Onin,		
You have received a new purchase order #76000000	289 from Commercial Metals Company Company.	
Submitted By Jane Williams		
On Behalf Of Jane Williams		
Supplier MelTech Inc.		
Total 2,000.00		
Items HP Printer	10 Each X 200.00 USD	
	<b>I</b>	
	L	View Order
More Detail		
PO ID 760000089	Department Administration's (60000	03)
Status Issued - Sent via Email	Last Opened 02/22/22	
Order Date 02/22/22	Acknowledged At None	
Revision Date 02/22/22	Payment Term Z000	
Reg # 155	Shipping None	
Supplier	Shipping	
MelTech Inc. Treetop Street	901 CANTRELL STREET	
	901 CANTRELL STREET WAXAHACHIE, TX 75165-3120	
MelTech Inc. Treetop Street San Jose, California 11101	901 CANTRELL STREET WAXAHACHIE, TX 75165-3120 United States Location Code: 2900	
MelTech Inc. Treetop Street San Jose, California 11101 United States <u>roncatindig+2111@gmai</u>	901 CANTRELL STREET WAXAHACHIE, TX 75165-3120 United States	
MelTech Inc. Treetop Street San Jose, California 11101	901 CANTRELL STREET WAXAHACHIE, TX 75165-3120 United States Location Code: 2900	
MelTech Inc. Treetop Street San Jose, California 11101 United States <u>roncatindig+2111@gmail</u>	901 CANTRELL STREET WAXAHACHIE, TX 75165-3120 United States Location Code: 2900	unt 1200-2424-

#### ii. Click Create Invoice.

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Ne	ed By Pa	art Number	Manufactu	urar Nama	Manufacti	war Part	lumber					
		P12345	None		None							
Per page	9 15   45	90										
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Enter Co	mment											



### **Supplier Invoices**

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							Select Custom	er Commerci	al Metals Company	gure PO Delive
	urchas		er #7600	0000	89	<u>o</u> si	hipping			
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P	erpage 15	45   90								
							Total	USD 2,000.00	)	
							Create Invoice	Save	Print View	<i>x</i>
[]	Comm	nents							Mute Comments	~

- iii. Fill in the required fields with a red asterisk including Invoice Number, Invoice Date, Control Total, Bill To & Ship to Address and Remit To details. If you receive ACH payments for all your locations to a single bank account, there is no need to add Remit to addresses.
- iv. Only United States Dollar (USD) is accepted as the currency on invoices for CMC.
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- vi. Click on Calculate if any changes were made to quantity and price or if additional lines were added.
- vii. Click on Calculate Taxes to allow Coupa to input taxes on the invoice.



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s Order	r Lines Ret	urns Or	der Changes	Order Line Ch	anges Shipme	nts				
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						О То	Onited	states		
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viii. Click Submit when finished.