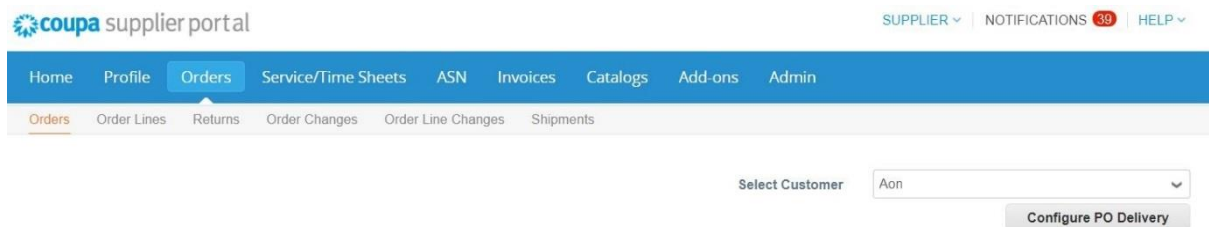



## Supplier Invoicing

Credit notes can be created via the Coupa Supplier Portal (CSP). The process to create and submit a credit note is outlined below.











### Create a PO Backed Credit Note via CSP

1. Log into [CSP](#).
2. Select **Orders** tab.



3. Find the PO you would like to flip into a credit note. You can either scroll through the list of POs or search for it. Once you have found the specific PO row, under the Actions column, click the  icon to flip the PO into a credit note.

### Purchase Orders

Instructions From Customer									
Please acknowledge the purchase order. For timely payments, please put EFT details on your invoice.									
Click the  Action to Invoice from a Purchase Order									
View All Search									
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions	
GB0081000187428	05/07/20	Issued	None	testuk3 1 Each of testuk4	No	150.00 GBP		  	
GB0041000187427	05/07/20	Issued	05/18/20	10 Each of testuk2	No	100.00 GBP		  	
GB0091000187426	05/07/20	Issued	None	testuk1	No	100.00 GBP		  	

4. The page refreshes to display the **Create Credit Note** screen.
- 4.1. The **Create Legal Entity** pop-up (dialogue box) will be displayed. Select the address you would like to remit-to by clicking **Select** (then continue to step 7).

**Note:** If there is only one Remit-To address stored in your profile, then Coupa will default to that address and there will be no pop-up to choose an address. If there is no Remit-To address stored within the system, Coupa will ask you to create one.

## Choose Invoicing Details ✕

\* Legal Entity  + Add New

Invoice From addressuk1  
cityuk1  
87654  
United Kingdom  
United Kingdom (GB123456789)

\* Remit-To  + Add New

\* Ship From Address  + Add New

Cancel

4.2. If the correct Remit-To Address does not appear and you would like to add an address, then use the button **"Add New"**.

**Note:** If you submit a credit note with a new Remit-To address, the credit note will be put on hold until the new address is approved by the Aon Accounts Payable team. When you submit the credit note, you will receive a message stating that it is on hold.

4.2.1. Scroll down in the **Create Credit Note** screen and click **Save as draft** (if you do not want to lose your work thus far).

Delete

Cancel

Save as Draft

Calculate

Submit

To add new Remit-To navigate to Admin tab and the Legal Entity Setup section.

Admin Legal Entity Setup

Add Legal Entity

Users

Merge Requests

Legal Entity Setup

Legal Entity

▼ testuk

Actions

4.2.2. Click **Add Legal Entity** and input the correct address, contact, and customers.

4.2.3. Click **Add New**.

4.2.4. Return to your credit note by clicking the **Invoices** tab from the panel.

4.2.5. Select the edit icon below the action column of the invoice you were working on initially.

## Invoices

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	Actions	
None	05/18/20	Draft	GB0081000187428	50.00 GBP	No	 	

Aon University

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5. On the **Create Credit Note** screen, input information into the required fields.

*Note that required fields are indicated by an asterisk.*

- Credit Note #
- Credit Note Date
- Currency
- Original Invoice #
- Original Invoice Date
- Credit Reason

## Create Credit Note Create

### General Info

* Credit Note #	<input type="text"/>
* Credit Note Date	05/18/20 
Payment Term	30D
Original Date of Supply	05/18/20 
* Currency	GBP 
Delivery Number	<input type="text"/>
Status	Draft
* Original Invoice #	<input type="text"/>
* Original Invoice Date	mm/dd/yy 
Image Scan	<input type="button" value="Choose File"/> No file chosen
Supplier Note	<div><div></div></div>
Attachments 	Add <a href="#">File</a>   <a href="#">URL</a>   <a href="#">Text</a>
Cash Accounting Scheme	<input type="text"/>
* Credit Reason	<input type="text"/>

6. As you scroll down the page, in the Lines section you will find more fields to input information.

For a Goods PO:

6.1. Enter a price in the **Price** field.

Adjustment Type Price

Type	Description	Qty	UOM	Price	
	testuk4	1.000	Each	-50.00	-50.00

PO Line: GB0081000187428-2  
Contract: ▼  
Supplier Part Number:   
Service Expiration Date: None

6.2. Enter the quantity in the **Quantity** field.

Adjustment Type Quantity

Type	Description	Qty	UOM	Price	
	testuk4	-1.0	Each	50.00	-50.00

PO Line: GB0081000187428-2  
Contract: ▼  
Supplier Part Number:   
Service Expiration Date: None

**Note:** Since this is a Credit Note, negative quantity needs to be entered for goods.

For a Services PO:

7.1. Enter a price in the Price field. Since it is a Services only PO, only the amount is required.

**Note:** Since this is a Credit Note, negative amount needs to be entered in the Price field.

Lines

Adjustment Type Price

Type	Description	Qty	UOM	Price	
	testuk2	10.000	Each	-10.00	100.00

PO Line: GB0041000187427-1  
Contract: ▼  
Supplier Part Number:   
Service Expiration Date: None

8. Enter the tax information in the **VAT tax** fields. Click **Calculate**, then **Submit**.

9. After submitting, the page will refresh to display the credit note is pending approval.

**Note:** If you submitted the credit note with a new Remit-To address, the status will display as 'On Hold.' Once approved, Aon will process the credit voucher and details will be reflected in Coupa.