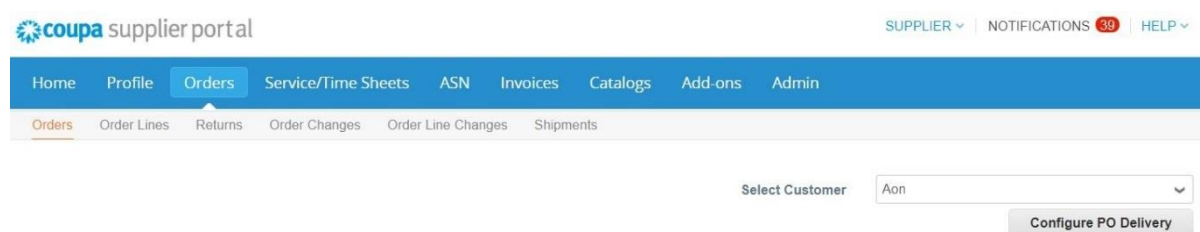# Supplier Invoicing

There are two ways to create electronic invoices – via the Coupa Supplier Portal (CSP) and the purchase order email (as known as "flipping the PO").

Create PO Backed Invoice via CSP

1. Log into CSP.

2. Select **Orders tab**.

3. Find the PO you would like to flip into an invoice. 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 an invoice.

4. The page refreshes to display the **Create Invoice** screen.

4.1. The **Choose Invoicing Details** pop-up window will be displayed. Select the address you would like to remit- to by clicking **Select** (continue to step 6).

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	testuk ▼ ➕ Add New
Invoice From	addressuk1
	cityuk1
	87654
	United Kingdom
	United Kingdom (GB123456789)
* Remit-To	Select ▼ ➕ Add New
* Ship From Address	Select ▼ ➕ 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 an invoice with a new Remit-To address, the invoice will be put on hold until the new address is approved by the Aon Accounts Payable team. When you submit the invoice, you will receive a message stating that the invoice is on hold.

4.2.1. Scroll down and click Save as draft (if you do not want to lose your work thus far).

Delete   Cancel   **Save as Draft**   Calculate   **Submit**

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

Admin Legal Entity Setup   **Add Legal Entity**

	Legal Entity	
Users		
Merge Requests	⌄ testuk	**Actions** ⌄
Legal Entity Setup		

4.2.3. Click **Add Legal Entity** and input correct address, contact details and your tax ID.

4.2.4. Click **Add Now**.

4.2.5. Return to your invoice by clicking the **Invoices** tab from the panel.

4.2.6. Select the edit icon next to the invoice you were working on initially.

5. On the **Create Invoice** screen, input information into the required fields. Note that required fields are

indicated by an asterisk.

▪ Invoice #

▪ Invoice Date

▪ Currency

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

For Goods PO:

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

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

For Services PO:

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

7. Enter any shipping and handling information

Totals & Taxes

Lines Net Total	100.00
Lines VAT Totals	0.00

Shipping [ ]

Handling [ ]

Misc [ ]

Total VAT	0.00
Net Total	100.00
Gross Total	**100.00**

8. Enter the tax information in the **VAT Rate** (Tax Description) fields or under each PO line, if applicable. Click **Calculate**, then **Submit**.

8.1. Attach a copy of the original invoice (except Canada, United States and United Kingdom).

9. After submitting, the page will refresh to display the invoice is processing.

Invoices

SUPL-_____-GB invoice #test1uk is processing ✕

Create Invoices ⓘ

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

View [All ▾]   Search 🔍

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
test1uk	05/07/20	Processing	GB0091000187426	105.00 GBP	No	

***Note**: If you submitted the invoice with a new Remit-To address, the status will display as 'On Hold.'*

10. After the invoice is approved and matched with the PO, the invoice will be paid according to Aon's standard payment terms, or to the payment terms contractually agreed upon between Aon and the supplier. Payment details will be reflected in Coupa and the CSP.

# Supplier Invoicing – from your PO Email address

The PO will be automatically emailed to the Supplier.

1. Log in to your email account. POs will show up as **Coupa Notifications** in your mailbox. Note: POs will be issued to a PO email address confirmed by the supplier and not to the primary contact email address (unless they are identical). Contact GSM Helpdesk Mailbox at gsmhelpdesk@aon.com if you are unsure which email you currently have on file or need to update.

2. Select the email of the PO you would like to flip into an invoice.
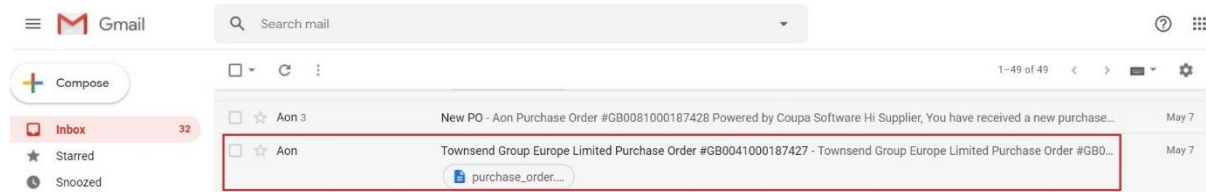
3. Click **Create Invoice**.
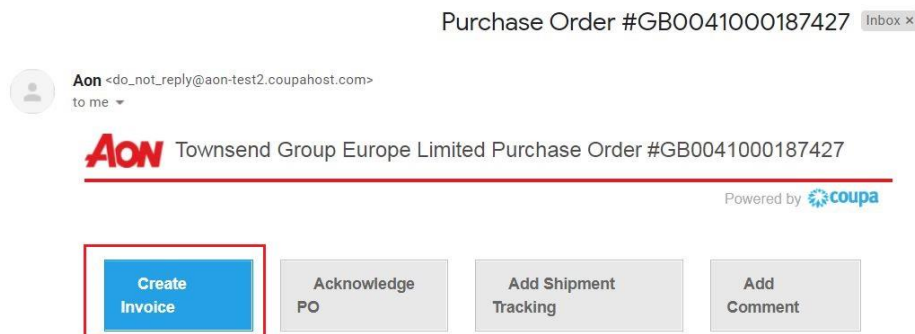
4. The other option for suppliers is to acknowledge the PO and then proceed to invoicing:

4.1. Click **Acknowledge PO** in the email message. This opens Coupa in a new browser window/tab and you see the message 'Order Acknowledged.'

4.2. On the Coupa screen, click **Create Invoice**.

Total	**100.00** GBP

Create Invoice   Save   🖶 Print View

Note: It is recommended to acknowledge a PO when Aon sends in the order.

5. Based on whichever option you choose, you will reach the **Create Invoice** screen.

5.1. The **Add Legal Entity** pop-up window will display. Select the address you would like to remit to by clicking **Select**.

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 addressstored within the system, Coupa will ask you to create one.

5.2. If the correct remit-to address does not appear, click **Add New**.

Choose Invoicing Details ✕

* Legal Entity	testuk ⌄	➕ Add New
Invoice From	addressuk1 cityuk1 87654 United Kingdom United Kingdom (GB123456789)	
* Remit-To	Select ⌄	➕ Add New
* Ship From Address	Select ⌄	➕ Add New

Cancel

Note: If you create a new address, the invoice will be put "on hold" as the new remit-to address will need to be approved by the Aon Accounts Payable team.

6. On the **Create Invoice** screen, input the invoice number into the **Invoice** # field. Note that all other required fields are indicated by an asterisk.

Create Invoice Create

⚙ General Info

* Invoice #	
* Invoice Date	05/18/20 📅
Payment Term	30D
Date of Supply	05/18/20 📅
* Currency	GBP ⌄
Delivery Number	
Status	Draft
Image Scan	Choose File No file chosen
Supplier Note	

Attachments ℹ️ Add File | URL | Text

📍 From

* Supplier	SUPL-000048686-GB
* Supplier VAT ID	GB123456789 ⌄
* Invoice From Address	testuk 🔍
	addressuk1
	cityuk1
	87654
	United Kingdom
	LTD.
* Remit-To Address	testuk 🔍
	addressuk1
	cityuk1
	87654
	United Kingdom
* Ship From Address	testuk 🔍
	addressuk1
	cityuk1

7. Scroll down to the **Lines** section and ensure all details are accurate, specifically the Price and the Quantity.

7.1. For Canada and UK: Select a tax code from the **Tax Code** dropdown and click **Calculate** and then **Submit**.

7.2. For United States: Do not modify the Tax Code Field. Manually enter the **exact value** (dollar and cents) in the **VAT Amount** field, click **Calculate**, then **Submit**.

7.3. Attach a copy of the original invoice (except Canada, United States and United Kingdom).

8. Keep the checkbox selected if you wish to receive email updates about the invoice status.

9. When you complete your edits, enter any comments for Aon and then click **Submit**.

💬 Comments ⌄

Enter Comment

Add Comment

10. You will be updated via the primary contact email address about the processing status.

PO Backed Credit Note

For a credit note that you need to submit to Aon, you should submit the credit note in PDF to the respective Aon Coupa inbox from your registered email address.

The Aon Accounts Payable team will follow their internal processes for handling and creating the credit note in Coupa. You will be updated via the primary contact email address about the processing status.
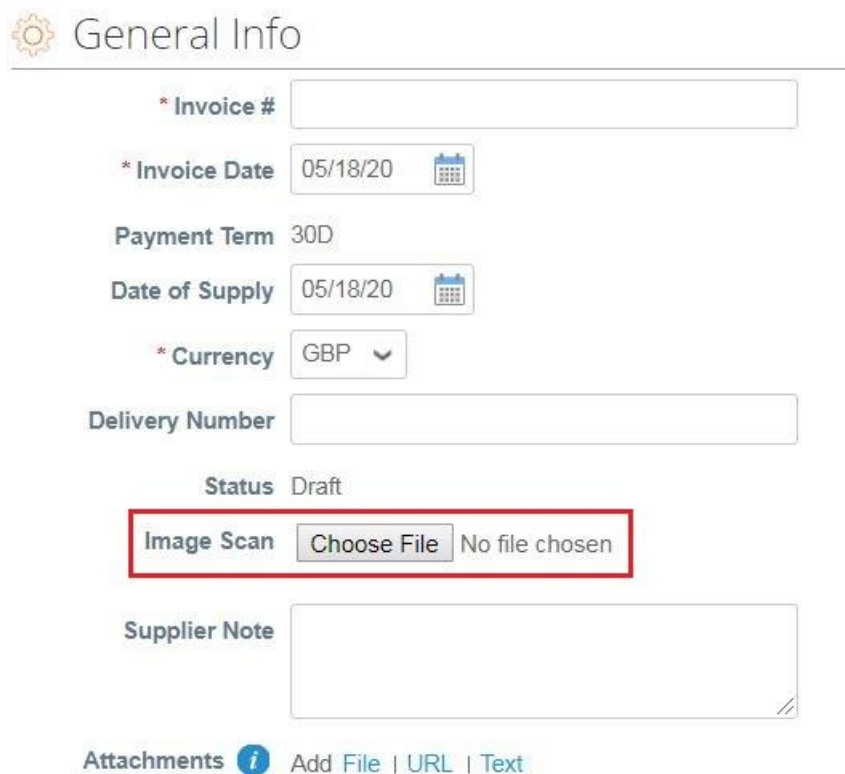
Attaching a File to an Invoice

Suppliers registered in countries different than US, Canada or UK are required to attach either an image or a .pdf version of their invoice to each electronic Coupa invoice.

Creating the invoice

Create the invoice from either the CSP or Email Flip as you normally would ensure all required fields are populated.

Attaching the file

Select the "Choose File" button located near the "Image Scan" field. Please note: **Do not upload** an invoice under the attachments section as this is not as visible to the Aon team and they may need to request an invoice document.

Browse for the file and select the right file to upload.

The name of the file will now be reflected next to the "Choose File" button.