

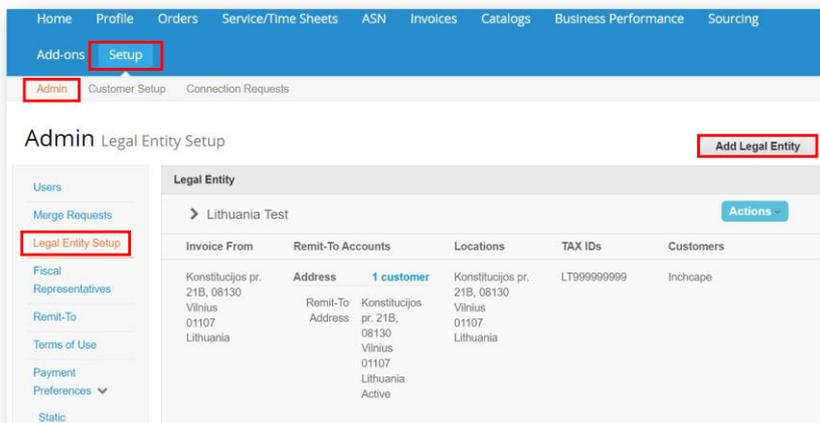
Supplier Activities

Description	Instructions to setup CSP account, Receive Orders and Submit Invoices and Credit Notes
Audience	Inchcape Suppliers

Instructions

Setup CSP Account

1. Select **Setup** tab, **Admin** tab, select **Legal Entity Setup** from side menu
2. Click **Add Legal Entity**

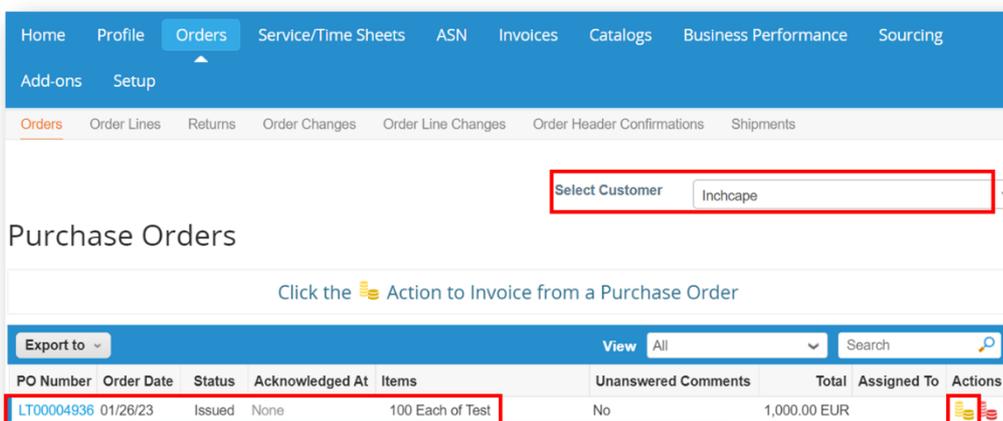


NOTES

- You can deactivate a legal entity by selecting **Deactivate Legal Entity** from the Actions drop-down. Relevant for mistakes
- You cannot edit information once saved – mistake = deactivate and set up correct legal entity
- All data used in the Legal Entity pages will be included in invoices created in Coupa

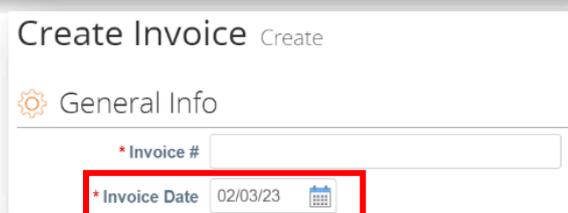
Create an Invoice from Purchase Order

1. From the homepage, open the **Orders** tab.
2. Select Inchcape on the **Select Customer** dropdown menu.
3. Locate the relevant PO and click the **Gold Coins** icon.



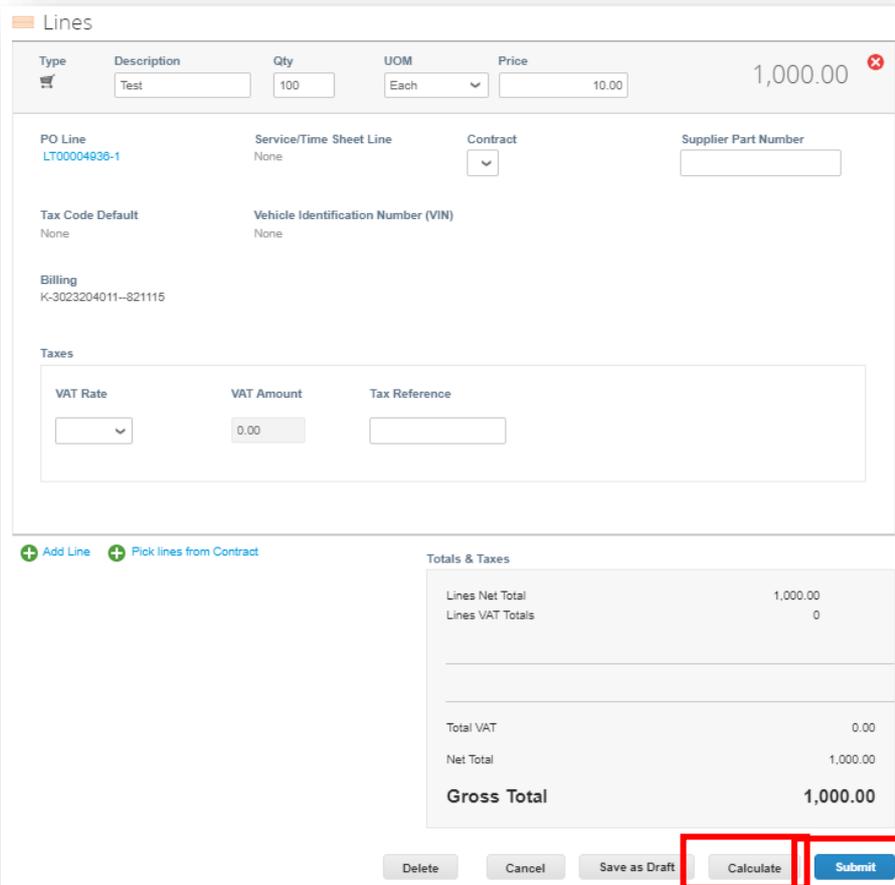
NOTES

The invoice date must be the same as the tax date of the invoice. Do not leave it as submission date as it will cause delays to your payments



Supplier Activities

4. Complete the relevant fields and click **Calculate** to work out the VAT element of the invoice
5. Click **Submit**



Type	Description	Qty	UOM	Price
	Test	100	Each	10.00

1,000.00

PO Line: LT00004936-1
Service/Time Sheet Line: None
Contract:
Supplier Part Number:

Tax Code Default: None
Vehicle Identification Number (VIN): None

Billing: K-3023204011-821115

Taxes

VAT Rate	VAT Amount	Tax Reference
<input type="text"/>	0.00	<input type="text"/>

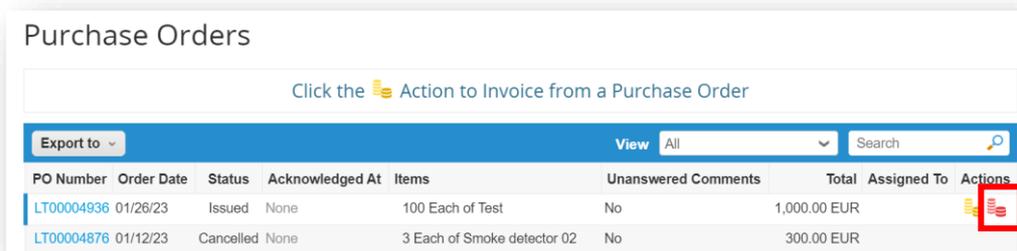
+ Add Line + Pick lines from Contract

Totals & Taxes	
Lines Net Total	1,000.00
Lines VAT Totals	0
<hr/>	
Total VAT	0.00
Net Total	1,000.00
Gross Total	1,000.00

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

Raise Credit Note

1. Go to **Orders** tab from Home Page, locate the PO and click on **Red Coins** icon against it



Purchase Orders

Click the  Action to Invoice from a Purchase Order

Export to	View	All	Search					
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
LT00004936	01/26/23	Issued	None	100 Each of Test	No	1,000.00 EUR		
LT00004876	01/12/23	Cancelled	None	3 Each of Smoke detector 02	No	300.00 EUR		

Supplier Activities

2. Complete the mandatory fields, **Credit Note #**, **Credit Note Date**, **Original Invoice #** and **Original Invoice Date**, currency fields

Create Credit Note Create

 General Info

* Credit Note #

* Credit Note Date 

Payment Term Z000_Payable immediately Due net

Original Date of Supply 

* Currency 

Delivery Number

Status Draft

* Original Invoice #

* Original Invoice Date 

Image Scan No file chosen

3. Fill the relevant fields, Click **Calculate** to work out the VAT element of the invoice
4. Click **Submit**

Lines

Adjustment Type

Type	Description	Qty	UOM	Price	
	<input type="text" value="Test"/>	<input type="text" value="-100.0"/>	<input type="text" value="Each"/>	<input type="text" value="10.00"/>	<input type="text" value="1,000.00"/> 

PO Line Service/Time Sheet Line Contract Supplier Part Number

Tax Code Default Vehicle Identification Number (VIN)

Billing

Taxes

VAT Rate	VAT Amount	Tax Reference
<input type="text" value="None"/>	<input type="text" value="0.00"/>	<input type="text"/>

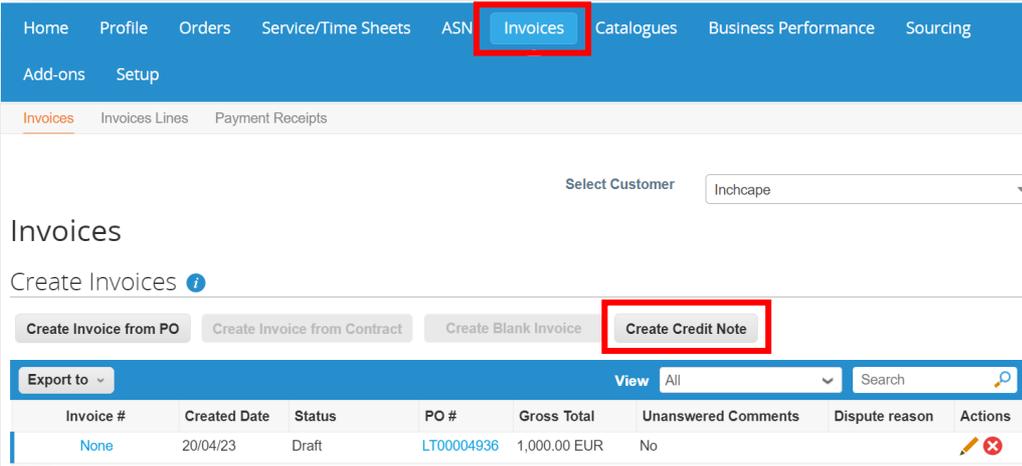
[+ Add Line](#) [+ Pick lines from Contract](#)

Totals & Taxes

Lines Net Total	1,000.00
Lines VAT Totals	0
Total VAT	0.00
Net Total	1,000.00
Gross Total	1,000.00

Supplier Activities

5. Alternatively, go to **Invoices** tab and click **Create Credit Note**

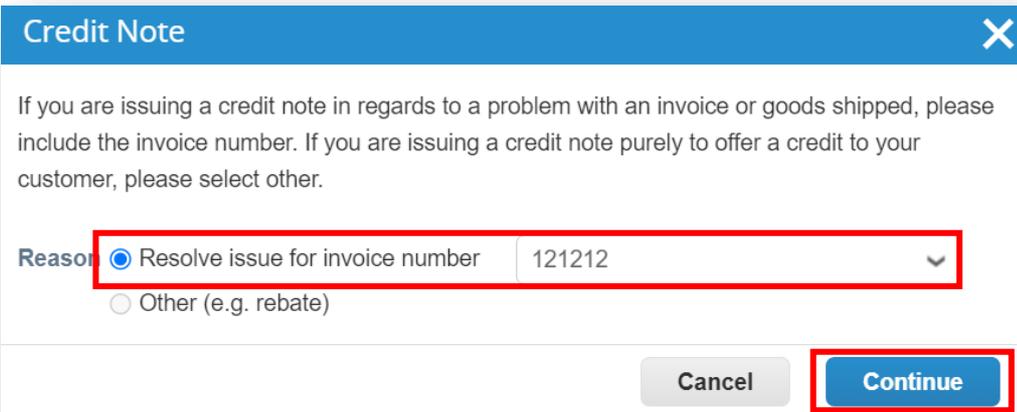


Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
None	20/04/23	Draft	LT00004936	1,000.00 EUR	No		 

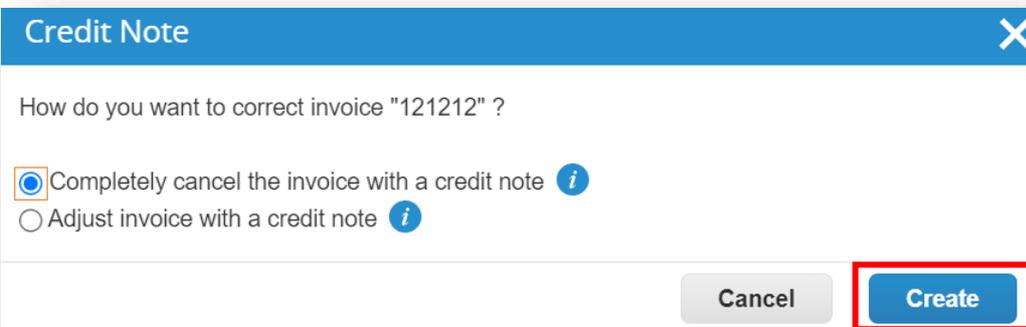
NOTES

You can create a credit note only for the invoices created by you in the CSP

6. Select the Invoice from the drop-down and click **Continue**

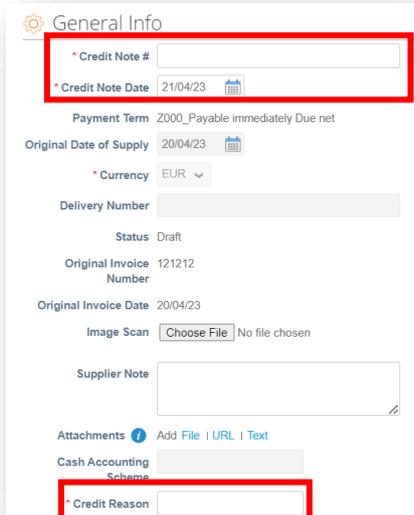


7. Choose how you want to correct the Invoice and click **Create**



Supplier Activities

8. Enter **Credit Note #**, **Credit Note Date** and **Credit Reason**



General Info

* Credit Note #

* Credit Note Date 21/04/23 

Payment Term Z000_Payable immediately Due net

Original Date of Supply 20/04/23 

* Currency EUR 

Delivery Number

Status Draft

Original Invoice Number 121212

Original Invoice Date 20/04/23

Image Scan No file chosen

Supplier Note

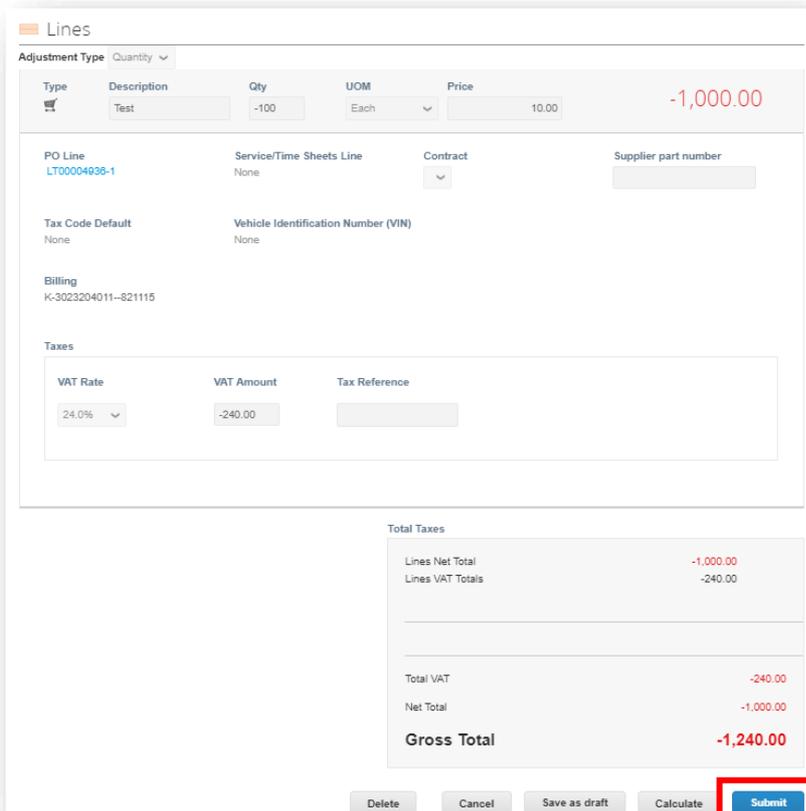
Attachments  Add File | URL | Text

Cash Accounting Schema

* Credit Reason

NOTES
You can attach Invoice/Credit Note copy in **Image Scan** field and attach additional documents in **Attachments** field

9. Click **Submit**



Lines

Adjustment Type  Quantity 

Type	Description	Qty	UOM	Price	
	Test	-100	Each	10.00	-1,000.00

PO Line LT00004936-1 Service/Time Sheets Line None Contract

Tax Code Default None Vehicle Identification Number (VIN) None

Billing K-3023204011--821115

Taxes

VAT Rate	VAT Amount	Tax Reference
24.0% 	-240.00	<input type="text"/>

Total Taxes

Lines Net Total	-1,000.00
Lines VAT Totals	-240.00
Total VAT	-240.00
Net Total	-1,000.00
Gross Total	-1,240.00

Delete Cancel Save as draft Calculate **Submit**