

Sisukord

Seadistage CSP konto

Seadistage juriidiline isik

Muutke juriidilist isikut

Kasutaja lisamine CSP-s

Tõrkeotsing: Kliendid pole CSP-s nähtavad

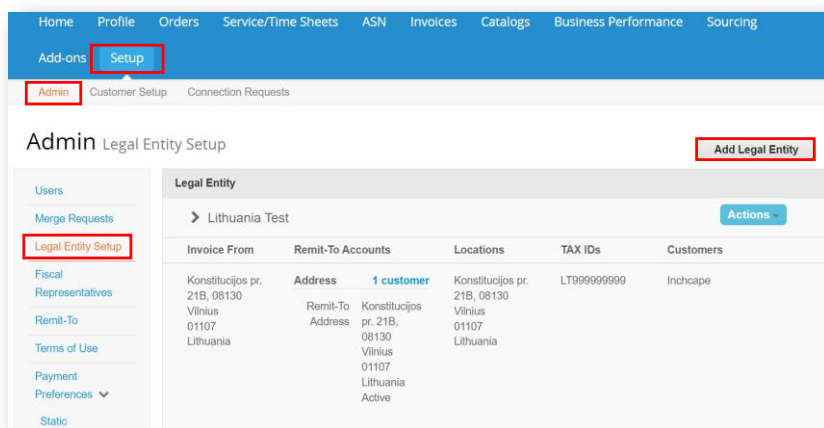
Looge arve CSP-s

Looge arve SAN-iga (Supplier Actionable
Notifications)

Kreeditarve loomine

CSP konto seadistamine

1. Valige vahekaart **Häälestus**, rida **Administraator**, valige külgmenüüst **Juriidilise isiku häälestus**
2. Klõikige käsul **Lisa juriidiline isik**



The screenshot shows the Coupa Admin interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', and 'Sourcing'. Below this, there are tabs for 'Add-ons' and 'Setup'. The 'Setup' tab is selected. Under 'Setup', there are sub-tabs for 'Admin', 'Customer Setup', and 'Connection Requests'. The 'Admin' sub-tab is selected, and the 'Legal Entity Setup' page is displayed. On the left sidebar, there are various menu items, with 'Legal Entity Setup' highlighted in red. The main content area shows a table for 'Legal Entity' with the following data:

Invoice From	Remit-To Accounts	Locations	TAX IDs	Customers
Konstitucijos pr. 21B, 08130 Vilnius 01107 Lithuania	Address Remit-To Address Konstitucijos pr. 21B, 08130 Vilnius 01107 Lithuania Active	1 customer Konstitucijos pr. 21B, 08130 Vilnius 01107 Lithuania	LT999999999	Inchcape

MÄRKMED

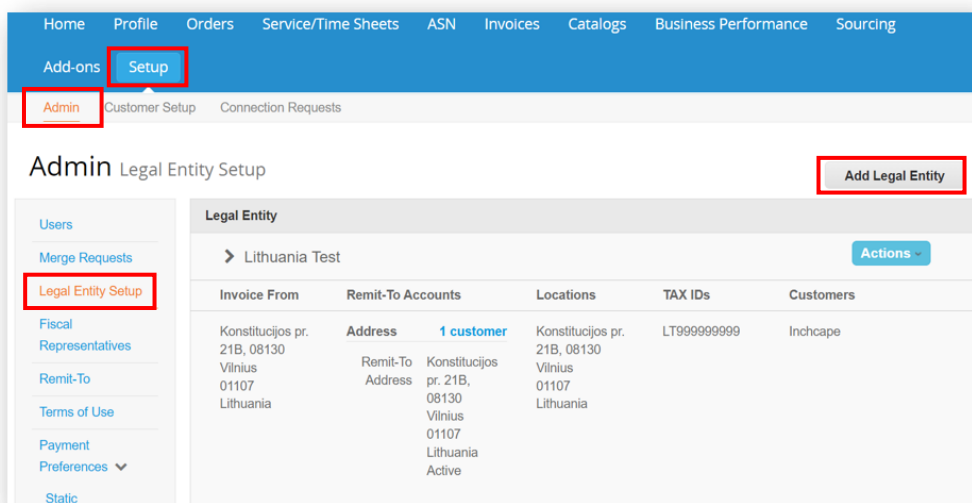
- Juriidilise isiku deaktiveerimiseks valige rippmenüüst Toimingud käsk **deaktiveeri juriidiline isik**. Asjakohane ka siis kui sisestamisel tekkis viga
- Pärast salvestamist ei saa te üksikasju muuta, juhul kui tekkis viga, tuleb deaktiveerida ja seadistada õigete üksikasjadega juriidiline isik
- Kõik juriidilise isiku lehtedel sisestatud andmed kaasatakse Coupas loodud arvetes.

Juriidilise isiku seadistamine

1. Avage seadistamise vahekaart
2. Valige **Administreerimine**
3. Valige **Juriidilise isiku seadistamine**
4. Klõpsake valikul **Lisa juriidiline isik**

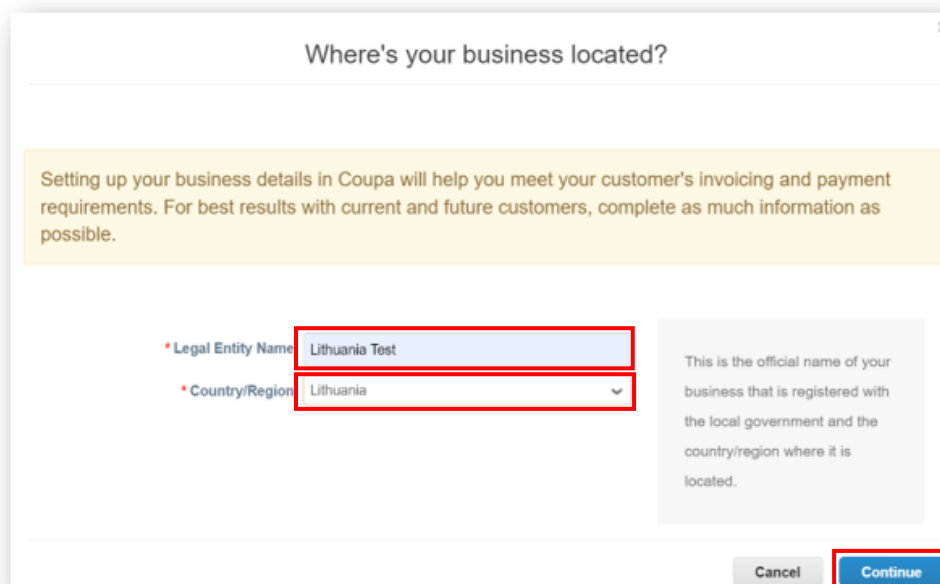
MÄRKUSED

Kõik juriidilise isiku lehel kasutatud andmed jõuavad Coupa loodud arveteni, nii et need peavad olema täpsed.



Invoice From	Remit-To Accounts	Locations	TAX IDs	Customers
Konstitucijos pr. 21B, 08130 Vilnius 01107 Lithuania	Address Remit-To Address Konstitucijos pr. 21B, 08130 Vilnius 01107 Lithuania Active	1 customer Konstitucijos pr. 21B, 08130 Vilnius 01107 Lithuania	LT999999999	Inchcape

5. Sisestage oma **juriidilise isiku nimi**
6. Valige **riik**
7. Klõpsake **Jätka**



Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name: Lithuania Test

* Country/Region: Lithuania

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel Continue

- Märgistage **KÕIK**, et saaksite vaadata kõiki Inchcape'i üksuseid
- Sisestage oma registreeritud kontori aadress
- Märgistage **Kasuta seda aadressi...** JA **Kasutage seda saatmiseks....** kastid. See säästab teid sellest, et peate oma aadressi mitu korda sisestama

Tell your customers about your organization

Which customers do you want to see this?

All
 Inchcape

What address do you invoice from?

* Address Line 1: Konstitucijos pr. 21B, 08130
Address Line 2:
* City: Vilnius
State:
* Postal Code: 08127
Country/Region: Lithuania

Use this address for Remit-To
 Use this for Ship From address

REQUIRED FOR INVOICING
Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country/Region: Lithuania
* VAT ID: LT000000000
 I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous
Invoice From Code:
Preferred Language: Lithuanian (Lithuanian)

Cancel Save & Continue

11. Kas tegemist on käibemaksukohustuslasega?

- Kui olete käibemaksukohustuslane, sisestage oma käibemaksukohustuslase number siia, peate lisama oma ettevõtte eesliite (nt: EE-Eesti jaoks) enne numbrit, et see salvestuks

What is your Tax ID?

Tax Country/Region: Lithuania

* VAT ID: LT000000000

I don't have a VAT/GST Number

Kas tegemist ei ole käibemaksukohustuslasega?

- Kui te ei ole käibemaksukohustuslane, märkige ruut valiku „Mul ei ole KM/GST-numbrit“ kõrval. All olev väli on nõutud väli, nii et järgmise sammu juurde liikumiseks sisestage 000

What is your Tax ID? ⓘ

Country/Region ✕

VAT ID

I don't have a VAT/GST Number

* Local Tax ID

12. **Addressi** valimine maksetüübiks tähendab, et te ei pea sisestama pangaandmeid. Arvete saatmine jätkub tavapärasel viisil

Where do you want to receive payment?

1 2 3 4

* Payment Type

What is your Remit-To Address?

Address Line 1 Konstitucijos pr. 21B, 08130

Address Line 2

City Vilnius

State

Postal Code 01107

Country/Region Lithuania

Cancel Save & Continue

MÄRKUSED

- Ärge lisage pangaandmeid.
- See teave on Inchcape'i ERP-süsteemis, mitte Coupas.
- Oma pangaandmete muutmiseks võtke ühendust otse Inchcape Businessi esindajaga

13. Makseid tehakse jätkuvalt teie pangakonto kaudu, Coupa ei muuda makseprotsessi

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next. Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	Konstitucijos pr. 21B, 08130 Vilnius 01107 Lithuania	Active	Manage

Deactivate Legal Entity Cancel Next

14. Kui aadress, kust kaubad lähetate, erineb teie registreeritud asukoha aadressist, saate lisada eraldi saatmiskoha aadressi

Näiteks kui olete registreeritud Ühendkuningriigis, kuid saadate kaupu Hiinast, võidakse seda nõuda arvel, kuna sellel võib olla maksualane mõju.

Where do you ship goods from?

1 2 3 4


For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered. [Add Ship From](#)

Title	Status	
Konstitucijos pr. 21B, 08130 Vilnius 01107 Lithuania	Active	Manage

[Deactivate Legal Entity](#) [Done](#)

Setup Complete

1 2 3 4



Congratulations!

This legal entity can now be used on new invoices.

To get paid - Most customers require that you send them this payment info in **in addition to providing it on the invoice.** [i](#)

- Click on the [Profile Tab](#) to see if your customer has a form that collects payment information.
- Otherwise, you'll have to send it to them through another channel.

[Go to Orders](#) [Go to Invoices](#) [Return to Admin](#) [Done](#)

Juriidilise isiku muutmine

1. Pärast salvestamist ei saa teie juriidilise isiku üksikasju muuta.
2. Kui olete teinud vea, klõpsake valikut **Toimingud-> Deaktiveeri juriidiline isik** ja seejärel uuesti seadista isik aga õigete andmetaga

The screenshot shows the 'Admin Legal Entity Setup' page. The main content area displays a table for 'Lithuania Test' with columns: Invoice From, Remit-To Accounts, Locations, TAX IDs, and Customers. The 'Remit-To Accounts' column shows '1 customer' with details: Address: Konstitucijos pr. 21B, 08130 Vilnius Lithuania; Remit-To Address: Konstitucijos pr. 21B, 08130 Vilnius Lithuania; Active. The 'Locations' column shows: Konstitucijos pr. 21B, 08130 Vilnius Lithuania. The 'TAX IDs' column shows: LT999999999. The 'Customers' column shows: Inchcape. An 'Actions' menu is open over the table, with 'Deactivate Legal Entity' highlighted in red.

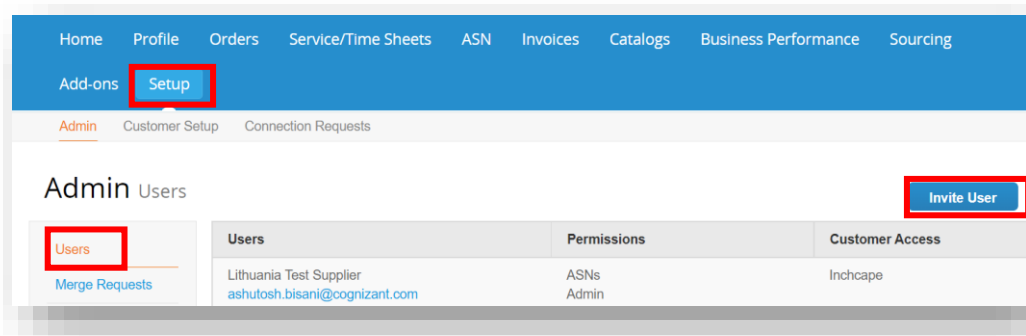
MÄRKUSED

- Toimingute alt leiate valiku „Haldus“, mis võimaldab teil avada juriidilise isiku andmed teistele Coupa klientidele või lisada arvelduse ja saatmiskoha aadressid
- **Veenduge, et seadistate oma juriidilise isiku õigesti. On äärmiselt oluline, et andmed oleksid täpsed, kuna need on nähtaval kõigil Coupas loodud arvetel**

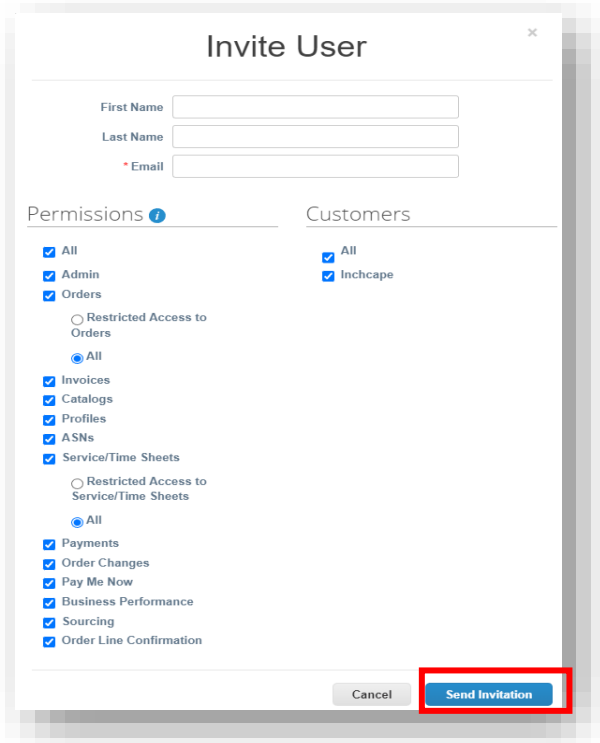
Lisakasutajate lisamine CSP-sse

Inchcape saab teile portaalis seadistada ainult ühe kasutaja, see isik on vaikimisi teie ettevõtte CSP administraator

1. Täiendavate kasutajate lisamiseks klõpsake vahekaardil „Seadistamine“ ja seejärel valikul „Kasutajad“.



1. Sisestage **eesnimi, perekonnanimi** ja **e-posti aadress**
2. Valige asjakohased **kasutajaõigused**.



1. Klõpsake valikul „**Saada kutse**“.
2. Isik, kelle olete kasutajaks lisanud, saab kutse liituda teie ettevõtte portaaliga
3. Täiendavad kasutajad ei pea ühtegi seadistust või juriidilist isikut looma, kuna kutsute neid liituma teie ettevõtte Coupa portaaliga, mis on juba seadistatud.

MÄRKUSED

- Soovitame anda täieliku administraatori juurdepääsu vähemalt ühele täiendavale isikule teie ettevõttes
- Juriidilisi isikuid saavad lisada/eemaldada ainult administraatorid i juurdepääsuga kasutajad

Kliendid pole CSP-s nähtavad

Kui te ei näe oma portaalis ühtegi klienti

1. Avage vahekaart **Seadistamine**
2. Valige **Administreerimine**
3. Valige **Juriidilise isiku seadistamine**
4. Klõpsake valikut **Toimingud** ja valige **Halda juriidilist isikut**

5. Klõpsake **Salvesta ja jätkka**

6. Veenduge, et **Kõik** on märgistatud, seejärel kerige lehe alumisse ossa ja klõpsake nuppu **Jätka**

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All

Inchcape

What address do you invoice from?

* Address Line 1: Konstitucijos pr. 21B, 08130

Address Line 2: [Empty]

* City: Vilnius

State: [Empty]

* Postal Code: 01107

Country/Region: Lithuania

Use this address for Remit-To

Use this for Ship From address

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country/Region: Lithuania

* VAT ID: LT90000000

I don't have a VAT/GST Number

Add additional Tax ID

Miscellaneous

Invoice From Code: [Empty]

Preferred Language: Lithuanian (Lithuania)

Cancel **Save & Continue**

7. Jätkake igal ekraanil klõpsamist **Edasi**, kuni kõik lehed on lõpetatud

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status
Address	Konstitucijos pr. 21B, 08130 Vilnius 01107 Lithuania	Active

Manage

Deactivate Legal Entity Cancel **Next**

8. Peaksite nüüd nägema kliente, kes on teie juriidilise isikuga seotud

Where do you ship goods from? ×

1 2 3 4

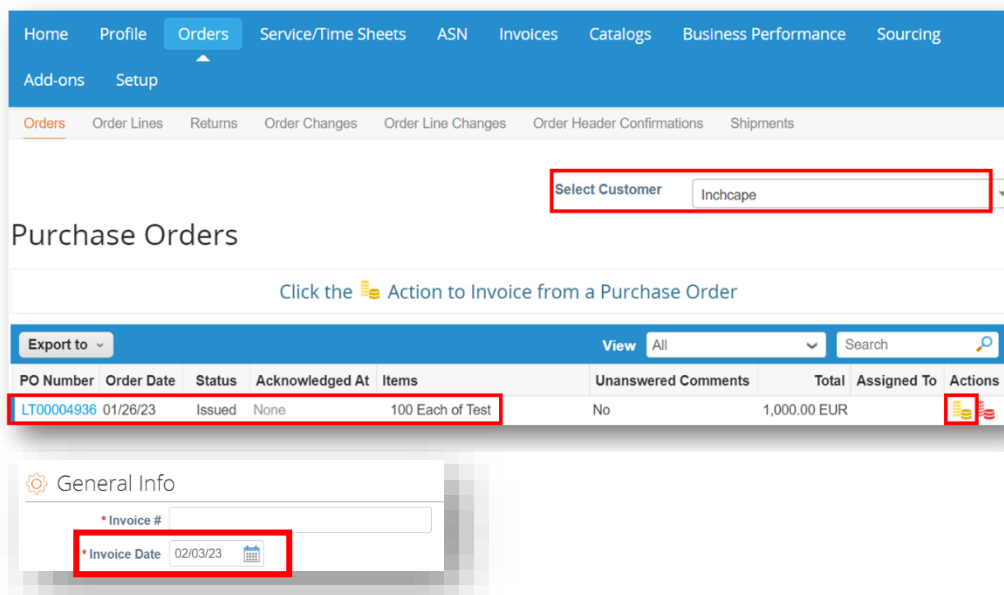
For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered. Add Ship From

Title	Status	
Konstitucijos pr. 21B, 08130 Vilnius 01107 Lithuania	Active	Manage

Deactivate Legal Entity Done

Arve loomine ostutellimusest

1. Avage avalehel vahekaart **Tellimused**.
2. Valige rippmenüüst **Vali klient** Inchcape.
3. Sisestage vastav ostutellimus ja klõpsake **kuldmüntide** ikoonil.




Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing

Add-ons Setup


Orders Order Lines Returns Order Changes Order Line Changes Order Header Confirmations Shipments

Select Customer

Purchase Orders

Click the  Action to Invoice from a Purchase Order

Export to View 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		

General Info

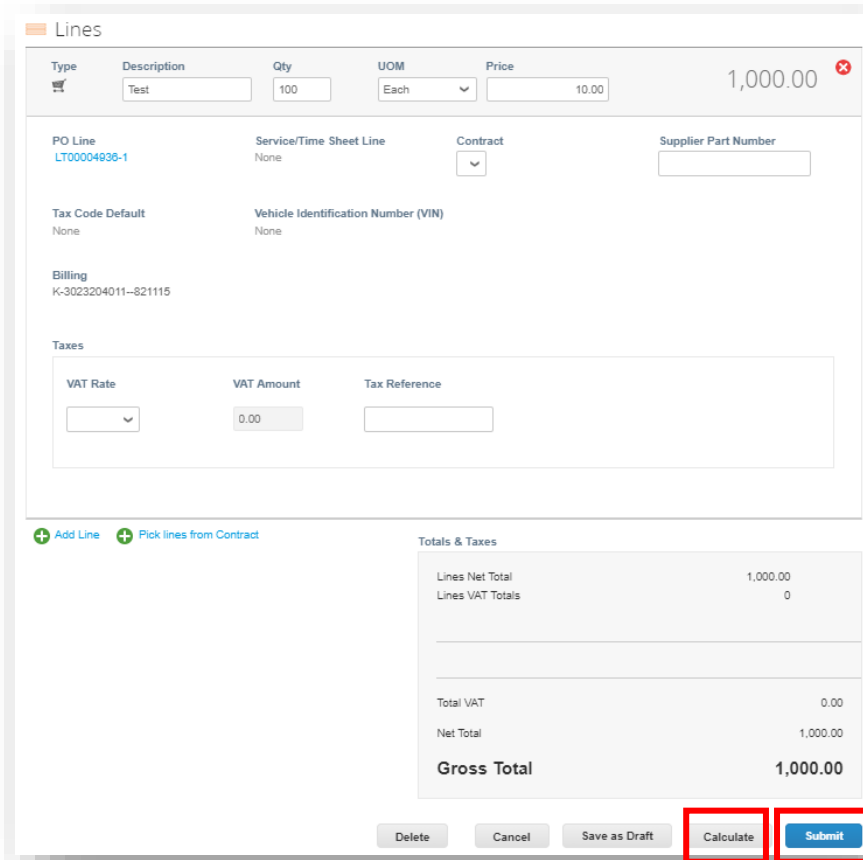
* Invoice #

* Invoice Date


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Arve kuupäev peab olema selle maksustamise kuupäev. Ärge pange sinna arve väljastamis kuupäeva, kuna see võib põhjustada arve tasumise viivitamist.

4. Täitke vastavad väljad ja vajudetes **Arvutage**, leitakse arve käibemaks
5. Vajutage **Esita**



Lines

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
Total VAT	0.00
Net Total	1,000.00
Gross Total	1,000.00

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

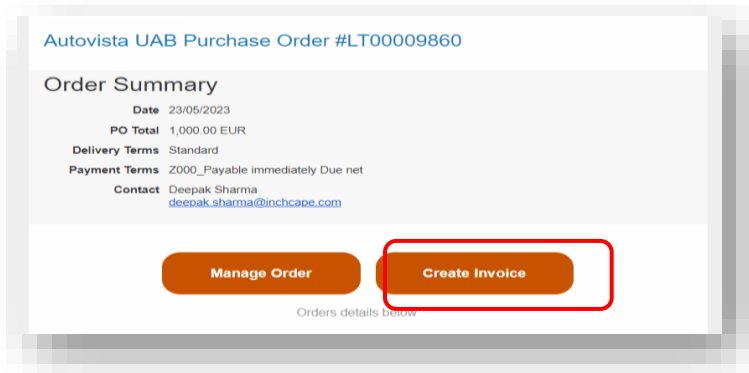
Arveldamine SAN-iga (Supplier Actionable Notifications)

Mis on SAN?

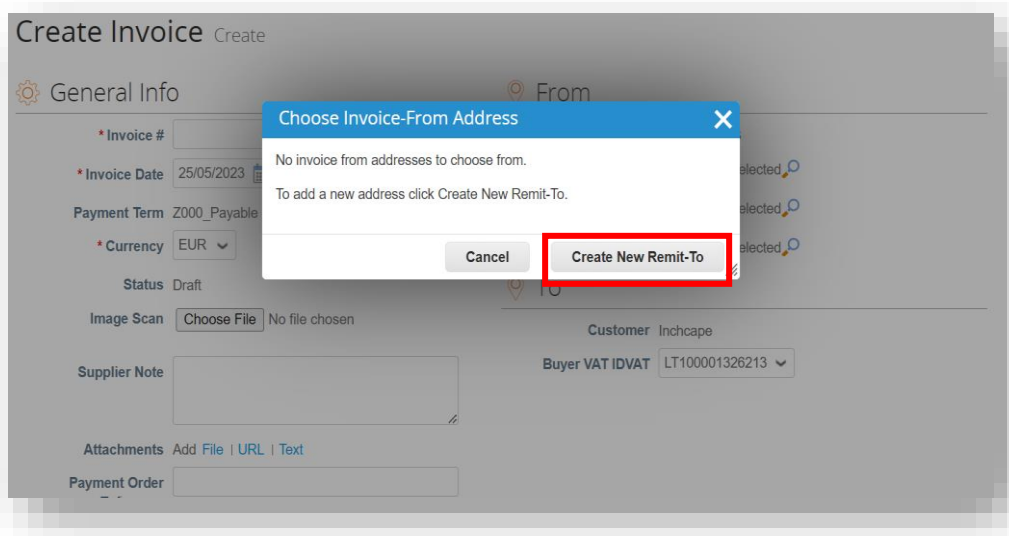
Supplier Actionable Notification (SAN) on üks e-arueldamise kanaleid, mis suudab arveid tarnija juurest otse Coupasse edastada. Supplier Actionable Notification (SAN) võimaldab teil tegutseda ostutellimustega otse Coupa loodud ostutellimuse meiliteatistest, millel on **võimalus luua arve** või luua CSP konto, kui soovite kasutada oma klientidega CSP kaudu töötamise eeliseid.

Kuidas luua e-arvet SAN-i abil

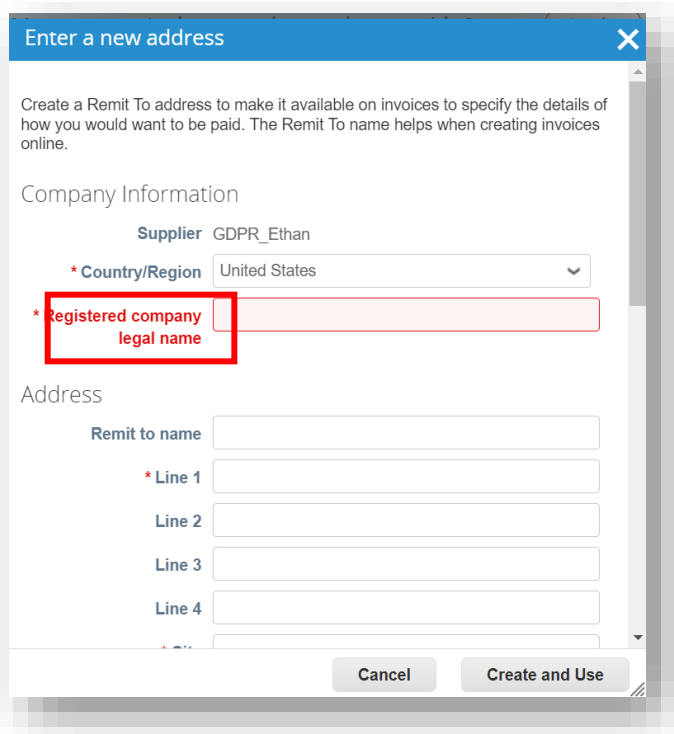
1. Avage postkast, kuhu saate **ostutellimused** (PO)
2. Avage e-kiri ja klõpsake lingil **Loo arve**



3. Enne arve loomist peate looma uue **arueldusaadressi**



4. Täitke nõutud üksikasjad



Enter a new address [X]

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

Company Information

Supplier: GDPR_Ethan

* Country/Region: United States

* Registered company legal name: [Red box]

Address

Remit to name: []

* Line 1: []

Line 2: []

Line 3: []

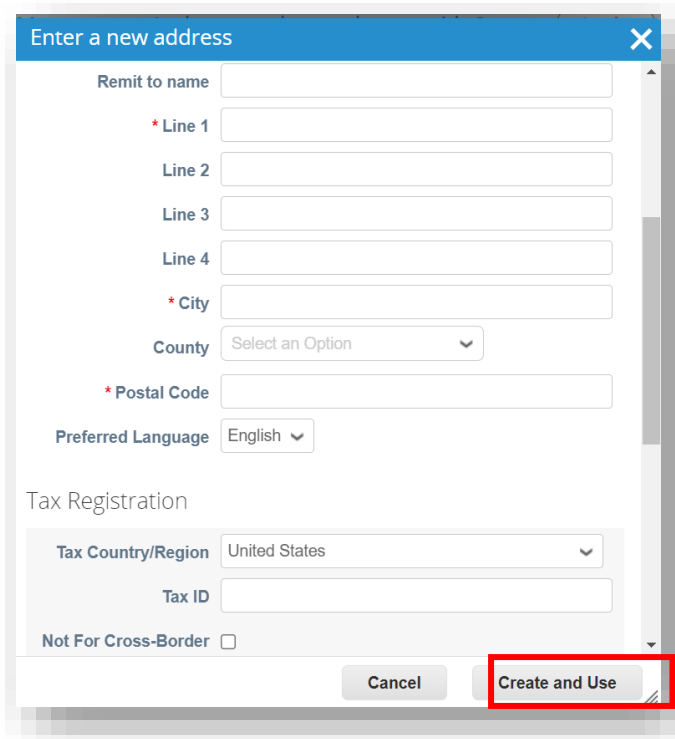
Line 4: []

[Cancel] [Create and Use]

MÄRKUSED

- Valige oma riik/regioon, ettevõtte nimi, ettevõtte aadress
- Väljad, mille kõrval on *, on kohustuslikud

5. Pärast täitmist klõpsake nuppu **Loo ja kasuta**



Enter a new address [X]

Remit to name: []

* Line 1: []

Line 2: []

Line 3: []

Line 4: []

* City: []

County: Select an Option

* Postal Code: []

Preferred Language: English

Tax Registration

Tax Country/Region: United States

Tax ID: []

Not For Cross-Border:


[Cancel] [Create and Use]

MÄRKUSED


- Täitke linn, sihtnumber ja maksukood
- Väljad, mille kõrval on *, on kohustuslikud

6. Sisestage unikaalne **arve nr, arve kuupäev**


Create Invoice Create

 General Info

* Invoice #

* Invoice Date 

Payment Term

Date of Supply 

* Currency

Delivery Number

Status

Image Scan No file chosen


Supplier Note

MÄRKUSED

- Veenduge, et arve kuupäev on muudetud arve maksustamiskuupäevaks. Ärge jäta seda esitamiskuupäevaks, kuna see põhjustab maksete hilinemist
- Valige kujutise skannimise jaotisest arve manus PDF-vormingus

7. Täitke asjakohased väljad ja klõpsake nuppu **Arvuta** arve KM-elementi arvutamiseks ja klõpsake nuppu **Esita**.

Lines

Type	Description	Price
	<input type="text" value="Item 1"/>	<input type="text" value="1,000.00"/>

PO Line Service/Time Sheets Line Contract Period

Supplier part number Tax Code Default

Billing

Taxes

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

Total 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

Email me status updates for invoices I create this way

Kreeditarve esitamine – Võimalus 1

1. Minge avalehelt vahekaardile Tellimused, leidke ostutellimus ja klõpsake **punase mündi** ikooni

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		

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

2. Täitke kohustuslikud väljad, **Kreeditarve #**, **Kreeditarve kuupäev**, **Algne arve #** ja **Algne arve kuupäev**, valutaväljad

3. Täitke vastavad väljad, klõpsake nupul **Arvuta**, et arvutada välja arve käibemaks
4. Vajutage **Esita**

Lines

Adjustment Type Quantity

Type	Description	Qty	UOM	Price	
	Test	-100.0	Each	10.00	1,000.00

PO Line Service/Time Sheet Line Contract

Tax Code Default Vehicle Identification Number (VIN)

Billing

Taxes

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

+ Add Line + Pick lines from Contract

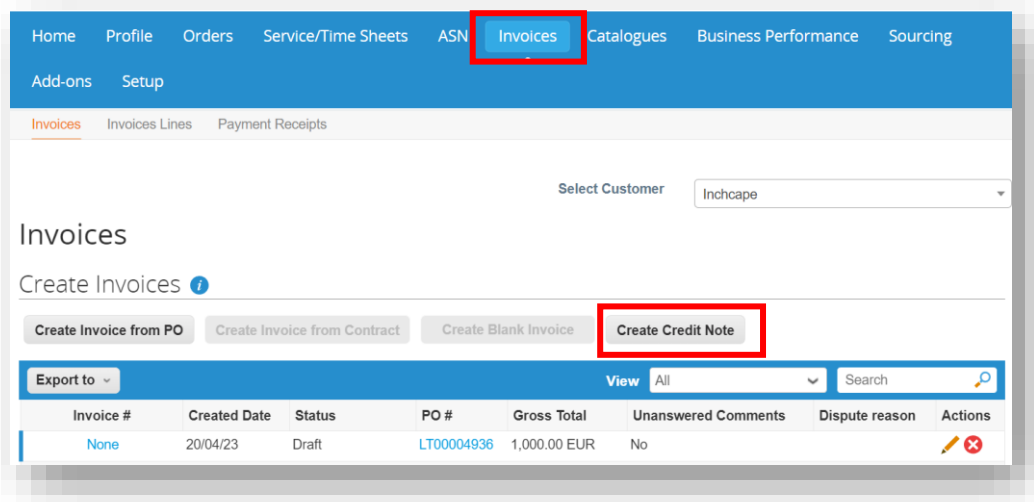
Totals & Taxes

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

Delete Cancel Save as Draft Calculate Submit

Kreeditarve esitamine – Võimalus 2

- Teise võimalusena minge vahekaardile **Arved** ja klõpsake nuppu **Loo kreeditarve**



Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogues Business Performance Sourcing

Add-ons Setup

Invoices Invoices Lines Payment Receipts

Select Customer

Invoices

Create Invoices ⓘ

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

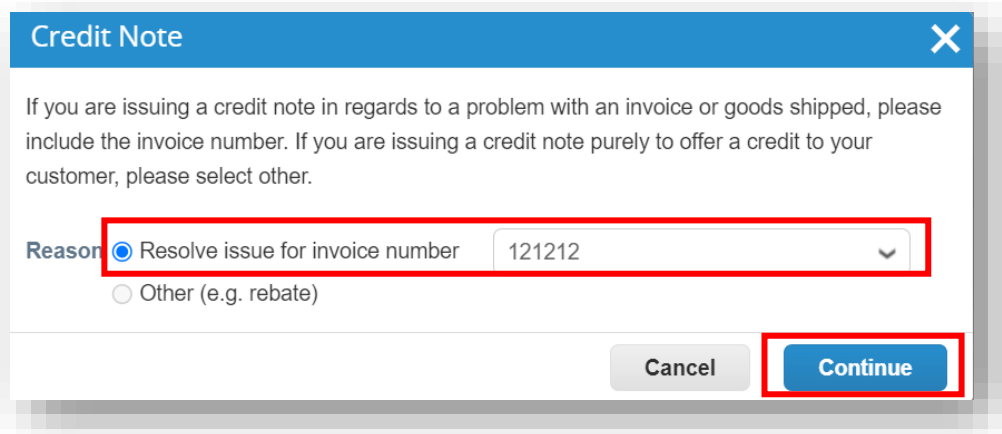
Export to View All Search

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

MÄRKMED

- Kreeditarve saate luua ainult teie poolt loodud CSP-s arvetele

- Valige rippmenüüst Arve ja klõpsake nuppu **Jätka**



Credit Note ✕

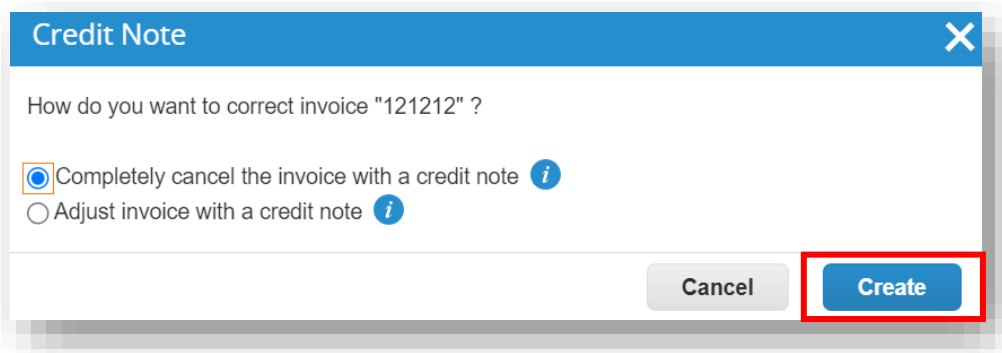
If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer, please select other.

Reason Resolve issue for invoice number

Other (e.g. rebate)

Cancel **Continue**

- Valige, kuidas soovite arvet parandada, ja klõpsake nuppu **Loo**



Credit Note ✕

How do you want to correct invoice "121212" ?

Completely cancel the invoice with a credit note ⓘ

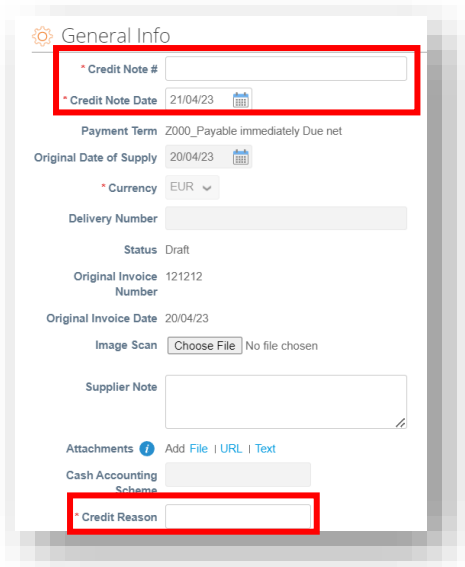
Adjust invoice with a credit note ⓘ

Cancel **Create**

4. Sisestage kreditarve #, kreditarve kuupäev ja krediidi põhjus

MÄRKMED

- Saate lisada arve/kreditarve kopia väljale **Pildi skannimine** ja lisada täiendavaid dokumente väljale **Manused**



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

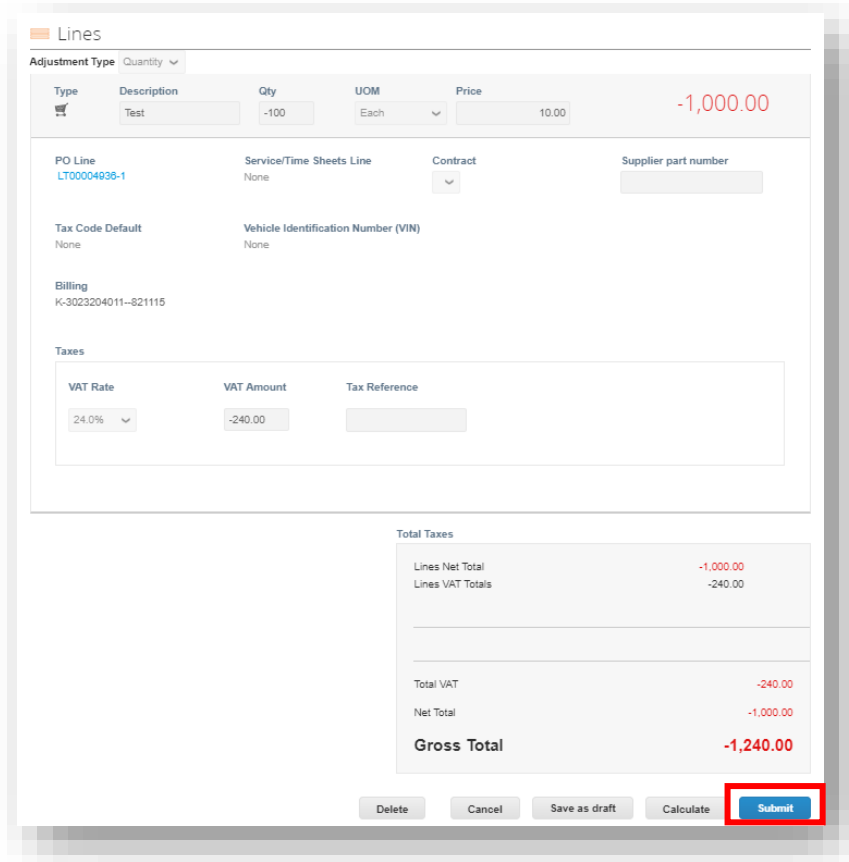
Supplier Note

Attachments Add File | URL | Text

Cash Accounting Schema


* Credit Reason

5. Klõpsake nuppu **Edasta**



Lines

Adjustment Type

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

PO Line LT00004938-1

Service/Time Sheets 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
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**