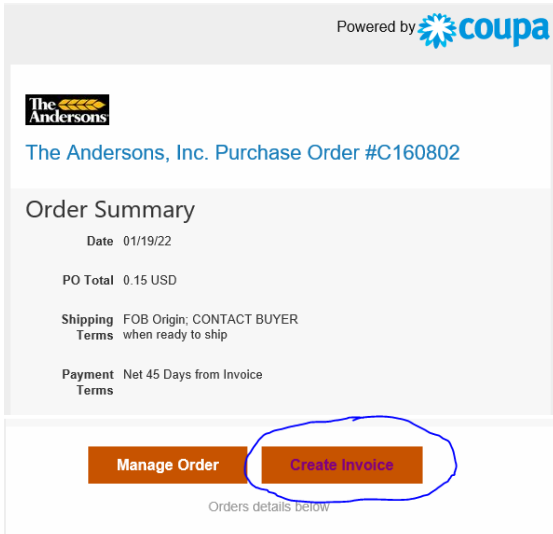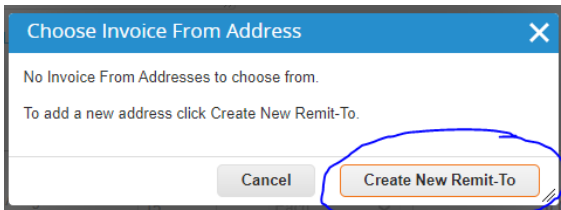1. Once the purchase order email is received, click on the "Create Invoice" button:

2. When submitting the first invoice in Coupa, click on "Create New Remit-To"
   - After the first invoice submission, this step will not need to be completed.

3. Enter in the full company name and address information. Click "Create and Use" once completed.
   - Do NOT enter any Tax Registration information or Banking Information
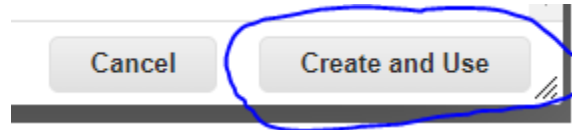
4. Start in top left of the screen in the General Info section
- Enter the Invoice #
- Enter the Invoice Date – Change the Invoice Date field in Coupa to match Invoice Date
- Attach a copy of the invoice by clicking on File

5. Scroll down to the Lines section. Look for the "Price" field. If the Price is correct and matches your invoice, do not change anything (Do NOT include shipping costs or taxes in this section). If the Price is to be adjusted, click in the Price box and change the dollar amount (Do NOT include $ signs)

Do NOT add an invoice line.

6. If there is an item on the screen that is NOT going to be included in this invoice submission, do Not zero out the price or quantity. Delete the line item from the invoice by clicking the red X button. Do NOT submit any invoice lines totaling $0.00

7. Add any Shipping costs or Taxes in the "Totals & Taxes" section

8. Click the "Calculate" button after updating the Price, Shipping, and Tax boxes

Total Tax	0.00
Net Total	150.00
Total	**150.00**

Email me status updates for invoices I create this way ☑
Delete   Cancel   Save as Draft   Calculate   **Submit**

9. Click "Submit"

Email me status updates for invoices I create this way ☑
Delete   Cancel   Save as Draft   Calculate   **Submit**

10. Click "Send Invoice"

Are You Ready to Send?   ✕

You're about to send an invoice to **The Andersons, Inc.** for a total amount of **150.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

Continue Editing   Send Invoice

11. Once the invoice has been submitted and the screen is brought to a page listing all invoice submissions; the invoice has been submitted. Click "Sign Out"