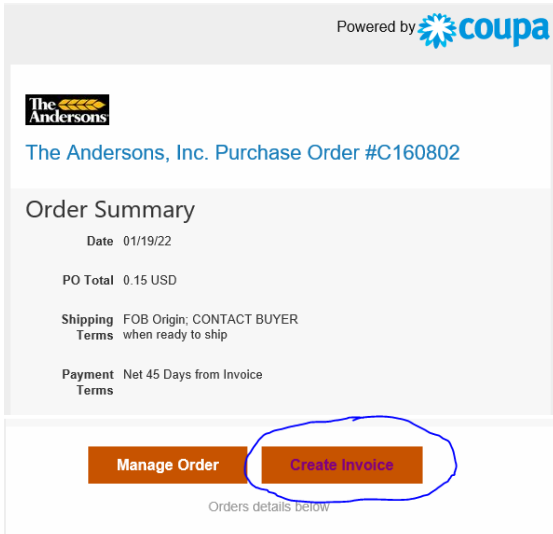


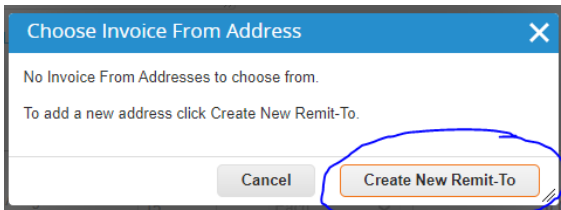
SAN Instructions

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**



SAN Instructions

Enter a new address

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 ANDE Covid Response Team

* Country/Region United States

* Registered company legal name

Address

Remit To Name

* Line 1

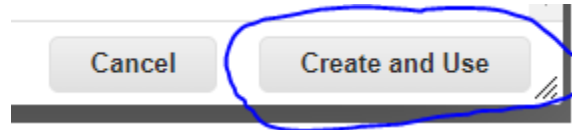
Line 2

* City

State Select an Option

* Postal Code

Preferred Language English



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



Create Invoice Create

General Info

* Invoice #

* Invoice Date 01/21/22

Payment Term Net 45 Days from Invoice

* Currency USD

Status Draft

Supplier Note

* Attachments Add **File** | URL | Text



SAN Instructions

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.

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	Flowflex COVID-19 Antigen Home Test	15	Each	10.00	150.00

PO Line: C160802-1
Contract:
Period:
Supplier Part Number:


Billing
CC-50922-623990-CS0005-2000-360950572--10500-360950572-CC-50922

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

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	
	Flowflex COVID-19 Antigen Home Test	15	Each	10.00	150.00

PO Line: C160802-1
Contract:
Period:
Supplier Part Number:



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

Totals & Taxes

Lines Net Total	150.00
Shipping	<input type="text" value=""/>
Tax	<input type="button" value="v"/> 0.000 % <input type="text" value="0.00"/>
Total Tax	0.00
Net Total	150.00
Total	150.00

SAN Instructions

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”