



## COUPA P2P – COUPA SUPPLIER PORTAL MODULE

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April 2023



# TRAINING INTRODUCTION

## TRAINING OBJECTIVES

The purpose of Coupa Supplier Portal Training is to train Yazaki Buyers and the Vendor Management team based on requests received by suppliers regarding the use of Coupa Supplier Portal.

- > The Coupa Supplier Portal is a free tool for suppliers to easily do business with customers who use Coupa. The CSP makes managing/updating supplier profiles, making transactions easy for both Suppliers and Customers.
- > Coupa Supplier Portal is a one stop solution to help suppliers manage their profiles, invoices, purchase orders and catalog items.
- > **LANGUAGE PREFERENCE:** you can set up a different language in Coupa system:



- > Participants should feel free to ask questions about the functionality to confirm their understanding.
- > This training will cover the following:
  - How Suppliers respond to Request for Information's from Yazaki Buyers using Coupa Supplier Portal.
  - How Suppliers initiate updates directly from Coupa Supplier Portal.
  - How Suppliers acknowledge purchase Orders from Yazaki.
  - How Suppliers submit invoices.
  - How Suppliers can add additional users to Coupa Supplier Portal Account.

# How Suppliers Respond to RFI's

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**COUPA P2P**

# SOLUTION OVERVIEW

## PROCESS OVERVIEW



As part of supplier creation/modification process, Yazaki buyers will send Request for Information's to suppliers. The main purpose of this activity is for Yazaki to collect additional/updated information about the suppliers i.e., **Primary Address details, Remit-To details, Bank details:**

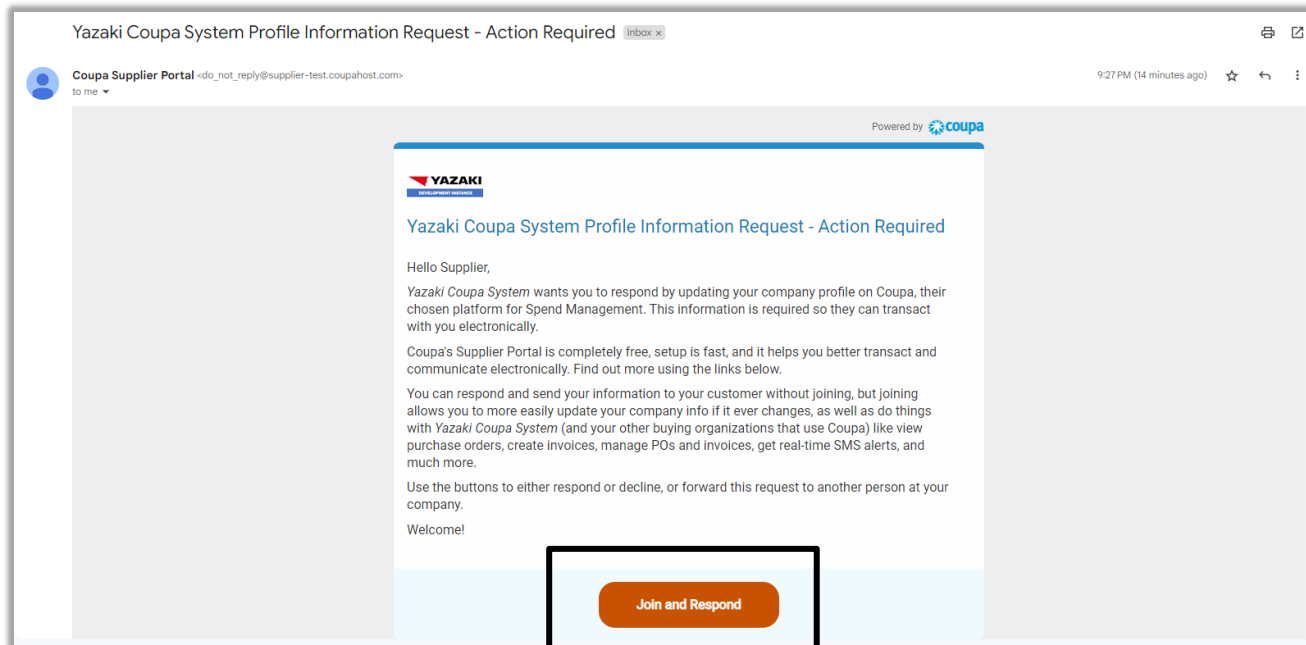
1. Suppliers will be receiving an email from Yazaki asking them to update their profiles in Coupa.
2. Suppliers need to log in to Coupa Supplier Portal and update the required information.
3. The updated information will go through approvals by Yazaki.
4. After getting approved, respective information will be updated in Coupa.
5. Suppliers will receive their first invitation to join Coupa Supplier Portal alongside their first Purchase Order Yazaki submits to the supplier.

# SOLUTION OVERVIEW

## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE

### Supplier receives Request for Information (RFI)

1. Suppliers receives an email to join **Coupa Supplier Portal (CSP)** and fill up the additional Information required by Yazaki. Existing CSP users can directly login and fill up the details. In case, the supplier is new to CSP, a new account should be created.



1.1 Supplier clicks **Join and Respond**

The "Create an Account" form contains the following fields and options:

- Business Name:** Demo Supplier 0304
- Email:** suppliercontact03@gmail.com
- First Name:** Supplier
- Last Name:** Contact
- Password:** (empty)
- Confirm Password:** (empty)
- I accept the [Privacy Policy](#) and the [Terms of Use](#)
- Create an Account** button
- Links: [Already have an account? LOG IN](#) and [Forward this to someone](#)

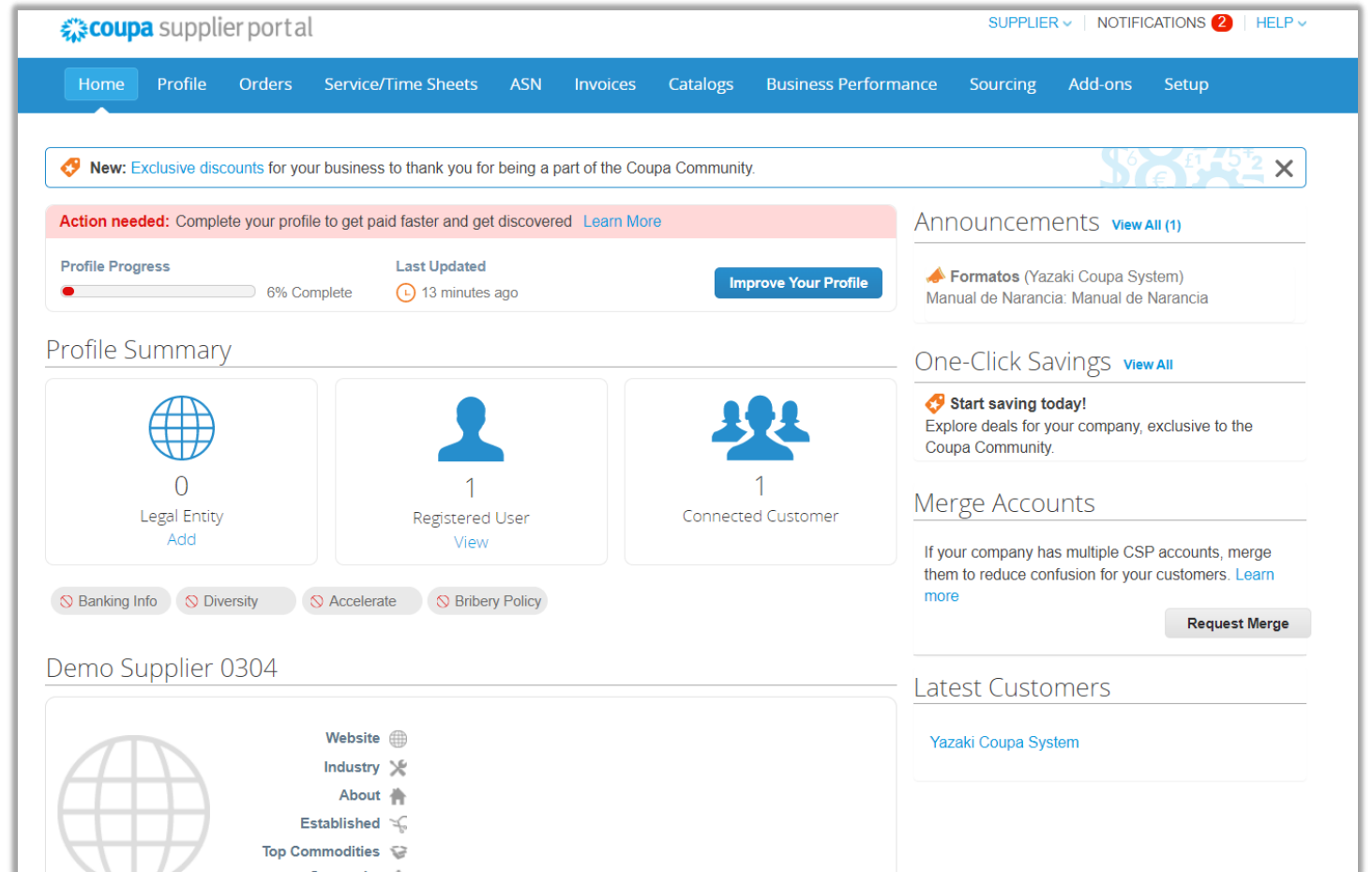
1.2 Supplier fills up the necessary details, accept the privacy policy, terms and conditions and finally click on **Create an Account** button to create a new account in Coupa Supplier Portal.

# SOLUTION OVERVIEW

## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE

### Coupa Supplier Portal Home page

2. Supplier successfully logs in to CSP.



# SOLUTION OVERVIEW

## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE

### Supplier Notification

3. From home page, Supplier navigates to Notifications and selects the information update request.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'NOTIFICATIONS' tab is active, showing a count of 2. A callout box with the text '3.1 Supplier selects the information update request.' points to a specific notification in the 'My Notifications' section. The notification is titled 'Update your profile for Yazaki Coupa System' and is dated '04/03/23 04:20 PM'. Below the notification are 'Delete' and 'Mark as Read' buttons.

View	Message	Received
<input type="checkbox"/>	Formatos (Yazaki Coupa System) Manual de Narancia: Manual de Narancia	04/03/23 04:21 PM
<input type="checkbox"/>	Update your profile for Yazaki Coupa System	04/03/23 04:20 PM

# SOLUTION OVERVIEW

## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE

### Supplier Information Request

4. Supplier fills up the Information Request Form. Supplier starts by filling up Supplier Name, Display Name and Region.

4.1 Supplier fills up Supplier Name and Display Name.

**Please note**, Supplier Name is a unique name, the supplier is identified by, throughout many areas in Coupa. And Display Name is the complete Legal Name, which will be printed in Purchase Orders sent by Yazaki.



# SOLUTION OVERVIEW

## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE



### Supplier Information Request

5. Supplier reviews the Primary Contact information, provided by the Buyer. Additionally, suppliers will be able create separate contacts for Finance, Supplier quality, Commercial and Supplier EDI using **Add Contact** button.

The image shows two overlapping screenshots of a web application interface. The left screenshot is titled '\*Contacts' and features an 'Add Contact' button highlighted with a red box. Below the button is a form for adding a new contact, with the first field labeled '\*Supplier Contact Person' also highlighted. The right screenshot is titled '\*Primary Contact' and shows a form for editing or adding a primary contact. The 'Contact Purpose' dropdown is set to 'Procurement'. The 'First Name' is 'Supplier' and the 'Last Name' is 'Contact'. The 'Email address' is 'suppliercontact03@gmail.cc'. Below the email field, there is a note about country selection for phone numbers and an example of a telephone number: Country/Region: 33, Area/City: 12, Local: 345, Extension (optional): 6789. The 'Work Phone' dropdown is set to 'Other' and the number is entered as 33 12 333. The 'Mobile Phone' dropdown is set to 'US/Canada' and the number is entered as 650-555-1212. A blue callout box in the bottom right corner contains the text: 'Please Note: Suppliers can create only one primary contact, for additional contacts they should use Add Contact option.'

# SOLUTION OVERVIEW

## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE

### Supplier Information Request

6. Supplier fills up the Primary Address Details, Purchase Order Email, Purchase Order Method and DUNS Number. All the fields marked with red asterisk (\*) are mandatory for the suppliers to fill up.

#### Key Fields to Note:

- **Address Purpose:** Select a category (or multiple categories) to indicate what this address will be used for.
- **Country/Region, State Region:** Defines the Country and State for the primary address.
- **Address Name :** Defines a Name for the supplier’s address.
- **Street Address/ Street Address 2:** Defines street address details for supplier’s address.
- **City, Postal Code, Location Code:** Defines city, postal code and location code for supplier’s address.
- **Purchase Order Email:** Suppliers will be receiving Purchase Orders in this email.
- **Purchase Order Method:** Purchase Order Method will define, how suppliers will be receiving Purchase Orders from YEMEA.
- **DUNS Number:** Fill up DUNS Number accordingly.

**\* Primary Address**

**Address Purpose**  i

**\* Region**

**Country/Region**  ▼

**State Region**  ▼

**Address Name**

**\* Street Address**

**Street Address 2**

**\* City**

**\* Postal Code**

**Location Code**

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**\* Purchase Order Email**  i

**\* Purchase Order Method**  ▼

**DUNS Number**  i

# SOLUTION OVERVIEW

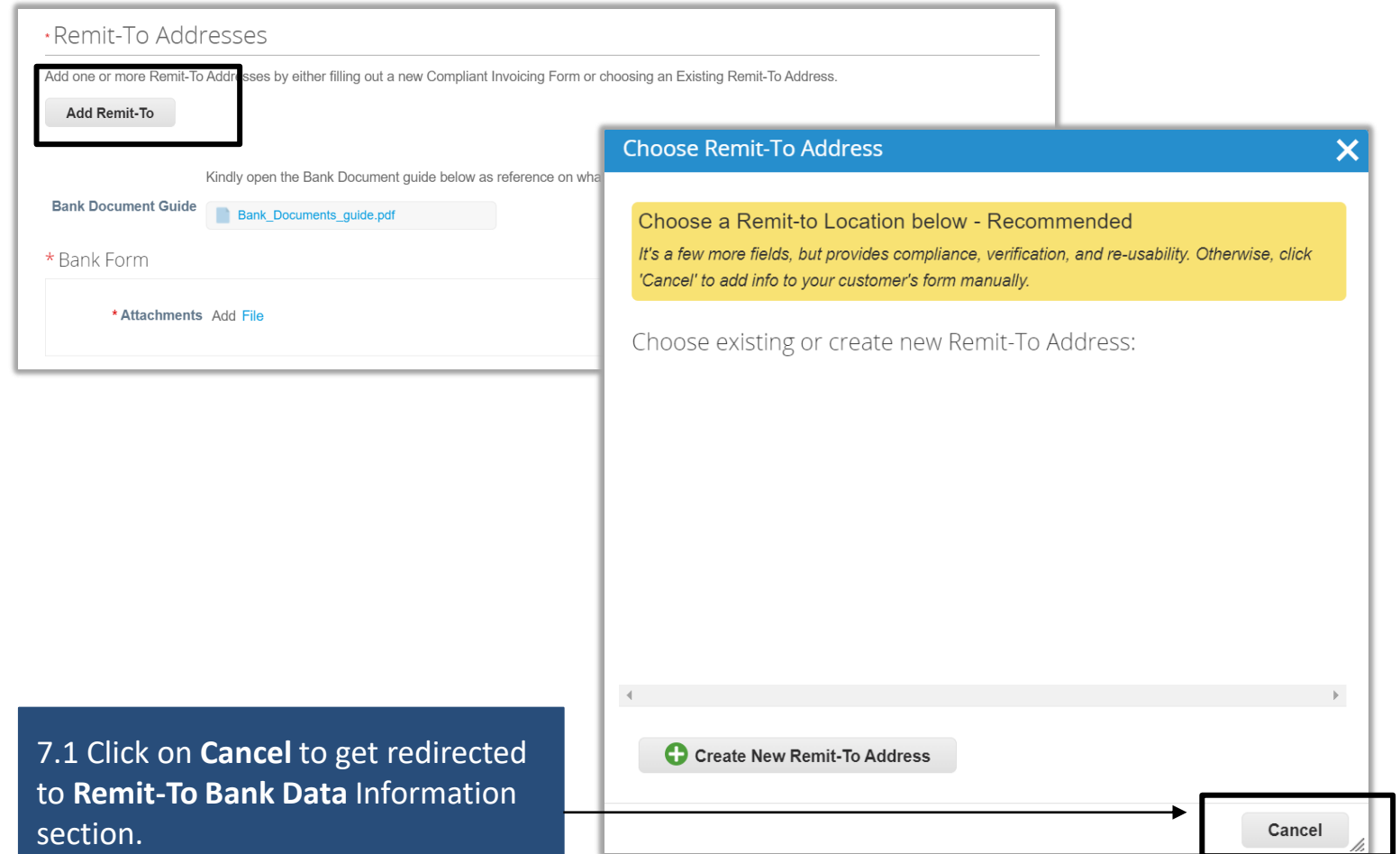
## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE

### Supplier Information Request

7. Supplier clicks on **Add Remit-To** button to create/add remit-to address. Supplier can either choose from existing Remit-To addresses or create a new one.

**Please Note :**

- Clicking on *Create New Remit-To Address* button, will redirect Supplier to fill up remit-to details, which is necessary for Invoicing.
- Instead, Suppliers should click on *Cancel* from *Choose Remit-To Address* page, to create create/ fill up Bank Details which is crucial for Supplier Onboarding process.
- It is recommended, for the suppliers to click on *Cancel* and proceed with filling up the Bank Data details from this step.
- Suppliers will be able to fill up the Remit-To details later while creating Invoices for Yazaki.



The screenshot shows the 'Remit-To Addresses' page with an 'Add Remit-To' button highlighted. Below it is a 'Bank Document Guide' section with a link to 'Bank\_Documents\_guide.pdf'. A modal dialog titled 'Choose Remit-To Address' is open, containing a yellow box with instructions: 'Choose a Remit-to Location below - Recommended. It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.' Below this is a scrollable list of addresses and a 'Create New Remit-To Address' button. The 'Cancel' button at the bottom right of the modal is highlighted, with an arrow pointing to a blue box that reads: '7.1 Click on **Cancel** to get redirected to **Remit-To Bank Data** Information section.'

# SOLUTION OVERVIEW

## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE

### Supplier Information Request

8. Supplier fills up the **YEMEA Remit-To Bank Data** details. All the fields marked with red asterisk (\*) are mandatory for the suppliers to fill up.

#### Please Note:

- *Based on the Bank Country selected, additional banking information like Swift Code, Bank Account Number., Bank Key, IBAN Number, RIB will be required to be filled up by the Supplier.*
- *Supplier can download Bank Reference Guide Document if they face any issue while providing the Bank Data.*

\*YEMEA Remit To - Bank Data

Active

\* Bank Branch

\* Bank Name

Sort Code  i  
This is a 6-digit number and will be used when no IBAN exists.

\* Beneficiary Name   
The Beneficiary Name should be the same as the legal name of the supplier.

Bank Routing Number  i  
The routing number is a code that will be used to identify where the bank account was opened

\* Bank Country   
Select a bank country

Kindly open the Bank Document guide below as reference on what we will consider to be acceptable bank documents.

Bank Document Guide [Bank\\_Documents\\_guide.pdf](#)

# SOLUTION OVERVIEW

## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE

### Supplier Information Request


9. Supplier should attach the valid Bank Form and required documents in case Supplier uses Third Party Factoring agent for receiving payment. All the fields marked with red asterisk (\*) are mandatory for the suppliers to fill up.

#### Please Note:

- For suppliers based on France, SIRET Number will be required to proceed with onboarding.

\* Bank Form

\* Attachments [Add File](#)



Kindly attach the Bank Certificate if there is no third party. Must be dated not more than 3 months. As an alternative to the bank certificate, supplier can provide bank details on letter with company stamp, date and signature not older than 3 months.

In case Third party (Payer different from requested supplier) Factoring, kindly attach the following documents to the attachment field below.

- A letter confirmation from supplier approving that the payment should be executed to a factoring agent, it should be dated, signed and stamped presented on supplier headed paper.
- A letter confirmation from factoring agent approving the valid bank details.
- An invoice including the bank details and a subrogation of factoring, it should be dated, stamped and signed, presented on supplier headed paper.

**Documents in case of third party factoring**  No file chosen

Kindly attach the documents mentioned above.

**SIRET Number**

For suppliers in France

# SOLUTION OVERVIEW

## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE

### Supplier Information Request

10. Next, Supplier fills up **Tax Registration** details. Click on **Add Tax Registration** button and fill up mandatory details like country, VAT ID, Tax Registration numbers. All the fields marked with red asterisk (\*) are mandatory for the suppliers to fill up.

\* Tax Registration

Country

VAT ID

Local

Tax Field 1

Tax Field 2

SAP\_VAT

The Payment Terms, Default Commodity, Supplier Inco Terms, Company Code and Purchasing Organization are for internal use only.

Payment Terms

Default Commodity IT- Hardware others

Supplier Inco Terms Free Carrier

Company Code and Purchasing Organization YEP\_All Plants

Supplier Owner YEMEA Buyer

Buyer

Supplier Owner/Buyer's email address yazakidummytest+4444392f

\* Tax Registrations

Use this section to add all your applicable tax registrations.

**Add Tax Registration**

Tax Field 1

Tax Field 2

SAP\_VAT

The Payment Terms, Default Commodity, Supplier Inco Terms, Company Code and Purchasing Organization are for internal use only.

Payment Terms

Default Commodity IT- Hardware others

Supplier Inco Terms Free Carrier

Company Code and Purchasing Organization YEP\_All Plants

Supplier Owner YEMEA Buyer

Buyer

Supplier Owner/Buyer's email address yazakidummytest+4444392f

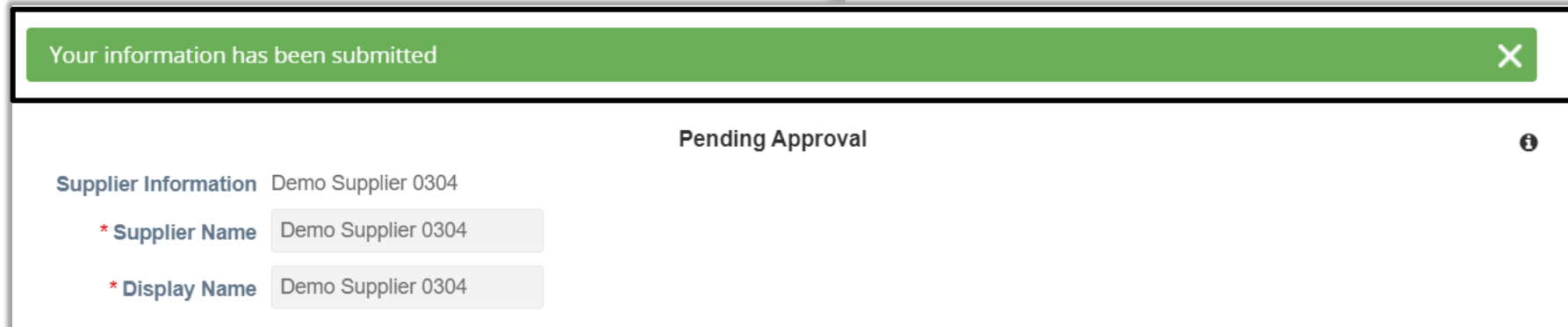
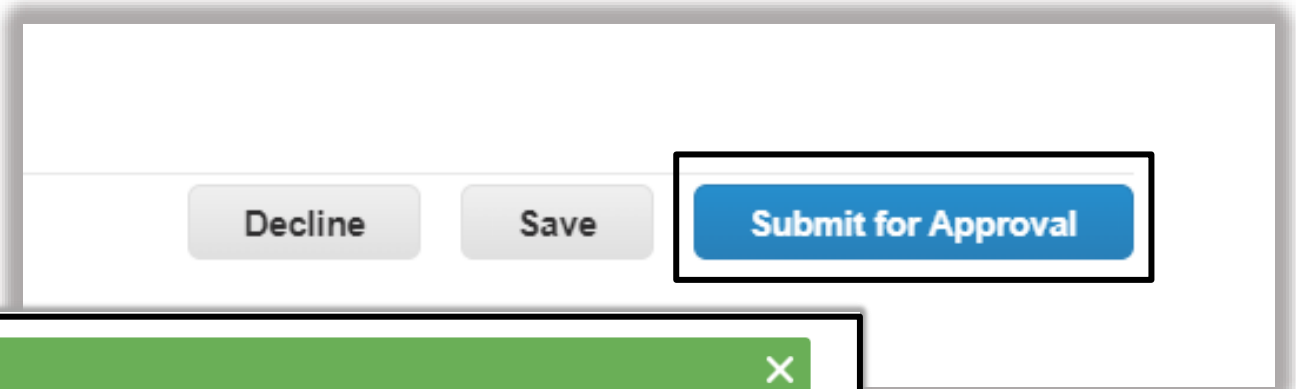
# SOLUTION OVERVIEW

## NEW SUPPLIER CREATION – SUPPLIER’S PERSPECTIVE

### Supplier Information Request

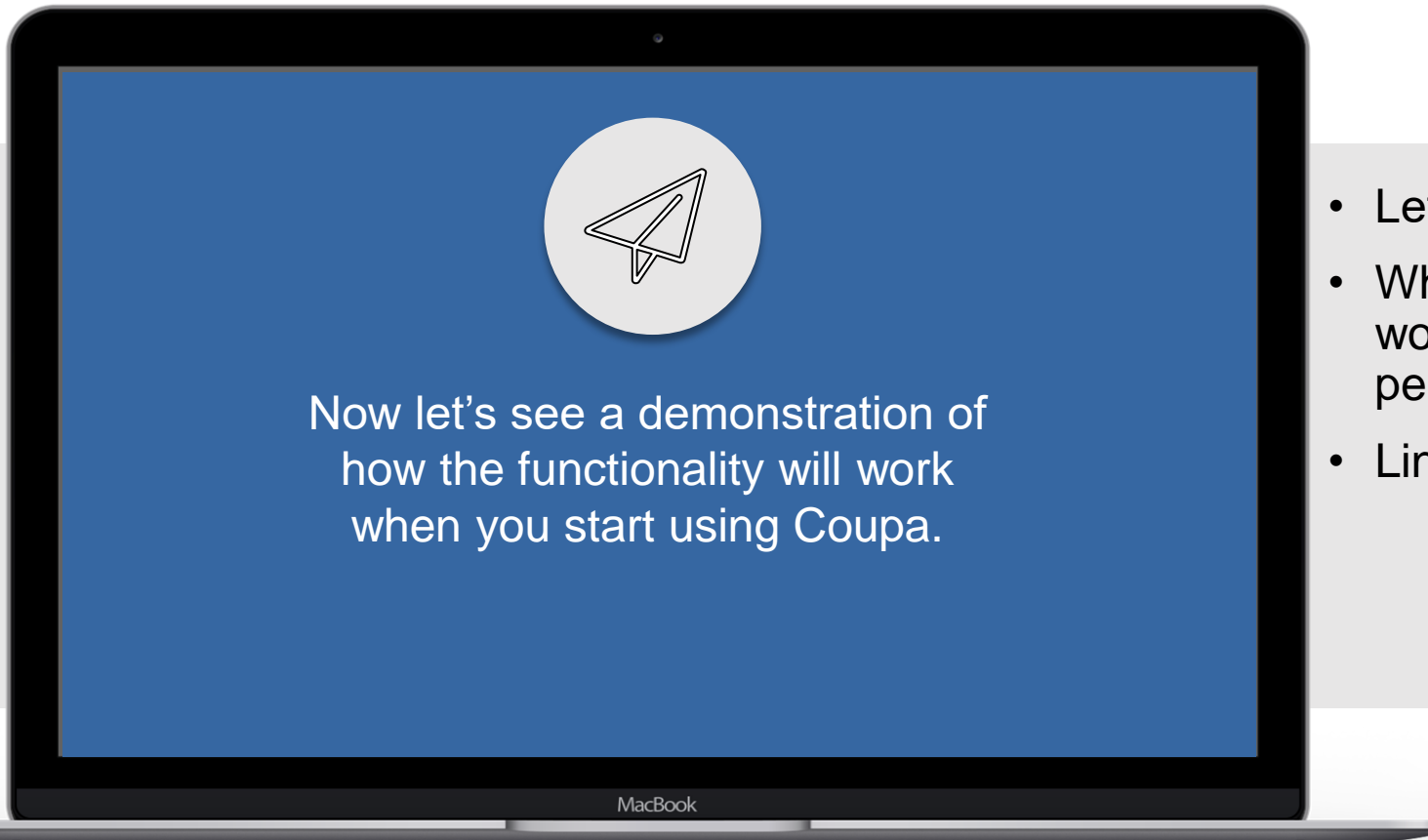
11. Suppliers click on **Submit for Approval** button. Post successful submission, suppliers will see a green banner at the top stating that the information has been submitted.

*Please Note : Once the form is submitted, it will go through Yazaki approvals and supplier will receive an email notification, once the form is approved.*



# Demo

Let's watch this functionality in Practice!



- Let's see how suppliers respond to RFI's.
- What questions do you have on how this works from a training and daily work perspective?
- Link to [Demo](#)



# How Suppliers initiate updates from CSP

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# SOLUTION OVERVIEW

## SUPPLIER UPDATE

### YEMEA Supplier Update initiated by Supplier

1. Suppliers will also be able to initiate changes directly from Coupa Supplier Portal. Supplier should go to **Profile > Information Request** from Homepage and click on **Update Info** button.

The screenshot displays the Coupa Supplier Portal interface. At the top, the navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' tab is selected, and the 'Information Requests' sub-tab is active. The main content area shows the 'Yazaki Coupa System' profile page. A red box highlights the 'Update Info' button at the bottom of the page. The form contains the following fields:

- \* Bank Form**
  - \* Attachments**: Demo\_Attachment.docx
  - Kindly attach the Bank Certificate if there is no third party. Must be dated not more than 3 months. As an alternative to the bank certificate, supplier can provide bank details on letter with company stamp, date and signature not older than 3 months.
  - \* Do you need to request for a change for tax details?**: No
  - Default Commodity**: D+D Engineering (To determine Category Buyer approval only.)
  - Supplier Owner**: YEMEA Buyer (Buyer)
  - Supplier Owner/Buyer's email address**: yazakidummytest+44443928!
- Supplier Information**: Demo supplier 0404
  - \* Supplier Name**: Demo supplier 0404
  - \* Type of Request**: Change in Bank Details (Changes by suppliers only)
- Primary Contact**
  - Contact Purpose**: Procurement
  - \* First Name**: Supplier
  - \* Last Name**: Contact
  - \* Email address**: suppliercontact04@gmail.com
  - For the country selection for the phone numbers below, kindly select "Other".
  - Kindly fill out the required telephone prefixes Country/Region, Area/City, Local and Extension (optional). Example:
    - Country/Region: 33
    - Area/City: 12
    - Local: 345
    - Extension (optional): 6789
  - \* Work Phone**: Other
    - 33 | 12 | 398 | [ ]
    - Country/Region/Area/City | Local | Extension (optional)

# SOLUTION OVERVIEW

## SUPPLIER UPDATE



### YEMEA Supplier Update initiated by Supplier

2. Supplier should select the type of change being initiated from **Type of Request** list. Supplier can update the Primary Contact details from **Primary Contact** section.

**Supplier Information** Demo supplier 0404

\* **Supplier Name**

\* **Type of Request**   
Change in Bank Details (Changes by suppliers only)  
Change in Currency  
Change in Incoterms

**Primary Contact**

**Contact Purpose**  ⓘ

**First Name**

**Last Name**

**Email address**  ⓘ

For the country selection for the phone numbers below, kindly select "Other".

Kindly fill out the required telephone prefixes Country/Region, Area/City, Local and Extension (optional). Example:

Country/Region: 33  
Area/City: 12  
Local: 345  
Extension (optional): 6789

**Work Phone**

Country/RegionArea/City Local Extension (optional)

**Mobile Phone**

650-555-1212

# SOLUTION OVERVIEW

## SUPPLIER UPDATE

### YEMEA Supplier Update initiated by Supplier

3. Suppliers should select **Yes / No** based on the changes required in following questions.

\* Do you need to request for a change in legal name?

\* Do you need to request for a change in primary address?

\* Do you need to request for a change in bank details?

\* Do you need to request for a change for tax details?

Default Commodity D+D Engineering  
To determine Category Buyer approval only.

Supplier Owner YEMEA Buyer  
Buyer

Supplier Owner/Buyer's email address yazakidummytest+4444392@

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# SOLUTION OVERVIEW

## SUPPLIER UPDATE

### YEMEA Supplier Update initiated by Supplier

4. If suppliers choose to update the Bank Data Information, they have to create a new Remit-To bank data information and deactivate the existing one.

Suppliers will not be able to update existing Remit-To bank data.

**\* YEMEA Remit To - Bank Data**

Active

\* Bank Branch

\* Bank Name

Sort Code  ⓘ  
This is a 6-digit number and will be used when no IBAN exists.

\* Beneficiary Name   
The Beneficiary Name should be the same as the legal name of the supplier.

Bank Routing Number  ⓘ  
The routing number is a code that will be used to identify where the bank account was opened

\* Bank Country    
Select a bank country

**4.3 Fill out the new Remit-To bank Data**

**Choose Remit-To Address**

Choose a Remit-to Location below - Recommended  
*It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.*

Choose existing or create new Remit-To Address:

**4.2 Click on Add Remit-To and then click Cancel from Choose Remit-To Address page.**

**\* YEMEA Existing Remit To - Bank Data**

Active

Bank Branch

Bank Name

Sort Code  ⓘ  
This is a 6-digit number and will be used when no IBAN exists.

Beneficiary Name   
The Beneficiary Name should be the same as the legal name of the supplier.

Bank Routing Number  ⓘ  
The routing number is a code that will be used to identify where the bank account was opened

Bank Country    
Select a bank country

Bank Key

Bank Account Number  ⓘ

IBAN Number  ⓘ

SWIFT Code (BIC)  ⓘ

RIB

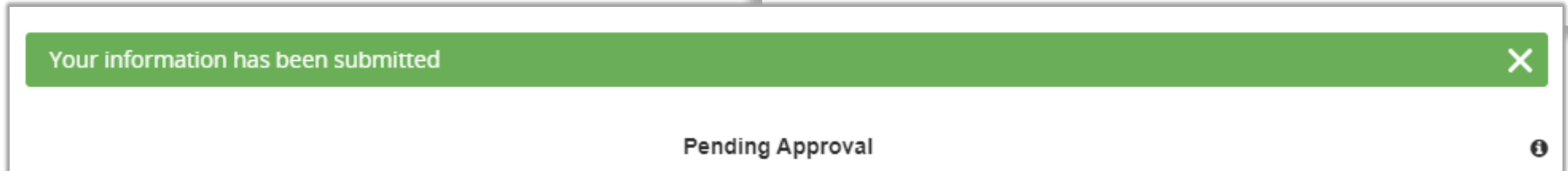
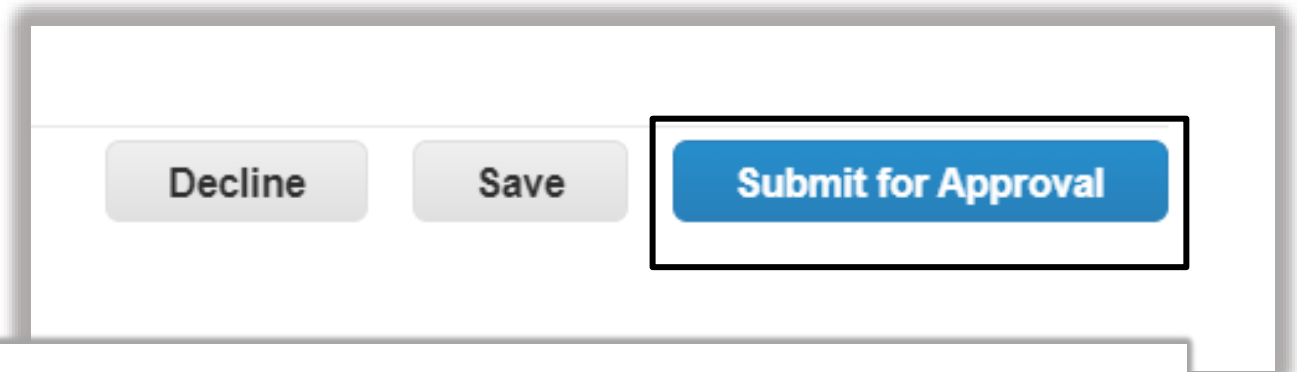
**4.1 Deactivate the existing Remit-To Bank Data**

# SOLUTION OVERVIEW

## SUPPLIER UPDATE

### YEMEA Supplier Update Form (External)

5. After updating the required details, supplier clicks on **Submit for Approval** button. Once the form is submitted, a confirmation message will be displayed at the top of the page, and the updated information will be sent to Yazaki for approvals.



# How Suppliers Acknowledge Purchase Orders

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**COUPA P2P**

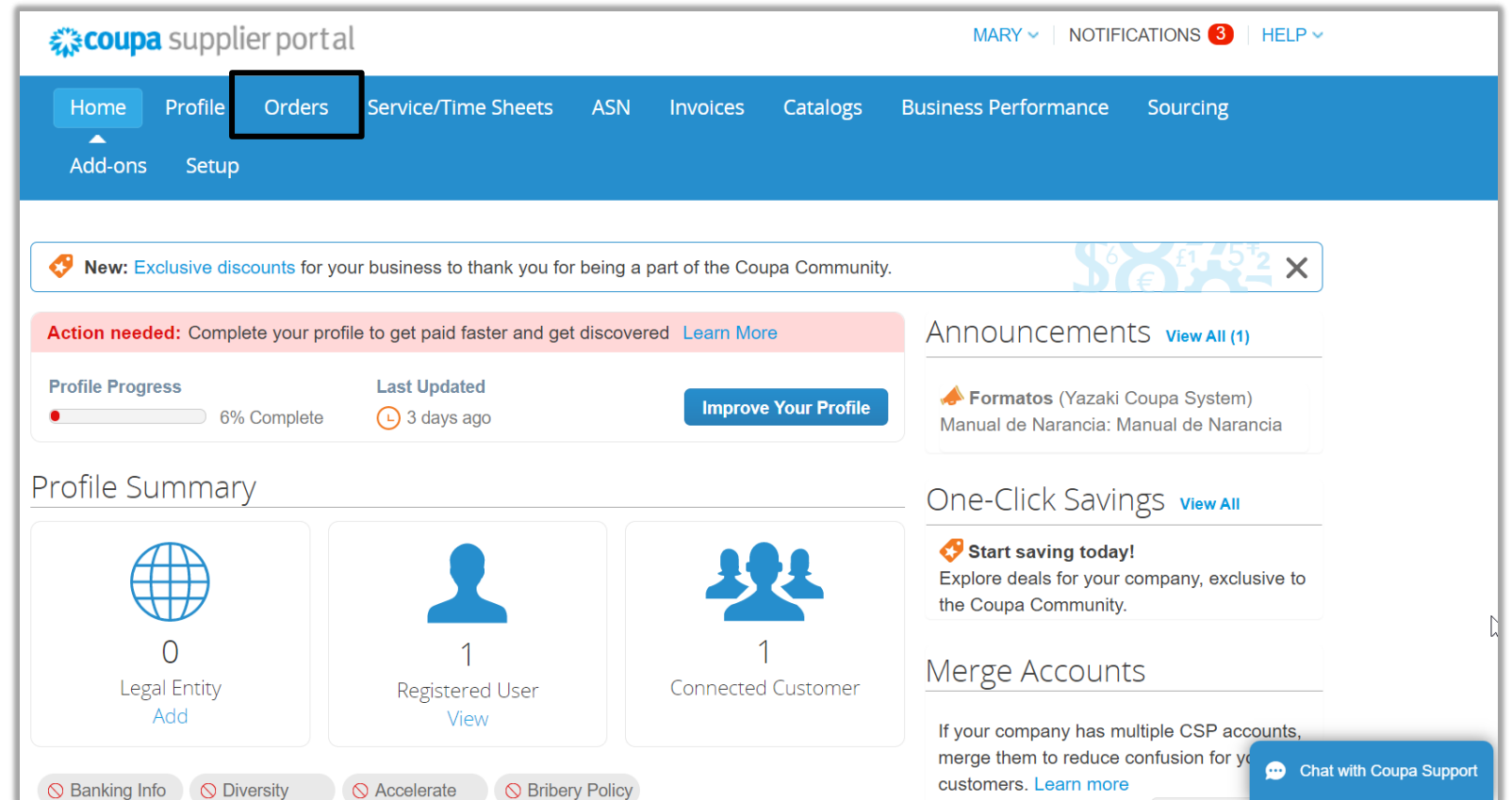
# SOLUTION OVERVIEW

## ACKNOWLEDGING PURCHASE ORDERS

### Navigating to Orders Dashboard

1. Suppliers will log into the Coupa Supplier Portal for acknowledging purchase orders.

1. Suppliers will click into the **Orders** button on their home screen of CSP to navigate to the **Orders Dashboard**





# SOLUTION OVERVIEW

## ACKNOWLEDGING PURCHASE ORDERS


### Opening Purchase Order Details

2. To Acknowledge the PO, suppliers need to open the PO details first.





















2. Suppliers click on **PO Number** link from **Purchase Orders** page to open the **PO details**.

Purchase Orders

Instructions From Customer  
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to  View All  Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
<a href="#">700002447</a>	04/02/23	Issued	None	3 Each of test item	No	22,500.00 EUR		 
<a href="#">700002446</a>	03/31/23	Issued	None	3 Each of test item	No	22,500.00 EUR		 
<a href="#">700002445</a>	03/31/23	Issued	None	3 Each of test item	No	22,500.00 EUR		 
<a href="#">700002442</a>	03/31/23	Issued	03/31/23	5 Each of test dispute	No	22,500.00 EUR		 
<a href="#">700002441</a>	03/31/23	Issued	03/31/23	5 Each of test dispute	No	22,500.00 EUR		 
<a href="#">700002438</a>	03/30/23	Issued	None	5 Each of test dispute	No	22,500.00 EUR		 
<a href="#">700002437</a>	03/30/23	Issued	None	5 Each of test dispute	No	22,500.00 EUR		 
<a href="#">700002432</a>	03/30/23	Issued	None	3 Each of Laptop	No	4,500.00 EUR		 
<a href="#">700002394</a>	03/21/23	Issued	None	5 Each of Test Capital Equipment_nob01	No	500.00 EUR		 
<a href="#">700002381</a>	03/13/23	Issued	None	0012	No	500.00 EUR		 

# SOLUTION OVERVIEW

## ACKNOWLEDGING PURCHASE ORDERS

### Acknowledging PO

3. Suppliers enable the **Acknowledged** checkbox under **General Info** to acknowledge the PO.

The screenshot displays a web interface for a Purchase Order (PO) with ID #7000002447. The 'General Info' tab is active, showing details such as Status (Issued - Sent via Email), Order Date (04/02/23), Revision Date (04/02/23), Requester (Neslie Borgonia), and Email (neslie.borgonia@accenture.com). The 'Acknowledged' checkbox is highlighted with a red box and a hand cursor. Other tabs include Shipping, Shipment Tracking, and Lines. The 'Lines' section shows a table with one item: 'test item' with a quantity of 3, a unit price of 7,500.00, and a total of 22,500.00. The 'Invoiced' amount is 0.00. The interface also includes a 'Select Customer' dropdown set to 'Yazaki Coupa System' and a 'Terms' field set to 'None'.

Purchase Order #7000002447

Select Customer: Yazaki Coupa System

**General Info**

Status: Issued - Sent via Email  
Order Date: 04/02/23  
Revision Date: 04/02/23  
Requester: Neslie Borgonia  
Email: neslie.borgonia@accenture.com  
Payment Term: None  
Attachments: None  
**Acknowledged**   
Assigned to:

**Shipping**

Ship-To Address: 2-3 Beechwood House Commercial  
Basildon  
SS15 6EF  
United Kingdom  
Location Code: GB90  
Attn: Neslie Borgonia

Terms: None

**Shipment Tracking** + Add

No shipment tracking.

**Lines**

Advanced Search Sort by Line Number: 0 → 9

Type	Item	Qty	Unit	Price	Total	Invoiced
	test item	3	Each	7,500.00	22,500.00	0.00

\* Need By: 04/15/23  
Part Number: None  
Manufacturer Name: None  
Manufacturer Part Number: None  
Purchasing Group: guillaume.morantin@yazaki-europe.com / '+33 1 3012 7851

Per page: 15 | 45 | 90

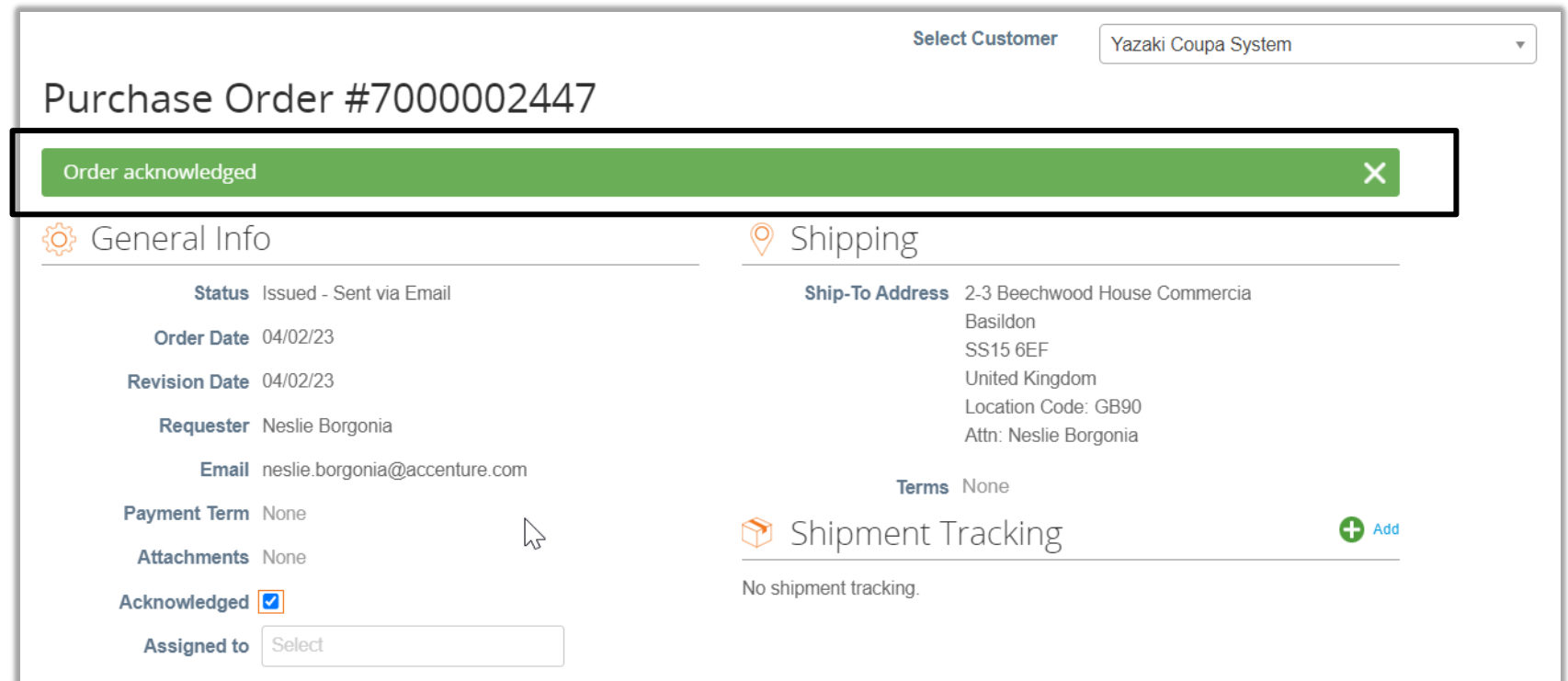
# SOLUTION OVERVIEW

## ACKNOWLEDGING PURCHASE ORDERS

### Acknowledging PO

4. Once suppliers enable **Acknowledged** checkbox, a green banner will be displayed at the top of the Purchase Orders details page as a confirmation of PO acknowledgement.

**Please Note:** Apart from CSP, suppliers can also acknowledge PO's directly from PO email received in supplier's registered email.



The screenshot displays the 'Purchase Order #7000002447' details page. At the top right, there is a 'Select Customer' dropdown menu with 'Yazaki Coupa System' selected. Below the title, a green banner with the text 'Order acknowledged' and a close button (X) is highlighted with a black border. The page is divided into two main sections: 'General Info' and 'Shipping'.

**General Info:**

- Status: Issued - Sent via Email
- Order Date: 04/02/23
- Revision Date: 04/02/23
- Requester: Neslie Borgonia
- Email: neslie.borgonia@accenture.com
- Payment Term: None
- Attachments: None
- Acknowledged:
- Assigned to: Select

**Shipping:**

- Ship-To Address: 2-3 Beechwood House Commercia, Basildon, SS15 6EF, United Kingdom, Location Code: GB90, Attn: Neslie Borgonia
- Terms: None

**Shipment Tracking:** No shipment tracking. (Add button)

# How Suppliers submit Invoices

---

**COUPA P2P**

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS



**Suppliers will have multiple options to submit invoices for issued purchase orders. The ways are:**

- 1. Coupa Supplier Portal:** Suppliers can login to their respective Coupa Supplier Portal Account and flip the available purchase orders to create/submit invoices.
- 2. cXML:** Suppliers who handle larger volumes of invoices, can also use be configured to cXML for submitting invoices.
- 3. Email:** Suppliers can also create/submit invoices directly from PO email received in supplier registered email. To submit invoices via email, supplier do not have to login to their respective CSP accounts.

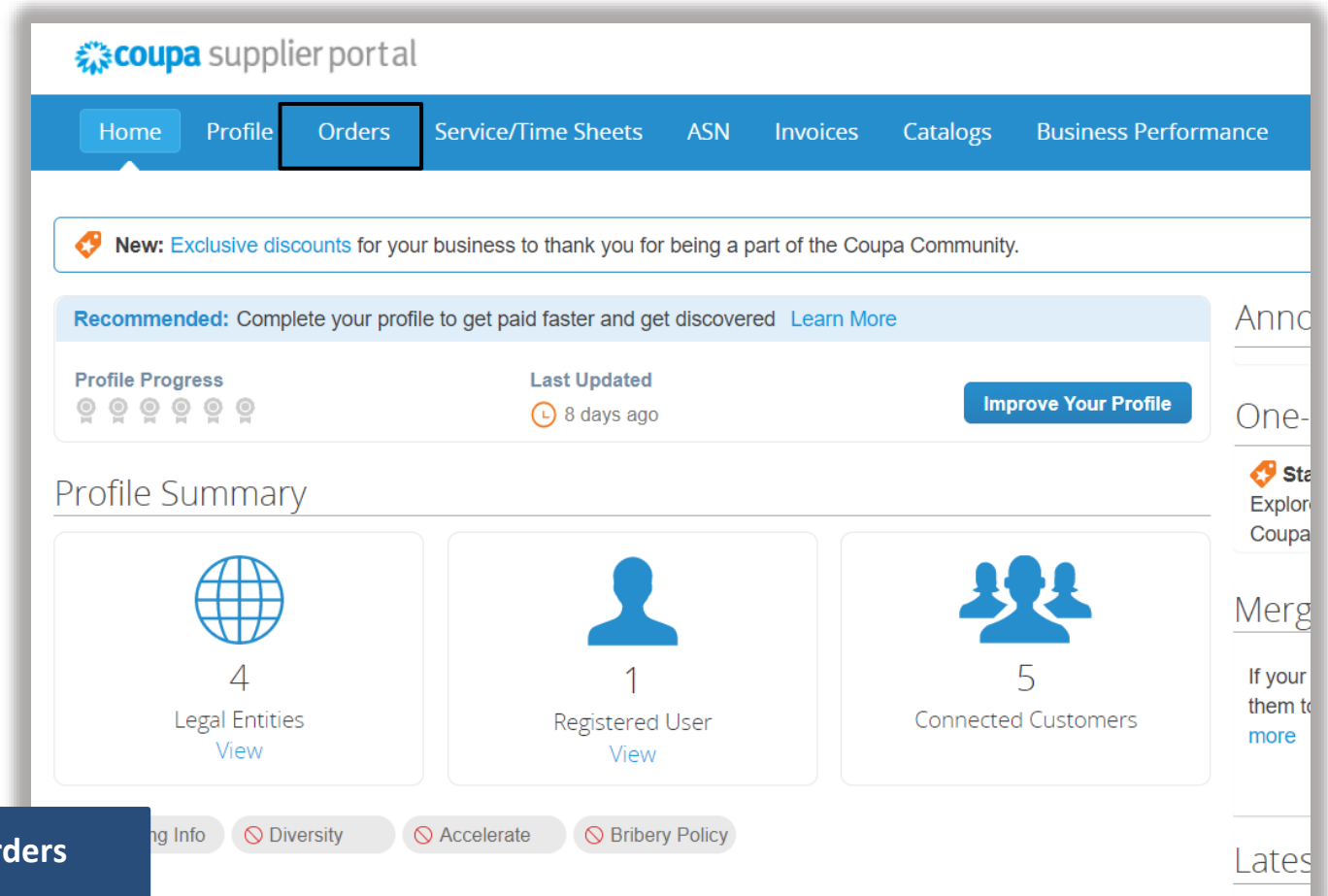
***Please Note : YEMEA Suppliers will be majorly using Coupa Supplier Portal and Email method to submit Invoices.***

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting Invoices through CSP

1. For suppliers to send their invoices to Yazaki, supplier will navigate to their purchase orders dashboard by clicking their **Orders Module**.



1.1 Suppliers click into the **Orders Module** in CSP.

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS
















### Submitting Invoices through CSP

2. In the **Purchase Order Dashboard**, Suppliers will be able to view all the invoices they have per client company (Ex. Yazaki) they have filtered for. By clicking the **Create Invoice Icon (Yellow Coin Icon)** the PO Flip can be initiated by the supplier.



Purchase Orders

Instructions From Customer  
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to	View	All	Search					
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
7000002447	04/02/23	Issued	04/06/23	3 Each of test item	No	22,500.00		 
7000002446	03/31/23	Issued	None	3 Each of test item	No			 
7000002445	03/31/23	Issued	None	3 Each of test item	No	22,500.00		 
7000002442	03/31/23	Issued	03/31/23	5 Each of test dispute	No	22,500.00		 
7000002441	03/31/23	Issued	03/31/23	5 Each of test dispute	No	22,500.00		 
7000002438	03/30/23	Issued	None	5 Each of test dispute	No	22,500.00		 

2.1 Suppliers click the **Yellow Coin Icon (Initiate Invoice)** to create the invoice from the Purchase order selected.

Accept PO #7000002447 and Create Invoice   Create invoice

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

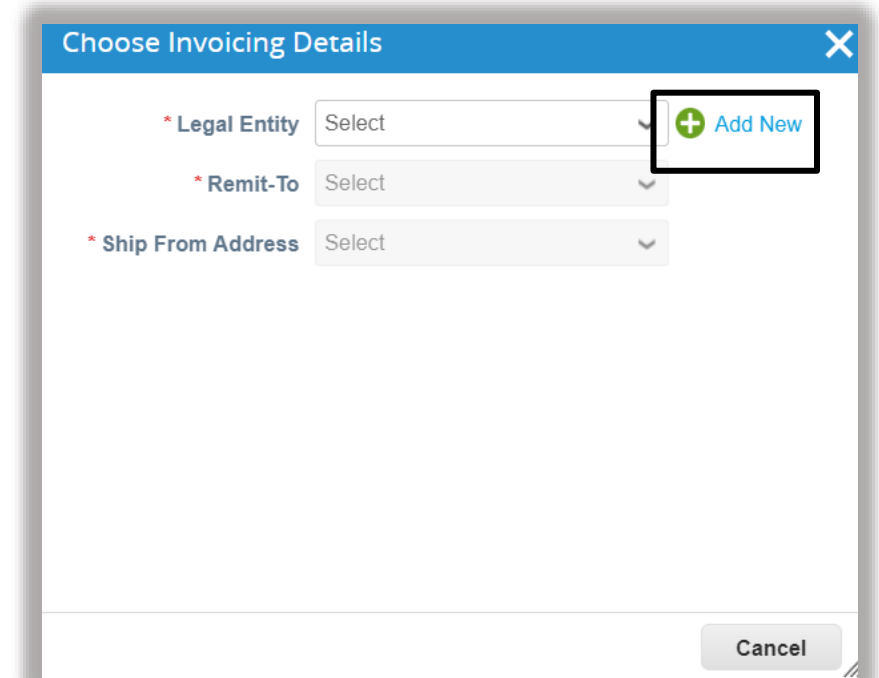
### Submitting Invoices through CSP

3. Suppliers will choose a **Legal Entity**, **Remit-To**, and **Ship From Address** for the invoicing process.

3.1 Suppliers will select the **Legal Entity** and **Remit-to Address**, and **Ship From Address** appropriate for the invoice they will be submitting to Yazaki.

**Please Note:** Suppliers will have to click **Add New** to enter a Legal Entity if they have not established their legal entity first within Coupa Supplier Portal.

Click on Add New button to set up Legal Entity.





# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting Invoices through CSP

4. Supplier fills up **Legal Entity Name**, **Country/Region** and clicks on **Continue**. All the fields marked with red asterisk (\*) are mandatory for the suppliers to fill up.

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

Country/Region

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

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting Invoices through CSP

5. Supplier fills up miscellaneous information and clicks on **Save & Continue**. All the fields marked with red asterisk (\*) are mandatory for the suppliers to fill up.

### Miscellaneous Information

1 2 3 4

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

\* Country/Region

\* Type of Company

Board of Directors

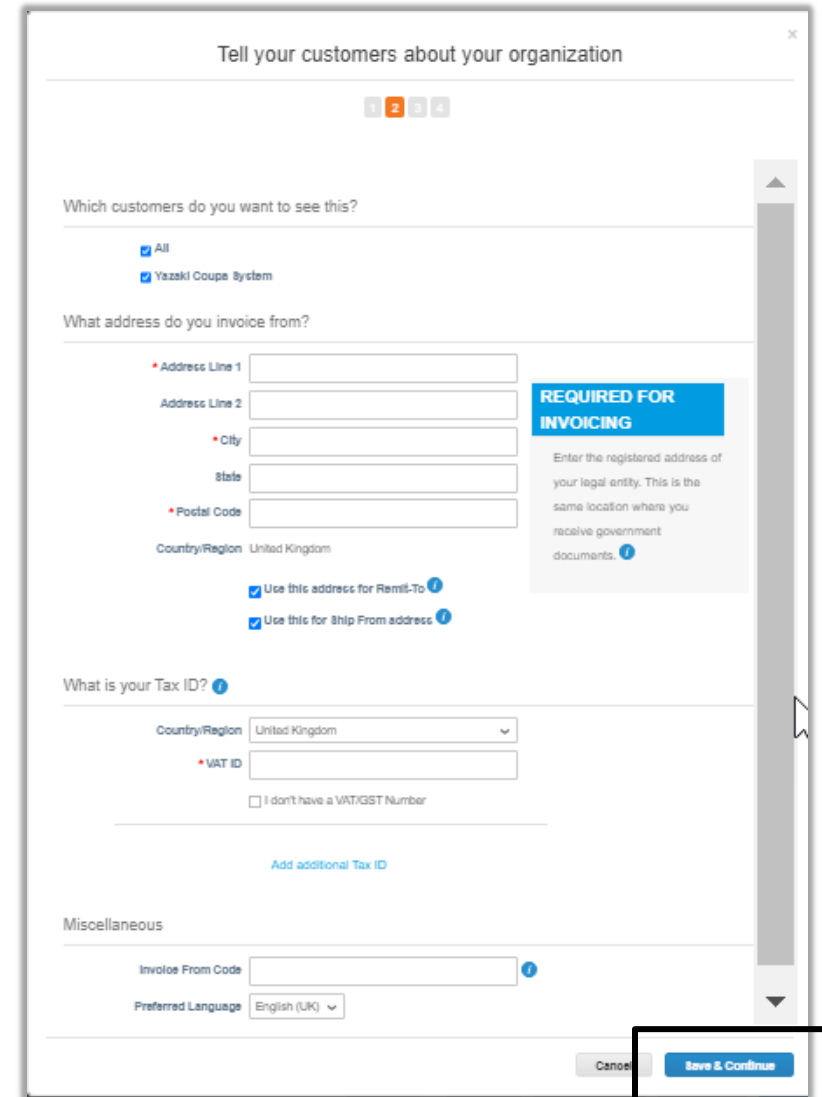
Cancel **Save & Continue**

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting Invoices through CSP

6. Supplier fills up Invoicing Address, VAT ID and other necessary information. Supplier clicks on **Save & Continue** button to proceed. All the fields marked with red asterisk (\*) are mandatory for the suppliers to fill up.



Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

- All
- Yazaki Coupe System

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country/Region: United Kingdom

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: United Kingdom

\* VAT ID

I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code

Preferred Language: English (UK)

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS



### Submitting Invoices through CSP

7. Suppliers can review the Payment address related necessary information and click on **Save & Continue**.

Where do you want to receive payment?

1 2 3 4

\* Payment Type

What is your Remit-To Address?

Address Line 1 01 Heathrow Road

Address Line 2

City London

State

Postal Code TH4W 6KJ

Country/Region United Kingdom

Cancel **Save & Continue**

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS



### Submitting Invoices through CSP

8. Suppliers can review the Payment address related necessary information and click on **Next**.

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	01 Heathrow Road London TH4W 6KJ United Kingdom	Active	Manage

Deactivate Legal Entity Cancel **Next**

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting Invoices through CSP

9. Suppliers review the **Ship From Address** and click on **Done**. Suppliers can also add a new **Ship From Address** by clicking on **Add Ship From** button.

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	
01 Heathrow Road London TH4W 6KJ United Kingdom	Active	<span>Manage</span>

Deactivate Legal Entity Done

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting Invoices through CSP

10. Click on **Add Now** button from the Setup page. Next, suppliers should choose the **Invoicing Details** (should be auto populated, based on information provided earlier), and **Save** it.

The screenshot shows two overlapping windows. The background window is titled "Setup Complete" and contains a progress indicator with four steps, the fourth of which is highlighted in orange. Below the progress indicator, it asks "Do you want to Add Remit-To Address to the invoice now?". A yellow information box contains the text: "To get paid - Most customers require that you send them this payment info in addition to providing it on the invoice." followed by a bullet point: "Click on the Profile Tab to see if your customer has a form that collects payment information. you'll have to send it to them through another channel." At the bottom right of this window are "Add Later" and "Add Now" buttons, with the "Add Now" button highlighted by a black box.

The foreground window is titled "Choose Invoicing Details" and contains the following fields:

- \* Legal Entity: Good Supplier Europe (dropdown menu) with a green plus icon and "Add New" link.
- Invoice From: 01 Heathrow Road, London, TH4W 6KJ, United Kingdom.
- \* Remit-To: 01 Heathrow Road, London, TH- (dropdown menu) with a green plus icon and "Add New" link.
- \* Ship From Address: 01 Heathrow Road, London, TH- (dropdown menu) with a green plus icon and "Add New" link.

At the bottom of the "Choose Invoicing Details" window are "Cancel" and "Save" buttons, with the "Save" button highlighted by a black box.

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting Invoices through CSP

11. Suppliers will complete the **General Info** section and review the **From** section of the invoice.

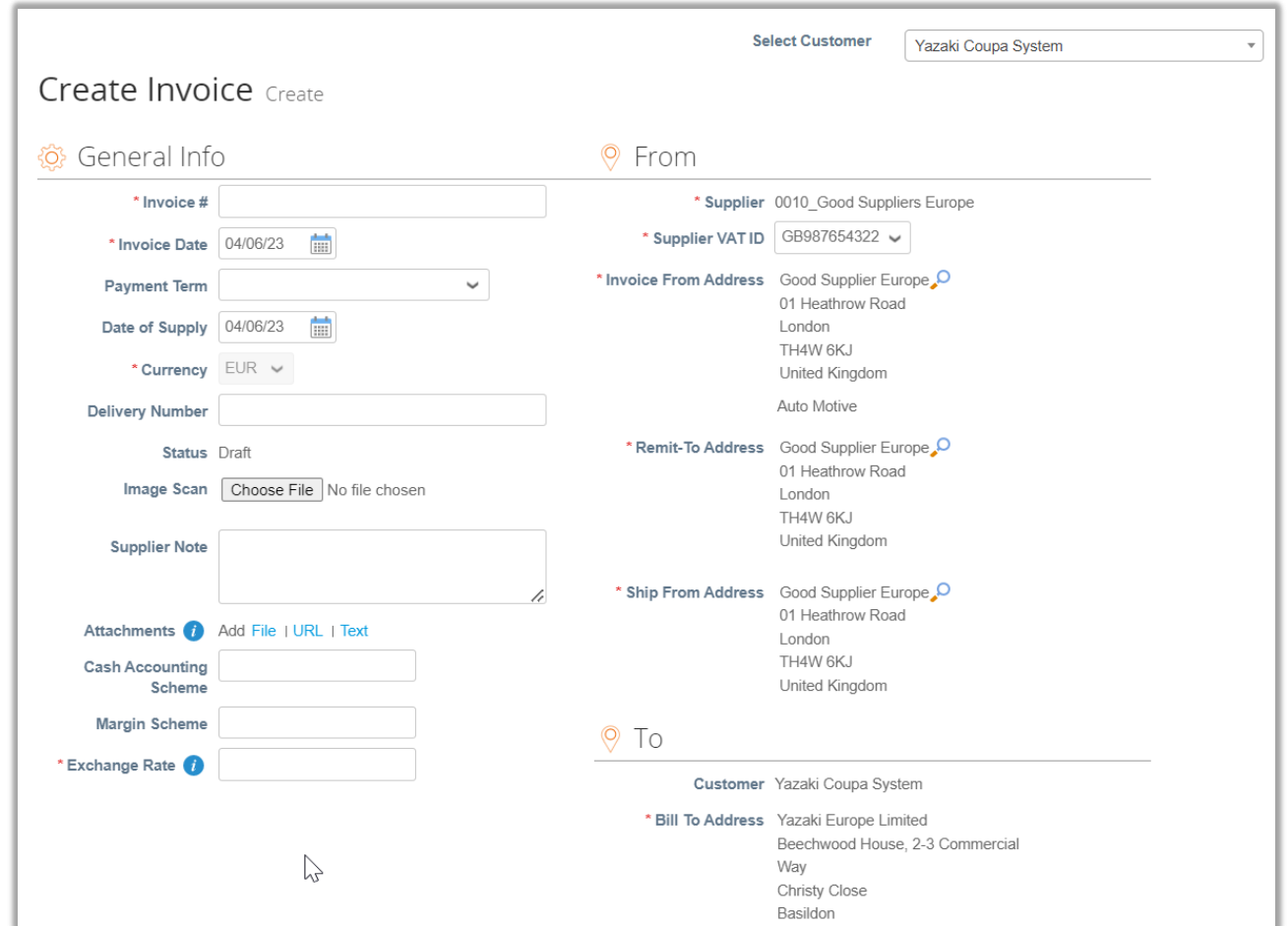
5. Suppliers will update the **General Info** for the Invoice

#### Key Fields to Note:

- **Invoice #** : Manually entered number from the invoice. Coupa will check the invoice # for validation and duplication checking.
- **Invoice Date**: Date the invoice was created

#### Please Note:

- *All required fields for invoice creation will have a red asterisk to indicate the field is mandatory. Before submitting an invoice for review and receipt creation, Coupa will ensure all mandatory fields have been completed.*
- *Suppliers will not be able to change the currency the invoice will be charged in.*
- *Suppliers need to attach the PDF copy of the original invoice under attachments section in order to get the invoice approved by Yazaki.*



The screenshot displays the 'Create Invoice' interface in Coupa. At the top right, there is a 'Select Customer' dropdown menu with 'Yazaki Coupa System' selected. The main heading is 'Create Invoice' with a 'Create' button. The form is divided into two main sections: 'General Info' and 'From'.

**General Info Section:**

- \* Invoice #**: A text input field.
- \* Invoice Date**: A date picker showing '04/06/23'.
- Payment Term**: A dropdown menu.
- Date of Supply**: A date picker showing '04/06/23'.
- \* Currency**: A dropdown menu showing 'EUR'.
- Delivery Number**: A text input field.
- Status**: A dropdown menu showing 'Draft'.
- Image Scan**: A button labeled 'Choose File' with the text 'No file chosen'.
- Supplier Note**: A text area with a small icon in the bottom right corner.
- Attachments**: A section with an information icon and the text 'Add File | URL | Text'.
- Cash Accounting Scheme**: A text input field.
- Margin Scheme**: A text input field.
- \* Exchange Rate**: A text input field with an information icon.

**From Section:**

- \* Supplier**: A dropdown menu showing '0010\_Good Suppliers Europe'.
- \* Supplier VAT ID**: A dropdown menu showing 'GB987654322'.
- \* Invoice From Address**: A text area showing 'Good Supplier Europe, 01 Heathrow Road, London, TH4W 6KJ, United Kingdom, Auto Motive'.
- \* Remit-To Address**: A text area showing 'Good Supplier Europe, 01 Heathrow Road, London, TH4W 6KJ, United Kingdom'.
- \* Ship From Address**: A text area showing 'Good Supplier Europe, 01 Heathrow Road, London, TH4W 6KJ, United Kingdom'.

**To Section:**

- Customer**: A dropdown menu showing 'Yazaki Coupa System'.
- \* Bill To Address**: A text area showing 'Yazaki Europe Limited, Beechwood House, 2-3 Commercial Way, Christy Close, Basildon'.



# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting Invoices through CSP

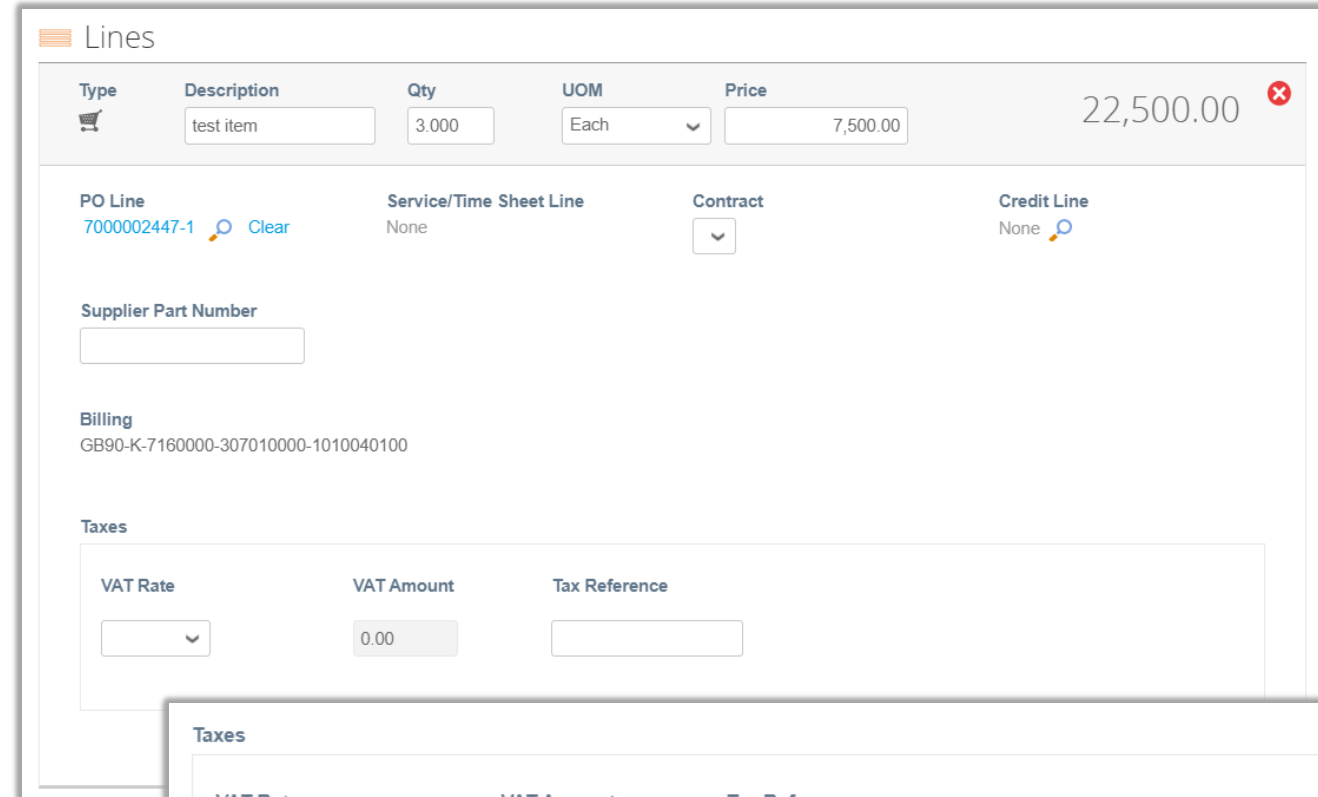
12. Suppliers will review the lines and pricing information for the items detailed in the purchase order associated to the invoice created.

12. Suppliers will review the price details and input for the line items in the purchase order.

#### Key Fields to Note:

- **UOM** : Unit of measure
- **Price**: Price of the items in the PO and Invoice
- **Billing**: Chart of Accounts defaulted from PO indicates, how the invoice should be charged by Yazaki.
- **Taxes**: Select appropriate VAT Rate, and VAT Amount should be auto calculated.

*Please Note: As the invoices are being created flipping Purchase Orders, many of the information will be auto populated based on information available in Purchase Order.*



Type	Description	Qty	UOM	Price
	test item	3.000	Each	7,500.00

22,500.00

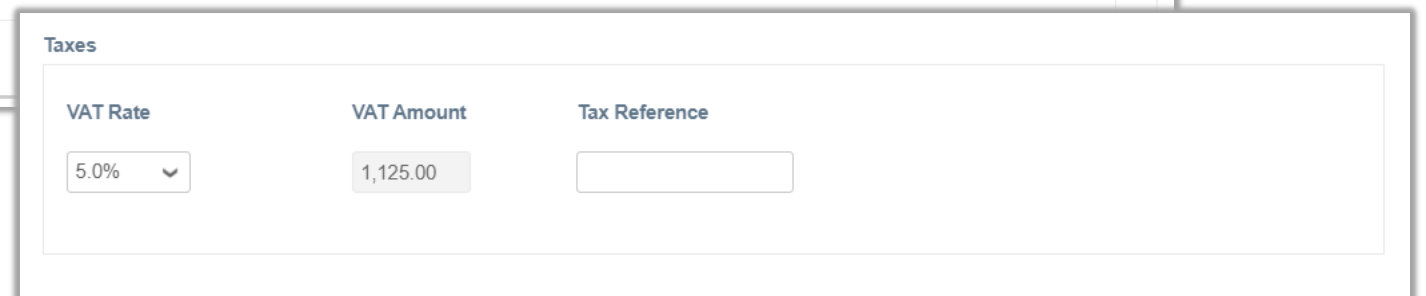
PO Line: 700002447-1 [Clear](#) | Service/Time Sheet Line: None | Contract:  | Credit Line: None [Clear](#)

Supplier Part Number:

Billing: GB90-K-7160000-307010000-1010040100

Taxes:

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



VAT Rate	VAT Amount	Tax Reference
5.0%	1,125.00	<input type="text"/>

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting Invoices through CSP

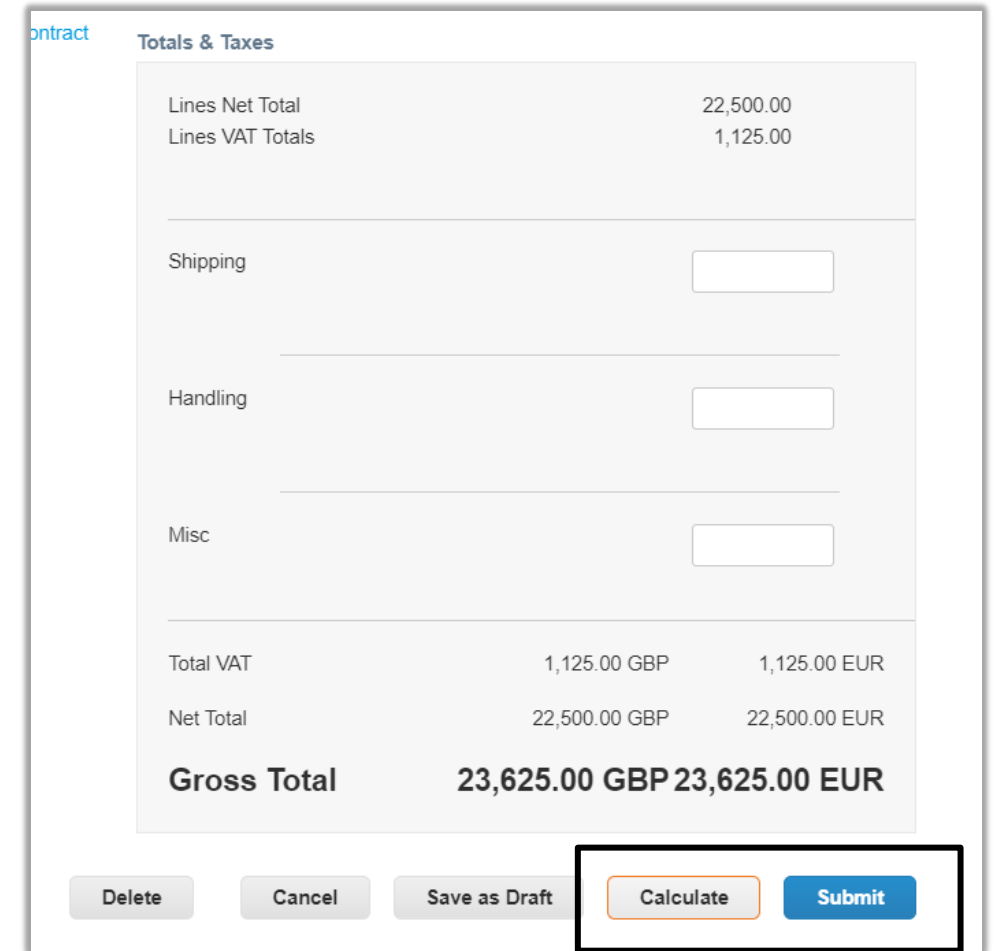
13. Lines Net Total, Shipping costs, Handling and Misc Cost will be calculated based on the inputted details the supplier provides when submitting their invoice.

- Please ensure to click on **Calculate** button to get the Invoice total.
- Once completed, click on Submit to send the invoice to Yazaki for approval.

**Please Note:** After this step, the invoice goes for approvals by Yazaki. The invoice approval process will ensure invoices go through **3-Way Match, Buyer Tolerance Reviews, Requestor Tolerance Reviews, AP Tolerance Reviews, and Tax Team review** prior to payment processing.

**In addition to the Total of the Invoice Shown, the following options will be available for the Invoice:**

- **Delete** – Deletes the invoice
- **Calculate**- Automatic calculation of the total based on related amounts in the invoice.
- **Cancel** - Cancels the inputted information and reverts the invoice to the past save.
- **Save as Draft** – Saves the information inputted but does not submit the invoice for approval
- **Submit** – Submits the invoice to undergo approval with Yazaki



Totals & Taxes		
Lines Net Total	22,500.00	
Lines VAT Totals	1,125.00	
Shipping	<input type="text"/>	
Handling	<input type="text"/>	
Misc	<input type="text"/>	
Total VAT	1,125.00 GBP	1,125.00 EUR
Net Total	22,500.00 GBP	22,500.00 EUR
<b>Gross Total</b>	<b>23,625.00 GBP</b>	<b>23,625.00 EUR</b>

Buttons: Delete, Cancel, Save as Draft, **Calculate**, **Submit**

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting Invoices through CSP

14. Additionally, if suppliers have made any mistake while submitting the invoice, they should add a comment under **Comments** section. This will **notify** the Yazaki **Requestor**, and accordingly Yazaki can **reject** and **dispute** the invoice. Disputing the Invoice will trigger the rejected invoice to be **sent back to supplier**, following that suppliers will be able to **edit** the invoice, **correct** the faulty information and **resubmit** it for approval.



The screenshot shows a 'Comments' section with a header containing a speech bubble icon with the number '0' and the text 'Comments'. On the right side of the header is a 'Mute Comments' link with a downward arrow. Below the header is a text input field with the placeholder text 'Please Dispute the Invoice.' and a small icon of a pencil in the bottom right corner. Below the input field is a link that says 'Add File | URL'. Underneath that is a smaller text line: 'Send Comment notification to a user by typing @name (ex. @JohnSmith)'. At the bottom right of the form is a grey button labeled 'Add Comment', which is highlighted with a black rectangular box.

**Please Note:** If suppliers encounter any issue while submitting the invoice which blocks them from submitting the invoice, they should navigate to Orders tab, locate the respective Purchase Order and add a comment in the similar way, which will notify the Yazaki requestor to take the required action.

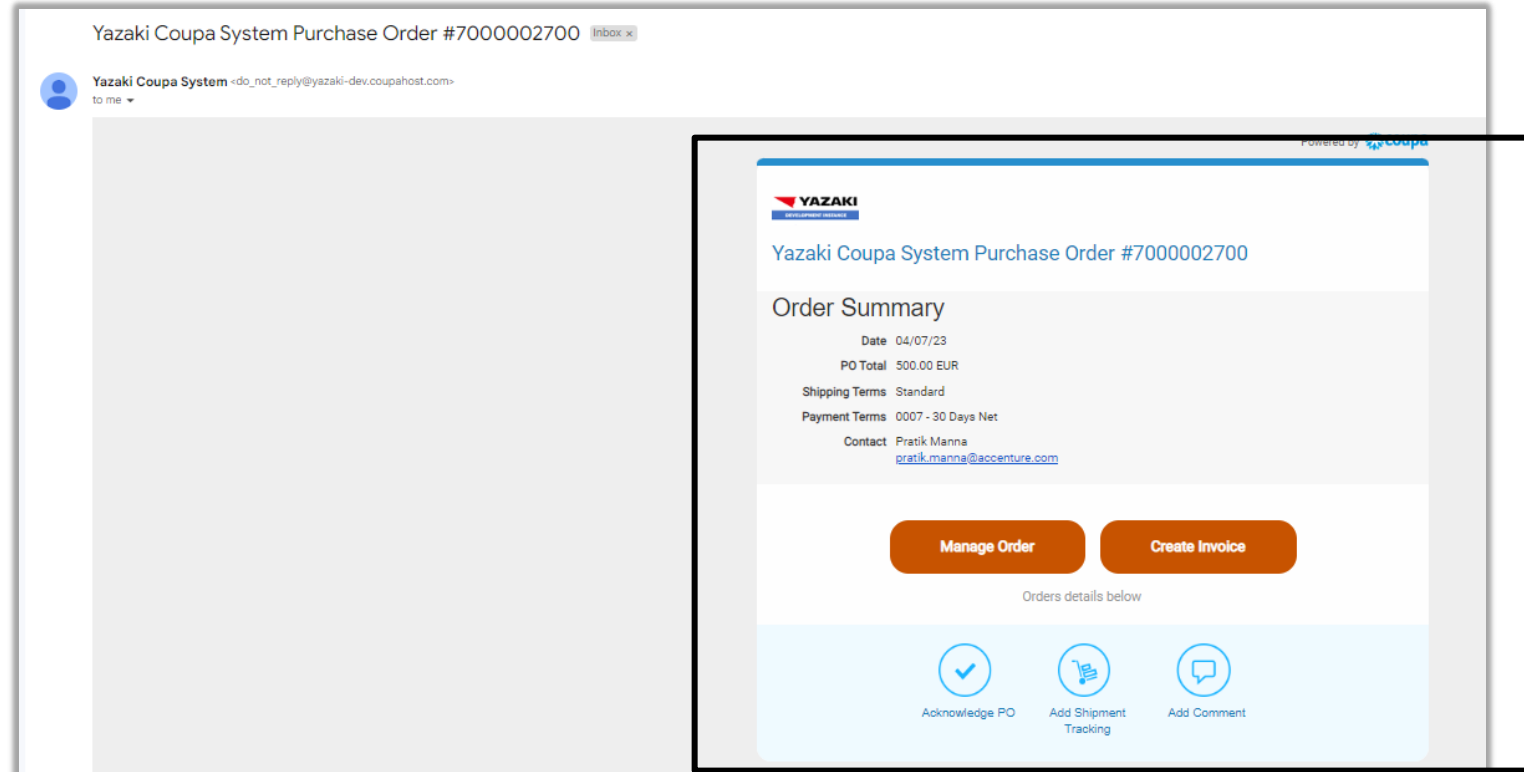
# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting invoices through Email

1. Once the Purchase Order is sent manually (if PO transmission method is Prompt) or via email from Coupa, the supplier will receive an email for the respective purchase order. The following options will be included in the email :

- **Manage Order:** Will redirect the supplier to view PO details page without logging into CSP, supplier will be able to acknowledge the PO or create invoice from the same page.
- **Create Invoice:** Will redirect the supplier to Invoice Creation page without logging in to CSP.
- **Acknowledge PO:** Will acknowledge the PO.
- **Add Shipment Tracking:** Supplier will be able to add shipment tracking information using this option.
- **Accelerate Payment:** will accelerate the payment. **(Will not be available for Yazaki )**
- **Add Comment:** Supplier will be able to add a comment to the purchase order.



# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS




### Submitting invoices through email


2. Along with the options for supplier actions (mentioned in previous slide), an overview of the respective purchase order will be available for the suppliers, in the same email with an attachment of Purchase Order Details in HTML format.

**Please Note:** For any of the Supplier Actions options available in the email, suppliers do not need to login to their CSP account. However, if Suppliers already have a CSP account, they can also use the **Log in Now** button to perform the invoicing actions on the purchase order from CSP.


Manage your orders and more with Coupa



Insight




Opportunity



Collaboration

Log In Now

Learn more about Coupa



**PURCHASE ORDER**

**COMPANY**  
 Good Suppliers Europe  
 98 avenue Jean Portalis  
 Tours, 37200  
 France  
 e-mail: [suppliercontact27@gmail.com](mailto:suppliercontact27@gmail.com)  
 +33 02 1451

**Description:**  
 PO Number: 7000002700  
 Use PO No. to all communication towards Yazaki  
 Date: 07.04.2023  
 Contact Person: Pratik Manna  
 Phone:  
 E-mail: [pratik.manna@accenture.com](mailto:pratik.manna@accenture.com)  
 VAT: GB345614654  
 Supplier Number: 0010  
 Company Code:

**Delivery Date:**  
 07.04.2023  
**Payment Terms:**  
 0007 - 30 Days Net  
**IncoTerms:**

---

**Good Recipient**  
 Yazaki Europe Limited  
 Beechwood House, 2-3 Commercial Way,  
 Christy Close,  
 Basildon, Essex, SS15 6EF  
 United Kingdom

**Ship-To/Service Location**  
 Yazaki Coupe System  
 YEL-BN (CB90)  
 2-3 Beechwood House Commercial,  
 Basildon, SS15 6EF  
 United Kingdom

**Invoice Address**  
 Yazaki Coupe System  
 YEL-BN (CB90)  
 2-3 Beechwood House Commercial,  
 Basildon, SS15 6EF  
 United Kingdom

**DELIVERY INSTRUCTIONS:**


**Attachments:**

---

Item#	Description & Special Instructions	Quantity Required	UoM	Net Price	Price Unit	Net Amount
1	text item	1.0	EA	500.00	1	500.00
Delivery Date: 20.04.2023						
						Total: 500.00 EUR

Instructions:  
 Sent electronic invoice exclusively on email address [vat.invoices@yazaki.europa.com](mailto:vat.invoices@yazaki.europa.com). By principle one document one mail in PDF form. Documents must be skipped with goods in line with country customs legislation. Each invoice must contain PO and requestor (description field in PO) references. In case commercial terms on PO deviate from agreed ones, please get in touch with your first purchasing contact for alignment before invoicing. After receiving of PO please confirm reception and communicate delivery date to purchasing. Purchase Order number must appear in all papers and packages relative to this order.

One attachment - Scanned by Gmail


purchase\_order.h...

# SOLUTION OVERVIEW

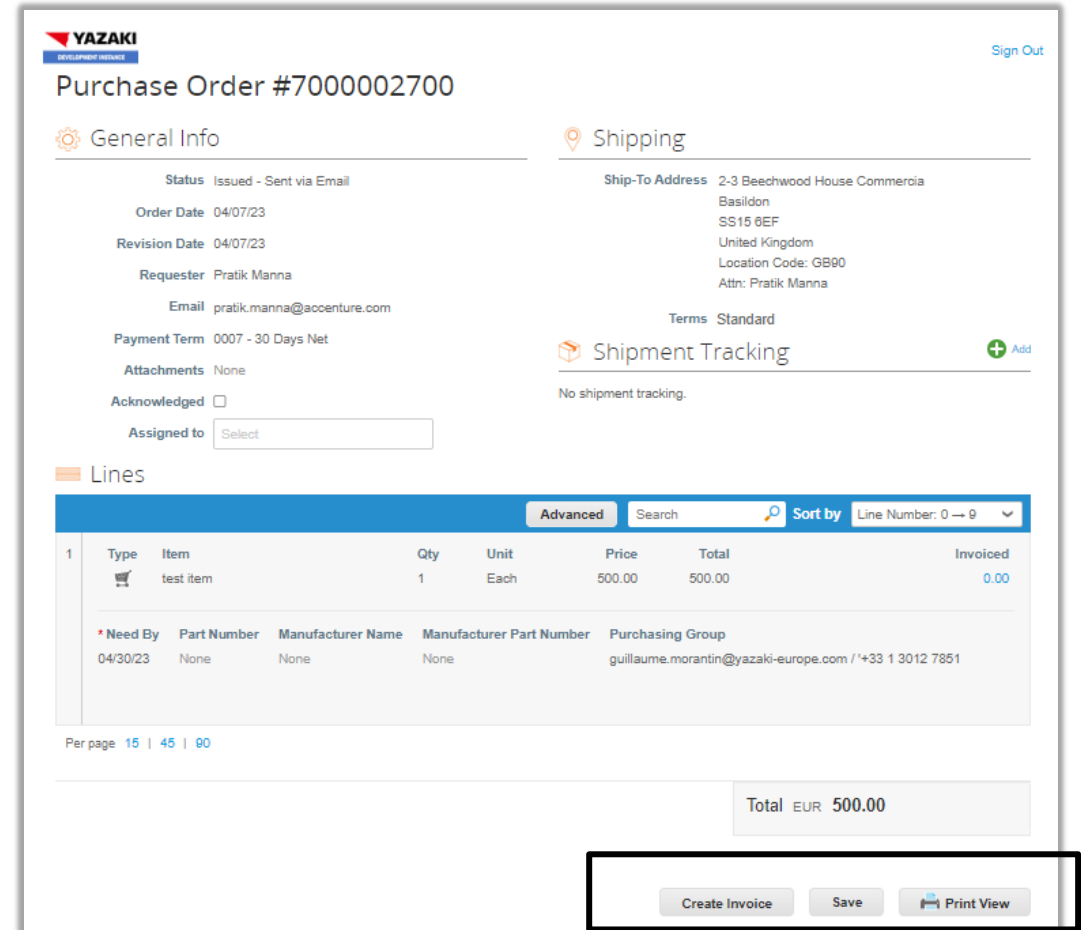
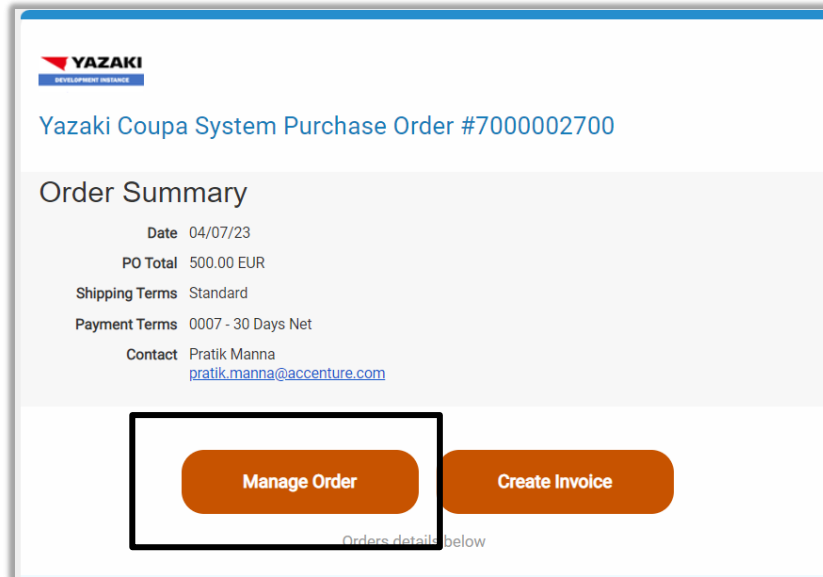
## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting invoices through email

3. After Suppliers click **Manage Order** from the email, the purchase order details page is opened. Suppliers will be able to review the PO, acknowledge it and click **Create Invoice** once they are ready to invoice on that PO.

#### Suppliers will also have additional options :

- **Save** option will save the purchase order after necessary edits are made by the supplier like adding Shipment Tracking Information.
- **Print View** will display the Supplier Print version of the purchase order.



# SOLUTION OVERVIEW

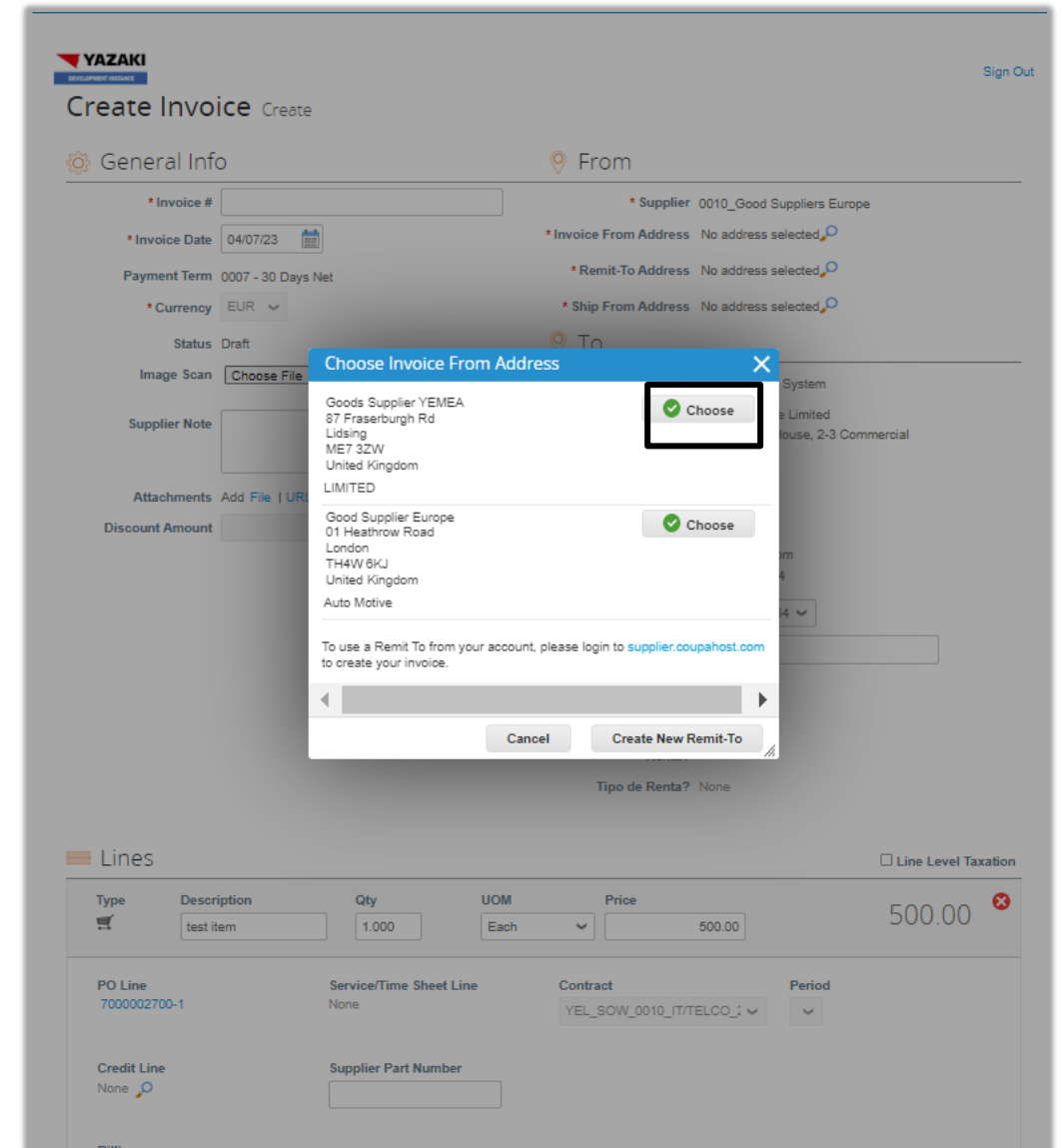
## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting invoices through email

4. Suppliers can also click on **Create Invoice** option to get redirected to **Invoice Creation Page** in CSP.

Suppliers will be asked to choose the appropriate Invoice From Address (if they have multiple). Suppliers can also create a new Remit-To details using **Create New Remit-To button**.

After choosing the appropriate Invoice From Address, click on **Choose** to continue.



The screenshot shows the 'Create Invoice' page in the YAZAKI system. A modal window titled 'Choose Invoice From Address' is open, displaying a list of supplier addresses. The first address is 'Goods Supplier YEMEA' with a 'Choose' button highlighted by a red box. The second address is 'Good Supplier Europe' with a 'Choose' button. Below the list, there is a note: 'To use a Remit To from your account, please login to [supplier.coupa.com](http://supplier.coupa.com) to create your invoice.' The modal also has 'Cancel' and 'Create New Remit-To' buttons.

The background page shows the 'Create Invoice' form with the following fields:

- Invoice #: [Empty]
- Invoice Date: 04/07/23
- Payment Term: 0007 - 30 Days Net
- Currency: EUR
- Status: Draft
- Image Scan: Choose File
- Supplier Note: [Empty]
- Attachments: Add File | URL
- Discount Amount: [Empty]

The 'From' section shows:

- Supplier: 0010\_Good Suppliers Europe
- Invoice From Address: No address selected
- Remit-To Address: No address selected
- Ship From Address: No address selected

The 'Lines' section shows a table with the following data:

Type	Description	Qty	UOM	Price	
PO Line	test item	1,000	Each	500.00	500.00
Service/Time Sheet Line	None				
Contract	YEL_SOW_0010_IT/TELCO_				
Period					
Credit Line	None				
Supplier Part Number					

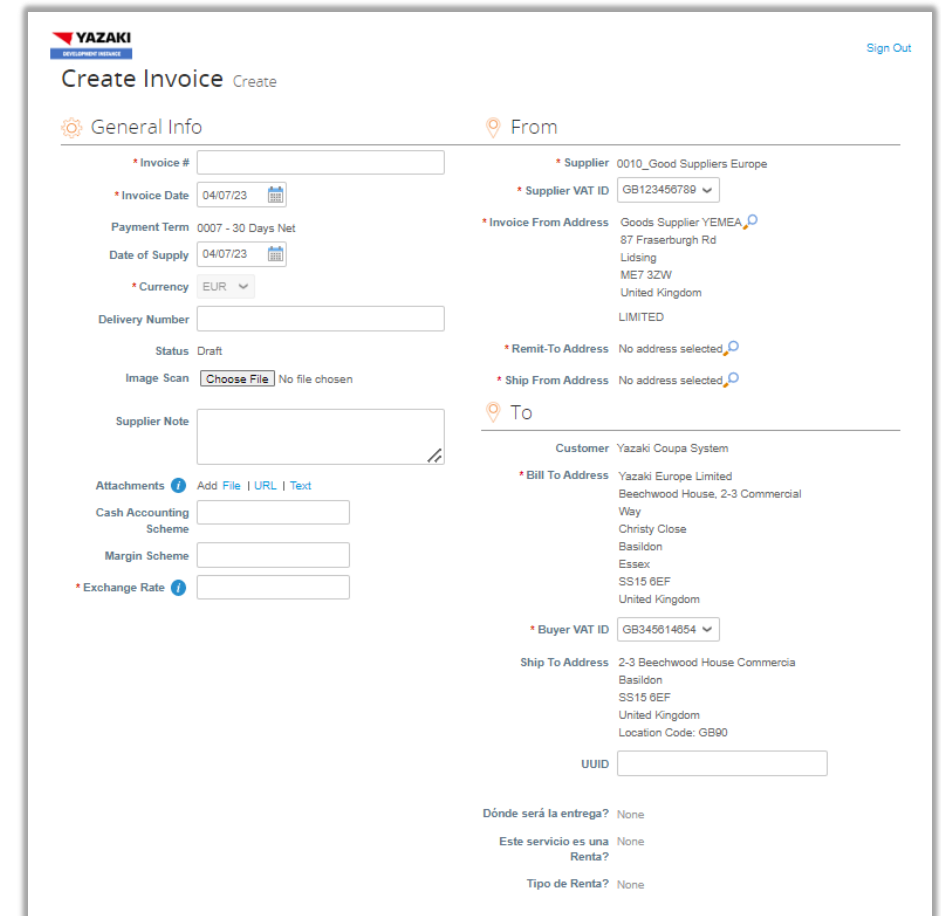
# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting invoices through email

5. Suppliers will complete the **General Info** section and review the **From** section of the invoice similar to the information and fields reviewed for Supplier created invoices via CSP.

**Please Refer to Slide 39** to see the detailed steps on how suppliers will fill up the General Info section of Invoice.




**YAZAKI** Sign Out


### Create Invoice Create

#### General Info

\* Invoice #

\* Invoice Date  

Payment Term 0007 - 30 Days Net

Date of Supply  


\* Currency

Delivery Number

Status Draft


Image Scan  No file chosen

Supplier Note

Attachments  Add File | URL | Text

Cash Accounting Scheme


Margin Scheme


\* Exchange Rate 


#### From

\* Supplier 0010\_Good Suppliers Europe

\* Supplier VAT ID

\* Invoice From Address  Goods Supplier YEMEA   
87 Fraserburgh Rd  
Lidsing  
ME7 3ZW  
United Kingdom  
LIMITED

\* Remit-To Address  No address selected 

\* Ship From Address  No address selected 

#### To

Customer Yazaki Coupa System

\* Bill To Address  Yazaki Europe Limited  
Beechwood House, 2-3 Commercial  
Way  
Christy Close  
Basildon  
Essex  
SS15 6EF  
United Kingdom

\* Buyer VAT ID

Ship To Address  2-3 Beechwood House Commercial  
Basildon  
SS15 6EF  
United Kingdom  
Location Code: GB90

UUID

¿Dónde será la entrega? None

¿Este servicio es una Renta? None

¿Tipo de Renta? None



# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS



### Submitting invoices through email

6. Suppliers will review the lines and pricing information for the items detailed in the purchase order associated to the invoice created. Suppliers choose the VAT rate accordingly.

Please refer to Slide 40 to see the detailed steps on how suppliers will be reviewing the Invoice line details.

The screenshot displays a 'Lines' form with the following fields and values:

Type	Description	Qty	UOM	Price	
	test item	1.000	Each	500.00	500.00

PO Line	Service/Time Sheet Line	Contract	Period
7000002700-1	None	YEL_SOW_0010_IT/TELCO_2	

Credit Line	Supplier Part Number
None	

**Billing**  
GB90-K-7160000-307010000-1010040100

VAT Rate	VAT Amount	Tax Reference
	0.00	

# SOLUTION OVERVIEW

## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting invoices through email

7. Suppliers will add the necessary **Shipping, Handling and Misc.** charges. Supplier will click on **Calculate** button to get the **Total**.

**Please refer to Slide 41** to see the detailed steps on how suppliers will be adding **Shipping, Handling, Misc.** charges to Invoices.

**Totals & Taxes**

Lines Net Total	500.00	
Lines VAT Totals	0.00	
<hr/>		
Shipping	<input type="text"/>	
<hr/>		
Handling	<input type="text"/>	
<hr/>		
Misc	<input type="text"/>	
<hr/>		
Total VAT	0.00 GBP	0.00 EUR
Net Total	500.00 GBP	500.00 EUR
<b>Gross Total</b>	<b>500.00 GBP</b>	<b>500.00 EUR</b>

# SOLUTION OVERVIEW

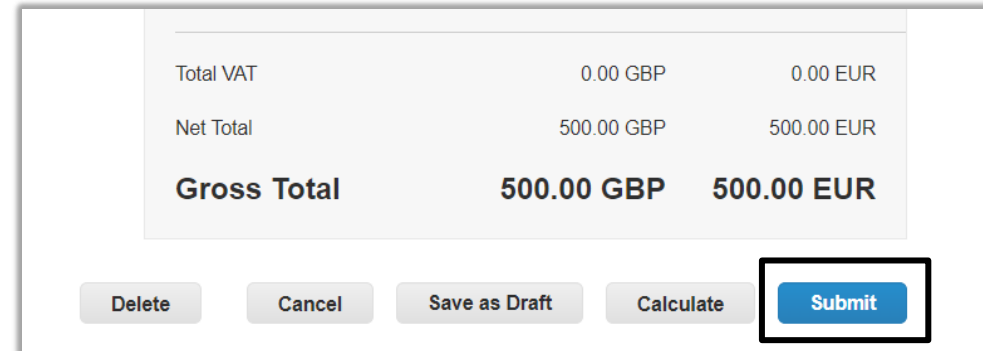
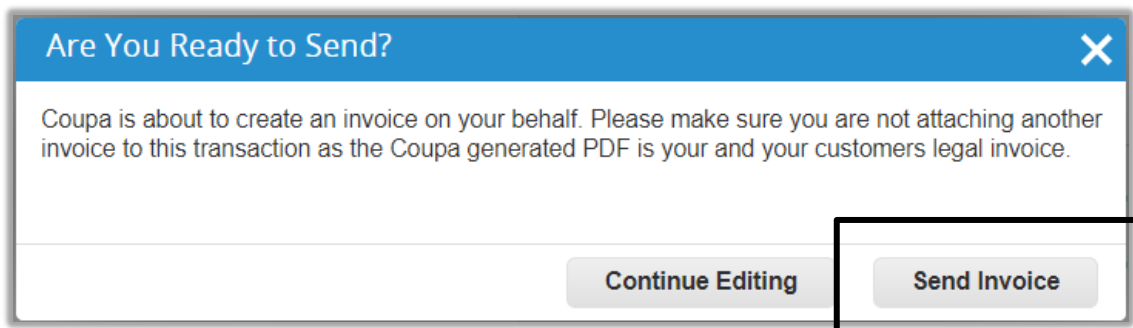
## SUPPLIER INVOICE SUBMISSION METHODS

### Submitting invoices through email

8. Once the **Total** is displayed, suppliers can click on **Submit** to submit the Invoice for Approval.

Once submitted, supplier will get a pop up for the **Invoice Confirmation**. Suppliers can either **Continue Editing** or finally submit the invoice by clicking on **Send Invoice** button.

**Please Note:** After this step, the invoice goes for approvals by Yazaki. The invoice approval process will ensure invoices go through **3-Way Match, Buyer Tolerance Reviews, Requestor Tolerance Reviews, AP Tolerance Reviews, and Tax Team review** prior to payment processing.



# How to add additional users to Coupa Supplier Portal

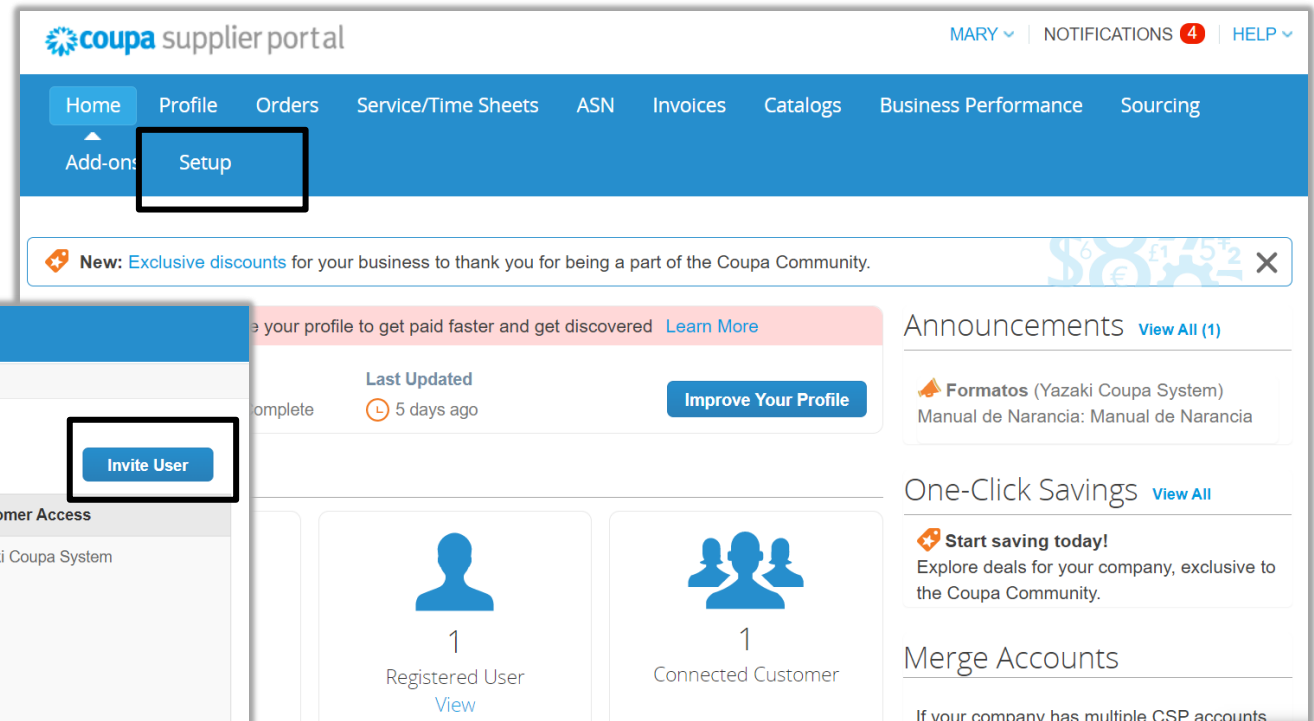
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## COUPA P2P

# SOLUTION OVERVIEW

## INVITING ADDITIONAL USERS

1. From Home page navigate to **Setup** page. Once Setup page is opened, make sure you select **Admin > Users**, and click on **Invite User** option.



# SOLUTION OVERVIEW

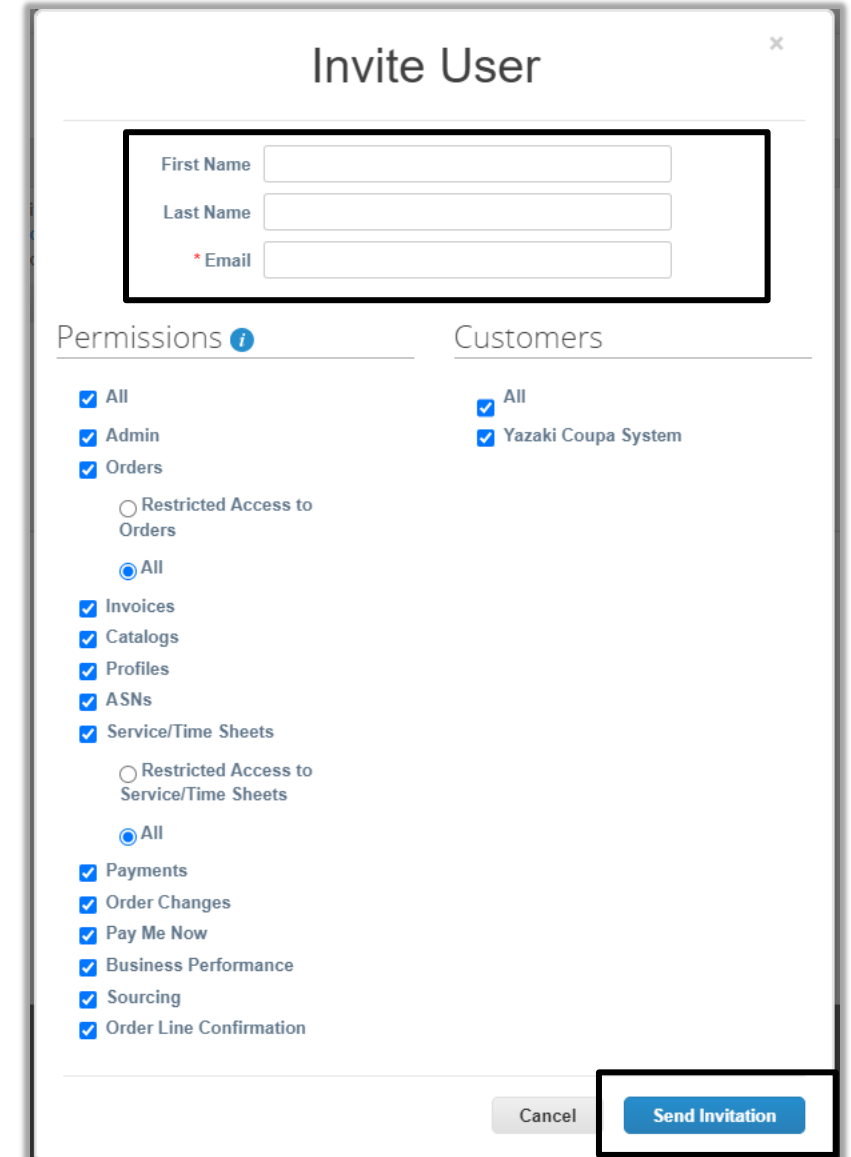
## INVITING ADDITIONAL USERS

2. From **Invite User** page, fill up the First Name, Last Name and Email of the user , you are trying to add.

Additionally, supplier will be able to select the permissions needed for the additional user from **Permissions** section.

After filling up all the required details, click on **Send Invitation** button.

**Please Note: After this step, the additional user will be receiving an email from Coupa Supplier Portal to register/login and user will be added to supplier account.**



**Invite User**

First Name

Last Name

\* Email

Permissions ⓘ

- All
- Admin
- Orders
- Restricted Access to Orders
- All
- Invoices
- Catalogs
- Profiles
- ASNs
- Service/Time Sheets
- Restricted Access to Service/Time Sheets
- All
- Payments
- Order Changes
- Pay Me Now
- Business Performance
- Sourcing
- Order Line Confirmation

Customers

- All
- Yazaki Coupa System

Cancel