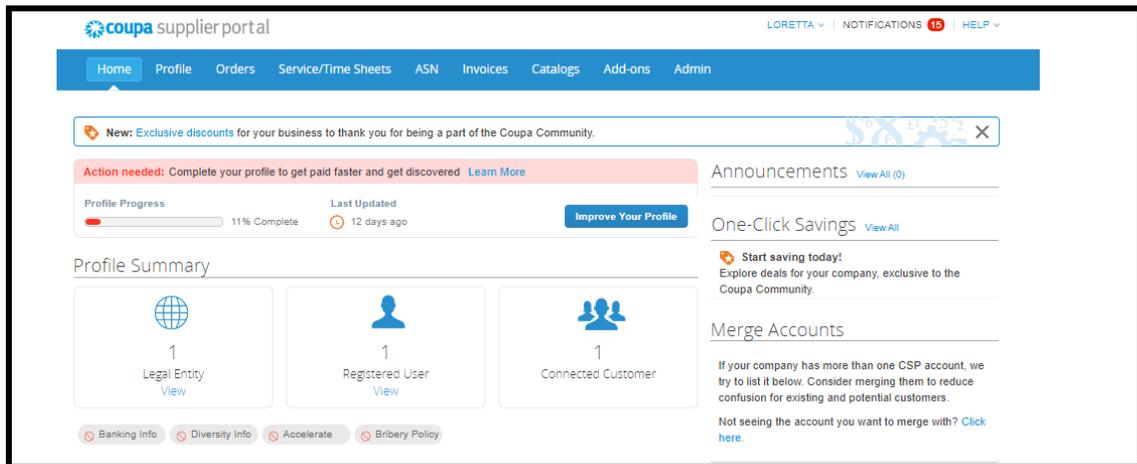




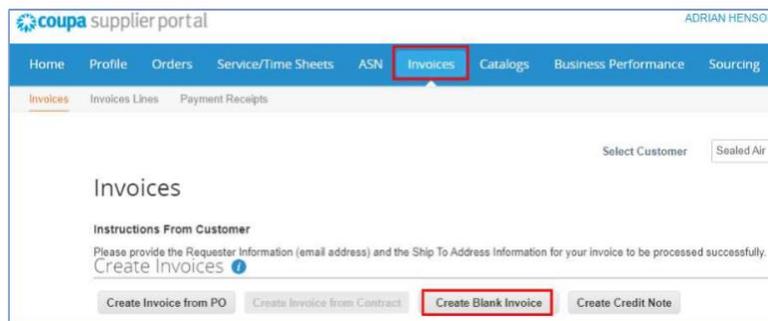
Submitting a NON-PO Invoice

Sign in to CSP (Coupa Supplier Portal)

[https://success.coupa.com/Suppliers/For Suppliers/Coupa Supplier Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)



Click 'Invoices' and then Create Blank Invoice



Fill in all required Invoice fields. Complete Remit-To and Ship From addresses.

Create Invoice Create

General Info

- * Invoice #
- * Invoice Date 11/13/19
- Payment Term Z013-NET 60
- Date of Supply 11/13/19
- * Currency GBP
- Delivery Number
- Status Draft
- Image Scan Choose File No file chosen
- Supplier Note
- * Attachments Add File | URL | Text
- Cash Accounting Scheme
- Early Payment Provisions Use N/A if not relevant
- Margin Scheme

From

- * Supplier 645527-2010-645527-BECHTLE DIRECT LTD
- * Supplier VAT ID GB699374267
- * Invoice From Address 645527-2010-645527-BECHTLE DIRECT LTD
METHUEN PARK
CHIPPENHAM
WI
SN14 OGF
United Kingdom
Limited
alqzwdwe
- * Remit-To Address 645527-2010-645527-BECHTLE DIRECT LTD
METHUEN PARK
CHIPPENHAM
WI
SN14 OGF
United Kingdom
- * Ship From Address 645527-2010-645527-BECHTLE DIRECT LTD
METHUEN PARK
CHIPPENHAM
WI
SN14 OGF
United Kingdom

Complete Ship To Address by clicking on magnify glass. **Requester field is mandatory and crucial. Fill in Requester email and name.**

To

Customer Sealed Air

- * Bill To Address No address selected
- * Buyer VAT ID
- * Ship To Address No address selected
- Requester Email
- Requester Name

Complete Invoice Line fields, select either quantity or amount and fill in the necessary values and select the right VAT

Lines

Type	Description	Qty	UOM	Price
Qty		1.000	^inch	0.00

Contract Supplier Part Number

None Clear

**In case you are invoicing service select Amt
In case you are invoicing material select Qty**

Taxes

- VAT Rate
- VAT Amount
- Tax Reference
- Kind of Tax

Add Taxes, Shipping, Handling, or Misc. Charges, if applicable.

Click 'Calculate' and if total matches invoice attached, click 'Submit'.

Totals & Taxes

Lines Net Total	0.00
Lines VAT Totals	0

Shipping

VAT 0.000

Tax Reference

Handling

VAT 0.000

Tax Reference

Misc

VAT 0.000

Tax Reference

Total VAT	0.00
Net Total	0.00
Gross Total	0.00

Supplier FAQ's

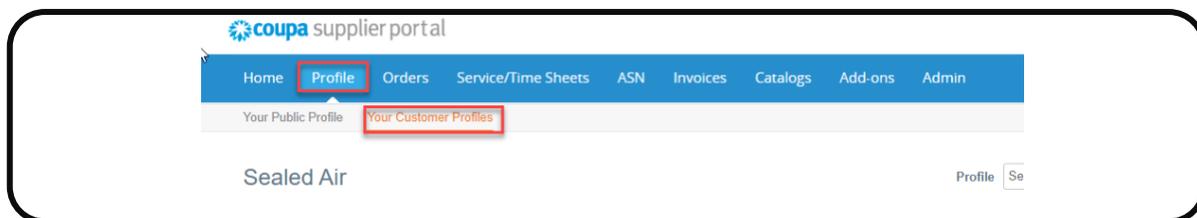
1. What 'remit-to' email address do I use when onboarding to Coupa?

It depends on your method of payment.

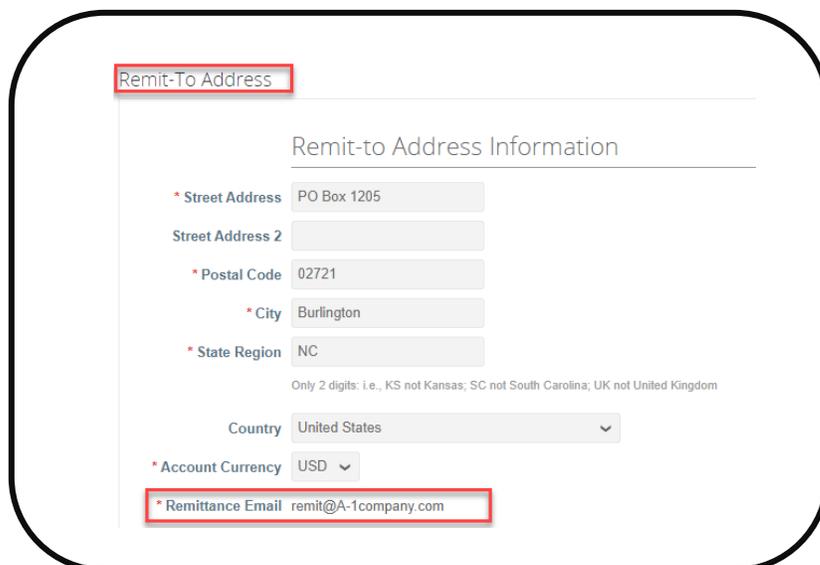
- ACH direct deposit from Sealed Air to your bank – use your Accounts Receivable email address
- Virtual Card (or VCard) by Citibank – use your Accounts Receivable email address. [VCard is an individual credit card number issued to the supplier to use to pick up payments for invoices.]
- Virtual Card (or VCard) using Boost as your payment facilitator -- use your Boost email address (ends in @BOOSTINTERCEPT.COM). If a vendor does not have credit card functionality, a service called BOOST is used to issue an ACH payment based on that credit card number.

****If you are unsure of your payment method/provider, contact your Sealed Air Buyer or your Receivables team****

Under Profile, Your Customer Profiles:



Scroll down to *Remit-To Address* and be sure the correct remittance email is entered.

A screenshot of the 'Remit-to Address Information' form. The form is titled 'Remit-to Address Information' and contains several fields. The 'Remit-To Address' label is highlighted with a red box. The fields are: 'Street Address' (PO Box 1205), 'Street Address 2', '* Postal Code' (02721), '* City' (Burlington), '* State Region' (NC), 'Country' (United States), '* Account Currency' (USD), and '* Remittance Email' (remit@A-1company.com). The '* Remittance Email' field is highlighted with a red box. A note below the form states: 'Only 2 digits: i.e., KS not Kansas; SC not South Carolina; UK not United Kingdom'.

2. How do I need to submit my original invoice copy with the Coupa invoice?

****It is required to attach a copy of your original Invoice when creating an invoice in Coupa****

The original vendor invoice *must* be attached in Coupa in PDF format in the ATTACHMENT field (not Image Scan field) when an invoice is created in Coupa. It cannot be attached later.

- **Use the Attachments 'File' Option only** (see green arrow and box in screenshot below)
- **Do not use Image Scan field to attach the invoice**
- **Do not attach a link to the vendor's website**
- **Do not add a message in the attachment field**
- Only attach a PDF copy of the original invoice in Attachments field
- Invoice must be attached at invoice creation in Coupa; it can't be attached after it is submitted

Create Invoice Create

General Info

* Invoice #

* Invoice Date 05/06/20

Payment Term Z007-

* Currency USD

Delivery Number

Status Draft

Image Scan No file chosen

Supplier Note

* Attachments

From

* Supplier 670

Supplier Tax ID None

* Invoice From Address

United States

* Remit-To Address

United States

* Ship From Address

United States

To

Customer Sealed Air

* Bill To Address No address selected

Buyer Tax ID

Ship To Address No address selected

Requester Email

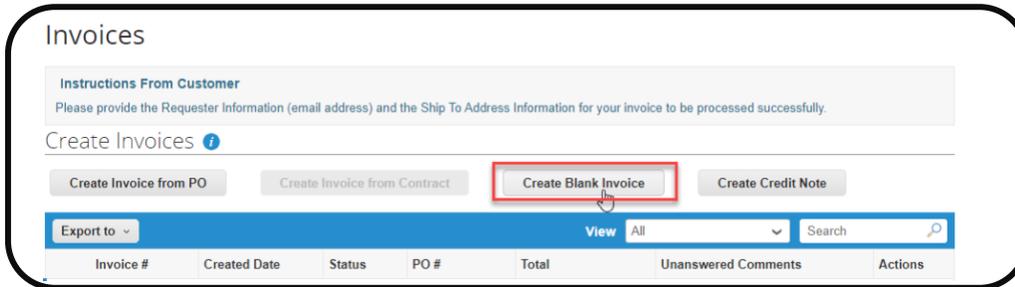
4. Create a VIEW for the Sealed Air address when creating non-PO invoices.

****This can be done for both 'Bill To' and 'Ship To' addresses****

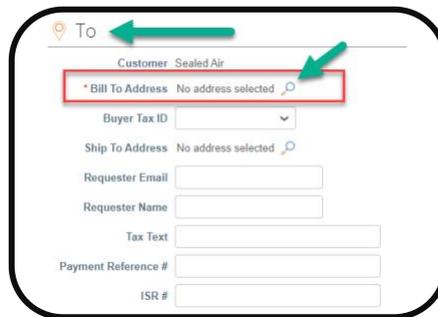
Go to *Invoices* on your Home page:



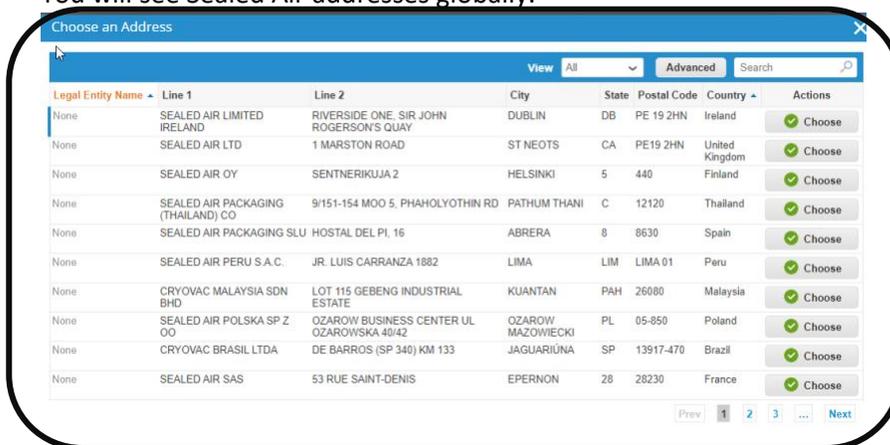
Click *Create Blank Invoice*:



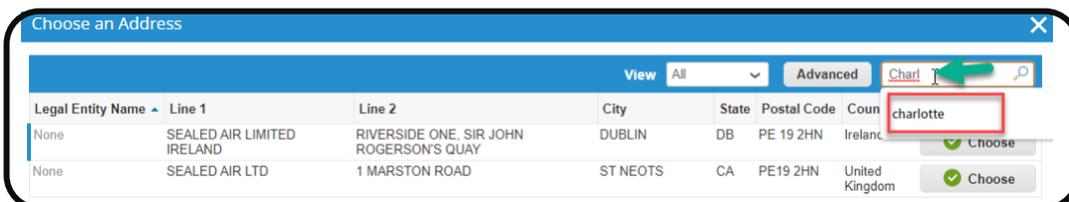
Scroll down to the *To* section and click on the magnifying glass in the *Bill To Address* field:



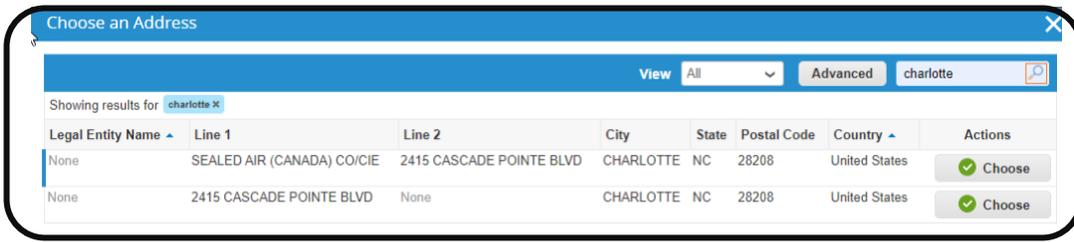
You will see Sealed Air addresses globally.



Start typing *Charlotte* in the text field and click on *charlotte* when it appears, then click on the 



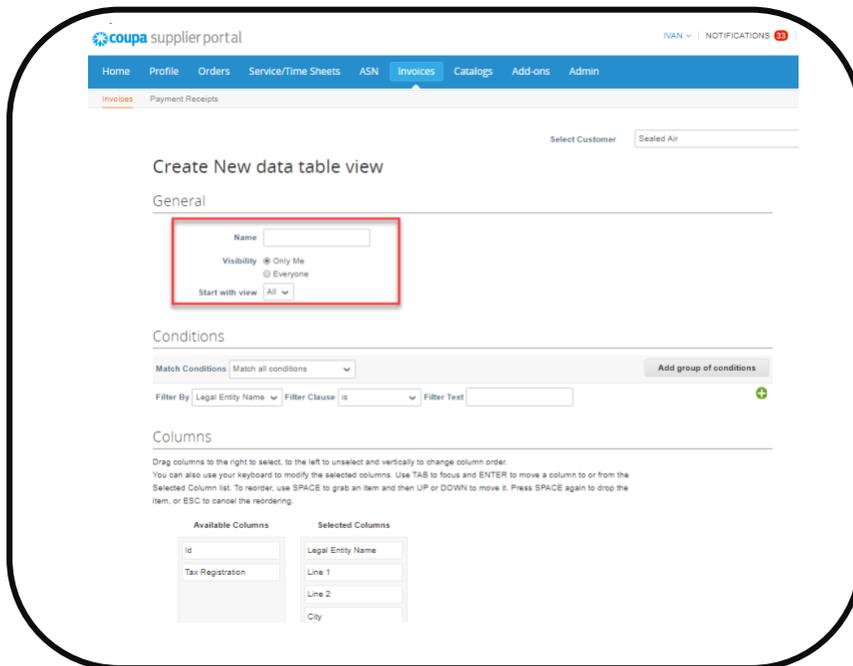
You will see the address for Charlotte only and you can choose the appropriate billing address (either Sealed Air Canada or Sealed Air US)



To create and save a View for future use, click the dropdown arrow next to All and click Create View



Name your view, tick who can have visibility, and set up Conditions. Drag & drop under Columns to set up Columns. Be sure to scroll down and Save your view.



5. Ensure the correct tax is calculated when creating invoices in Coupa.

To add Tax, *if needed*, scroll to the bottom of the screen and enter the Tax (*either by % or by Amount*).

Click *Calculate* to review your invoice balance/total to ensure a match with your pdf invoice copy.

Then click *Submit*.

DO NOT enter the Tax on the Shipping, Handling, Misc lines. *If you do, your invoice will be rejected.*

Totals & Taxes

Lines Net Total	0.00
Shipping	
Tax	<input type="checkbox"/> <input type="text"/> % <input type="text" value="0.000"/>
Tax Reference <input type="text" value="Enter a tax reason description."/>	
Handling	
Tax	<input type="checkbox"/> <input type="text"/> % <input type="text" value="0.000"/>
Tax Reference <input type="text" value="Enter a tax reason description."/>	
Misc	
Tax	<input type="checkbox"/> <input type="text"/> % <input type="text" value="0.000"/>
Tax Reference <input type="text" value="Enter a tax reason description."/>	
Total Tax 0.00	
Net Total 0.00	
Total	0.00