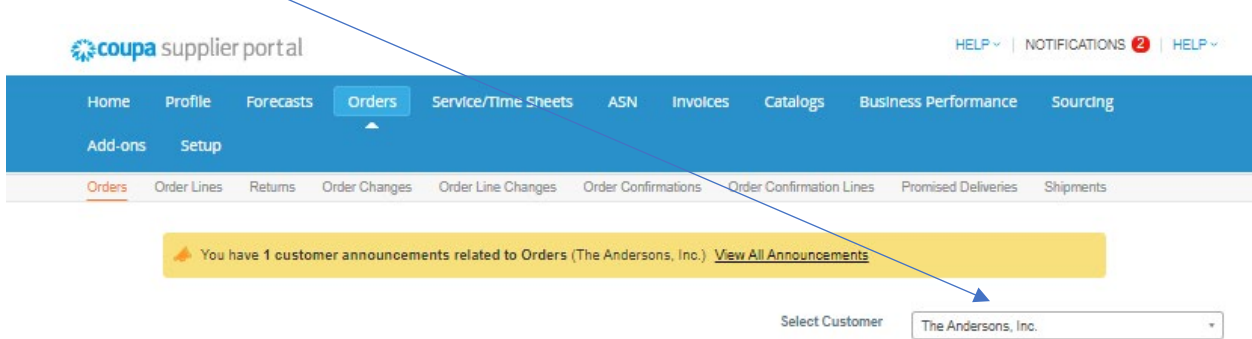


1.) To view purchase orders, click on the Orders tab.



2.) Select The Andersons







3.) To create an invoice, click on the gold coins.

Purchase Orders

Instructions From Customer

INSTRUCTIONS TO SUPPLIER: All invoices should be submitted via the gold coins icon below. Once the invoice is submitted, there is NO need to send a copy of the invoice via email, nor mail to an Anderson's employee. Coupa is considered the central purchasing and invoicing tool. Therefore, invoices should not be submitted outside of Coupa. Accounts Payable inquiries can be directed to Coupainvoices@andersonsinc.com. We do not use bank information entered in Coupa to make payments. Banking changes should be submitted via email to help purchasing@andersonsinc.com

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
C277946	05/21/24	Issued	None	1 Each of Test	No	20.00		  

4.) Choose Invoicing details from the dropdowns or add New.

Choose Invoicing Details

* Legal Entity [+ Add New](#)

* Remit-To

* Ship From Address

5.) Click on save.

Choose Invoicing Details

* Legal Entity Help Purchasing Test + Add New

Invoice From 1234 Test
Toledo, OH 43614
United States
United States

* Remit-To 1234 Test, Toledo, OH 43614, L + Add New

* Ship From Address 1234 Test, Toledo, OH 43614, L + Add New

Cancel Save

6.) Enter the Invoice #

7.) Enter the Invoice Date – Change the Invoice Date field in Coupa to match Invoice Date

8.) Attach a copy of the invoice by clicking on File

Create Invoice Create

General Info

* Invoice #

* Invoice Date 05/23/24

Payment Term Net 45 Days from Invoice

* Currency USD

Status Draft

Supplier Note

* Attachments Add File | URL | Text

9.) Scroll down into the Lines section.

- If the price is correct and matched your invoice, don't change anything.
- Do NOT include shipping cost or taxes in this section.

10.) 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.
- 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	
	Test	1	Each	20.00	20.00

PO Line: C277946-1 Service/Time Sheet Line: None Contract: Supplier Part Number:

11.) Add any shipping costs or taxes.

12.) Click on Calculate

Totals & Taxes

Lines Net Total	20.00
Shipping	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/>
Total Tax	0.00
Net Total	20.00
Total	20.00

13.) Click Submit



14.) Click Send Invoice

