When you click within "The Andersons, Inc Purchase Order" email, you are take to a new landing page to generate a One-Time Password (OTP).

You can use the OTP to gain acess for the next 24 hours. After the 24-hour period has passed, you will need to generate a new OTP.

	1.) In p	urchase order email, click on Create Invoice			
Order Summary					
	Date	05/21/24			
	PO Total	20.00 USD			
Shipping Terms FOB Origin; CONTACT BUYER when ready to ship					
	Net 45 Days from Invoice				
	Contact	Dawn Avers dawn avers@andersonsinc.com			
		Manage Order Create Invoice			
		Orders details below			

## 2.) Click on Generate One-Time Password

NOTE – once you click on Generate OTP don't close out of the email.

Generate One-Time Password

3.) Go back into you email inbox to retrieve OTP.

Verify Your Access for Purchase Order #C277610 Below is your One-Time Password(OTP):

## 067075

4.) Go back to the original email and enter the password.

## Verify Your Access for Purchase Order #C277610

nter One-Time Password )87075 <mark>,</mark>		
5.) Click on I'm not a	robot.	
l'm not a robot	rsCAPTCHA Privacy - Terma	
6.) Answer the "I'm r Once ve	not a robot questions". erified, you will see a green check mark	
🗸 l'm not a robot	reCAPTCHA Privagi - Tarma	
7.) Click on verify OT	Ρ	
	Verify One-Time Password	

8.) Click on Create New Remit-to or if you already have remit to addresses set up, chose the correct one from the dropdown.



- 9.) On the "Create Invoice" page, 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

		Sign Out
🛞 General Info	🤗 From	
*Invoice#	* Supplier	Help Purchasing Test
* Invoice Date 05/21/24	Supplier Tax ID	~
Payment Term Net 45 Days from Invoice * Currency USD Status Draft	* Invoice From Address	Help Purchashing Test 1234 test ave Toledo, OH 43814 United States
Supplier Note	* Remit-To Address	Help Purchashing Test 1234 test ave Toledo, OH 43814 United States
Attachments Add File   URL   Text	* Ship From Address	Help Purchashing Test 1234 test ave Toledo, OH 43814 United States
	🥺 То	
	Customer	The Andersons, Inc.

10.) Scroll down into the Lines section. Look for the "Price" field. If the Price is correct and matches your invoice, don't 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)

Lines							Line Level Ta	xatio
Type 🛒	Description	Qty 1	UOM Each	Price	80.00		80.00	6
PO Line C277610-	I	Service/Time None	Sheet Line	Contract		Period V		
Supplier Part Number		Billing CC-60320-69	3510-CS0109-1255-	36037000021030-3	80370000-CC-80320			

11.) Add any shipping cost or taxes, then click on calculate.

Totals & Taxes			
Lines Net Total		80.00	)
Shipping		2	0.00
Tax	•	6.5 %	5.20
Total Tax			0.00
Net Total			100.00
Total			100.00
Delete Cancel	Save as Draft	Calculate	Submit
12.) Click on the blue submit b	outton.		
Delete Cancel	Save as Draft	Calculate	Submit
13.) Click on Send invoice. Are You Ready to Send?		,	<b>k</b>
You're about to send an invoice to The Anderso you'll have to contact your customer directly to r	ons, Inc. for a total amount o nake changes to the invoice.	f 22.00. Once sent,	
	Continue Editing	Send Invoice	