

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 access for the next 24 hours. After the 24-hour period has passed, you will need to generate a new OTP.

- 1.) In purchase 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
Payment Terms 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

Enter the one-time password sent to he*****@gm*****.

Enter One-Time Password

- 5.) Click on I'm not a robot.

I'm not a robot

reCAPTCHA
Privacy - Terms

- 6.) Answer the "I'm not a robot questions".
Once verified, you will see a green check mark

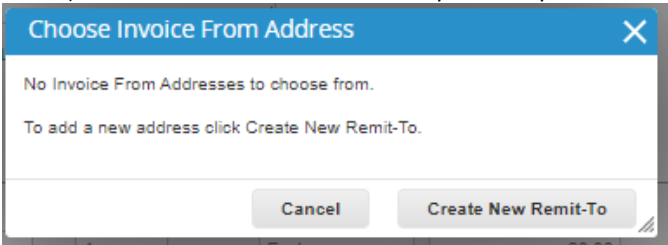
I'm not a robot

reCAPTCHA
Privacy - Terms

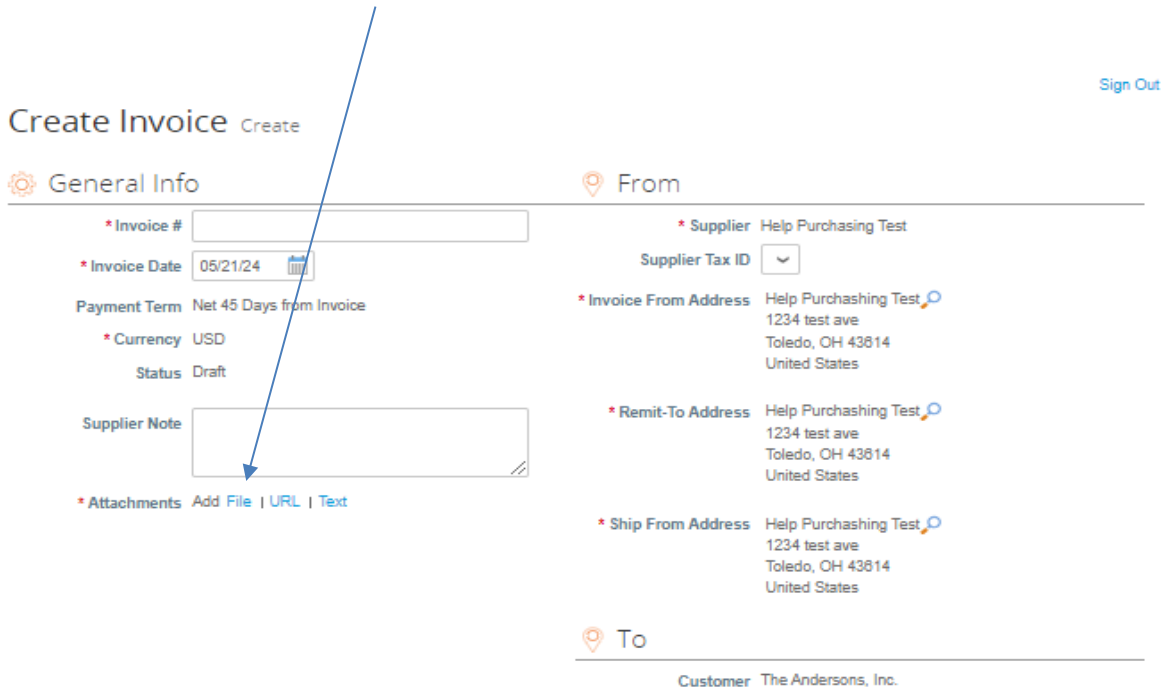
- 7.) Click on verify OTP

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.

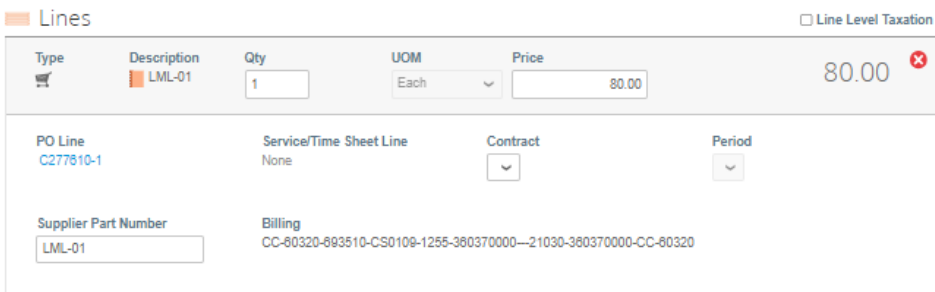


- 9.) On the “Create Invoice” page, Start in top left of the screen in the General Info section.
- Enter the Invoice #
 - Enter the Invoice Date – **Change the Invoice Date field in Coupa to match Invoice Date**
 - Attach a copy of the invoice by clicking on File



- 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)

Do NOT add an invoice line.



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

Totals & Taxes

Lines Net Total	80.00
Shipping	<input type="text" value="20.00"/>
Tax	<input type="text" value="6.5"/> % <input type="text" value="5.20"/>
Total Tax	0.00
Net Total	100.00
Total	100.00

12.) Click on the blue submit button.

13.) Click on Send invoice.

Are You Ready to Send? ✕

You're about to send an invoice to The Andersons, Inc. for a total amount of 22.00. Once sent, you'll have to contact your customer directly to make changes to the invoice.