



OUR **TEAM.** OUR **TIME.**
SHERWIN-WILLIAMS[®]

Creating an invoice from a SAN


Coupa Supplier Guide

Creating an invoice via SAN

To create an invoice click the “Create Invoice” button at the top of the SAN you received.

Valspar Industries GmbH Purchase Order #DEP00535930 Inbox x

Sherwin-Williams <do_not_reply@sherwin-test.coupahost.com> 10:51AM (9 minutes ago) ☆ ↶ ⋮
to sherwinsupplieremeai+AV ▾





Valspar Industries GmbH Purchase Order #DEP00535930

Order Summary

Date 09/11/23
PO Total 140.00 EUR
Contact Ann Vandekerckhove
annvandekerckhove@kpmg.com

[Manage Order](#) [Create Invoice](#)

Orders details below

 Acknowledge PO  Add Comment

Coupa Supplier Guide

Creating an invoice via SAN



Create Invoice [Create](#)

[Sign Out](#)

General Info

* Invoice #

* Invoice Date 09/11/23

Payment Term

Date of Supply 09/11/23

* Currency EUR

Delivery Number

Status Draft

Image Scan No file chosen

Supplier Note

Attachments | [URL](#) | [Text](#)

Cash Accounting Scheme

Margin Scheme

From

* Supplier AV demo

* Supplier VAT ID BE999999999

Invoice From Address AV demo

123
123
123 123
Belgium
123
123
123
123

* Remit-To Address AV demo

123
123
123 123
Belgium

* Ship From Address AV demo

123
123
123 123
Belgium

To

Customer Sherwin-Williams

* Bill To Address Sherwin Williams Spain Coatings S.L.
C/ ALDAYA 9 POLIGONO
INDUSTRIAL
46469 BENIPARRELL
Spain
Neighborhood None
Registration Number None

* Buyer VAT ID ESB96976485

Ship to Address Friedensstrasse 40
52249 Eschweiler
Germany
Location Code: DEU Eschweiler Plant
Neighborhood None
Registration Number None

CIN

Corporate Identification Number for India Use

This will bring you into the Create Invoice screen.

Fill out all fields marked with the red asterisk *

Make sure you select or enter your remit to address when prompted by the pop up box.

If you missed this or forgot, you can click the magnifying glass to the right of the address fields.

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This will bring you into the Create Invoice screen.

Fill out all fields marked with the red asterisk *

Please select the VAT rate from the drop-down menu which applies to the respective line item.

VAT Amount will be automatically calculated. Please note that it is a mandatory field.

If applicable, use the Tax Reference section to provide justification on the selected VAT Rate.

☰ Lines

Type	Description	Qty	UOM	Price	
	COVID-19 Antigen Rap	2.00000	Each	70.00	140.00 ✖

PO Line
DEP00535930-1

Service/Time Sheet Line
None

Contract
▼

Period
▼

Supplier Part Number
PART NUM: 334857

Tax Recoverability
▼

HSN Code
Please include here the 8 digit HSN code of the item for Intrastat reporting

Net Mass (in kilos)
Please include the total line (all items included in this line) weight in kilos

Intrastat country of origin
Please include the 2-digit ISO country code of the item manufacturer for Intrastat reporting purposes

Billing
186-10004-102952-6056001-1002-0000-000

Taxes

VAT Rate	VAT Amount	Tax Reference
▼	0.00	

+ Add Line + Pick lines from Contract

Totals & Taxes

Coupa Supplier Guide

Creating an invoice via SAN

This will bring you into the Create Invoice screen.

Fill out all fields marked with the red asterisk *

Add any additional costs at the bottom of the invoice, and click on calculate to update the invoice total with the changes you added

[+ Add Line](#) [+ Pick lines from Contract](#)

Totals & Taxes	
Lines Net Total	140.00
Lines VAT Totals	0
Shipping	
VAT	0.000
Tax Reference	Enter a tax reason description.
Handling	
VAT	0.000
Tax Reference	Enter a tax reason description.
Misc	
VAT	0.000
Tax Reference	Enter a tax reason description.
Total VAT	0.00
Net Total	140.00
Gross Total	140.00

Email me status updates for invoices I create this way

[Delete](#) [Cancel](#) [Save as Draft](#) [Calculate](#) [Submit](#)

0 Comments [Mute Comments](#) ^

Enter Comment

[Add File](#) [URL](#)

Send Comment notification to a user by typing @name (ex. @JohnSmith)

[Add Comment](#)

Coupa Supplier Guide

Creating an invoice via SAN

After clicking on submit, coupa will ask you to confirm before sending the invoice.

Once invoices have been received/reviewed the status will updated automatically.

Total VAT	29.40
Net Total	140.00
Gross Total	169.40

Email me status updates for invoices I create this way

Delete

Cancel

Save as Draft

Calculate

Submit

Are You Ready to Send?



Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

Continue Editing

Send Invoice



Sign Out

AV demo invoice #21234 is processing

Instructions From Customer

Sherwin-Williams is driving strategic improvements in the way we purchase and pay for goods and services. One of the benefits of these changes is more consistent, on-time payments to suppliers as a result of electronic invoicing. Please review with all personnel involved with customer invoicing and update your billing system(s) as appropriate.

Create Invoices

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
21234	09/11/23	Processing	DEP00535930	169.40 EUR	No		

Coupa Supplier Guide

Creating an invoice via SAN

After the invoice is in Approved status, the invoice will be paid by Sherwin Williams



[Sign Out](#)

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Create Invoices i

Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

View All <input type="text" value="Search"/>							
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
21234	09/11/23	Approved	DEP00535930	169.40 EUR	No		