# Creating an invoice from a SAN

To create an invoice click the "Create Invoice" button at the top of the SAN you received.
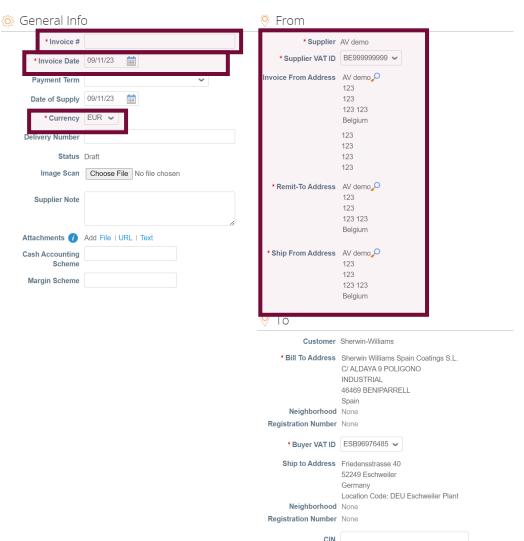
This will bring you into the Create Invoice screen.

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.

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**

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

Add Comment

coupa
Business Spend Management  •  English (United States)

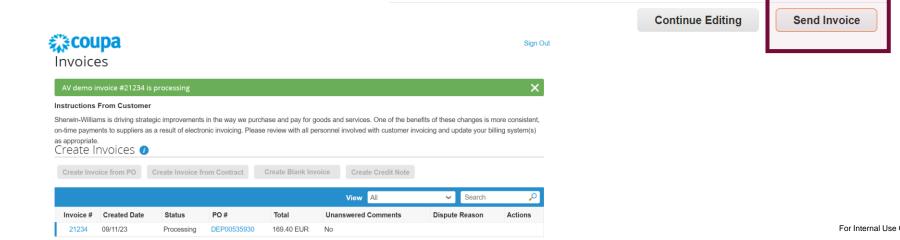OUR **TEAM.** OUR **TIME.**
*SHERWIN-WILLIAMS.*

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**

### coupa
Invoices                                    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

View [All ▾]    Search 🔍

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

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

**coupa**

Invoices

Sign Out

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