



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

Flipping a Purchase Order into an Invoice

Coupa Supplier Guide

PO flip

When reviewing a PO, you can click on the create invoice button at the bottom to flip the PO into an Invoice.


The same screen can be reached by clicking on the gold coin stack on the orders tab

Purchase Orders

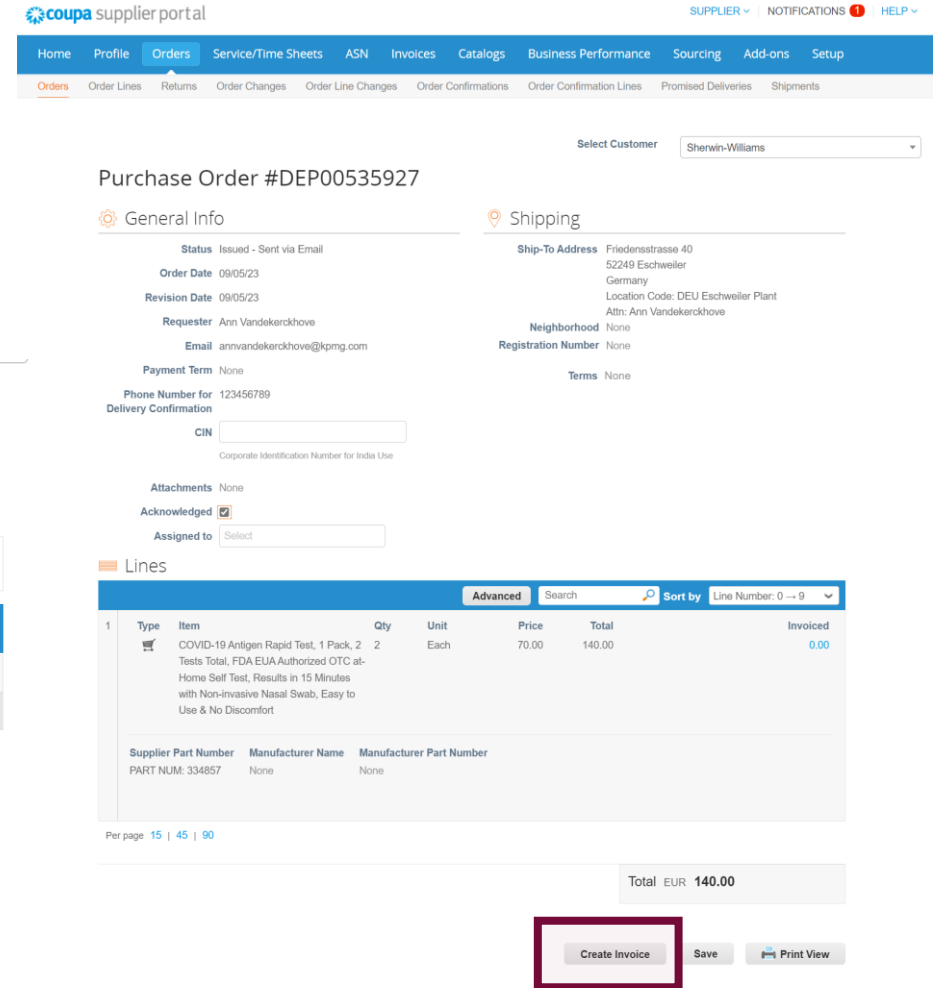
Instructions From Customer

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.

Click the  Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
DEP00535927	09/05/23	Issued	09/05/23	2 Each of COVID-19 Antigen Rapid Test, 1 Pack, 2 Tests To...	No	140.00 EUR		

Create invoice for PO #DEP00535927



Purchase Order #DEP00535927

General Info

Status: Issued - Sent via Email
Order Date: 09/05/23
Revision Date: 09/05/23
Requester: Ann Vandekerckhove
Email: annvandekerckhove@kpmg.com
Payment Term: None
Phone Number for Delivery Confirmation: 123456789
CIN:
Attachments: None
Acknowledged:
Assigned to:

Shipping

Ship-To Address: Friedenstrasse 40, 52249 Eschweiler, Germany
Location Code: DEU Eschweiler Plant
Attn: Ann Vandekerckhove
Neighborhood: None
Registration Number: None
Terms: None

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
1	COVID-19 Antigen Rapid Test, 1 Pack, 2 Tests Total, FDA EUA Authorized OTC at-Home Self Test, Results in 15 Minutes with Non-invasive Nasal Swab, Easy to Use & No Discomfort	2	Each	70.00	140.00	0.00

Supplier Part Number: PART NUM: 334857
Manufacturer Name: None
Manufacturer Part Number: None

Total EUR 140.00

Create Invoice Save Print View

Coupa Supplier Guide

PO flip

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.

Create Invoice Create

General Info

* Invoice #

* Invoice Date 09/05/23

Payment term

Date of Supply 09/05/23

* 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 Carrer del Priorat 2
08211 Castellar del Vallès Catalunya
Spain
Location Code: ESP Barcelona Sales

Neighborhood None

Registration Number None

CIN

Corporate Identification Number for India Use

Coupa Supplier Guide

PO flip

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: DEP00535927-1

Service/Time Sheet Line: None

Contract:

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: 147-SPA25-712500-6056001-1548-0000-000-1-100222

Taxes

VAT Rate	VAT Amount	Tax Reference
<input type="text"/>	0.00	<input type="text"/>

Coupa Supplier Guide

PO flip

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

Totals & Taxes

Lines Net Total	140.00
Lines VAT Totals	0

Shipping

VAT 0.000

Tax Reference

Handling

VAT 0.000

Tax Reference

Misc

VAT 0.000

Tax Reference

Total VAT 0.00

Net Total 140.00

Gross Total 140.00

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

Comments

[Mute Comments](#)

Enter Comment

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

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

[Add Comment](#)

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

Coupa Supplier Guide

PO flip

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.

Gross Total 169.40

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**

Invoices

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Create Invoices *i*

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
123	09/05/23	Pending Approval	DEP00535927	169.40 EUR	No		

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PO flip

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

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Create Invoices 

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