


Create an Invoice from a PO

To flip a PO into an invoice, do one of the following:



- Click on the **Create Invoice** () icon for the PO in the **Purchase Orders** table.
- Click on the **PO Number** link to open the purchase order and click on the **Create Invoice** button.

Purchase Order #3050

Status Issued - Sent via Email

Order Date 05/31/17

Revision Date 05/31/17

Requester FirstName LastName

Email FirstNameLastName@coupa.com

Payment Term None

Attachments None


Acknowledged

Shipping

Ship-To Address 1855 South Grant Street
San Mateo, CA 94402
United States
Attn: FirstName LastName

Terms None

Lines

Advanced <input type="text" value="Search"/> Sort by Line Number: 0 → 9							
1	Type	Item	Qty	Unit	Price	Total	Invoiced
		Purple Spiral Notebook	200	Each	0.50	100.00	0.00
Part Number None							

Per page 15 | 45 | 90

Total 100.00 USD

Create Invoice

Save

 Print View

Comments


Add Comment


In the appearing window, choose the **Invoice from** address. The most recently used address is at the top of the list.

Choose Invoice From Address ✕


1234 Results Blvd Success City, CA 12345 United States	<input checked="" type="checkbox"/> Choose Most Recently Used
1010 Success Road Excellence City, NY 11111 United States	<input checked="" type="checkbox"/> Choose

On the **Create Invoice** page, fill in at least the mandatory fields (marked with a red asterisk) in your invoice. Some of the fields are pre-populated with information from the PO. See [Create or Edit an Invoice](#) for more info.

Similarly to creating an invoice, you can create a credit note by clicking on the **Create Credit Note** () icon for the PO in the **Actions** column of the **Purchase Orders** table.

By clicking on the  icon in the **Actions** column, you can create an ASN. See [Create or Update an ASN](#) for more info.

Note: The ASN feature is available only if your customer enables it for you.

By clicking on the  icon in the **Actions** column or on the **Create Service/Time Sheets** button on the PO, you can create a service/time sheet. See [Create or Edit a Service \(Time\) Sheet](#) for more info.

Note: The Service/Time Sheets feature is available only if your customer enables it for you. You also have to enable it for the CSP user(s) on the **Admin** page.