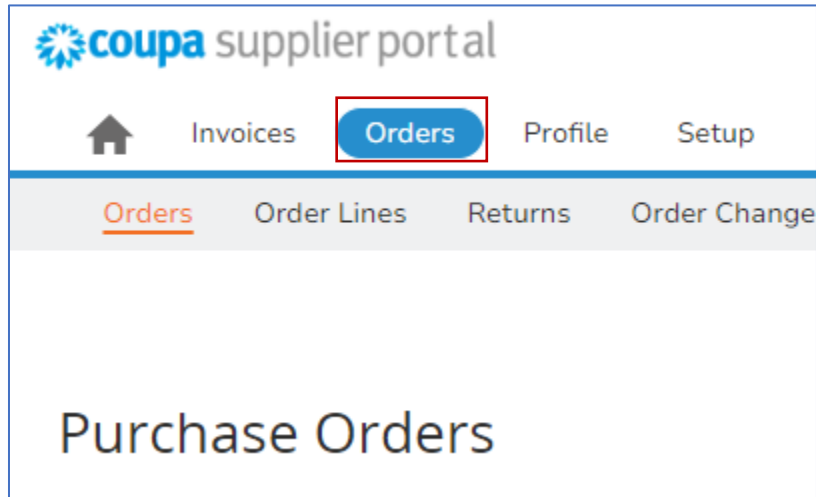








## Create an invoice from a PO

1. Log in to CSP <https://supplier.couphost.com/sessions/new>.
2. Go to the **Orders** page or, on the **Invoices** page, click on the **Create Invoice from PO** button above the table to go to the **Orders** page.



3. On the **Orders** page, do one of the following:
  - o Click on the **Create Invoice**  icon for the PO in the **Actions** column of the **Purchase Orders** table.

Click the  Action to Invoice from a Purchase Order

| PO Number                  | Order Date | Status | Acknowledged At | Items      | Unanswered Comments | Total      | Assigned To | Actions   |
|----------------------------|------------|--------|-----------------|------------|---------------------|------------|-------------|---|
| <a href="#">8005063123</a> | 02/21/24   | Issued | None            | [REDACTED] | No                  | [REDACTED] | [REDACTED]  |   |

- o 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** Net 30 Accelerate Payment

**Attachments** None

**Acknowledged**

**Shipping**

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

**Terms** None

---

**Lines**

|  |      |                        |     |      |       |        | Advanced | 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     |        |         |                    |
| <div style="border: 1px solid gray; padding: 2px;"> <b>Part Number</b><br/>None                 </div> |      |                        |     |      |       |        |          |        |         |                    |

Per page 15 | 45 | 90

**Total** 100.00 USD

Create Invoice
Create Service/Time Sheets
Request Change
Save
Print View

---

**Comments**

Add Comment

4. Add new or choose existing invoicing details, that is, add or select an invoice from, remit-to, and/or ship from address.

When you select a legal entity, the popup displays the **Invoice From** addresses available for your legal entity. In case of multiple Remit to addresses, you might see multiple **Remit-To** and **Ship From** addresses.

Choose Invoicing Details
✕


**\* Legal Entity** Legal Entity 1 + Add New

**Invoice From** Success Street  
Customer City, 12345  
United States  
United States

**\* Remit-To** Select + Add New

**\* Ship From Address** Select + Add New

Cancel

If you do not have a legal entity, you need to add one by clicking on the **Add New** link or on the add/plus  icon. You are guided through creating your legal entity. For more information, see [Set up Legal Entities](#).

The selected or newly created legal entity is added to your invoice.

5. 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. Then click on **Submit**.

## Create Invoice Create


Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold. ✕

### General Info

**\* Invoice #**

Invoice Date Set automatically at time of submission

**\* Payment Term** 60 Days Due Net From Invoice Date (T604)


Date of Supply  

**\* Currency**

Delivery Number

Status Draft

Supplier Note

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


Cash Accounting Scheme

Margin Scheme


### From

**\* Supplier**


**\* Supplier VAT ID**

**\* Invoice From Address**  

RTC-8020  
C JOSEP PLA 163  
08020 BARCELONA  
Spain  
123456

**\* Remit-To Address**  

RTC-8020  
C JOSEP PLA 163  
08020 BARCELONA  
Spain

**\* Ship From Address**  

RTC-8020  
C JOSEP PLA 163  
08020 BARCELONA  
Spain

### To


Customer pg stage

**\* Bill To Address** PROCTER & GAMBLE

**\* Buyer VAT ID**

Ship to Address

### Lines

| Type  | Description                           | Price   |  |
|---|---------------------------------------|---|--|
|  | <input type="text" value="REDACTED"/> | <input type="text" value="1,884.00"/>             | 1,884.00 <span style="color: red; font-weight: bold;">✕</span> |
| PO Line<br>8005063123-1   | Service/Time Sheet Line<br>None       | Contract<br><input type="text" value="REDACTED"/> | Supplier Part Number<br><input type="text"/>                   |