



mitsui E&P
Australia

Invoicing through Coupa

Coupa User Guides



Ways to invoice through Coupa

- [Submitting an Invoice from the Purchase Order Email \(Flip\)](#)
- [Submitting an Invoice from the Coupa Supplier Portal \(CSP\)](#)
- [Submitting an Invoice via email \(manual\)](#)
- [Submitting an Invoice with Multiple Purchase Orders](#)



MITSUI E&P
Australia

Submitting an Invoice from the Purchase Order Email (Flip)

Powered by coupa

(TEST) MITSUI E&P Australia

MEPAU (TEST) Purchase Order #00000674

Order Summary

Date 6/2/24

PO Total 1,000.00 AUD

Payment Terms 30 days from invoice date

Contact Rose Requisitioner (E)
Rose.Requisitioner@mepau.net.au

Manage Order **Create Invoice**

Orders details below

Acknowledge PO

Add Delivery Tracking

Add Comment

1. From the body of your email, click **Create Invoice**

2. If this is your first time flipping a Purchase order, the box below will appear: Click “Create New Remit-To”

Choose Invoice-From Address X

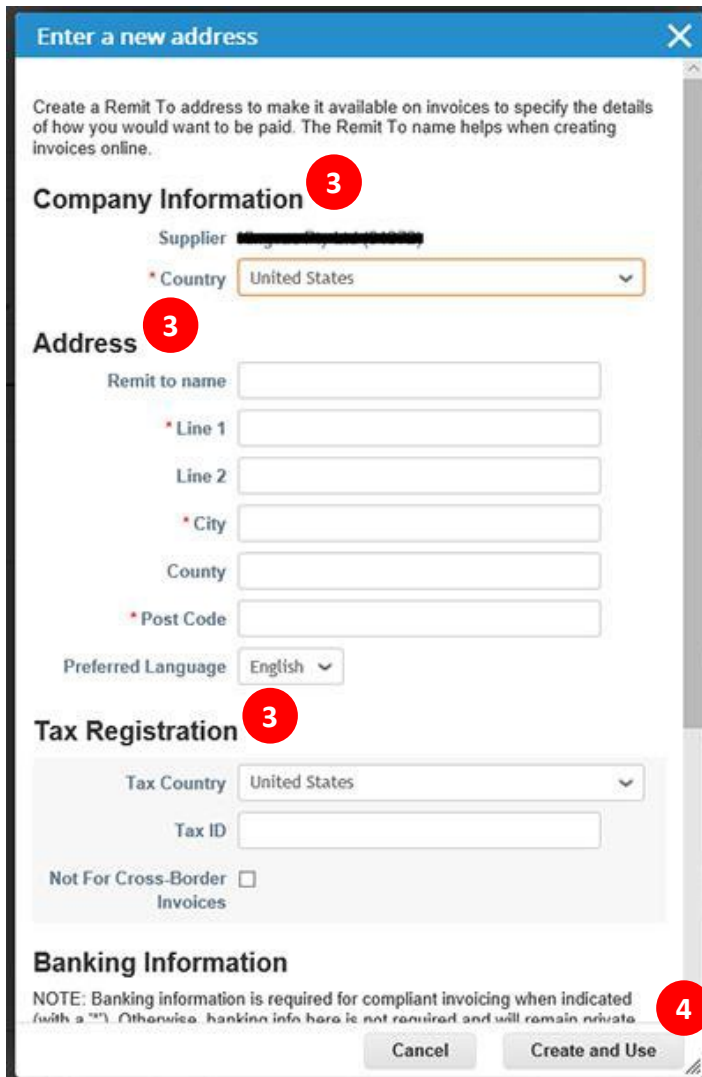
No invoice from addresses to choose from.

To add a new address click Create New Remit-To.

Cancel **Create New Remit-To**



Submitting an Invoice from the Purchase Order Email (Flip)



Enter a new address [X]

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

Company Information 3

Supplier [Redacted]

* Country United States

Address 3

Remit to name []

* Line 1 []

Line 2 []

* City []

County []

* Post Code []

Preferred Language English

Tax Registration 3

Tax Country United States

Tax ID []

Not For Cross-Border Invoices ☐

Banking Information

NOTE: Banking information is required for compliant invoicing when indicated (with a *). Otherwise, banking info here is not required and will remain private.

Cancel Create and Use 4

3. Complete Company Information, Address and Tax Registration (ABN)

Do not complete the Banking information section.
We will already have your bank account details on file. To make changes to your bank account details, please contact our Accounts Payable department.

4. Click **Create and Use**. You will be taken to the Tax invoice Create Screen. Follow steps 5-14 on the next pages.

IMPORTANT

A valid tax invoice, in the correct company name, as listed on the purchase order, must be attached before the invoice can be submitted for payment (step 3).



Submitting an Invoice from the Purchase Order Email (Flip)

(TEST) MITSUI E&P Australia Sign Out

Create Invoice Create

General Info

* Invoice # 5

* Invoice Date 6

Payment Term 30 days from invoice date

Date of Supply

* Currency

Delivery Number

Status Draft

Image Scan No file chosen 7

Supplier Note

Attachments 1 Add [File](#) | [URL](#) | [Text](#)

From

* Supplier Intertek Testing Services (Australia) Pty. Ltd. [CINT005]

* Supplier ABN

* Invoice-From Address Intertek Testing Services (Australia) Pty. Ltd. Street 1 City, NSW 1234 Australia 8

* Remit-To Address Intertek Testing Services (Australia) Pty. Ltd. Street 1 City, NSW 1234 Australia

* Ship-From Address Intertek Testing Services (Australia) Pty. Ltd. Street 1 City, NSW 1234 Australia

To

Customer MEPAU (TEST)

* Customer Address Mitsui E&P Australia Pty Ltd Level 11, Exchange Tower 2 The Esplanade Perth, WA 6000 Australia 8

Location Delivery Note None

* Buyer ABN

Ship to Address AWE Dongara Production Facility (DPF)

Location Delivery Note

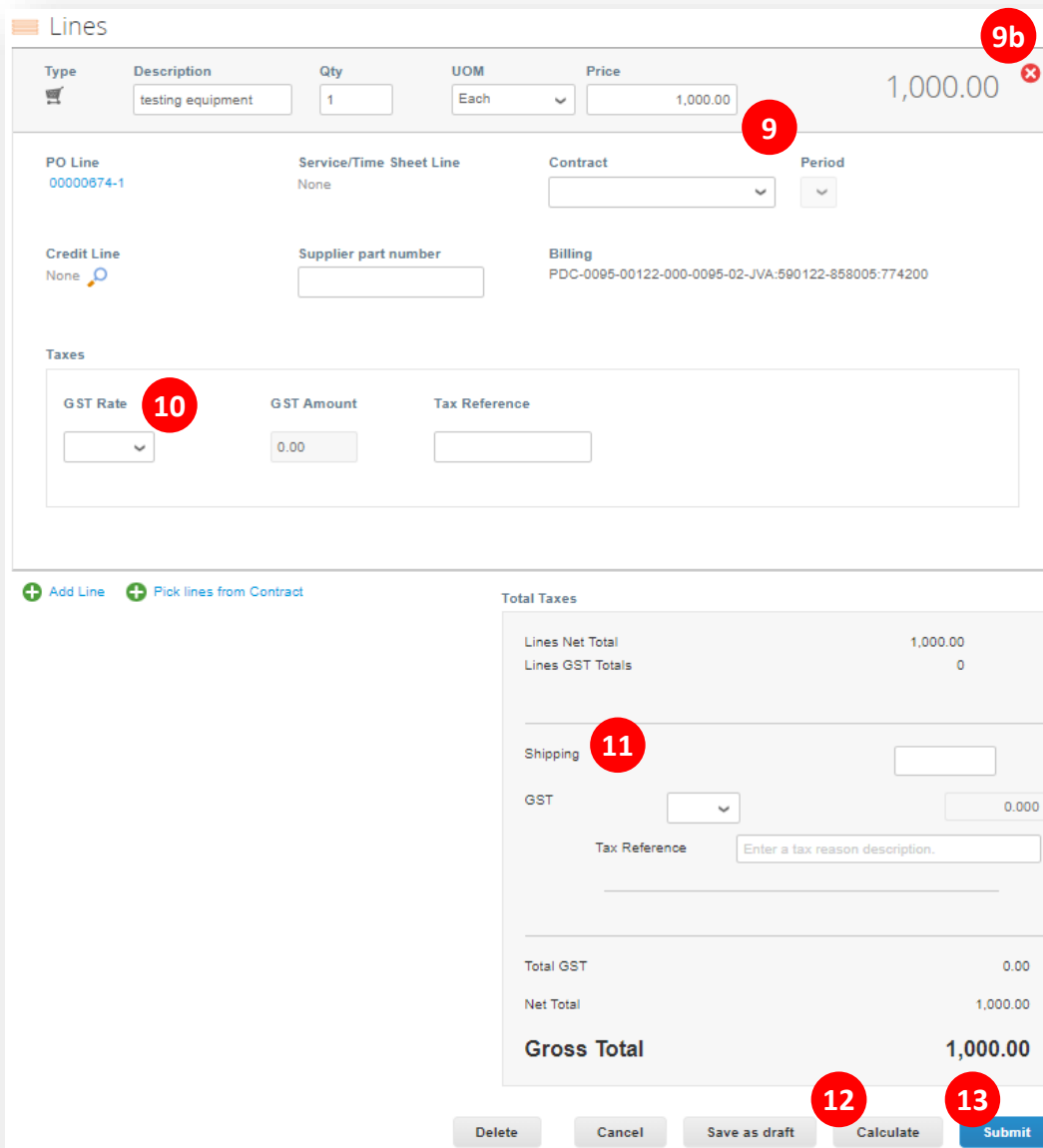
- Enter the tax invoice number **exactly** as per your own organisation's TAX invoice.

***Please note:** This is the invoice number generated by your accounting system. Do not list multiple invoice numbers in this field or any additional letters or numbers.*

- Select the Invoice date from the calendar.
- Attach an electronic copy of your valid tax invoice. Click on **Choose File** and select the appropriate location.
- Confirm the information in **From** and **To** is correct.



Submitting an Invoice from the Purchase Order Email (Flip)

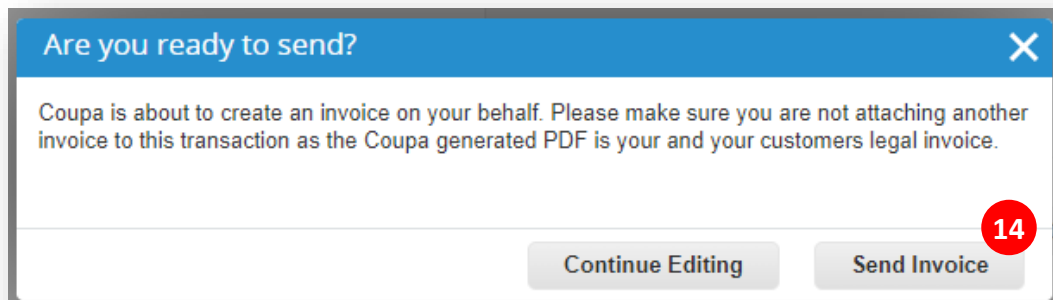


The screenshot shows the 'Lines' section of an invoice submission interface. It includes fields for Type, Description, Qty, UOM, Price, PO Line, Service/Time Sheet Line, Contract, Period, Credit Line, Supplier part number, Billing, Taxes, GST Rate, GST Amount, Tax Reference, Shipping, GST, Tax Reference, Total GST, Net Total, and Gross Total. Red callouts are placed over specific elements: 9 (Price field), 9b (Close button), 10 (GST Rate dropdown), 11 (Shipping field), 12 (Calculate button), and 13 (Submit button).

9. Check the information contained on each line. Amend the quantity and/or price of each item/service as required:
 - a) Example: You have an order for a quantity of 1 x \$1,000 Exc GST however the agreed cost was \$1,500 Exc GST. Change the price from \$1,000 to \$1,500 Exc GST.
 - b) Delete any PO lines for items/services that you are not delivering/charging for on this invoice by clicking the red X sign (x) on the applicable line.
10. Check the correct GST has been applied. Change if required.
11. Add any **Shipping** costs and the correct GST for those costs.
12. Click **Calculate** and ensure the values being invoiced are the same as the values on the attached PDF tax invoice.
13. Click **Submit**.



Submitting an Invoice from the Purchase Order Email (Flip)



14. Coupa will ask you to confirm you are ready to submit the invoice. Once you have clicked the **Send Invoice** button you will be re-directed to the invoices screen.

You will receive notification when your invoice has been approved, and you can expect payment in line with your negotiated terms of payment (for example, if your negotiated terms of payment are 14 days you can expect payment then).

Note: our default terms of payment are 30 days.

Good to know: Creating Multiple Invoices from a Single Purchase Order

If a single PO relates to multiple invoices from your accounting system, you must delete the irrelevant PO lines for each invoice created.

In this example we use the one PO to create two invoices

Example Invoice 1234

Open PO 1001 and create invoice

Line 1 – Verify Qty and Price

Line 2 – *Delete (as not charging)*

Line 3 – Verify Qty and Price

Line 4 – *Delete (as not charging)*

Example Invoice 1235

Return to PO 1001 and create invoice

Line 1 – *Delete (as already invoiced)*

Line 2 – Verify Qty and Price

Line 3 – *Delete (as already invoiced)*

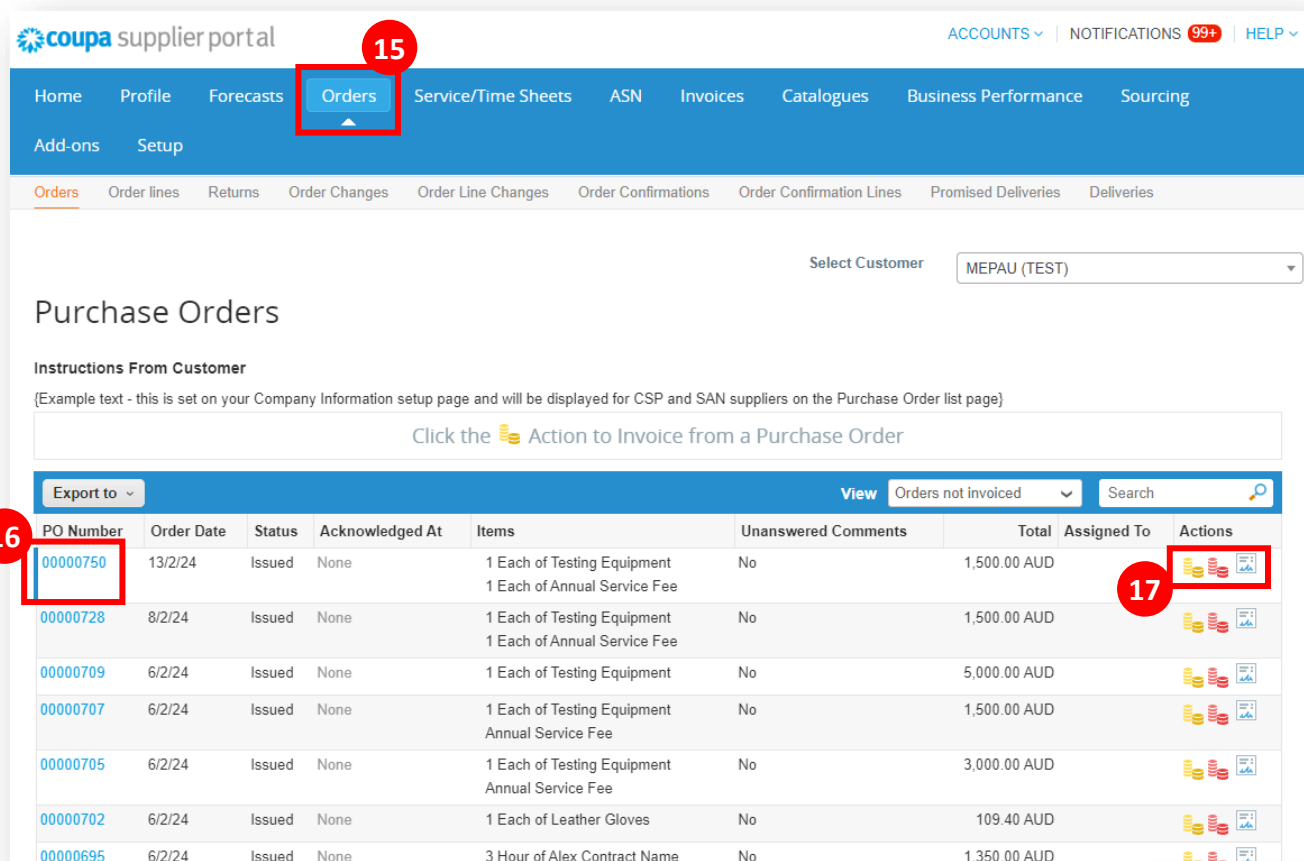
Line 4 – Verify Qty and Price



Submitting an Invoice from the Coupa Supplier Portal (CSP)

When you are ready to submit an invoice for payment, login to the Coupa Supplier Portal

<https://supplier.coupahost.com/>



coupa supplier portal ACCOUNTS ▾ | NOTIFICATIONS 99+ | HELP ▾

Home Profile Forecasts **Orders** Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing


Add-ons Setup

Orders Order lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines Promised Deliveries Deliveries






















Select Customer MEPAU (TEST)

Purchase Orders

Instructions From Customer
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Click the  Action to Invoice from a Purchase Order

Export to ▾ View Orders not invoiced ▾ Search

| PO Number | Order Date | Status | Acknowledged At | Items | Unanswered Comments | Total | Assigned To | Actions |
|-----------|------------|--------|-----------------|---|---------------------|--------------|-------------|---|
| 00000750 | 13/2/24 | Issued | None | 1 Each of Testing Equipment 1 Each of Annual Service Fee | No | 1,500.00 AUD | |    |
| 00000728 | 8/2/24 | Issued | None | 1 Each of Testing Equipment 1 Each of Annual Service Fee | No | 1,500.00 AUD | |    |
| 00000709 | 6/2/24 | Issued | None | 1 Each of Testing Equipment | No | 5,000.00 AUD | |    |
| 00000707 | 6/2/24 | Issued | None | 1 Each of Testing Equipment Annual Service Fee | No | 1,500.00 AUD | |    |
| 00000705 | 6/2/24 | Issued | None | 1 Each of Testing Equipment Annual Service Fee | No | 3,000.00 AUD | |    |
| 00000702 | 6/2/24 | Issued | None | 1 Each of Leather Gloves | No | 109.40 AUD | |    |
| 00000695 | 6/2/24 | Issued | None | 3 Hour of Alex Contract Name | No | 1,350.00 AUD | |    |

Create Invoice

15. From the Orders screen, identify the PO that you want to “flip” into an Invoice.

16. Click on **PO Number**; OR

17. Click on the **gold coins**.

For this exercise, we’ve clicked on the PO Number



Submitting an Invoice from the Coupa Supplier Portal (CSP)

Purchase Order #00000750

General Info

Status: Issued - Sent via Email

Order Date: 13/2/24

Revision Date: 13/2/24

Requester:

Email:

Payment Term: 30 days from invoice date

Attachments: None

Acknowledged: ☐

Shipping

Ship-To Address: Mitsui E&P Australia Pty Limited

Location Delivery Note:

Terms: None

Shipment Tracking: No package tracking.

Lines

| Type | Item | Qty | Unit | Price | Total | Invoiced |
|--|--------------------|-----|------|----------|----------|----------|
| 1 | Testing Equipment | 1 | Each | 500.00 | 500.00 | 0.00 |
| <p>* Delivery Date: 8/2/24</p> <p>Supplier Part Number: None</p> <p>Supplier Auxiliary Part Number: None</p> <p>Manufacturer Name: None</p> <p>Manufacturer Part Number: None</p> <p>Quote Number: None</p> | | | | | | |
| 2 | Annual Service Fee | 1 | Each | 1,000.00 | 1,000.00 | 0.00 |
| <p>* Delivery Date: 25/2/25</p> <p>Supplier Part Number: None</p> <p>Supplier Auxiliary Part Number: None</p> <p>Manufacturer Name: None</p> <p>Manufacturer Part Number: None</p> <p>Quote Number: None</p> | | | | | | |

Per page: 15 | 45 | 90

Total: AUD 1,500.00

18

Create Invoice Request Change Save Print View

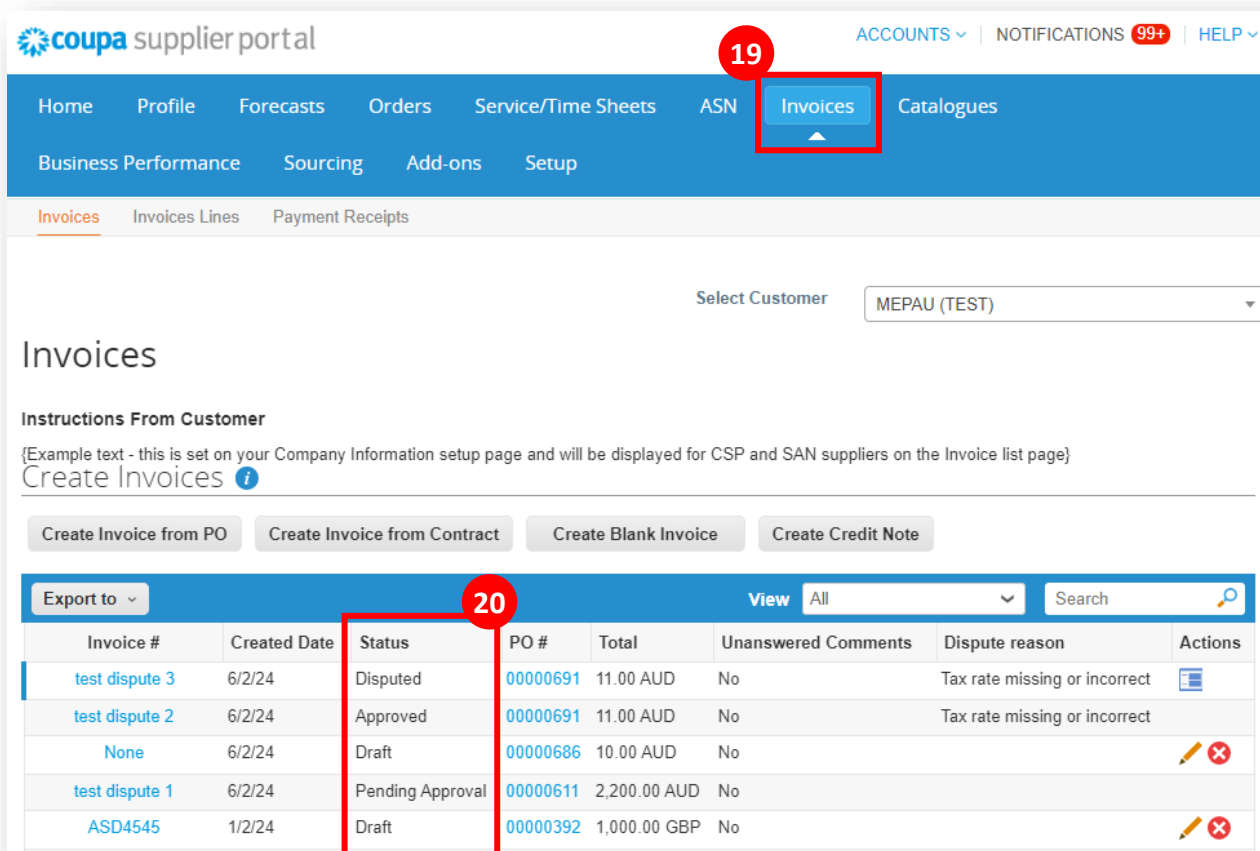
After selecting the PO Number, you will be taken to the Purchase Order screen.

18. From here, scroll to the bottom of the page and click **Create Invoice**.

After clicking Create Invoice, you will be taken to the Invoice screen. From here you can follow [steps 5 – 15](#) as above.



Invoice Status on the Coupa Supplier Portal (CSP)



coupa supplier portal ACCOUNTS ▾ | NOTIFICATIONS 99+ | HELP ▾

Home Profile Forecasts Orders Service/Time Sheets ASN **Invoices** Catalogues

Business Performance Sourcing Add-ons Setup

Invoices Invoices Lines Payment Receipts

Select Customer MEPAU (TEST) ▾

Invoices

Instructions From Customer
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices ⓘ

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

Export to ▾ View All Search 🔍

| Invoice # | Created Date | Status | PO # | Total | Unanswered Comments | Dispute reason | Actions |
|----------------|--------------|------------------|----------|--------------|---------------------|-------------------------------|---------|
| test dispute 3 | 6/2/24 | Disputed | 00000691 | 11.00 AUD | No | Tax rate missing or incorrect | 📄 |
| test dispute 2 | 6/2/24 | Approved | 00000691 | 11.00 AUD | No | Tax rate missing or incorrect | |
| None | 6/2/24 | Draft | 00000686 | 10.00 AUD | No | | ✎ ✖ |
| test dispute 1 | 6/2/24 | Pending Approval | 00000611 | 2,200.00 AUD | No | | |
| ASD4545 | 1/2/24 | Draft | 00000392 | 1,000.00 GBP | No | | ✎ ✖ |

19. You can check the status of your invoices under **Invoices** once they have been submitted.

20. You will receive a notification when your invoice has been approved, and you can expect payment in line with your negotiated terms of payment.

For example, if your negotiated terms of payment are 14 days you can expect payment then.





MITSUI E&P
Australia

Submitting an Invoice outside of Coupa

If you encounter any difficulties accessing the Coupa Supplier Portal or utilizing the 'Create Invoice' link provided in the Purchase Order email, please be aware that you can still submit your invoice to our Accounts Payable team via email.

However, we strongly recommend exploring the Coupa options for invoice submission and moving away from email. Sending invoices via email may result in processing delays.





MITSUI E&P
Australia

Creating an Invoice for Multiple Purchase Orders

If your tax invoice contains items or services associated with multiple MEPAU Purchase Orders, you (the supplier) cannot submit this invoice through the Coupa Supplier Portal. If this is a common occurrence there is a CSV invoicing option that can be explored. To request more information, please email [insert]@mepau.com.au





Address: Exchange Tower, Level 11/2 The Esplanade,
Perth WA 6000

Phone: 6364 4777

www.mepau.com.au