

The quickest method: create invoice from purchase order (SAN)

The SAN method (**S**upplier **A**ctionable **N**otification) is the quickest way to create an invoice on the basis of a Coupa purchase order.

If you have received a PO from us via Coupa, you will be sent an email with the most important information about the order. Using the SAN method, you can then create your invoice directly from this email. To do so, simply click on the link 'Create Invoice' in the email header.

 Ringier AG Purchase Order #5A00007797

Powered by 



Create Invoice Acknowledge PO Add Shipment Tracking Add Comment



We inform.
We entertain.
We connect.

Shader Australia Pty Ltd
Moorhouse Road 44
5015 Port Adelaide SA
Australia

Purchase Order:

5A00007797

Date: 31.08.2020

Payment Terms : 0300 - Net 30 days
Shipping Terms: DDP - Geliefert verzollt

You will then be asked to read the Terms of Use. If you agree to them, click 'I Accept'.



[Sign Out](#)

Our compliant invoicing Terms of Use have been revised.
Please confirm that you have read and agree to the current [Terms of Use](#).
If you do not agree, you will not be able to send invoices to Coupa compliant customers.

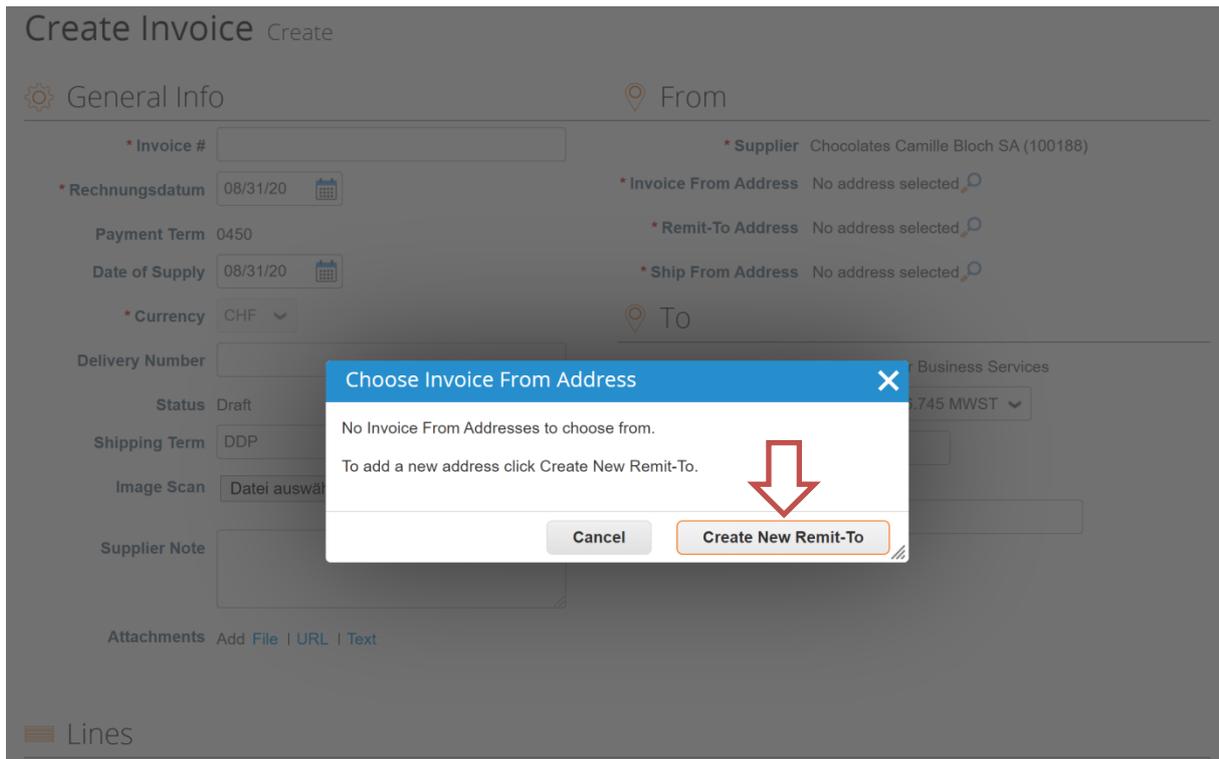


I Accept



Business Spend Management •  English

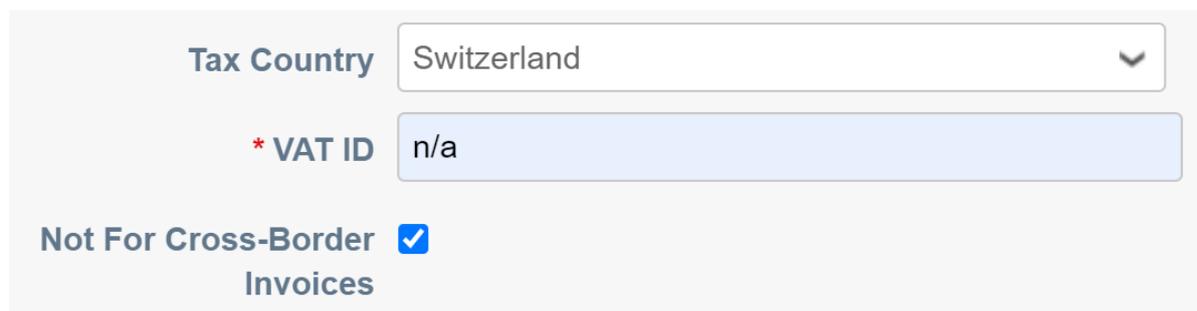
A window will open with the heading 'Choose Invoice From Address'. If you have issued an invoice via SAN in the past, you can close this window by clicking 'Cancel' and start creating the invoice right away. If you have not created an invoice via SAN before, you must first enter your payment details. To do so, click 'Create New Remit-To'.



For this step, it will help if you have the following information ready: name and address of the remit-to party, your VAT ID and your bank details.

If you do not have a VAT ID, the tax registration section must be filled in as follows:

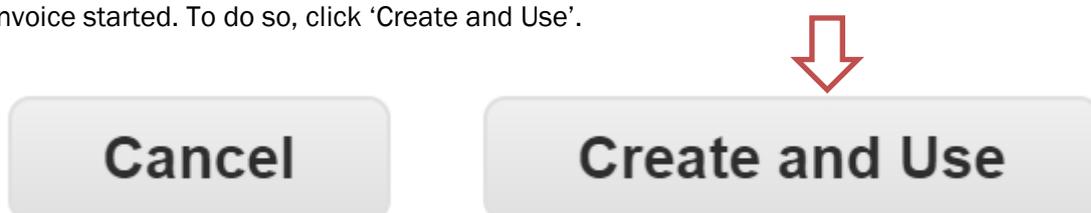
Tax Registration



The screenshot shows the 'Tax Registration' section of the form. It includes a dropdown menu for 'Tax Country' set to 'Switzerland', a text input field for '* VAT ID' containing 'n/a', and a checkbox for 'Not For Cross-Border Invoices' which is checked.

If your company is not based in Switzerland, the tax country must be changed accordingly.

After all the required information has been entered, the remit-to party can be created and the invoice started. To do so, click 'Create and Use'.



The invoice creation screen will open. The fields marked red are mandatory. You can also attach supporting information (e.g. timesheets or expenses receipts) to the invoice if necessary.

Create Invoice Create

General Info

* Invoice # ✓

* Rechnungsdatum

Payment Term

Date of Supply

* Currency

Delivery Number

Status

Shipping Term

Image Scan Keine ausgewählt

Supplier Note

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

From

* Supplier

* Invoice From Address

* Remit-To Address

* Ship From Address

To

Customer

Buyer Tax ID

ESR-Konto

ESR-Referenznummer

Check that the details on the right-hand side are correct. If you find an error, open a new window by clicking on the magnifying glass. Then enter the remit-to party again with the correct details.

If you are happy with the details and have filled in all the required information in the invoice header, scroll down to add the invoice line. You will see the following screen (again, the fields marked red are mandatory):

Lines

Type	Description	Price	
	<input type="text" value="TEST SAN"/>	<input type="text" value="250.00"/>	250.00 ✕

Category

PO Line

Contract

Period

Supplier Part Number

Billing Notes

Billing
en-0201-6711110-K-101500105

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

[Add Tag](#)

If you have selected the tax rate 'Exempt' from the 'Tax Description' drop-down menu, the tax reference must also be entered together with a reason.

Further costs that are not directly related to the invoiced order lines can be entered below. Here also the applicable tax rate must be entered next to the item.

When you are happy with all the entered details, the invoice can be submitted. To do so, click 'Submit'.

Tax Reference	
<input type="text" value="Enter a tax reason description."/>	
Total Steuer	0.00
Net Total	250.00
Total	250.00

Email me status updates for invoices I create this way

A window will open with the heading 'Are You Ready to Send?'. If you are sure that the entered invoice details are correct, click 'Send Invoice'.

Are You Ready to Send?

You're about to send an invoice to **Coupa Ringier Business Services** for a total amount of **250.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

A warning window will appear. Read the message carefully, then click the 'Submit' button again.

Your invoice has now been correctly sent and is ready to be processed by us. Providing there are no problems with the content, the invoice will be paid within 15 days.

You will receive instant email confirmation that the invoice has been received. This email will contain the link 'View Status', which gives you a constant overview of all open invoices and full transparency over the current processing status of the invoices.

TIP: Do you regularly submit invoices via SAN? Let us persuade you of the benefits of the Coupa Supplier Portal! It takes just a few seconds to register, as your data from the SAN process is already stored. In comparison with SAN, you benefit from a full overview of all orders and invoices in one clearly arranged portal. Contact us via kreditoren@ringier.ch to request a registration link.