

## How to Create Invoices in Coupa

There are two- ways of creating invoices in Coupa:

- Through your Orders – see page 2
- Through your Invoices – see page 6

# Create an invoice from Orders

1. Go to the Orders tab
2. If there are any POs created, they will be listed below.

POs can have the following status:

- Issued
- Soft Closed
- Closed
- Cancel

If the status is Issued, the PO can be used to create an invoice.

If any other status is displayed, please contact your Business Partner within Kantar, so they can reopen or provide a new PO.

The screenshot shows the Kantar Orders interface. The 'Orders' tab is highlighted in the top navigation bar. Below the navigation bar, there is a 'Select Customer' dropdown menu set to 'Kantar - FEDEX EXPRESS UK TRANSPORT...'. The main heading is 'Purchase Orders'. Underneath, there is a section titled 'Instructions From Customer' with a paragraph of text and a link. Below this is a button that says 'Click the Action to Invoice from a Purchase Order'. At the bottom, there is a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The table contains one row with the following data: PO Number 40011009, Order Date 2025-03-11, Status Issued, Acknowledged At None, Items 2 Each of fedex Courier charges test, Unanswered Comments No, Total 324,000.00 GBP, and Actions with three icons.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
40011009	2025-03-11	Issued	None	2 Each of fedex Courier charges test	No	324,000.00 GBP		

# Create an invoice from Orders

1. Click on the gold coins under **Actions** and it will open the screen to create the invoice.  
Alternatively, you can click on the PO number. For more information on how to proceed from there, go to page 10
2. Under **General Info**, fill in the **Invoice #**, as per the number on your system
3. If you have a document (PDF) issued from your system, attach it under **Attachments, File**
4. Under **From**, all the Fields marked with a red \* should be filled

Please make sure, bank details are also there, not only addresses.

Navigation: Home, Invoices, **Orders**, Business Profile, Service Sheets, Items, ASN, Sourcing, Forecasts, Catalogues, Setup, More...

Sub-navigation: **Orders**, Order lines, Returns, Order Changes, Order Line Changes, Order Confirmations, Order Confirmation Lines, More...

Select Customer: Kantar - FEDEX EXPRESS UK TRANSPORT...

### Purchase Orders

**Instructions From Customer**  
Kantar operates a "No PO No Pay" policy. To ensure we are able to pay invoices associated with the goods/services requested in the orders, it is important that you verify the PO contents for correctness. For further guidance on the Kantar PO process, and what to do if there are any issues, please visit our Supplier Information web page, by copying and pasting the link here into your browser. Alternatively, please speak to your business contact. Link: <https://www.kantar.com/uk/campaigns/coupa-supplier-information-hub>

Click the Action to Invoice from a Purchase Order

Export to	View	All	Search					
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
40011009	2025-03-11	Issued	None	2 Each of fedex Courier charges test	No	324,000.00 GBP		

#### General Info

- \* Invoice #
- Invoice Date: Set automatically at time of submission
- Payment Term: 30 DAYS, NET
- Date of Supply: 2025-07-25
- \* Currency: EUR
- Delivery Number:
- Status: Draft
- Image Scan:  No file chosen
- Supplier Note:
- Attachments
- Cash Accounting Scheme:
- Margin Scheme:

#### From

- \* Supplier: NIPO Software B.V. - KQANNLGOP
- \* Supplier VAT ID: NL815269936B01
- \* Invoice From Address: NIPO Software BV, Amsteldijk 166, 1079 LH Amsterdam, Netherlands, NL815269936B01
- \* Remit-To Address: NIPO Software BV, Amsteldijk 166, 1079 LH Amsterdam, Netherlands
- Bank Name: BNP PARIBAS
- Beneficiary Name: NIPO Software BV
- IBAN: \*\*\*\*\*5155
- SWIFT Code: \*\*\*\*NL2A
- \* Ship From Address: NIPO Software BV, Amsteldijk 166, 1079 LH Amsterdam, Netherlands

# Create an invoice from Orders

The invoice number must be unique. If the invoice number was never used, a green check will appear. If the number is repeated a red sign will appear. Please make sure you are not invoicing twice the same invoice

Once this is all filled in, please scroll down to **Lines**.

Under **Lines**, you will see the **Description** and **Price**.

If the invoice is for the total amount of the PO, no change is needed. If it's a partial invoice, please change the amount under Price.

Fill in the **VAT Rate**. VAT Rates will appear according to the country you are invoicing from.

General Info

\* Invoice #  

General Info

\* Invoice #  

Lines

Type	Description	Price	
	<input type="text" value="Costs"/>	<input type="text" value="10,000.00"/>	10,000.00 

PO Line: 261014802-1  Clear

Service Sheet Line: None

Contract:

Supplier Part Number:

Withholding tax:

Late Fees:  USD

Billing: 261989800-KA287

Taxes

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

# Create an invoice from Orders

The VAT Rate is calculated based on the percentage and is automatically displayed.

To make sure the amounts are the same on your invoice and Coupa, click **Calculate**.

If everything is correct, click **Submit**.

Not sure if it is correct and need more clarification? Click **Save as Draft**.

Invoice entered by mistake? **Delete** or **Cancel**.

Taxes

VAT Rate 21.0% ▾	VAT Amount 2,100.00	Tax Reference <input type="text"/>
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+ Add Line + Pick lines from PO + Pick lines from Contract

Totals & Taxes

Lines Net Total	10,000.00
Lines VAT Totals	2,100.00

Shipping

VAT ▾

Tax Reference

---

Total VAT	2,100.00
Net Total	10,000.00
<b>Gross Total</b>	<b>12,100.00</b>

Delete Cancel Save as Draft **Calculate** Submit

+ Add Line + Pick lines from PO + Pick lines from Contract

Totals & Taxes

Lines Net Total	10,000.00
Lines VAT Totals	2,100.00

Shipping

VAT ▾

Tax Reference

---

Total VAT	2,100.00
Net Total	10,000.00
<b>Gross Total</b>	<b>12,100.00</b>

Delete Cancel Save as Draft Calculate **Submit**

+ Add Line + Pick lines from PO + Pick lines from Contract

Totals & Taxes

Lines Net Total	10,000.00
Lines VAT Totals	2,100.00

Shipping

VAT ▾

Tax Reference

---

Total VAT	2,100.00
Net Total	10,000.00
<b>Gross Total</b>	<b>12,100.00</b>

Delete Cancel **Save as Draft** Calculate Submit

+ Add Line + Pick lines from PO + Pick lines from Contract

Totals & Taxes

Lines Net Total	10,000.00
Lines VAT Totals	2,100.00

Shipping

VAT ▾

Tax Reference

---

Total VAT	2,100.00
Net Total	10,000.00
<b>Gross Total</b>	<b>12,100.00</b>

**Delete** Cancel Save as Draft Calculate Submit

# Create an invoice from Invoices

1. Go to the tab Invoices
2. Go to “Create Invoice from PO”

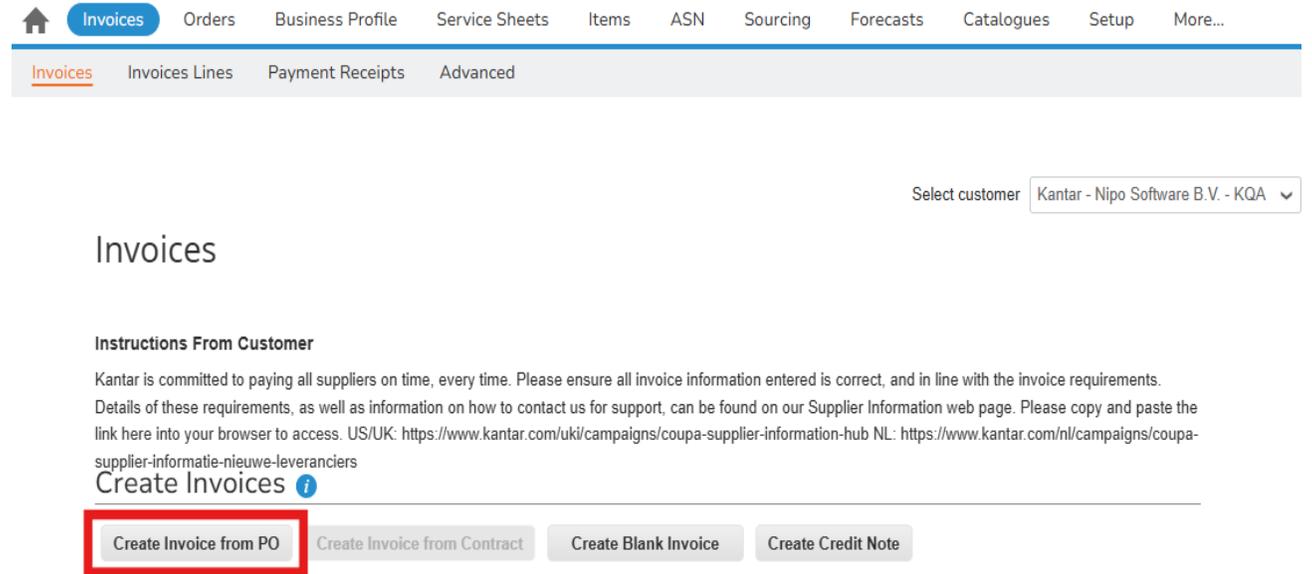
If there are any POs created, they will appear listed below.

POs can have the following status:

- Issued
- Soft Closed
- Closed
- Cancel

If the status is Issued, PO can be used to create an invoice

If any other of the status is displayed, please contact your Business Partner within Kantar, so they can provide a new PO.



The screenshot shows the Kantar Invoices interface. At the top, there is a navigation bar with a home icon and several tabs: Invoices (highlighted in blue), Orders, Business Profile, Service Sheets, Items, ASN, Sourcing, Forecasts, Catalogues, Setup, and More... Below this is a sub-navigation bar with tabs: Invoices (highlighted in orange), Invoices Lines, Payment Receipts, and Advanced. On the right side, there is a 'Select customer' dropdown menu with 'Kantar - Nipo Software B.V. - KQA' selected. The main heading is 'Invoices'. Below this, there is a section titled 'Instructions From Customer' with a paragraph of text and a link to 'Create Invoices' with an information icon. At the bottom, there are four buttons: 'Create Invoice from PO' (highlighted with a red box), 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'.

# Create an invoice from Invoices

1. Click on the gold coins under **Actions** and it will open the screen to create the invoice.  
Alternatively, you can click on the PO number. For more information on how to proceed from there, go to page 10
2. Under **General Info**, fill in the **Invoice #**, as per the number on your system
3. If you have a document (PDF) issued from your system, attach it under **Attachments, File**
4. Under **From**, all the Fields marked with a red \* should be filled

Please make sure, bank details are also there, not only addresses.

**Invoices** Orders Business Profile Service Sheets Items ASN Sourcing Forecasts Catalogues Setup More...

**Invoices** Invoices Lines Payment Receipts Advanced

Select customer **Kantar - FEDEX EXPRESS UK TF**

## Purchase Orders

**Instructions From Customer**  
Kantar operates a "No PO No Pay" policy. To ensure we are able to pay invoices associated with the goods/services requested in the orders, it is important that you verify the PO contents for correctness. For further guidance on the Kantar PO process, and what to do if there are any issues, please visit our Supplier Information web page, by copying and pasting the link here into your browser. Alternatively, please speak to your business contact. Link: <https://www.kantar.com/uk/campaigns/coupa-supplier-information-hub>

Click the Action to Invoice from a Purchase Order

Export to View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
40011009	2025-03-11	Issued	None	2 Each of fedex Courier charges test	No	324,000.00 GBP		

### General Info

\* Invoice #

Invoice Date Set automatically at time of submission

Payment Term 30 DAYS, NET

Date of Supply 2025-07-25

\* Currency EUR

Delivery Number

Status Draft

Image Scan  No file chosen

Supplier Note

Attachments

Cash Accounting Scheme

Margin Scheme

### From

\* Supplier Nipo Software B.V. - KQANNLGOP

\* Supplier VAT ID NL815269936B01

\* Invoice From Address NIPO Software BV   
Amsteldijk 166  
1079 LH Amsterdam  
Netherlands  
NL815269936B01

\* Remit-To Address NIPO Software BV   
Amsteldijk 166  
1079 LH Amsterdam  
Netherlands

Bank Name: BNP PARIBAS

Beneficiary Name: NIPO Software BV

IBAN: \*\*\*\*\*5155

SWIFT Code: \*\*\*\*NL2A

\* Ship From Address NIPO Software BV   
Amsteldijk 166  
1079 LH Amsterdam  
Netherlands

# Create an invoice from Invoices

The invoice number must be unique. If the invoice number was never used, a green check will appear. If the number is repeated a red sign will appear. Please make sure you are not invoicing twice the same invoice

Once this is all filled in, please scroll down to **Lines**.

Under **Lines**, you will see the **Description** and **Price**.

If the invoice is for the total amount of the PO, no change is needed. If it's a partial invoice, please change the amount under Price.

Fill in the **VAT Rate**. VAT Rates will appear according to the country you are invoicing from.

General Info

\* Invoice #  

General Info

\* Invoice #  

**Lines**

Type	Description	Price	
	<input type="text" value="Costs"/>	<input type="text" value="10,000.00"/>	10,000.00 

PO Line: 261014802-1  [Clear](#)      Service Sheet Line: None      Contract:       Supplier Part Number:

Withholding tax:       Late Fees:  USD       Billing: 261989800-KA287

Applicable for WHT relevant Spain suppliers      Add the total amount that are incurred by late fees.

Taxes

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

# Create an invoice from Invoices

The VAT Rate is calculated based on the percentage and is automatically displayed.

To make sure the amounts are the same on your invoice and Coupa, click **Calculate**.

If everything is correct, click **Submit**.

Not sure if it is correct and need more clarification? Click **Save as Draft**.

Invoice entered by mistake? **Delete** or **Cancel**.

Taxes

VAT Rate	VAT Amount	Tax Reference
21.0% <input type="text"/>	2,100.00 <input type="text"/>	<input type="text"/>

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

Totals & Taxes

Lines Net Total	10,000.00
Lines VAT Totals	2,100.00
Shipping <input type="text"/>	
VAT	<input type="text"/> 0.000
Tax Reference	<input type="text"/>
Total VAT	2,100.00
Net Total	10,000.00
<b>Gross Total</b>	<b>12,100.00</b>

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

Totals & Taxes

Lines Net Total	10,000.00
Lines VAT Totals	2,100.00
Shipping <input type="text"/>	
VAT	<input type="text"/> 0.000
Tax Reference	<input type="text"/>
Total VAT	2,100.00
Net Total	10,000.00
<b>Gross Total</b>	<b>12,100.00</b>

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

Totals & Taxes

Lines Net Total	10,000.00
Lines VAT Totals	2,100.00
Shipping <input type="text"/>	
VAT	<input type="text"/> 0.000
Tax Reference	<input type="text"/>
Total VAT	2,100.00
Net Total	10,000.00
<b>Gross Total</b>	<b>12,100.00</b>

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

Totals & Taxes

Lines Net Total	10,000.00
Lines VAT Totals	2,100.00
Shipping <input type="text"/>	
VAT	<input type="text"/> 0.000
Tax Reference	<input type="text"/>
Total VAT	2,100.00
Net Total	10,000.00
<b>Gross Total</b>	<b>12,100.00</b>

# Create an invoice Clicking on the PO Number

1. Click on the PO number in blue
2. A page with the PO information will be loaded

Under this page, you can also acknowledge that the PO was received. Just tick the box in front of **Acknowledged**.

## Purchase Orders

### Instructions From Customer

Kantar operates a "No PO No Pay" policy. To ensure we are able to pay invoices associated with the goods/services requested in the orders, it is important that you verify the PO contents for correctness. For further guidance on the Kantar PO process, and what to do if there are any issues, please visit our Supplier Information web page, by copying and pasting the link here into your browser. Alternatively, please speak to your business contact. Link: <https://www.kantar.com/uki/campaigns/coupa-supplier-information-hub>

Click the  Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
40011009	2025-03-11	Issued	None	2 Each of fedex Courier charges test	No	324,000.00 GBP		

Purchase Order #40011009

Revision 2 (Current) Mar 11

### General Info

Status Issued - Pending Manual  
Order Date 2025-03-11  
Revision Date 2025-03-11  
Requester Urska Brdnik  
Email Urska.Brdnik@kantar.com  
Payment Term 30 DAYS, NET  
Attachments None

Acknowledged

### Lines

### Shipping

Ship-To Address Westgate  
London  
W5 1UA  
United Kingdom  
Location Code: 3  
Attn: Urska Brdnik  
Terms None

### Shipment Tracking

No shipment tracking.

Purchase Order #40011009

Revision 2 (Current) Mar 11

Order marked as sent manually and acknowledged

# Create an invoice Clicking on the PO Number

3. Scroll down until you find the button where it says **Create Invoice**

The next steps of creating an invoice can be found on page 3 starting on step 2 or page 7 also starting on step 2.

Lines

Advanced Search Sort by Line Number: 0 → 9							
1	Type	Item	Qty	Unit	Price	Total	Invoiced
		fedex Courier charges	2	Each	10,000.00	20,000.00	0.00
* Need By		Supplier Part Number	Supplier Auxiliary Part Number				
2025-03-30		None	None				
2	Type	Item			Price	Total	Invoiced
		test			304,000.00	304,000.00	0.00
* Need By		Supplier Part Number	Supplier Auxiliary Part Number				
2025-03-30		None	None				

Per page 15 | 45 | 90

Total GBP **324,000.00**

**Create Invoice** Request Change Save Print View

If you still have any issues, please contact us at [coupasupplierenablement@kantar.com](mailto:coupasupplierenablement@kantar.com)