

I have an invoice for several POs. How do I upload my invoice?

Select the PO you wish to invoice and after filling in all the **General Info** on your invoice, go to **Lines** and fill in the 1st line.

Once this is done, click on **Add Line**:

A 2nd line will be created. Before moving forward, fill in the **VAT Rate**, that will be applied to this line:

☰ Lines

Type	Description	Price	
	Sample	438.94	438.94 

PO Line: 91013387-1  Clear

Service Sheet Line: None

Contract:

Credit Line: None 

Supplier Part Number:

Withholding tax:

Late Fees: USD

Applicable for WHT relevant Spain suppliers

Add the total amount that are incurred by late fees.

Billing: 91254109-KA10

Taxes

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

Taxes

GST Rate	GST Amount	Tax Reference
10.0% <input type="text"/>	43.89	<input type="text"/>

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Go to **PO Line** and click on the magnifying glass:

A new window will open will show the PO number. Delete the information on **Filter Clause**. Once deleted, the other PO numbers will appear:

The screenshot shows a form for a PO Line. At the top, there are fields for 'Type' (set to 'Amt'), 'Description', and 'Price' (set to '0.00'). Below this, there is a dropdown menu for 'PO Line' currently set to 'None', with a 'Clear' button next to it. Other fields include 'Service Sheet Line' (None), 'Contract' (dropdown), and 'Supplier Part Number' (text input). There are also sections for 'Withholding tax', 'Late Fees', and 'Taxes'.

The screenshot shows a 'Pick Order Line(s)' dialog box. It has a table for 'Invoice Line' with one row: Line 2, Type Amount, Description, UOM Each, Quantity 1.0, Price 0.00, Total 0.00. Below is a 'PO Lines' section with a search bar and a 'Filter Clause' field containing '91013387'. A 'Search' button is visible.

Line	Type	Description	UOM	Quantity	Price	Total
2	Amount		Each	1.0	0.00	0.00

PO Number	Line	Item	UOM	Qty	Price	Invoiced	Actions
91013387	1	Sample	None	None	438.94	0.00	Choose

The screenshot shows the same 'Pick Order Line(s)' dialog box, but the 'Filter Clause' dropdown is open, showing a list of PO numbers: 91012597, 91013372, and 91013387. The '91013387' option is highlighted. The 'Search' button is still visible.

Line	Type	Description	UOM	Quantity	Price	Total
2	Amount		Each	1.0	0.00	0.00

PO Number	Line	Item	UOM	Qty	Price	Invoiced	Actions
91013387	1	Sample	None	None	438.94	0.00	Choose

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Choose the PO number, click on Search and then on Choose:

Pick Order Line(s) ✕

Invoice Line

Line	Type	Description	UOM	Quantity	Price	Total
2	Amount		Each	1.0	0.00	0.00

PO Lines

View: All ▼ Advanced Search 🔍

Match Conditions: Match all conditions ▼ Add group of conditions

Filter By: PO Number ▼ Filter Clause: 91012597 ✕

Cancel Search 🔍

PO Number	Line	Item	UOM	Qty	Price	Invoiced	Actions
91012597	1	Sample	None	None	6880.00	0.00	Choose ✔

The system will pick up on what is on the PO:

PO Line: 91013387-1 🔍 Clear

Service Sheet Line: None

Contract: ▼

Credit Line: None 🔍

Supplier Part Number:

Withholding tax: ▼

Late Fees: USD ▼

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

Billing: 91254109-KA10

Taxes

GST Rate	GST Amount	Tax Reference
10.0% ▼	43.89	<input type="text"/>

Type: 🏠 Description: Sample Price: 300.00 ✕

PO Line: 91012597-1 🔍 Clear

Service Sheet Line: None

Contract: ▼

Credit Line: None 🔍

If you need support, please contact coupasupplierenablement@kantar.com