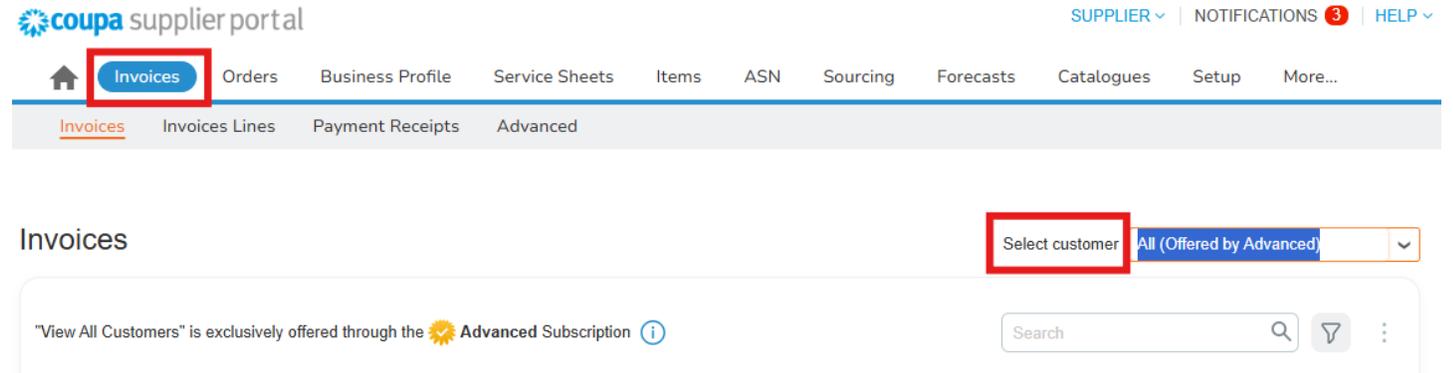


Create Blank Invoice

Go to Tab “Invoices”

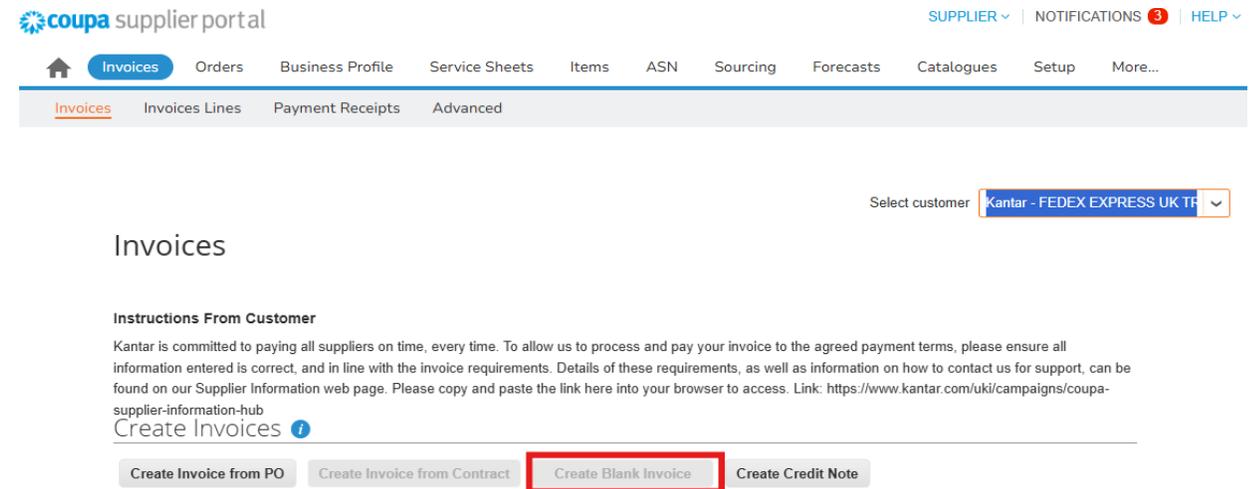
Select Customer then click Create Blank Invoice.



If the button is greyed out, please contact Coupa Supplier Enablement

(coupasupplierenablement@kantar.com), so

the team can enable the button for your company.



If button is enabled, please click on the button:

Please ensure that the information used to generate the invoice from Coupa is the same data from your own Invoicing system.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right, there are links for 'SUPPLIER', 'NOTIFICATIONS' (with a red badge showing '3'), and 'HELP'. Below this is a main navigation menu with 'Invoices' selected. Underneath, there are sub-menus for 'Invoices Lines', 'Payment Receipts', and 'Advanced'. A 'Select customer' dropdown menu is set to 'Kantar - FEDEX EXPRESS UK TR'. The main content area is titled 'Invoices' and includes 'Instructions From Customer' and a 'Create Invoices' button. Below this, there are four buttons: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice' (highlighted with a red box), and 'Create Credit Note'.

General Info

Invoice #: Enter the invoice number generated in your Invoicing system.

Payment Terms: Select the payment term as per your agreement with Kantar.

Date of Supply: Select the date that you provided the products and/or services.

Currency: Select the currency for this invoice.

Delivery Number: Provide if applicable.

Attachments: You can attach a copy of an invoice from your System.

The screenshot shows the 'General Info' form in the Coupa Supplier Portal. The form includes the following fields and options:

- Invoice #:** A text input field.
- Invoice Date:** A text input field with the value 'Set automatically at time of submission'.
- Payment Term:** A dropdown menu.
- Date of Supply:** A text input field with the value '2025-05-19' and a calendar icon.
- Currency:** A dropdown menu with the value 'GBP'.
- Delivery Number:** A text input field.
- Status:** A text input field with the value 'Draft'.
- Image Scan:** A button labeled 'Choose file' and the text 'No file chosen'.
- Supplier Note:** A large text area for notes.
- Attachments:** A section with a plus icon and the text 'Add File | URL | Text'.
- Cash Accounting Scheme:** A text input field.
- Margin Scheme:** A text input field.

To details

Bill To Address: Please choose the correct bill to legal entity by clicking on the magnifying glass:

A new window will open, and you can check what address you want to use:

 To

Customer Kantar

* **Bill To Address** No address selected 

* **Buyer VAT ID**

* **Ship to Address** No address selected 

Requester Email

Requester Name

Original invoice date 

Kindly input the date on the invoice here. Invoice date is the date the invoice is created.

Choose an Address ✕

View 

Legal Entity Name	Line 1	Line 2	Line 3	Line 4	City	State	Postal Code	Country	Actions
Kantar Netherlands B.V.	Amsteldijk 166	None	None	None	AMSTERDAM	None	1079 LH	Netherlands	 Choose
KANTAR TNS-MB	3 AVENUE PIERRE MASSE	None	None	None	PARIS	None	75014	France	 Choose
Kantar UK Limited	Trn House, Westgate	None	None	None	London	None	W5 1UA	United Kingdom	 Choose
Lightspeed Research Ltd	30 Stamford Street	None	None	None	London	None	SE1 9LQ	United Kingdom	 Choose
Lightspeed, LLC	401 Merritt 7	3rd Floor	None	None	Norwalk	CT	06851	United States	 Choose
NIPO Software B.V.	Amsteldijk 166	None	None	None	AMSTERDAM	None	1078 LH	Netherlands	 Choose
Qmee Ltd	The White Building, 33	Work Life - The White Building	None	None	Reading	None	RG1 3AR	United Kingdom	 Choose
Summer (BC) Bidco B LLC	4001 Kennett Pike	Suite 302	None	None	Wilmington	Delaware	19807	United States	 Choose
TAYLOR NELSON SOFRES, S.A.U.	CAMI DE CAN CALDERS, 4	SANT CUGAT VALLES	None	None	Barcelona	None	08173	Spain	 Choose
The Kantar Group Limited	30 Stamford Street	None	None	None	London	None	SE1 9LQ	United Kingdom	 Choose

To details

Buyer VAT ID: Once the Bill To Address is selected, the field will have a drop-down list with the VAT ID, and you just need to select the VAT ID:



Customer Kantar

* Bill To Address Summer (BC) Bidco B LLC
4001 Kennett Pike
Suite 302
Wilmington, Delaware 19807
United States

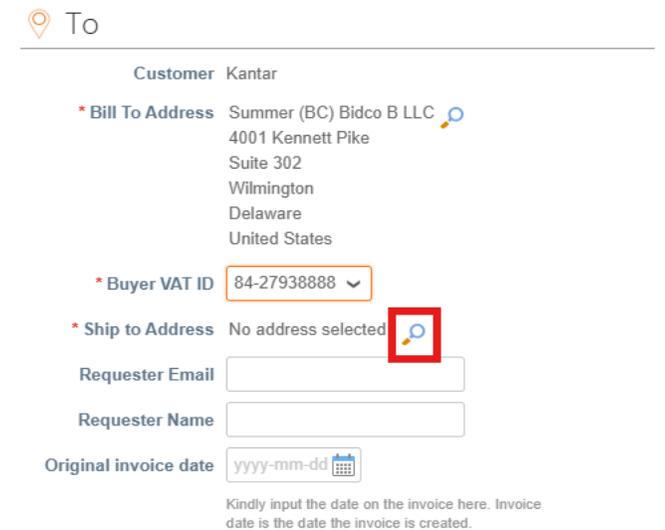
Tax Registration 84-27938888

* Buyer VAT ID

* Ship to Address:

Requester Email

Ship to Address: Please choose the Ship to Address by clicking on the magnifying glass:



To

Customer Kantar

* Bill To Address Summer (BC) Bidco B LLC
4001 Kennett Pike
Suite 302
Wilmington
Delaware
United States

* Buyer VAT ID 84-27938888

* Ship to Address No address selected

Requester Email

Requester Name

Original invoice date yyyy-mm-dd

Kindly input the date on the invoice here. Invoice date is the date the invoice is created.

To details

A new window will open, and you can check what address you want to use:

Requester Email: Fill in with the email address of your contact

Requester Name: Fill in with the Name of your contact

*Although this is not a mandatory field, it would be good to have this information, to make the invoice processing faster. If you don't have an email or name, please fill in with "unk"

Name	Line 1	Line 2	Line 3	Line 4	City	State	State ISO Code	Postal Code	Country/Region	Location Code	Attention	Actions
3 World Trade Center	3 World Trade Center	175 Greenwich Street	None	None	New York City	NY	None	10007	United States	2	None	Choose
4001 Kennett Pike	4001 Kennett Pike	Suite 302	None	None	Wilmington	DE	US-DE	19807	United States	None	None	Choose
685 US-206	685 US-206	SUITE 204	None	None	NJ	NJ	None	08807	United States	8	None	Choose
Adelaide Office - 199a Rundle Street	199a Rundle Street	None	None	None	Adelaide	SA	None	5000	Australia	None	None	Choose
Amsteldok	Amsteldijk 166	None	None	None	Amsterdam	None	None	1079 LH	Netherlands	None	None	Choose
Atlanta - 3630 Peachtree Road, N.E.	3630 Peachtree Road	None	None	None	ATLANTA	None	None	30326	United States	None	None	Choose
Atlantic Business Center - Chesapeake - 1122 Executive Boulevard	1122 Executive Boulevard	None	None	None	Chesapeake	None	None	23320	United States	None	None	Choose
Auckland Head Office - Level 1, 46 Sale Street	Level 1, 46 Sale Street	None	None	None	Auckland	None	None	1010	New Zealand	None	None	Choose
Austin - 500 West 5th Street	500 West 5th Street	None	None	None	Austin	None	None	78701	United States	None	None	Choose
Bentonville - 105 SE Executive Drive	105 SE Executive Drive	None	None	None	BENTONVILLE	None	None	72712	United States	None	None	Choose

* Ship to Address 4001 Kennett Pike
Suite 302
Wilmington, DE 19807
United States

Requester Email	unk
Requester Name	unk

Lines

- **Type:** Please choose what fits with your invoice: Qty (Quantity) or Amt (Amount)
- **Description:** Fill in with the description on your invoice
- **Qty:** you will need to specify the quantity, the **UOM** (Unit of Measure) and the **Price** per unit. The total amount will be calculated based on that.

☰ Lines

Type	Description	Qty	UOM	Price	25.50
Qty	Test x	10.000	Each	2.55	

- **VAT Rate:** Choose from the drop-down list, the percentage that should be applied. VAT amount will be calculated automatically.

Taxes

VAT Rate	VAT Amount	Tax Reference
20.0%	0.00	

Please Note: If your invoice has more than one VAT Rate, please see the next page. If not, you can skip it.

My Invoice has several Lines with Different VAT Rates

Please fill in the 1st line as described in the previous slide. Once this is done, click on Add Line. This will automatically add a 2nd line:

Lines

Type	Description	Qty	UOM	Price	
Qty	Test x	10.000	Each	2.55	25.50

PO Line: None [Clear](#)

Service Sheet Line: None

Contract:

Supplier Part Number:

Withholding tax:

Late Fees: USD

Taxes

VAT Rate	VAT Amount	Tax Reference
20.0%	5.10	<input type="text"/>

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

Type	Description	Qty	UOM	Price	
Qty	interview x	10.000	Each	2.55	25.50

PO Line: None [Clear](#)

Service Sheet Line: None

Contract:

Supplier Part Number:

Withholding tax:

Late Fees: USD

Taxes

VAT Rate	VAT Amount	Tax Reference
20.0%	5.10	<input type="text"/>

Type	Description	Qty	UOM	Price	
Qty		1.00	Each	0.00	0.00

PO Line: None [Clear](#)

Service Sheet Line: None

Contract:

Supplier Part Number:

Withholding tax:

Late Fees: USD

Taxes

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

Repeat the same process to add more lines. You will need to change the VAT Rate every time.

My Invoice has several Lines with Different VAT Rates

Once everything is filled, please click calculate, to check the final amount of the invoice (if applicable, with Tax).

Total VAT	5.10
Net Total	25.50
Gross Total	30.60

If you are not sure if all the information is correct, you can click on **Save as Draft** and return later to proceed with changes and submit the invoice afterwards.

Are You Ready to Send? ×

Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

If you are sure that the invoice is correct, please click on **Submit**, then click **Send Invoice** in the pop-up confirmation window.

If you have questions or find any difficulties with the submission of the invoice, please contact coupasupplierenablement@kantar.com