

Invoice via PO Email / PO Flip

Invoice via PO email is a simple way to submit invoices through Coupa / SupplyNet. This method allows you to flip the Purchase order you received via email into an invoice. Suppliers also get notifications after they submit an invoice, this improves transparency and further reduces the need for suppliers to track down the status of their invoices through phone calls or emails.

How to create an invoice from the Purchase Order email.

You will receive an email containing your purchase order from:
do_not_reply@ualberta.coupa.com

Step 1:

Click on the 'Create Invoice' button at the bottom of the email. You can also forward the PO email to someone within your organization to create the invoice.



Step 2

Enter the information indicated below.

- Enter the invoice number
- Enter Invoice date
- Attach your PDF invoice (Choose File - Image Scan)

Add other supporting documents if applicable as additional file attachments.

Note for foreign wire transfers outside Canada or the US, your wire transfer banking details must be included on the PDF invoice or a completed [UofA wire transfer form](#) must be attached to each invoice.

- d) If required:
 - o You can edit qty or pricing for your invoice for partial invoicing
 - o You can click on X for partial invoice or deleting lines
 - o Do not add lines, this is not supported
 - o Add shipping and handling in Shipping Field
- e) Click Calculate and confirm total and GST
- f) Check the box if you wish to be notified regarding your invoice status
- g) Click 'Submit'

General Info From

* Invoice # **A** ✓

* Invoice Date **B**

Payment Term 30

* Currency

Status Draft

Image Scan No file chosen **C**

Supplier Note

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

* Supplier

Supplier GST/HST ID

* Invoice From Address

* Remit-To Address

* Ship From Address

Lines ☐ Line Level Taxation

Type	Description	Qty	UOM	Price	
1	Gloves	<input type="text" value="1"/>	Each	<input type="text" value="33.25"/>	33.25 <input type="button" value="X"/>

PO Line Contract Period Supplier Part Number

D

Totals & Taxes

Shipping **D**

GST %

Total GST	100.00
Net Total	2,000.00
Total	2,100.00

F Email me status updates for invoices I create this way ✓

E
 G

ONE-TIME SET-UP ONLY:

The first time you create an Invoice from the PO email you need to create an address.

A dialog box titled "Choose Invoice From Address" with a close button (X) in the top right corner. The text inside reads: "No Invoice From Addresses to choose from. To add a new address click Create New Remit-To." At the bottom, there are two buttons: "Cancel" and "Create New Remit-To".

Enter the Required Fields:

A form titled "Enter a new address" with a close button (X) in the top right corner. The text reads: "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." The form is divided into "Company Information" and "Address" sections. Under "Company Information", there is a "Supplier" dropdown menu, a "Country/Region" dropdown menu (set to "Canada"), and a "Registered company legal name" text input field. Under "Address", there is a "Remit To Name" text input field, "Line 1", "Line 2", "City", "State" (dropdown menu), "Postal Code", and "Preferred Language" (dropdown menu, set to "English (Canada)").

The "Tax Registration" section includes a "Tax Country/Region" dropdown menu (set to "Canada") and a "Tax ID" text input field. Below this is a checkbox labeled "Not For Cross-Border Invoices". The "Banking Information" section is highlighted with a red box and has a large red 'X' over it. It contains a note: "NOTE: Banking information is required for compliant invoicing when indicated (with a '*'). Otherwise, banking info here is not required and will remain private." Below the note are input fields for "Bank Name:", "Beneficiary Name:", "Bank Account Number:", "Transit Code Type:", "Transit Code:", "IBAN:", and "SWIFT Code:". At the bottom of the form are "Cancel" and "Create and Use" buttons.

Tax ID is a mandatory field enter your Tax ID # here.
If you do not have a Tax ID Number enter 999999999

Important Note:

Remit to Address or Banking Information entered here is not transmitted to the University of Alberta

For changes to a remit-to address, EFT or payment information, please click [here](#) to access the required form.