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.coupahost.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.

    a) Enter the invoice number
    b) Enter Invoice date
    c) 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:
  ○ You can edit qty or pricing for your invoice for partial invoicing
  ○ You can click on X for partial invoice or deleting lines
  ○ Do not add lines, this is not supported
  ○ 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

* Invoice #   test invoice   A ✓

* Invoice Date   08/26/22 📅 B

Payment Term   30

* Currency   USD ⌄

Status   Draft

Image Scan   Choose File | No file chosen   C

Supplier Note

Attachments   Add File | URL | Text

From

* Supplier

Supplier GST/HST ID   999999999 ⌄

* Invoice From Address   🔍

* Remit-To Address   🔍

* Ship From Address   🔍

Lines

☐ Line Level Taxation

1	Type	Description	Qty (D)	UOM	Price (D)	
	🛒	Gloves	1	Each	33.25	33.25 ✗ (D)

PO Line   🔍 Clear   Contract   Period ⌄   Supplier Part Number   4703(QI)

➕ Add Line D ➕ Pick lines from Contract

Totals & Taxes

Shipping   D   [   ]

GST   CA: GST - GS⌄   5.000 %   100.000
➕

Total GST   100.00

Net Total   2,000.00

Total   **2,100.00**

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

Delete   Cancel   Save as Draft   Calculate (E)   Submit (G)

ONE-TIME SET-UP ONLY:

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

Enter the Required Fields:

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.