



wintershall dea

HOW TO USE SUPPLIER ACTIONABLE NOTIFICATIONS (SAN)

# COUPA SUPPLIER PORTAL (CSP) USER GUIDE

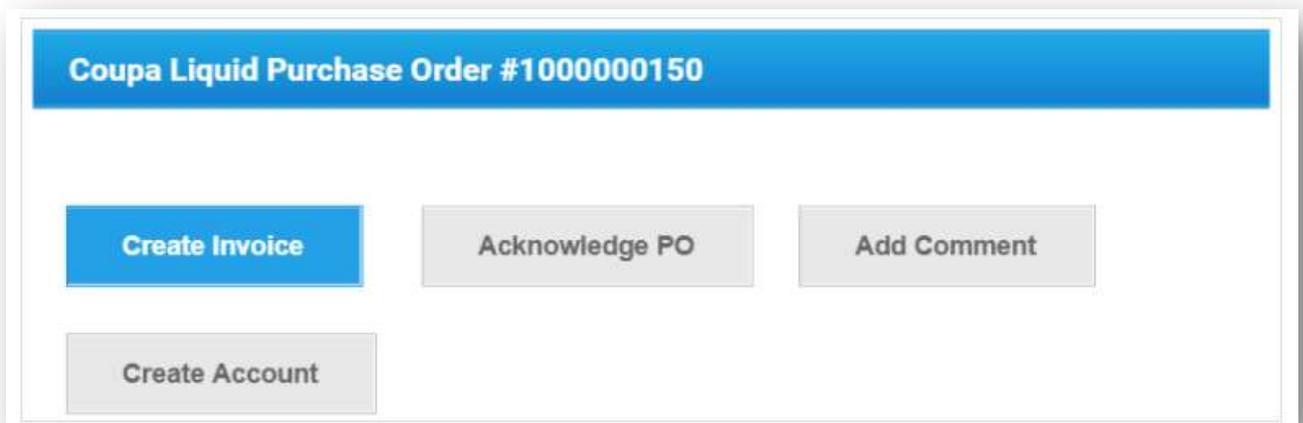
Version 1.0 (December 2021)

## HOW TO USE SUPPLIER ACTIONABLE NOTIFICATIONS (SAN)

Supplier Actionable Notifications (SAN) allows you to act on POs directly from email notifications for POs created in Coupa, having the options to acknowledge, create an invoice from, or add a comment to a PO, or create a CSP account if you want to take advantage of the benefits of working with your customers through the CSP.

**Note: Suppliers that are already registered for the CSP can also take advantage of SAN.**

You receive a SAN notification with action buttons and can create an invoice ("Create Invoice") from or add a comment to the PO ("Add Comment"), acknowledge the receipt of the PO ("Acknowledge PO"), or create a CSP account ("Create Account") by clicking on the relevant button.



When clicking the "Create Invoice" button, you are prompted to add an invoice from address. If you do not have a legal entity, you need to add one by clicking on the Add New link or on the  icon.

You are guided through creating your legal entity. The selected or newly created legal entity is added to your invoice.

**For detailed instructions on how to add legal entities and remit to addresses, please refer to the "How to Set Up Legal Entities" guide on the Wintershall Dea Supply Chain webpage.**

Choose Invoicing Details

\* Legal Entity Legal Entity 1 + Add New

Invoice From Success Street  
Customer City, 12345  
United States  
United States

\* Remit-To Select + Add New

\* Ship From Address Select + Add New

Cancel

On the Create Invoice page, fill in at least the mandatory fields (marked with a red asterisk) in your invoice. Some of the fields are pre-populated with information from the PO.

Fill in at least the mandatory fields (marked with a red asterisk). You can **create or choose an invoice from, a remit-to, and/or a ship from address by clicking on the corresponding Search (magnifying glass) icon in the From section**. You are guided through creating your legal entity.

You can also attach files to an invoice using Image Scan. One attachment can be up to 100 MB, but for performance reasons, consider limiting the attachment size to 16 MB or so. Image attachments on invoices must be of the following types: PNG, GIF, JPG, JPEG, PJPEG, TIFF, or PDF.

## Create Invoice Create

### General Info

\* Invoice #

\* Invoice Date  BACK

Payment Term  Accelerate Payment

\* Currency

Delivery Number

Status

Shipping Term

Image Scan Browse... No file selected.

Supplier Note

\* Attachments ? + Add File | URL | Text

Discount Amount

Payment Order Reference

### From

\* Supplier

Supplier Tax ID

\* Invoice From Address  123 Success Ave  
Results City, XY 99999  
United States

\* Remit To Address  123 Success Ave  
Results City, XY 99999  
United States

\* Ship From Address  123 Success Ave  
Results City, XY 99999  
United States

### To

Customer

\* Bill To Address

Buyer Tax ID

Ship To Address

### Lines Line Level Taxation

+ Add Line

	Subtotal	0.00
	Shipping	<input type="text"/>
Tax Description (Shipping)	<input type="text"/> <input type="text"/>	0.000
	Handling	<input type="text"/>
Tax Description (Handling)	<input type="text"/> <input type="text"/>	0.000
	Misc	<input type="text"/>
Tax Description (Misc)	<input type="text"/> <input type="text"/>	0.000
Tax Description	<input type="text"/> <input type="text"/>	0.000 <span style="color: green; font-weight: bold;">+</span>
	Total Tax	0.00
	<b>Total</b>	<b>0.00</b>

Delete
Cancel
Save as draft
Calculate
Submit

### Comments

Add Comment

In the Subtotal section, you can enter values and select tax rates for shipping, handling, and miscellaneous costs.

Applicable tax rates are determined by the tax code on the invoice. The tax rate is a government-regulated rate to be paid to the tax authorities as part of the sale and it is shown as a percentage. It applies to all commodities sold in a specified geographical area.

Total Taxes	
Lines Net Total	10.00
Lines Tax Totals	0
Shipping	
Shipping	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
Handling	
Handling	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
Misc	
Misc	<input type="text"/>
Tax	<input type="text"/> % <input type="text"/> 0.000
Tax Reference	<input type="text"/> Enter a tax reason description.
Total Tax	0.00
Net Total	10.00
<b>Total</b>	<b>10.00</b>

Clicking **Calculate** will give you the gross total amount considering the tax values.

You can add invoice lines to your invoice by clicking on the Add Line link or the Add (+) icon next to it.

[https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

## IMPRINT

### Wintershall Dea AG

Supply Chain WD5/P  
 Ueberseering 40  
 D-22297 Hamburg

Email: [SupplierSupport@wintershalldea.com](mailto:SupplierSupport@wintershalldea.com)