

Air Liquide Coupa Supplier Portal (CSP)

Using Coupa

HOW TO CREATE AND UPLOAD AN INVOICE VIA THE CSP

WHAT'S COVERED IN THIS GUIDE?

Using Coupa:

- How to Create and Upload an Invoice via the Coupa Supplier Portal (CSP).



You must be registered on the Coupa Supplier Portal (CSP) to generate invoices using this method. Refer to the 'How to Create Your Coupa Account and Set Up Your Profile' User Guide for registration instructions.

All invoices MUST reference the Purchase Order Number issued by Air Liquide, prior to supplying products and services.

INVOICING VIA THE COUPA SUPPLIER PORTAL (CSP)

LOCATING THE PURCHASE ORDER

Using the CSP, you can create an invoice using the PO Flip method.

1. Select 'Invoices' on the top menu bar.
2. Select 'Create Invoice from PO'.
3. Locate the Purchase Order you wish to invoice against from the list.
4. Select the Gold Coin Stack. *Hovering your cursor over the Gold Coin Stack will display the 'Create Invoice' option. Note: The Red Stack is for creating a Credit Note.*

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	11/27/23	Draft	AUJALA00077056	10.00 AUD	No		
SO0273352	03/02/23	Pending Approval	AUJALA00074635	1,992.34 AUD	No		
SO02326327	08/24/20	Approved	AUJALA00060464	2,188.71 AUD	No		

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Action
AUJALA00077056	11/27/23	Issued	None	Test CSP Order	No	10.00 AUD		
AUJALA00076954	11/17/23	Issued	None	IM - NSW LIN	No			Accept PO #AUJALA00077056 and Create Invoice
AUJALA00076014	07/05/23	Issued	None	IM - NSW LIN	No	900,000.00 AUD		Create Invoice

CREATING AN INVOICE

1. Enter your Invoice Number.
2. Enter the Invoice Date.
3. Attach an Invoice or Statement which details the Products and/or services purchased.
Note: You can also add any notes here about the delivery, and attach additional supporting files.

Create Invoice Create

Select Customer: Air Liquide

General Info

- Invoice #: [Red Box]
- Invoice Date: 11/28/23 [Red Box]
- Payment Term: 30 DAYS EOM
- Date of Supply: 11/28/23
- Currency: AUD
- Delivery Number: []
- Status: Draft
- Image Scan: [Choose File] No file chosen [Red Box]
- Supplier Note: []
- Attachments: Add File | URL | Text

From

- Supplier: AU-COREGAS PTY LTD
- Supplier ABN: 41999323709
- Invoice From Address: Philpota Coory Consulting, 9 Ferryman's Ct, Helensvale, Gold Coast, QLD 4212, Australia
- Remit-To Address: Philpota Coory Consulting, 9 Ferryman's Ct, Helensvale, Gold Coast, QLD 4212, Australia
- Bank Name: Commonwealth Bank of Australia
- Beneficiary Name: Philpota Anne Coory
- Bank Account Number: ****2027
- SWIFT Code: ****AU29
- BIB: **2948
- Ship From Address: Philpota Coory Consulting, 9 Ferryman's Ct, Helensvale, Gold Coast, QLD 4212, Australia

To

- Customer: Air Liquide
- Bill To Address: Air Liquide Australia Limited, Level 12, 800 St Kilda Road, Melbourne, VIC 3004, Australia
- Business Registration Number: None
- Buyer ABN: 5704388782
- Ship to Address: 〒981-8555 舟車共済株式会社船橋市海濱口町4-3-23 船橋工場Amagasaki Minamitsukaguchi-cho 4-3-23 Amagasaki Factory Japan Location Code: JS01

THE LINES SECTION

4. The lines on the invoice will match the purchase order.
Delete any lines that you are not invoicing for.
5. Select the GST rate.
Do not select Exempt or Reverse Charge.

Lines

Type	Description	Price	GST Rate
PO Line	AUAL00077056-1	10.00	10.0%

Service/Time Sheet Line: None
Contract: []
Supplier Part Number: []

Tax Code and Tax Code Description: []
Extra Line Description: None
Billing: AU01010-98-0-ABXO-A0501-A85540099

Taxes: GST Rate: 10.0%, GST Amount: 0.00, Tax Reference: []

OTHER TOTALS & TAXES (eg. Shipping)

6. Add Shipping fee if applicable.
7. Select 'Calculate' to check the Gross Total matches your invoice total.
8. Select 'Submit' when complete.

Your invoice will be submitted to Air Liquide to process for payment.

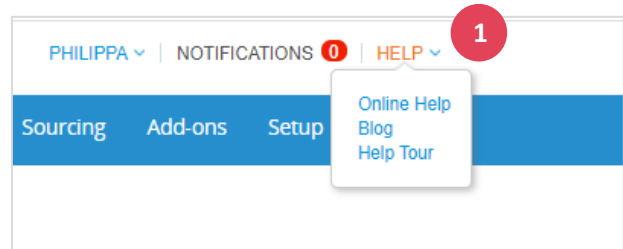
Totals & Taxes

Lines Net Total	10.00
Lines GST Totals	1.00
Shipping	[]
GST	0
Handling	[]
GST	0.000
Misc	[]
GST	0.000
Total GST	0.00
Net Total	60.00
Gross Total	66.00

Buttons: Delete, Cancel, Save as Draft, Calculate, Submit

WHERE TO GO IF YOU NEED HELP

1. Select the HELP menu on the CSP (located at the top right of screen).



OR

2. Email APAC PROC-COUPA SUPPORT: apacproc-coupa-support@airliquide.com