



Create an invoice from a PO

Supplier Instructions

GFSS Procurement – April 2026



Create an invoice from a PO

On the main menu, click on the **Orders** tab.

If you are connected to more than one Coupa customer, select IQVIA name from the **Select Customer** dropdown menu.

Please note that before creation first invoice, there needs to be set-up E-invoicing which includes set-up **Remit-To Address with your banking information**.

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Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

ABHAY LADDU C0000319

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Public Profile
<https://supplier-test.coupahost.com/suppliers/public/32104>

Merge Accounts

Latest Customers

IQVIA

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Orders Order Lines

Select Customer IQVIA

Configure PO Delivery

Purchase Orders

Instructions From Customer

Please make sure to "Acknowledge" your Purchase Order prior to creating an Invoice against the PO. Failure to acknowledge your PO, and/or failure to request an update to the PO by contacting the Requester, may result in delays to invoice processing & payment if the quantity, amount or price you are invoicing is higher than the Purchase Order.

Click the Action to Invoice from a Purchase Order

View Open Orders Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
998	07/30/19	Issued	None	test supplier 2 lines test supplier 2 lines_2	No	37,500.00 USD	
995	07/30/19	Issued	None	test supplier project	No	39,000.00 USD	



Create an invoice from a PO

Click on the **Create Invoice** (📄) icon for the PO in the **Purchase Orders** table.

or

Click on the **PO Number** link to open the purchase order and click on the **Create Invoice** button.

coupa supplier portal

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Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Orders Order Lines



Select Customer IQVIA [Configure PO Delivery](#)

Purchase Orders

Instructions From Customer

Please make sure to "Acknowledge" your Purchase Order prior to creating an Invoice against the PO. Failure to acknowledge your PO, and/or failure to request an update to the PO by contacting the Requester, may result in delays to invoice processing & payment if the quantity, amount or price you are invoicing is higher than the Purchase Order.

Click the 📄 Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
966	07/30/19	Issued	None	test supplier 2 lines test supplier 2 lines_2	No	37,569.00 USD	
965	07/30/19	Issued	None	test supplier project	No	39,000.00 USD	

Select Customer IQVIA [Configure PO Delivery](#)

Purchase Order #966

Status Issued - Sent via Email

Order Date 07/30/19
Revision Date 07/30/19
Requester Zuzana Tokolyiova
Email zuzana.tokolyiova@quintiles.com
Payment Term ZB05_N5
Attachments None
Acknowledged



Shipping

Ship-To Address 201 BROADWAY
CAMBRIDGE, MA 02139-1955
United States
Attn: Zuzana Tokolyiova

Terms None

Lines

Advanced Search Sort by Line Number: 0 - 0

Type	Item	Price	Total	Invoiced
	test supplier 2 lines	36,000.00	36,000.00	0.00
* Need By Part Number				
08/20/19 None				
	test supplier 2 lines_2	1,569.00	1,569.00	0.00
* Need By Part Number				
08/27/19 None				

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Total 37,569.00 USD

[Create Invoice](#) [Save](#) [Print View](#)

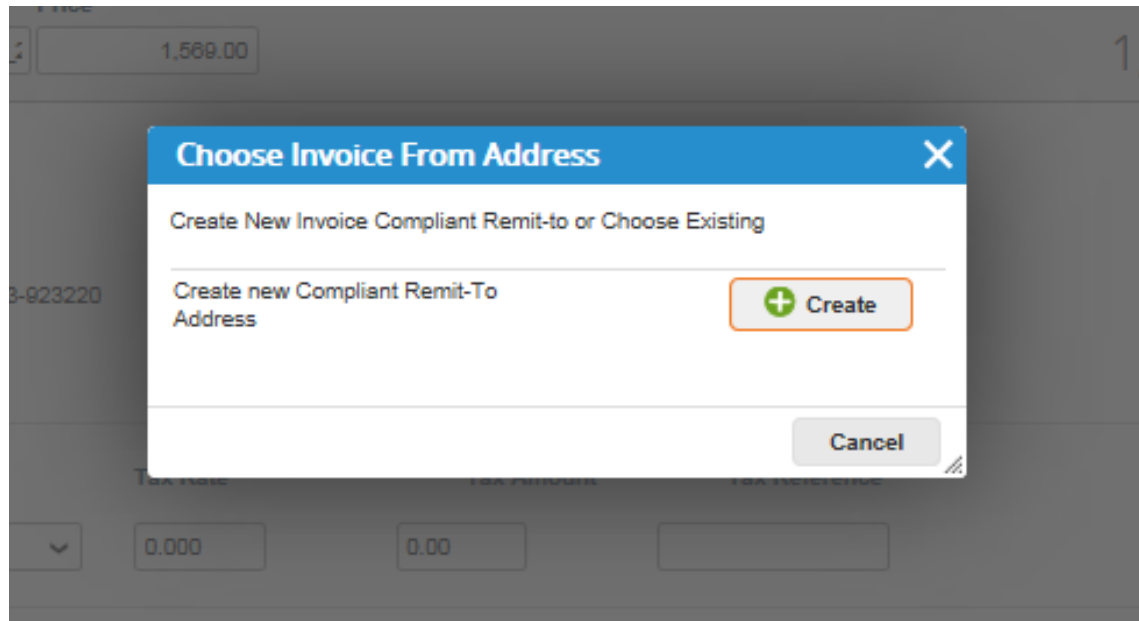
0 Comments



Create an invoice from a PO

Before first creation of invoice, you need to set up E-invoicing (especially remit to address and banking information, therefore when you click **Create invoice** button pop-up notification **Choose Invoice From Address** will appear.

If you have already created remit-to address, you will have the option to choose your existing Remit-to or create new one as it shows below:





Create an invoice from a PO

Fill in at least the mandatory fields (marked with a red asterisk *).

Invoice # - enter your specific invoice number

Invoice Date - enter the date from the invoice. Invoice date cannot exceed 10 days. Coupa calculates the Payment date based on the Payment terms.

Example: Invoice date 15th Jan.2020 + PT 30 days

Payment date will be 14th Feb 2020.

Payment Terms - depending on what you have agreed with the IQVIA


Currency - uneditable - if displayed currency is not correct, please contact requester directly as it is automatically created based on purchase order

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.



The screenshot shows the 'Create Invoice' page in the Coupa Supplier Portal. The page has a blue header with navigation links: Home, Profile, Orders (selected), Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin. Below the header is a sub-header with 'Orders' and 'Order Lines'. The main content area is titled 'Create Invoice' and includes a 'Select Customer' dropdown set to 'IQVIA' and a 'Configure PO Delivery' button. The form is divided into two main sections: 'General Info' and 'From'. The 'General Info' section contains fields for: Invoice # (NY111), Invoice Date (08/01/19), Payment Term (ZB05_N5), Currency (USD), Delivery Number, Status (Draft), Image Scan (with a 'Browse...' button), and Supplier Note. The 'From' section contains fields for: Supplier (ABHAY LADDU C0000319), Supplier Tax ID (15256853), Invoice From Address, Remit-To Address, and Ship From Address, all with search icons. Below the 'From' section is the 'To' section, which includes Customer (IQVIA), Bill To Address, Buyer Tax ID (None), and Ship To Address.



Create an invoice from a PO

- Select the line against which you would like to raise an invoice
- Remove rest of the lines by clicking red  icon available on the top right corner of all existing lines

Lines


Type	Description	Price	
	test supplier 2 lines	36,000.00	36,000.00 



PO Line: 066-1 Contract: Supplier Part Number:

Billing: QUBOS-54460-162-683-923220

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	0.000	0.00	<input type="text"/>

 Add Tag


Type	Description	Price	
	test supplier 2 lines_2	1,569.00	1,569.00  Delete line

PO Line: 066-2 Contract: Supplier Part Number:

Billing: QUBOS-53400-162-683-923220

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	0.000	0.00	<input type="text"/>

 Add Tag



Create an invoice from a PO

Change the **Price** box of the line if needed

Setup the tax rate by selecting it from the **Tax Description** sheet or typing Tax Rate manually in the **Tax rate box** - then the amount in the Tax amount box will be recalculated from the total amount

Lines

Type	Description	Price	
1	test supplier 2 lines	10,000.00	36,000.00

PO Line: 006-1
Contract: [dropdown]
Supplier Part Number: [input]

Billing: QUBOS-54450-162-683-923220

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
[dropdown]	0.00%		

Totals & Taxes

Lines Net Total	36,000.00
Lines Tax Totals	0.00

Lines

Type	Description	Price	
1	test supplier 2 lines	10,000.00	36,000.00

PO Line: 006-1
Contract: [dropdown]
Supplier Part Number: [input]

Billing: QUBOS-54450-162-683-923220

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
[dropdown]	10.00%	1,000.00	

Add Tag

Totals & Taxes

Please note, that the price should be always created with positive value, not negative. For negative, create **Credit note**.



Create an invoice from a PO

Add Shipping fees and Tax if required

There is a separate field for tax for the shipping fee if it's taxable.

Lines

Type	Description	Price	
1	test supplier 2 lines	10,000.00	36,000.00

PO Line: 999-1
Contract: [dropdown]
Supplier Part Number: [input]

Billing: QUBOS-54450-162-683-923220

Tax Description	Tax Rate	Tax Amount	Tax Reference
[dropdown]	10.000	1,000.00	[input]

+ Add Line

Totals & Taxes

Lines Net Total	36,000.00
Lines Tax Totals	0.00

Shipping: [input] 100

Tax: [dropdown] 5% [input] 5.00

Tax Reference: [input]

Misc: [input]

Tax: [dropdown] [input] % [input] 0.000

Tax Reference: [input]

Total Tax: 0.00
Net Total: 36,000.00
Total: 36,000.00

[Delete] [Cancel] [Save as Draft] [Calculate] [Submit]

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

Total Tax is Tax Amount + tax from shipping

Net Total is line item + shipping

Total line item + tax + shipping + tax for shipping

Lines

Type	Description	Price	
1	test supplier 2 lines	10,000.00	10,000.00

PO Line: 999-1
Contract: [dropdown]
Supplier Part Number: [input]

Billing: QUBOS-54450-162-683-923220

Tax Description	Tax Rate	Tax Amount	Tax Reference
[dropdown]	10.000	1,000.00	[input]

+ Add Line

Totals & Taxes

Lines Net Total	10,000.00
Lines Tax Totals	1,000.00

Shipping: [input] 100

Tax: [dropdown] 5% [input] 5.00

Tax Reference: [input]

Misc: [input]

Tax: [dropdown] [input] % [input] 0.000

Tax Reference: [input]

Total Tax	1,005.00
Net Total	10,100.00
Total	11,105.00

[Delete] [Cancel] [Save as Draft] [Calculate] [Submit]



Create an invoice from a PO

If filled out correctly, click **Submit** or **Save** it as a draft to submit it later. You can also add comments for IQVIA.

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	10.000	1,000.00	<input type="text"/>

[Add Tag](#)

[+ Add Line](#)

Totals & Taxes

Lines Net Total	10,000.00
Lines Tax Totals	1,000.00
Shipping <input type="text" value="100"/>	
Tax <input type="text" value="5 %"/>	5.00
Tax Reference	<input type="text" value="Enter a tax reason description."/>
Misc <input type="text"/>	
Tax <input type="text" value="0.000 %"/>	0.000
Tax Reference	<input type="text" value="Enter a tax reason description."/>
Total Tax	1,005.00
Net Total	10,100.00
Total	11,105.00

[Delete](#) [Cancel](#) [Save as Draft](#) [Calculate](#) [Submit](#)

Comments

[Add Comment](#)

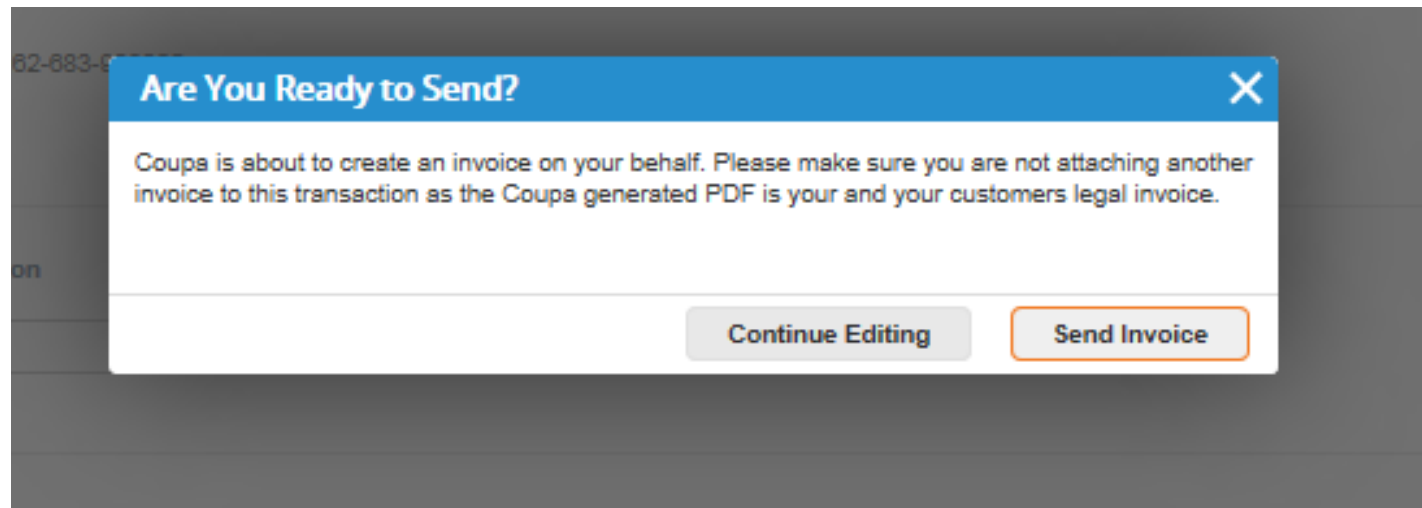


Create an invoice from a PO

First you will get a pop-up notification „ if you are ready to send your invoice“. There are following options:

Continue Editing – if you forgot to change anything, you can go back

Send Invoice





Create an invoice from a PO

The submitted invoice will have the status „**Processing**“. You can open your invoice again and doublecheck.

After you submit your Coupa invoices, invoices will be routed to the AP Team for review and approval. During this time, all invoices are visible just for the AP team. It is all that needs to be done. Based on agreed payment terms, you will receive payments subsequently. If there will be some issue with submitted invoice, you will receive notification saying your invoice was rejected because of some reason.

Select Customer: IQVIA Configure PO Delivery

Invoices

ABHAY LADDU C0000319 invoice #NY11 is processing ✕

Instructions From Customer
Please make sure to "Acknowledge" your Purchase Order prior to creating an Invoice against the PO. Failure to acknowledge your PO, and/or failure to request an update to the PO by contacting the Requester, may result in delays to invoice processing & payment if the quantity, amount or price you are invoicing is higher than the Purchase Order.

Create Invoices ⓘ

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
NY11	08/06/19	Processing	006	11,105.00 USD	No	
None	08/06/19	Draft	006	37,589.00 USD	No	
None	08/06/19	Draft	006	-11,000.00 USD	No	
NY111	08/05/19	Pending Approval	006	11,105.00 USD	No	

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NOTE: Before submitting the invoice, you can cancel or delete it. You can delete only draft invoices.



Create an invoice from a PO

Available funds on the PO

The **approved invoiced** amount will appear as a hyperlink on the right side of the PO line. To calculate the available funds, subtract the invoiced amount from the PO amount (Total), which is visible in the middle of the PO line.

Lines

Advanced Search Sort by Line Number: 0 → 9

1	Type	Item	Price	Total	Invoiced
		test supplier project	39,000.00	39,000.00	0.00

* Need By Part Number
08/21/19 None

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