



Coupa Supplier Portal





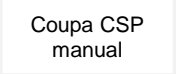
Sending of invoices

Content

The following pages explain, based on visual steps, how to send invoices to Renewi via the CSP. The table below indicates on which page you can find which information. In mid-2021, this document will be supplemented with an explanation of how to create an invoice based on a purchase order and on the basis of a contract.

Subject	Page
Create invoice –empty invoice	4 – 13
Status invoice	14 – 15
Create credit note	16 – 18

Legend and information

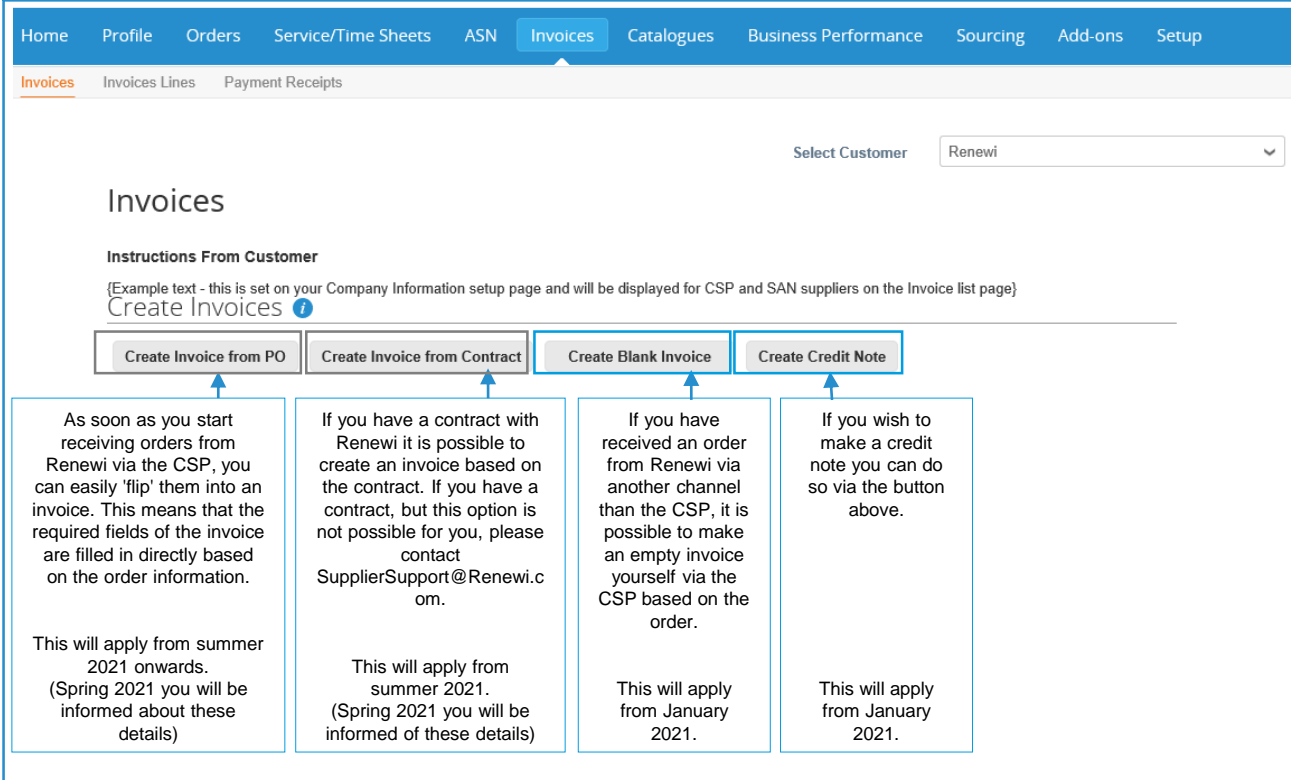
	Orange outline: enter your details
	Green outline: your details have already been entered based on previously entered data
	Blue outline: click on this "button" to continue
	A text field with a red asterisk (*) is required to be filled in
	Go to https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal Open the English or the French manual



Create invoice

Create invoice

It is up to you to determine on what basis you want to make up the invoice. The following pages show you how to create an invoice from a contract and how to create a blank invoice.



The screenshot shows the Renewi web interface. At the top is a navigation bar with links: Home, Profile, Orders, Service/Time Sheets, ASN, **Invoices**, Catalogues, Business Performance, Sourcing, Add-ons, Setup. Below this is a sub-navigation bar with: **Invoices**, Invoices Lines, Payment Receipts. On the right, there is a 'Select Customer' dropdown menu with 'Renewi' selected. The main heading is 'Invoices'. Below it is a section 'Instructions From Customer' with a placeholder text: '{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}'. Underneath is a link 'Create Invoices' with a help icon. A row of four buttons is shown: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. Below these buttons are four callout boxes with arrows pointing to the buttons:

- Create Invoice from PO:** As soon as you start receiving orders from Renewi via the CSP, you can easily 'flip' them into an invoice. This means that the required fields of the invoice are filled in directly based on the order information. This will apply from summer 2021 onwards. (Spring 2021 you will be informed about these details)
- Create Invoice from Contract:** If you have a contract with Renewi it is possible to create an invoice based on the contract. If you have a contract, but this option is not possible for you, please contact SupplierSupport@Renewi.com. This will apply from summer 2021. (Spring 2021 you will be informed of these details)
- Create Blank Invoice:** If you have received an order from Renewi via another channel than the CSP, it is possible to make an empty invoice yourself via the CSP based on the order. This will apply from January 2021.
- Create Credit Note:** If you wish to make a credit note you can do so via the button above. This will apply from January 2021.



Create Invoice – Blank Invoice

Create Invoice – Blank Invoice

It is possible that you want to create a blank invoice because you did not receive the order from Renewi via the CSP, but via another channel (eg E-mail). If this is the case, click on the "Create Blank Invoice" button. You may also have a contract with Renewi. The possibility to indicate this on the invoice will be discussed later.

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices 

Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Create Invoice – Blank Invoice

If you have multiple legal entities, you will be given the option to select the legal entity from which you want to create the invoice, this is required for the correct invoice details. By selecting the right legal entity, important invoice details are immediately entered for you. If this is not correct (eg regarding remittance address or shipping address), click on "new" to enter the correct information. Once all information is correct, click on the "Save" button.

Choose Invoicing Details ✕

* Legal Entity + Add New

* Remit-To

* Ship-From Address

Choose Invoicing Details ✕

* Legal Entity + Add New

Invoice From 1234
Tulpenstraat 1
1234AB Zonnebloem
Netherlands
Netherlands (NL123456789B55)

* Remit-To + Add New

* Ship-From Address + Add New

Cancel
Cancel
Save


Our compliant invoicing Terms of Use have been revised.
Please confirm that you have read and agree to the current [Terms of Use](#).
If you do not agree, you will not be able to send invoices to Coupa compliant customers.


I Accept

Create Invoice – Blank Invoice

At first you start by filling in the general invoice information. The fields marked with a red asterisk (*) are mandatory. Nevertheless, additional information will help to speed up the payment process. If it is possible for you to fill in non-mandatory fields, this is greatly appreciated. Unlike Create Invoice - From Contract, the "Contract" field is not an option.

Create Invoice Create

 General Info

<p>* Invoice # <input style="border: 1px solid #FFD700;" type="text"/></p>	→	The invoice number must be identical.
<p>* Invoice Date <input style="border: 1px solid #FFD700;" type="text" value="11/01/2021"/></p>		
<p>Payment Term None</p>		
<p>Date of Supply <input style="border: 1px solid #FFD700;" type="text" value="14/01/2021"/></p>	→	Filling in the delivery date is optional, but highly appreciated.
<p>* Currency EUR</p>		
<p>Delivery Number <input type="text"/></p>	→	Filling in the delivery number is optional, but highly appreciated.
<p>Status Draft</p>		
<p>Image Scan <input style="border: 1px solid #FFD700;" type="text" value="Browse..."/></p>	→	If you wish to add an image to the invoice, you can do so by clicking on 'Choose file'.
<p>Supplier Note <input type="text"/></p>		
<p>Attachments  <input style="border: 1px solid #FFD700;" type="text" value="Add File URL Text"/></p>	→	If you want to add an attachment, for example the order you received from Renewi, you can do so by clicking on 'File'.
<p>Discount Amount <input type="text"/></p>		
<p>Cash Accounting Scheme <input type="text"/></p>		
<p>Margin Scheme <input type="text"/></p>		

Create Invoice – Blank Invoice

At the right side of the General invoice information, you will find information about your data ("From"). These are filled in by default based on your profile, but it is good to do a double check. If the invoice address, remit to address and / or shipping address are not correct, you can select the correct address by clicking on the magnifying glass. When you scroll down it is possible to fill in the information of the person, and the address, where the order should be sent ("To").

From

* Supplier

* Supplier VAT ID

* Invoice-From Address

* Remit-To Address

Bank Name: ING

Beneficiary Name: Flowers 321 B.V.

IBAN: *****2580

SWIFT Code: ****DE56

* Ship-From Address

To

Customer Renewi

* Bill-To Address

* Buyer VAT ID

* Ship To Address

IBAN None

Requester Email

Requester Name

This field will be empty. Click on the magnifying glass to select the correct customer address.

This field will be empty. Click on the arrow to select the correct VAT number of the customer.

This field will be empty. Click on the magnifying glass to select the correct ship to address.

No mandatory fields, but is highly appreciated when filled in:

- E-mail address of the person from whom you received the order
- Name of the person from whom you received the order

Create Invoice – Blank Invoice

Once the "General Information", "From" and "To" fields are correctly filled in, you can scroll down to enter the order details on the invoice. Once you have correctly filled in at least the fields with the orange outline (7), click "Calculate" (8). Via this button the financial data on the invoice is visible and the VAT is correctly passed on (9). As soon as this is visible, click on "Send" (10) to send the invoice to Renewi so that the payment can be made.

(7)

Lines

Type	Description	Qty	UOM	Price
Qty	bouquet of flowers	1.000	Each/Stuk/Pi	15.00

0.00

PO Line: None

Contract: Flowers CSP Demo

Supplier part number: []

Net price

Taxes

VAT Rate	VAT Amount	Tax Reference
21.0%	3.15	[]

If there is a contract with Renewi, select the contract to which the invoice applies.

Total Taxes

Lines Net Total	15.00
Lines VAT Totals	0.00
Shipping	[]
VAT	21.0% 0.00
Tax Reference	Enter a tax reason description.
Total VAT	0.00
Net Total	15.00
Gross Total	15.00

(8)

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

(9)

15.00
3.15
0.00
18.15

Calculate Submit

(10)

Lines

Type	Description	Qty	UOM	Price
Qty	bouquet of flowers	1.000	Each/Stuk/Pi	15.00

(9) 15.00

Send invoice – from contract

As soon as all data on the invoice has been entered correctly and you have clicked "Send" in the previous screen, the screen below will appear. When you click on "Send invoice" the invoice will be sent to Renewi. You will be directly redirected to the CSP invoice page. Here you can see the status of your invoice, in this case "Processing".

Are you ready to send? ✕

Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

Continue Editing

Send Invoice

Invoices

Flowers 321 BV- CSP Demo invoice #4321 is processing ✕

Instructions From Customer

(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page)

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 #	Gross Total	Unanswered Comments	Dispute reason	Actions
4321	12/01/2021	Processing	None	24.20 EUR	No		



Invoice status

Invoice status

To view the status of your invoices, click on "Invoices" in the blue bar. This is the page where you can see an overview of all your sent invoices and from where you can create new invoices. The status is visible in the 3rd column under "Status". If you want to have insight into the details of the invoice, you can click on the blue invoice number in the 1st column.

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices 

Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
4321	12/01/2021	Processing	None	24.20 EUR	No		
1234	11/01/2021	Pending Approval	None	18.15 EUR	No		

If you want to filter invoices by specific characteristics (e.g., overdue invoices, payment details, etc.), you can do this by clicking on the arrow in the "display" text field.

If you are looking for a specific invoice in your overview, you can find it by entering characteristics of the invoice in the search bar.




Create credit note

Create credit note

If it is necessary to create a credit note, click "Create credit note" in the "Invoices" screen. In the next screen you can indicate the reason for your credit note. For example "Resolve issue for invoice number" (because there is a problem with the invoice or shipped goods), select the invoice number for which you want to create the credit note from the drop-down. If you want to provide Renewi a rebate, select "Other". Once you have selected 1 of the 2 reasons, click "Continue".


Invoices

Instructions From Customer
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices 

Credit Note

If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer, please select other.

Reason Resolve issue for invoice number 

Other (e.g. rebate)

Create credit note

There are two options to correct the relevant invoice via a credit note. Choose one of the two options and then click "Create". In the next screen fill in the required fields (*) and then click on "Send credit note".

Credit Note ✕

How do you want to correct invoice "4321" ?

Completely cancel the invoice with a credit note i

Adjust invoice with a credit note i

Cancel Create

If you want to cancel the invoice completely with a credit note, choose the first option. Then click on "Create". In the next screen, fill in the required fields (including credit note number, possibly "Credit reason") and click on "Send credit note".

Credit Note ✕

How do you want to correct invoice "4321" ?

Completely cancel the invoice with a credit note i

Adjust invoice with a credit note i

Cancel Create

If you want to adjust the invoice with a credit note, choose the second option. Then click on "Create". In the next screen, fill in the required fields (including credit note number, possibly "Credit reason") and click on "Send credit note".