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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.

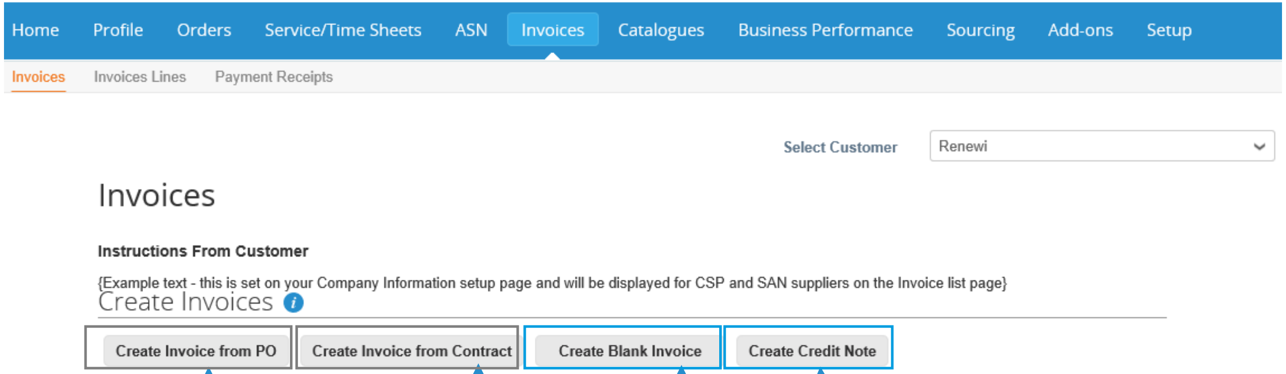
Legend and information

	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
Coupa CSP manual	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.



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)

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)

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.

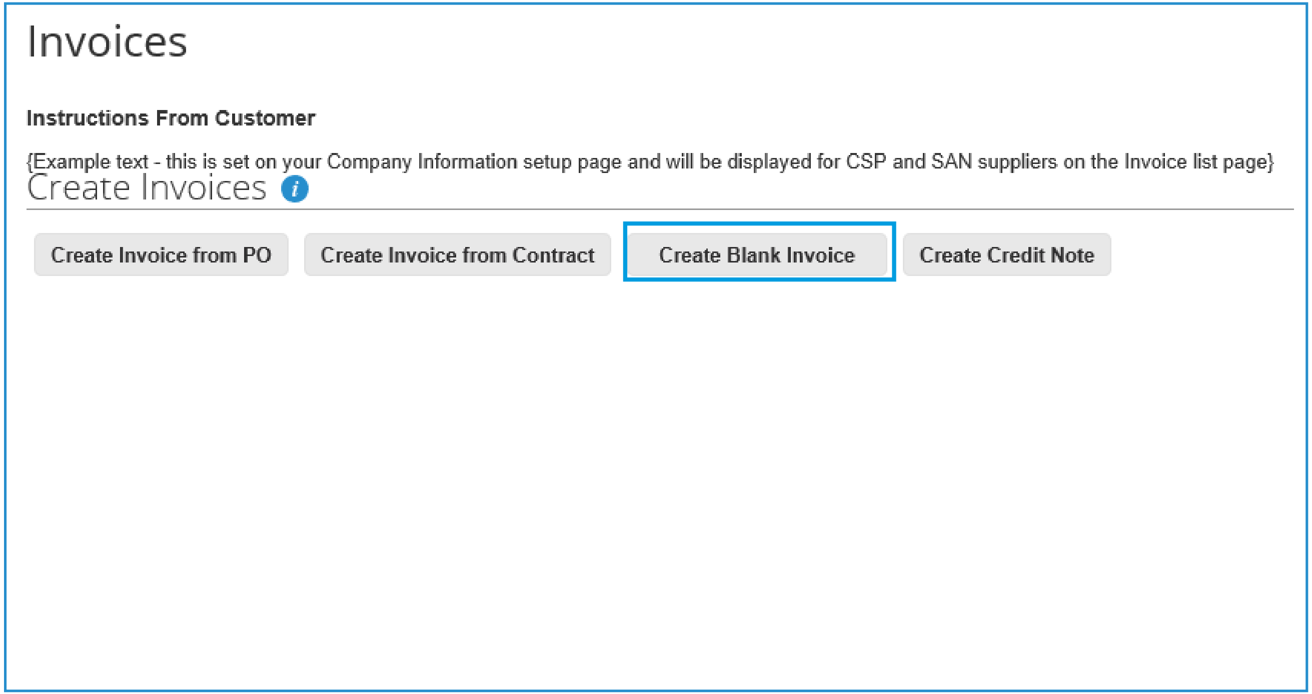
If you wish to make a credit note you can do so via the button above.

This will apply from January 2021.

Create Invoice – Blank Invoice

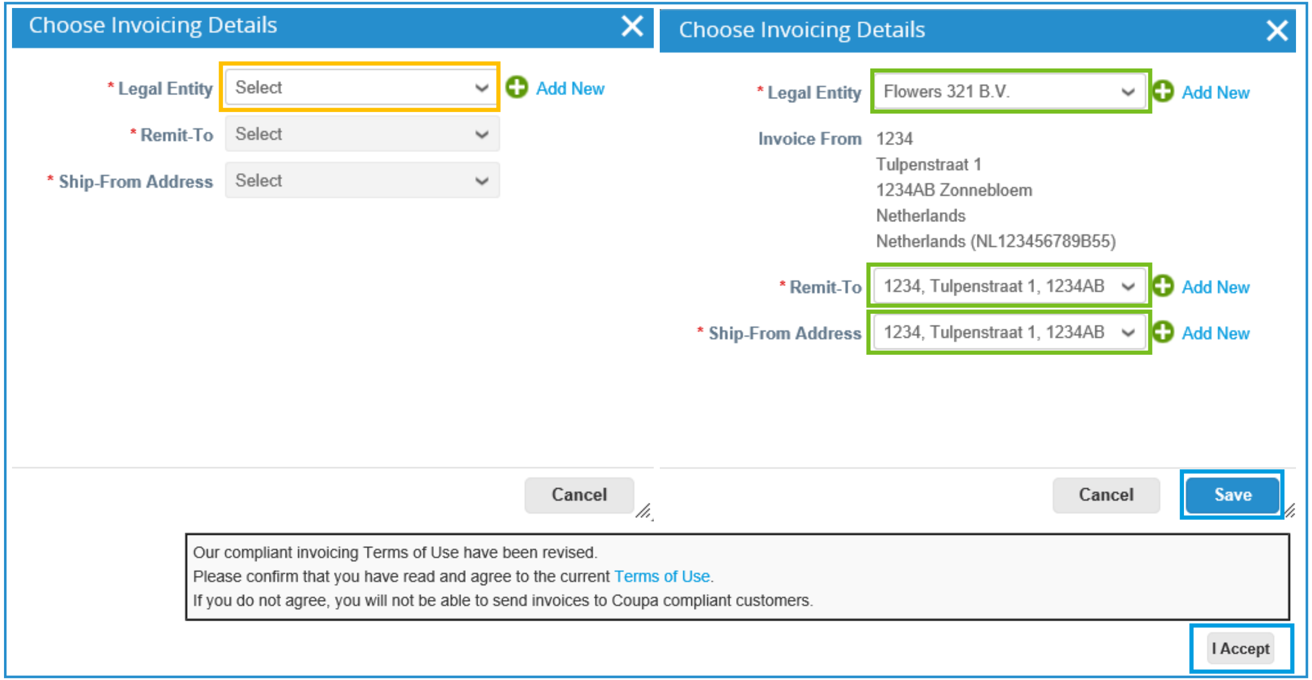
Create Invoice – Blank Invoice

It is possible that you want to create an 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.



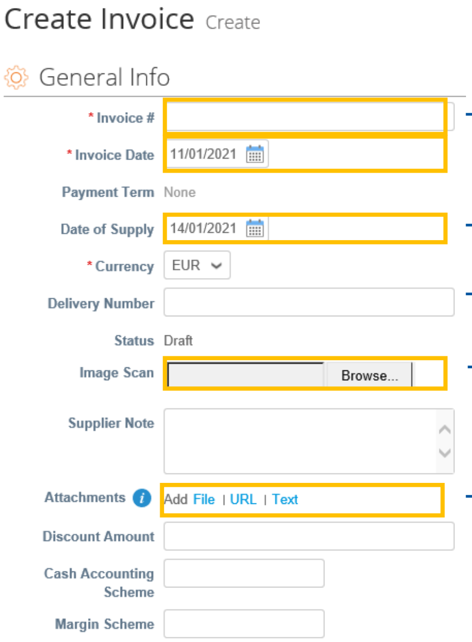
Create Invoice – Blank Invoice

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.



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.



The invoice number must be identical.

Filling in the delivery date is optional, but highly appreciated.

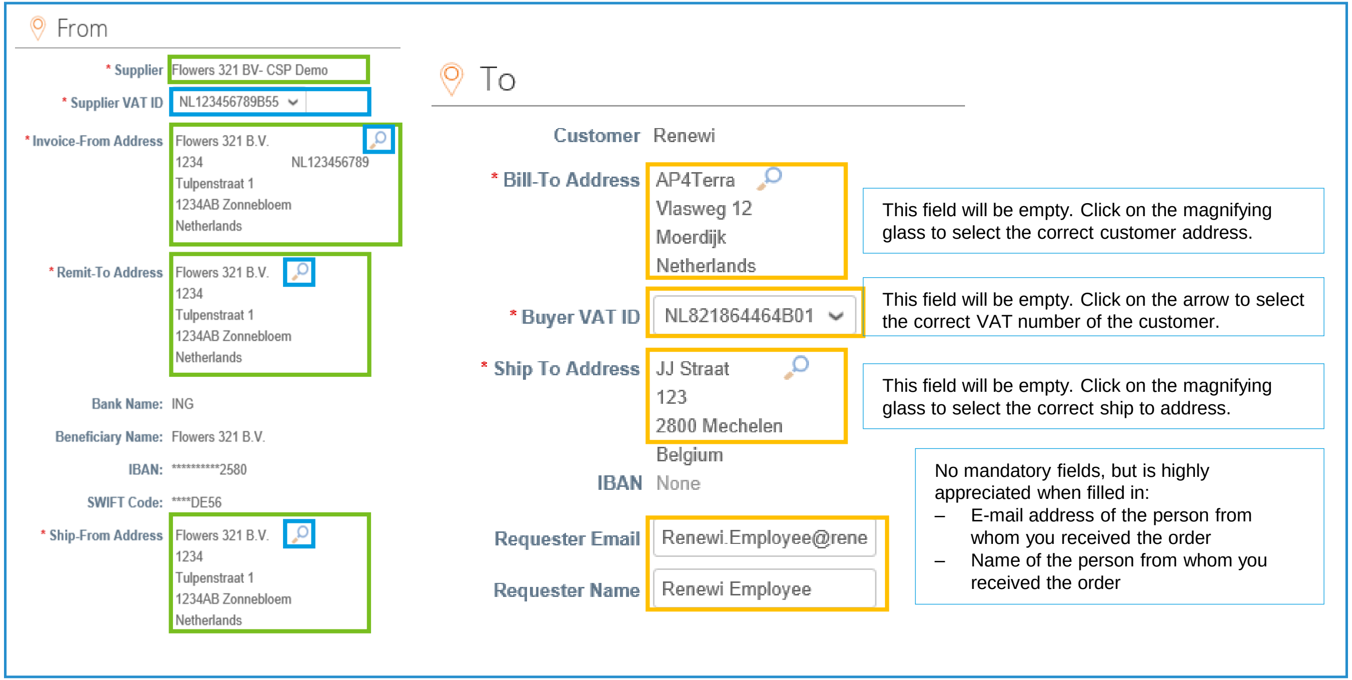
Filling in the delivery number is optional, but highly appreciated.

If you wish to add an image to the invoice, you can do so by clicking on ' Choose file'.

If you want to add an attachment, for example the order you received from Renewi, you can do so by clicking on 'File' .

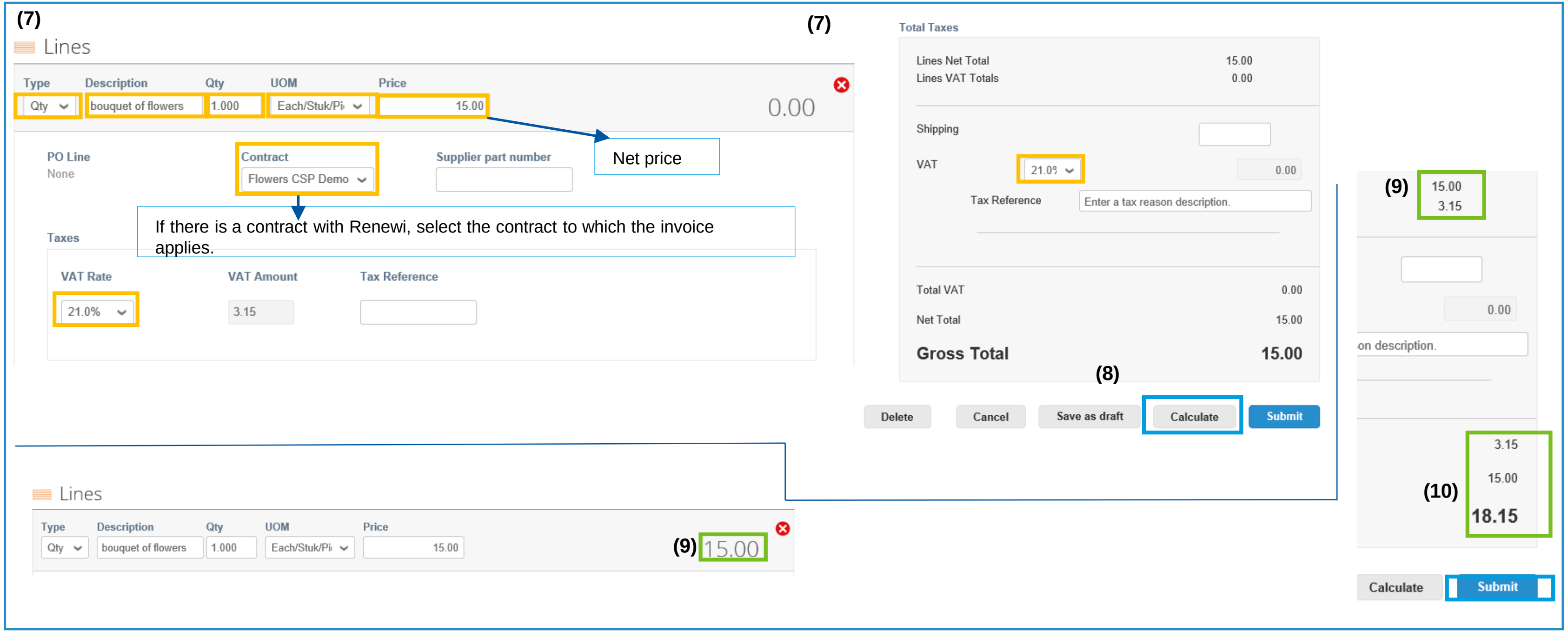
Create Invoice – Blank Invoice

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").



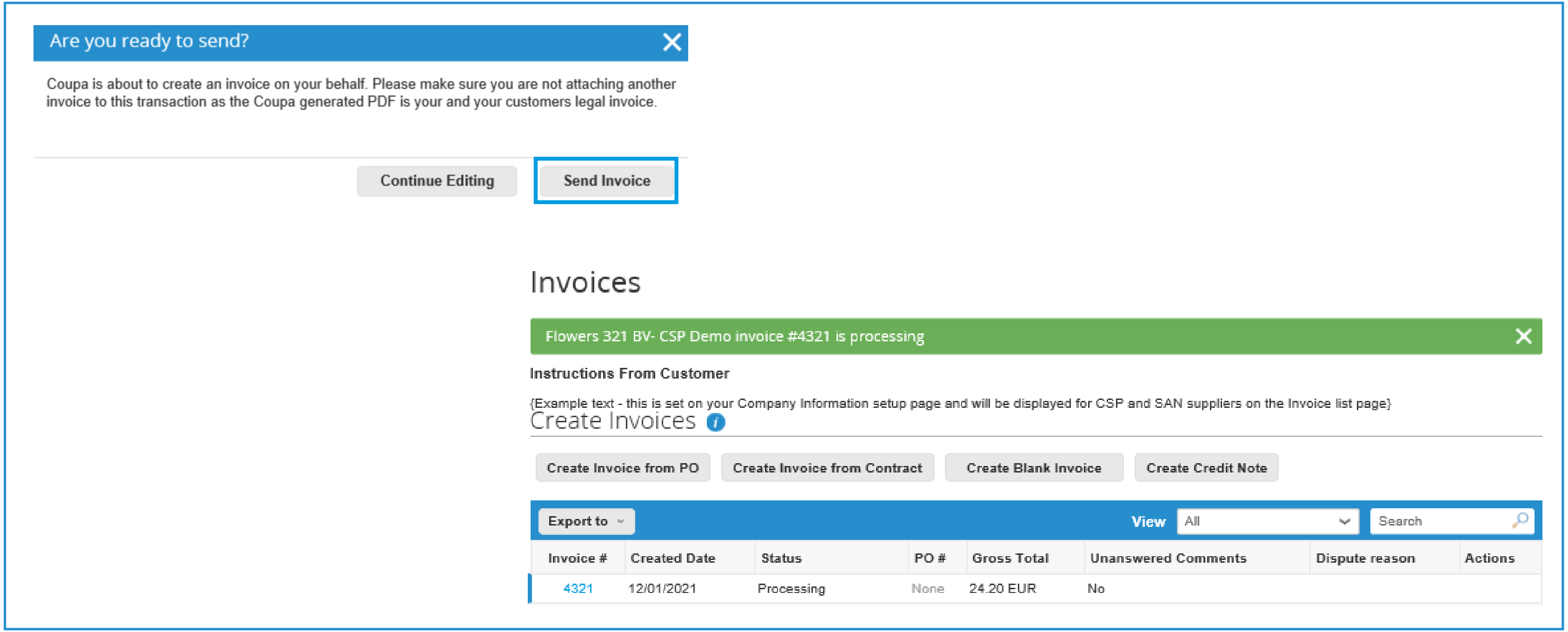
Create Invoice – Blank Invoice

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.



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".



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

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		
1234	11/01/2021	Pending Approval	None	18.15 EUR	No		

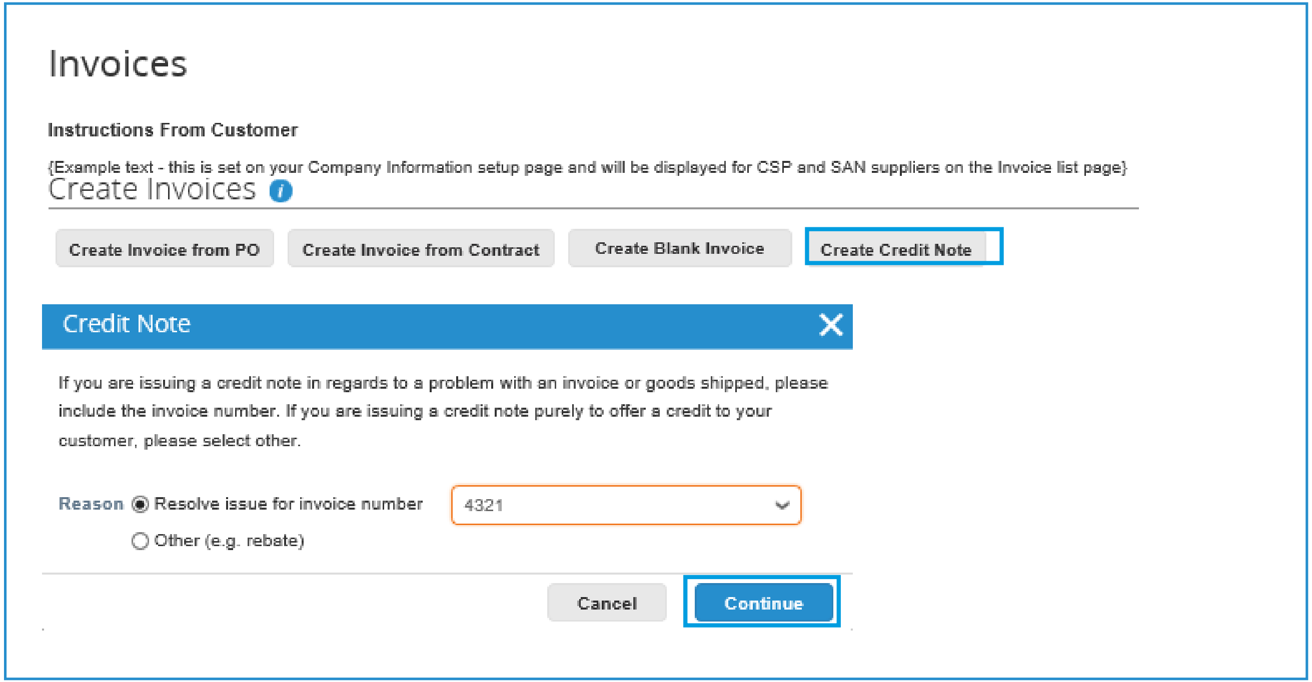
If you want to filter invoices by specific characteristics (e.g., overdue invoices, payment details, etc.), you can do this by clicking on the arrow in the "display" text field.

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

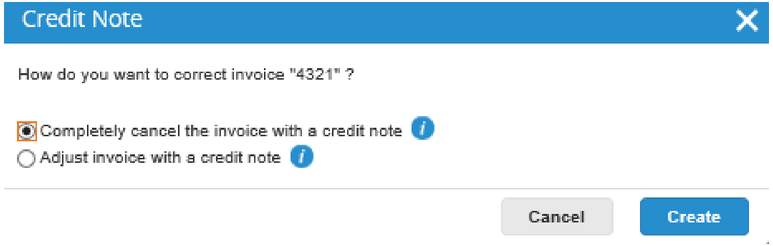
Create credit note

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".

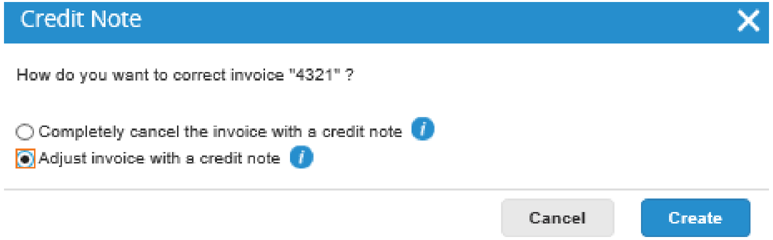


Create credit note

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".



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".



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".