Supplier Quick Reference Guide

Invoicing on the Coupa Supplier Portal (CSP)
From the blue navigation bar, located at the top of the screen, click on the “Orders” tab.

Log into the CSP via supplier.coupahost.com. If you have not yet received an invitation to join the CSP, please contact the ESM Operations Team.
Your recent purchase orders will be displayed. To flip a purchase order to an invoice, click on the gold coin stack. To issue a credit note, click on the red coin stack.

Enter the invoice number and invoice date. Under the “Attachments” field, upload a copy of the invoice you are submitting (Required). You can leave the “Image Scan” field blank.
Enter quantities, prices (for items), amounts (for services), shipping, handling, misc. fees, and tax. Click “Calculate” to update the total, then, click “Submit.”

You will receive a final prompt confirming the invoice amount. If the amount is correct, click “Send invoice.”