

Macquarie Group Supplier Guide to submitting invoices in Coupa



In order to benefit from a faster payment of your invoice, Suppliers should submit a valid electronic invoice into the Coupa system. Please follow the guidelines below to ensure you have submitted your invoice correctly.

Ensure you have a Purchase Order

Before commencing work with Macquarie please ask your Macquarie business contact to issue you with a PO. They will raise the PO in Coupa, and once approved, you will receive an email containing the PO details and PO number to be referenced on your valid invoice.

Note: The PO will be emailed to the email address on your supplier record. If you need to update your email, please contact Macquarie Vendor Support (vendor.support@macquarie.com).

Submitting electronic invoices in Coupa

Macquarie's preferred method for receiving invoices is by suppliers lodging electronic invoices directly into the Coupa Supplier Portal (**Coupa**). This enables us to facilitate faster invoice payments to our valued suppliers.

There are two options for submitting an electronic invoice in Coupa:

- 1) Submit your invoice in Coupa Supplier Portal (CSP) (requires registration and login/password and useful for suppliers who submit regular invoices to Macquarie); or
- 2) Create your invoice from the link in the PO email - By clicking on the "Create Invoice" link in the email you received when the Purchase Order (**PO**) was issued (no login/registration required and useful for suppliers submitting a small number of invoices).

Option 1: Submit your invoice in Coupa Supplier Portal (CSP)

Supplier benefits and registration process

Suppliers can register in CSP and link to Macquarie to submit their invoices directly in the portal. The benefits of registration include:

1. Visibility of all customer purchase orders issued to you;
2. Visibility of all invoices you have submitted to Macquarie, including the approval and payment status, payment amount, and payment reference number;
3. Ability to submit the invoices electronically, including ability to pre-populate critical information such as the correct Macquarie entity and address;
4. On average valid invoices submitted electronically through CSP are paid faster than invoices submitted via email.

Register in CSP

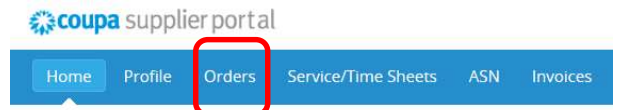
To register on CSP, simply:

1. Click the link you received in invitation email from Macquarie.
2. Follow the instructions from Coupa to complete registration.
3. Once registration is complete, save the Coupa link in your favourites.

If you haven't received an email from us, please reach out to Macquarie Vendor Support (vendor.support@macquarie.com) and let us know the email address of the user who will be submitting the invoices. We will re-send an invite to the user.

Submitting an invoice against a PO

1. On the CSP Home Page, click "Orders" tab.
2. The Purchase Orders page will open where you can select customers to view POs sent by a specific customer (in case you have more than 1 customers using Coupa).
3. Click the gold coins icon to start creating invoice against the desired PO (or red coins icon for Credit Note).



Select Customer

Purchase Orders

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
PO-00001088	06/12/18	Issued	None	Test PO Line CSP	No	10,000.00 AUD	 

Complete the Create Invoice page

4. Most of the fields on the invoice should be automatically populated based on values in Purchase Order. You will need to enter the Invoice Number and Invoice Date.


Tip: Please check the Invoice Date field as it is defaulted to today's date.

5. Complete the mandatory fields and upload a valid PDF Invoice copy in "Image Scan" field or in the "Attachments" field.
6. Attach supporting documents in the "Attachments" section.


Create Invoice Create

General Info

* Invoice #

* Invoice Date 

Payment Term 14DY

Date of Supply 


* Currency

Delivery Number

Status Draft

Image Scan

Supplier Note

Attachments  | |

Review/Update the section – ‘Invoice Lines’

7. Update the PO line values in section if it is a partial invoice (eg if you are not invoicing for the full PO amount).

Tip: The Description field will be pre-populated based on the purchase order details. If the invoice relates to a period of time, it is advantageous to reference the period in this field. For example, submitting an invoice for consulting fees could be “Jane Smith consulting fees for March 2021”.

8. Add tax details and ensure the details/values match with the invoice copy attached in the Image Scan section by clicking on “Calculate”.
9. Click “Submit” (or “Save” if you want to complete at a later date)

Invoice lines (Enter 'price' excluding tax)

Type	Description	Price	
	Test PO Line CSP	10,000.00	10,000.00

PO Line: PO-00001088-1
Contract: [Dropdown]
Supplier Part Number: [Input]
Commodity: IT | IT Services | IT Consulting - Time and Materials (GL:9033003140)
HSN Code: [Input]
Billing: MBSYD-T91AUBSSVMSYDSVMOP-9033003140

Taxes

GST Rate	GST Amount	Tax Reference
10.0%	1,000.00	[Input]

Subtotal: 10,000.00
Total GST: 0.00
Gross Total: 10,000.00

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

Frequently Asked Questions about using the Coupa Supplier Portal

Can I submit an invoice without a Macquarie PO?

No, to ensure invoices have the relevant pre-approvals all invoices being submitted in the CSP to be backed by a PO. The use of our PO is part of what helps speed up our payment to you.

How can I check the status of my invoices?

- You can review the status of each invoice you have submitted using Coupa in the ‘Invoices’ section by clicking on ‘Invoices’ tab
- This page will list each of your invoice with a real time status
- For paid invoices, payment details can be viewed by opening the invoice.

Can I provide additional supporting documents to support my invoice?

Additional supporting documents to support your invoice are encouraged to be provided as an attachment. You may also use the comments section at the bottom of the invoice to explain anything or reference attachments.

Do I need to attach my PDF invoice?

Yes. In most countries, the fields you are entering into Coupa become the tax compliant invoice and the PDF invoice is not mandatory, however, attaching your PDF invoice and any supporting documentation often makes the approval process easier and quicker.

Option 2: Create your invoice from the link in the PO email

Suppliers can submit an electronic invoice against a PO issued to them by Macquarie without having to join the CSP. The option will not require you to register with Coupa and you won't need to remember a login and password, which makes it ideal if you are only submitting occasional invoices to Macquarie.

While allowing for faster payment of your invoice, this option will not give you visibility of all your POs and invoices in one place and you won't be able to track status or payment information. If you have a PO covering a long service period of time, you will need to retain the emailed PO to click on the link each time you submit an invoice.

Get Started – Each PO Macquarie sends to you will have a 'Create Invoice' button. If you just see 'View Order' button on the email, you are already registered on CSP and should click on 'View Order' button to access your CSP account. You can submit electronic invoices using CSP too.

Creating an Invoice (also known as Supplier Actionable Notification (SAN))

1. On the PO email, click "Create Invoice" button as shown in screen. This opens up a new web page 'Create Invoice'
2. You may be asked to create a Remit-To address on this page (one time activity)

Macquarie Global Services (USA) LLC Purchase Order #PO-000001089

Create Invoice Acknowledge PO Add Comment

Choose Remit-To Address

No Remit-To addresses to choose from.

To add a new address click Create New Remit-To.

Cancel Create New Remit-To

Complete the Create Invoice page

Please refer to steps 4-8 above for completing the details of your invoice.

Create Invoice Create

General Info

* Invoice #

* Invoice Date 06/12/18

Payment Term 14DY

Date of Supply 06/12/18

* Currency AUD

Delivery Number

Status Draft

Image Scan Browse...

Supplier Note

Attachments Add File | URL | Text

From

* Supplier

* Supplier ABN

* Invoice From Address

* Remit-To Address

* Ship From Address

To

Customer

* Bill To Address