<u>Populate the PO Backed Coupa Bulk Upload File – Invoice Header</u>

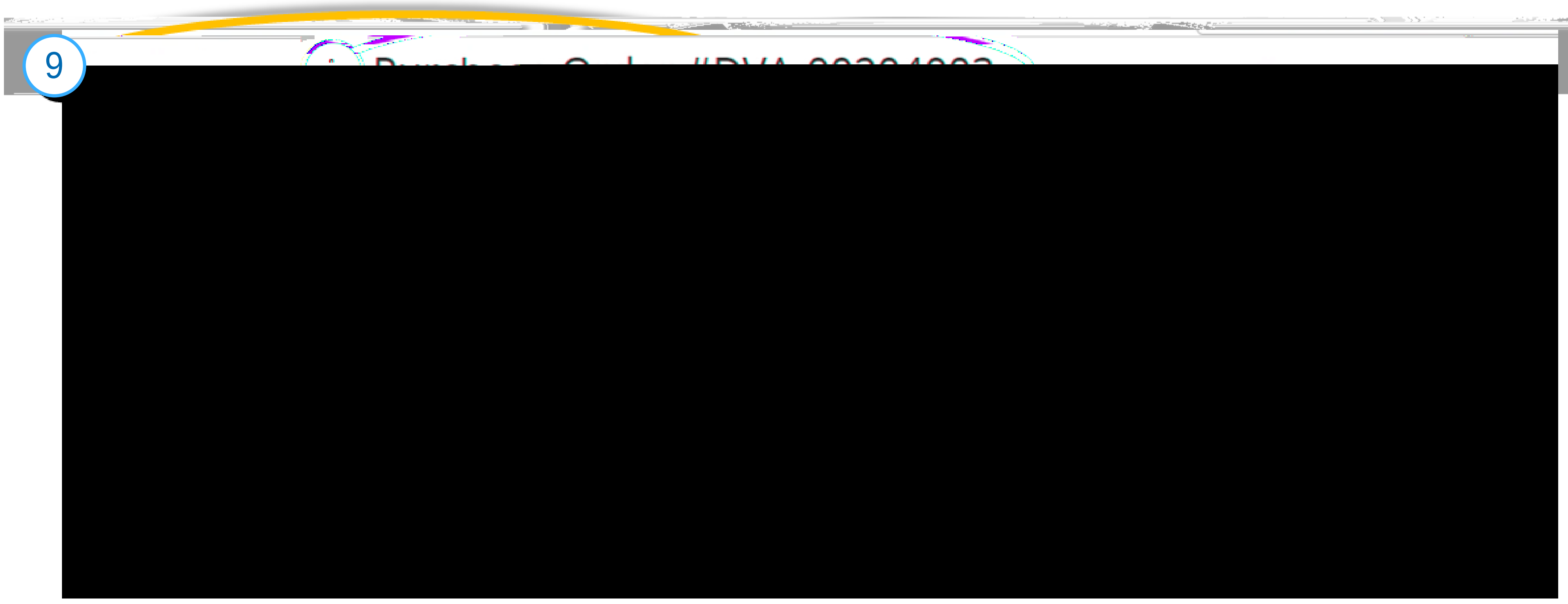
1.

Access the Purchase Order

PO Backed Coupa Bulk Upload File

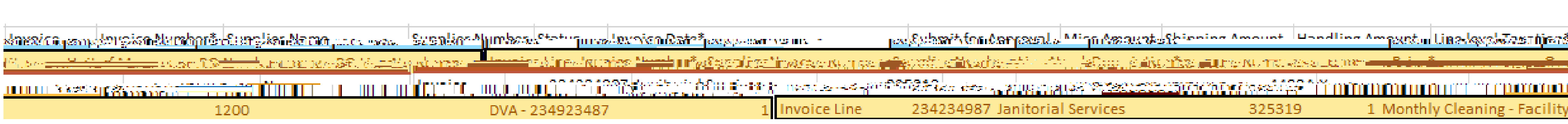
Populate the PO Backed Coupa Bulk Upload File – Invoice Line(s)

9. Copy the “PO Number” from the Purchase Order Header and apply to the invoice line



10. Copy the “PO Line Number” in which this invoice line is invoicing against and enter in “PO Line Number” field

11. DO NOT CHANGE THE VALUES IN THESE FIELDS: “Supplier Name,” “Supplier Number”



Adding Multiple Invoices to the PO Backed Coupa Bulk Upload File

1. To add multiple invoices to one PO Backed Bulk Upload File please follow this structure:
   a) Invoice Header 1
      1. Invoice Line 1
      2. Invoice Line 2
      3. Invoice Line 3
   b) Invoice Header 2
      1. Invoice Line 1
      2. Invoice Line 2
      3. Invoice Line 3
2. REMEMBER: Copy the following static values to their applicable lines to decrease processing errors for payment:
   a) Invoice Header: "Supplier Name", "Supplier Number", "Submit for Approval", "Line level Taxation", "Remit To Code"
   b) Invoice Line(s): "Supplier Name", "Supplier Number"
3. Here is a screenshot of what this would look like this wou lk b)c (r)3.7 (r)21.7 (o)2 (r)21.7 n6-1 (i)0.5 (c38.2 0