Transacting with KPMG using Supplier Actionable Notification (SAN/email)

Powered Procurement

KPMG

—

2019

Transactions in Coupa via email

Document Classification: KPMG Public
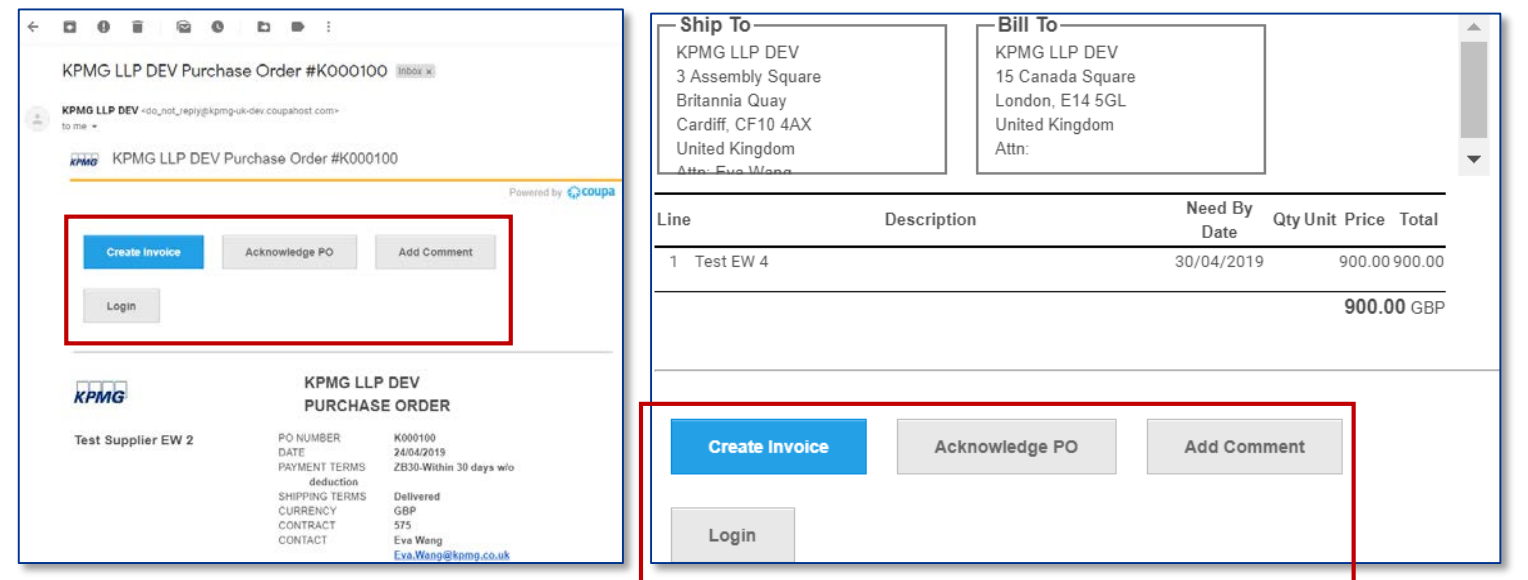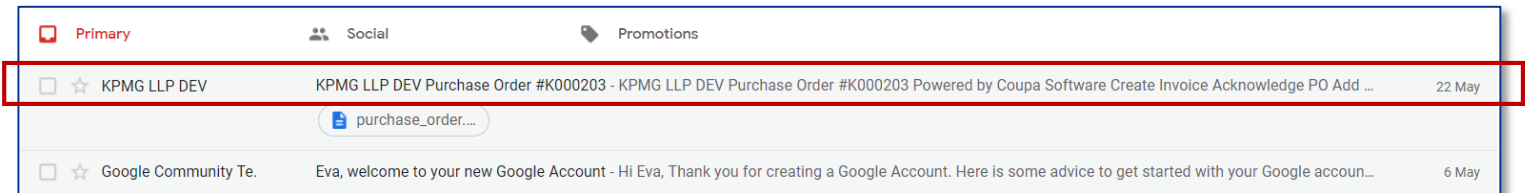
View, acknowledge and comment on a PO

After we set up your PO email address in Coupa, when a KPMG requestor orders something from you, a Purchase Order with Actionable buttons will be sent to your email address.

Click into it and you can see the actionable options at the top and bottom of the PO email.

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View a PO

	Test Supplier EW3		PO NUMBER	K000203
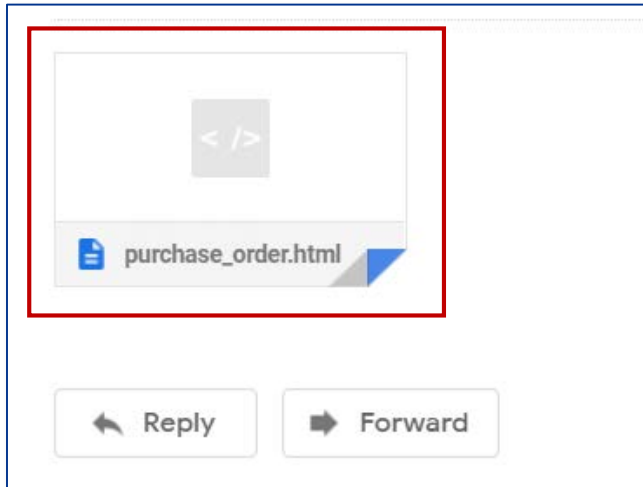
Test Supplier EW3

PO NUMBER	K000203
DATE	22/05/2019
SHIPPING TERMS	Delivered
CURRENCY	GBP
CONTRACT	
CONTACT	Rhys Eccles
	Rhys.Eccles@kpmg.co.uk

Ship To
KPMG LLP DEV
37 Albyn Place
Aberdeen, AB10 1JB
United Kingdom
Attn: Rhys Eccles

Bill To
KPMG LLP DEV
15 Canada Square
London, E14 5GL
United Kingdom
Attn:

This Purchase Order is issued by KPMG LLP ("KPMG"). Please quote the above Purchase Order number on all related correspondence, documentation and packaging.

All prices shown are net of VAT

Please refer to Terms and Conditions, Invoicing and other instructions below.

Line	Description	Qty	Unit	Price	Total
1	test ew item	1	Each	1,000.00	1,000.00
	24/05/2019				
					1,000.00 GBP

Partnership Reg. Name- KPMG LLP. Partnership Reg. Number- OC301540. Registered Address- 15 Canada Square,Canary Wharf,London,E14 5GL

This purchase order shall be subject to KPMG LLP terms and conditions of purchase for goods and services.Copy is available at XXXX

Terms and Conditions

Where a contract reference is shown above this Purchase Order shall be governed by the terms and conditions of the contract referenced.

Where no contract reference is shown above this Purchase Order shall be governed by the latest version of KPMG's Conditions of Purchase which can be downloaded from www.kpmg.co.uk and which the Supplier acknowledges it has read and accepted as a condition of providing the specified goods and/or services.

Invoicing Instructions

KPMG requires invoices to be submitted by one of the following methods:

(1) Supplier Actionable Notice (SAN), (2) Coupa Supplier Portal (CSP) or (3) cXML as agreed between the parties.

Invoices shall not be accepted by other methods or in other formats.

Invoices not showing KPMG's Purchase Order number may be held and/or returned to the Supplier.

Queries

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Acknowledge a PO

1. Click **Acknowledge PO** and a new internet page will open in your browser with the PO on it.

2. The **Acknowledged** check box will be checked after you click **Acknowledge PO** in your SAN email.

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Comment on a PO

1. After clicking **Add Comment** in the PO email, you will be directed to the bottom of the PO that is opened in a new internet page, where you can add a comment in the **Comment** box and click **Add Comment** to send to the requestor.
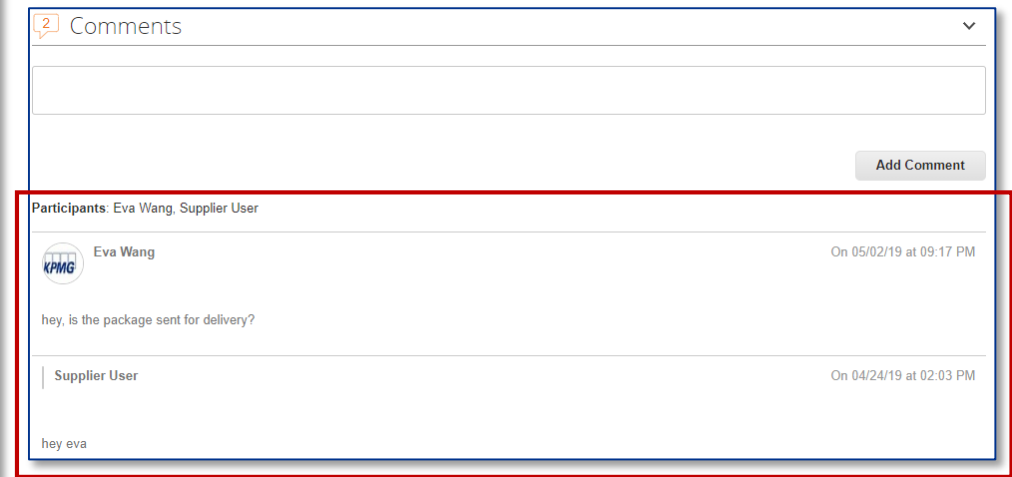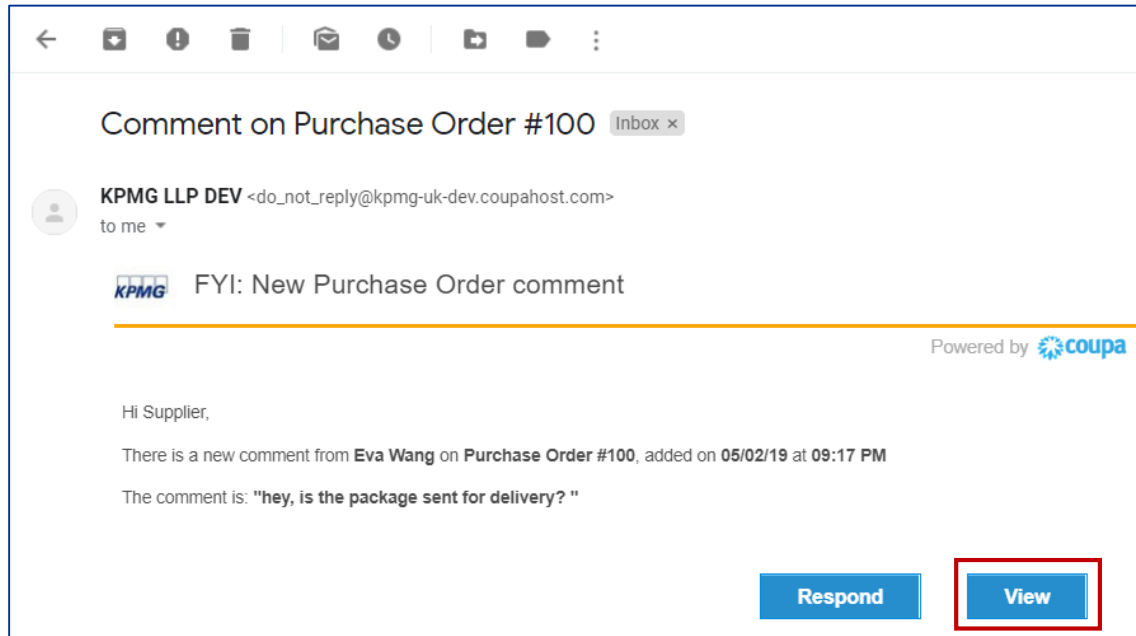

2. After the requestor replies, you will receive an email notification for the comment.

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Comment on a PO

Document Classification: KPMG Public

Comment on a PO

5. Click **Respond**. A new email will open in your email box allowing you to respond to KPMG LLP.

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Raising an invoice via email flip

1. Select and open the applicable Coupa PO notification email. Click **Create Invoice**.

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Raising an invoice via email flip

2a. A new tab on the invoice template with the PO information will open.

2b. If this is the first time you have used SAN to create an invoice, there will be a pop-up window which asks you to **Create New Remit-To**.

Click it and you can add **Invoice-From Address** information.

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Raising an invoice via email flip

2c. Complete the **Remit-To Address** information:
1. **Company Information**
2. **Address**
3. **Tax Registration**

Please **NOTE**:

Banking Information: Please DO NOT complete the banking information section. If you need to change your banking information please contact: **ukfmaccountspayable@kpmg.co.uk** and specify which Remit-To Address this relates to, if you hold multiple.

Please also DO NOT use new Remit-To Addresses before notifying KPMG LLP via **ukfmaccountspayable@kpmg.co.uk**, otherwise the invoice will be on-hold and the payment delayed.

Enter a new address

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

Company Information

Supplier	Test Supplier EW3
*Country	United Kingdom
*Type of Company	limited
Board of Directors	

Address

Remit to name	test 1st
*Line 1	test 1
Line 2	
*City	test 1
County	
*Postal Code	11 000

Cancel   Create and Use

Enter a new address

Tax Registration

Tax Country	United Kingdom - GB
*VAT ID	GB123456788
Not For Cross-Border Invoices	☐

Banking Information ✖

NOTE: Banking information is required for compliant invoicing when indicated (with a '*'). Otherwise, banking info here is not required and will remain private

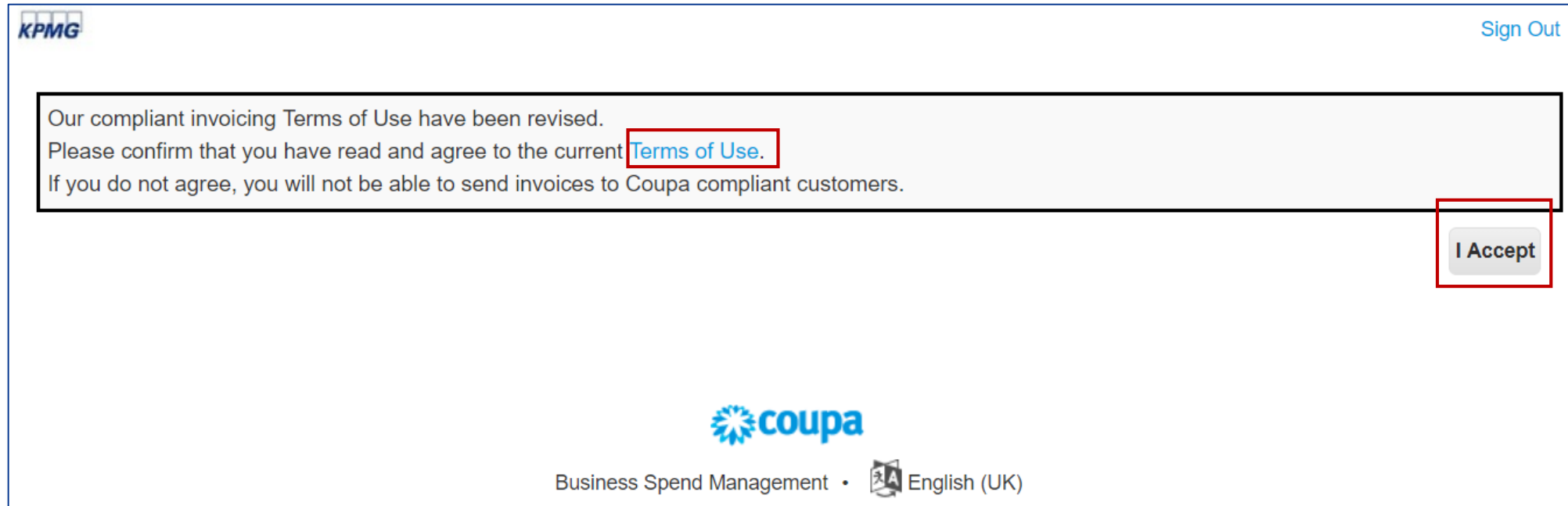|	
Bank Name:	
Beneficiary Name:	
Bank Account Number:	
translation missing: en-GB.supplier_invoices.edit.transit_code_type:	
Transit Code:	
IBAN:	

Cancel   Create and Use

2d. Click **Create and Use**. A pop-up window will then ask you to accept the Terms of Use.

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Raising an invoice via email flip

3. Click **Terms of Use** to read the terms of using Coupa to send compliant invoices. Click **I Accept** to accept the Terms of Use.

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Raising an invoice via email flip

4a. Your **Remit-To address** will be automatically filled in the header level of the invoice.

Please NOTE: If your **Invoice-From Address**, **Remit-To Address** and **Ship-From Address** are different, you can add multiple addresses by clicking on any of the magnifying glass icons next to **From info** and **Create New Remit-To**.

If you make a mistake after saving a Remit-To, you cannot delete or deactivate it. You will have to **Create New Remit-To**.

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Raising an invoice via email flip

4b. The next time you create an invoice, your **From** info will be automatically filled in if you only have one Remit-To Address.

If you have multiple addresses, when you flip a PO, a window will pop-up and ask you to **Choose Invoice-From Address**.

Please NOTE: If you have multiple VAT registrations please ensure you choose the correct VAT registration based on the **country** you have supplied your goods or services from. Coupa will have different invoicing rules based on the country of the VAT registration that you have selected for the invoice (and in line with the VAT law of that country)

You can also change a specific address by clicking the magnifying glass icon. I.e. change Ship From Address.

Note for Ship From Address: If you have multiple, please ensure it is the correct address which relates to where the goods are shipped from for this specific transaction.

Raising an invoice via email flip

5a. Complete header level fields:

Invoice #: Enter the invoice number generated in your own ERP system.

Invoice Date: Select an invoice date. Today or backdate up to 60 days.

Payment Terms: These are the payment terms from the PO.

Currency: This is the currency from the PO.

Status: Current status of this invoice.

Image Scan: Do NOT attach a copy of your invoice from your ERP system, as (per the Terms of Use agreed) Coupa will issue the legal invoice on your behalf.

Please NOTE: Ensure that the information used to generate the invoice from Coupa is the same data from your system.

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Raising an invoice via email flip

5a. Supplier Note: Enter any notes for KPMG LLP.

Attachments: Attach supporting documentation; all types of attachments are supported.

Please DO NOT attach your invoice here. If requested by KPMG LLP, please upload your breakdown of costs in the agreed Coupa format.

Cash Accounting Scheme, Early Payment Provisions and Margin Scheme: Leave blank if not relevant.

5b. Complete the header level fields.

The information under **To** section at the invoice header are flipped from the PO.

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Raising an invoice via email flip

6. Complete line level information. Here you may edit the quantity/amount if you are sending a partial invoice.

   You can also add additional lines by clicking on **Add Line** or delete lines by clicking on the delete icon.

7. Note that you will need to add **Taxes** for each line by adding a **VAT Rate** and then **Calculate**. This will then calculate the new total.

Please NOTE: It is important the VAT rate is an accurate determination of the line item description and invoice place of supply. This should be something that can be copied from your ERP system.

8. Keep the checkbox selected if you wish to receive email updates about the invoice status.

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Raising an invoice via email flip

Please NOTE:

If applicable, all **Shipping Costs** should be communicated with the requestor upfront and the requestor will insert a line level item for the shipping cost on the PO. You can then flip that PO into an invoice with a line of shipping charge. Complete the **VAT Rate** for the shipping to this line and invoice against it.

You should **NOT** add a new line for shipping cost when creating the invoice, as this will cause failure in the auto-matching of the PO and the Invoice, putting your invoice on hold and delaying your payment.

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Raising an invoice via email flip

9. To add a comment for KPMG LLP, enter your comment in the **Comments** box and then click **Add Comment**.

   When KPMG LLP responds, you will receive a notification and will also be able to see their response here. All comments entered here will be viewable to KPMG LLP. The comment function for invoices is the same as it for a PO (please refer to pages 8-9).

10. If you want to save the invoice for later, click **Save as draft.** If you are ready to submit the invoice, click **Submit** and then click **Send Invoice** in the pop-up window.

Add Line

Total Taxes	
Lines Net Total	1,000.00
Lines VAT Totals	200.00
Total VAT	200.00
Net Total	1,000.00
Gross Total	**1,200.00**

Email me status updates for invoices I create this way ☑

Delete   Cancel   Save as draft   Calculate   Submit

Comments

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

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Raising an invoice via email flip
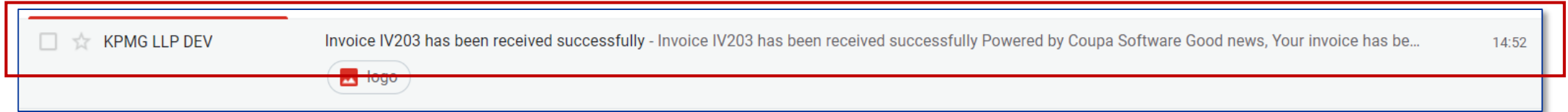
11. You will be notified of the status change of your invoice via email if you ticked the checkbox **email update** when you submitted the invoice.

   Click into the email. You can choose to **View Status** or **Add Comments** to KPMG LLP. Add Comments works the same way as for PO and Invoice Comments (please refer to pages 8-9).

Invoice IV203 has been received successfully Inbox ×

KPMG LLP DEV <do_not_reply@kpmg-uk-dev.coupahost.com>
to me

KPMG Invoice IV203 has been received successfully

Powered by coupa

Good news,

Your invoice has been received successfully by your customer, KPMG LLP DEV.

You will receive e-mail notifications with status updates as your customer processes this invoice. If you have any questions, you can simply contact your customer through regular channels, or enter a comment on the invoice if your customer allows it.

View Status   **Add Comments**

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Raising an invoice via email flip

12. Click **View Status**. A new internet page will open with the status of all your invoices against the same PO that you flipped the invoice from.
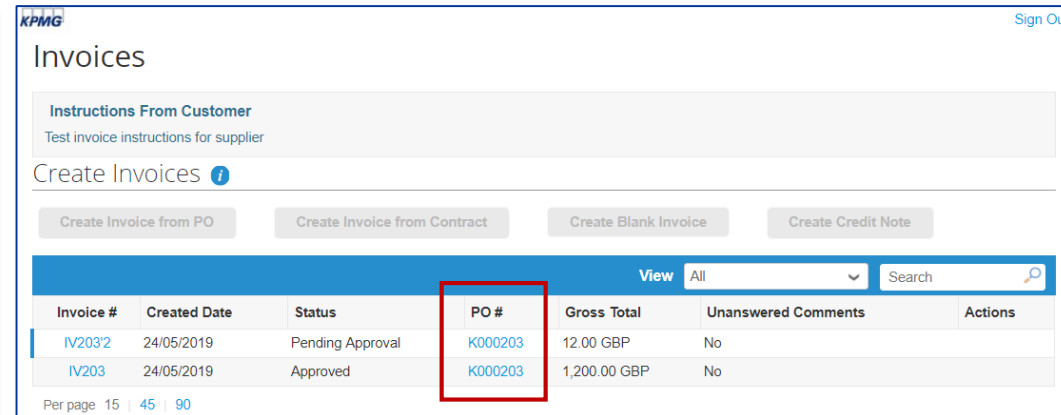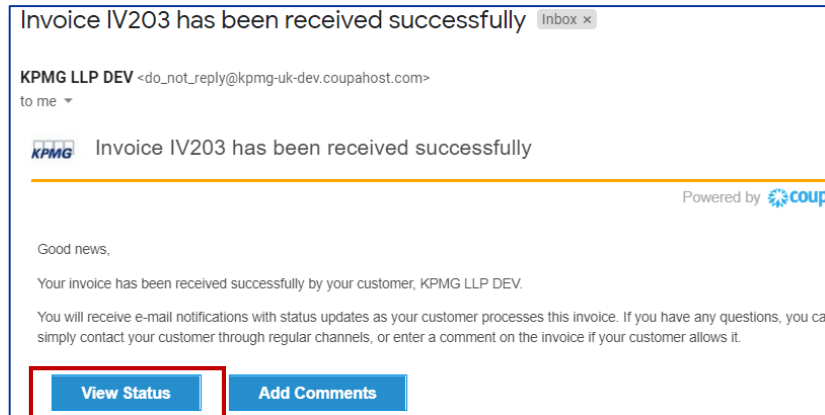
Status Definitions
Approved: The invoice has been accepted for payment.
Disputed: The invoice is disputed.
Draft: The invoice has been created, but it hasn't been submitted to your customer yet.

Invalid: Specific for compliant e-invoices for clearance countries, for example, Mexico. It indicates that a CFDI (Mexican legal invoice form) that you sent failed validation. Invoices with this status are visible only to you, not to your customer.

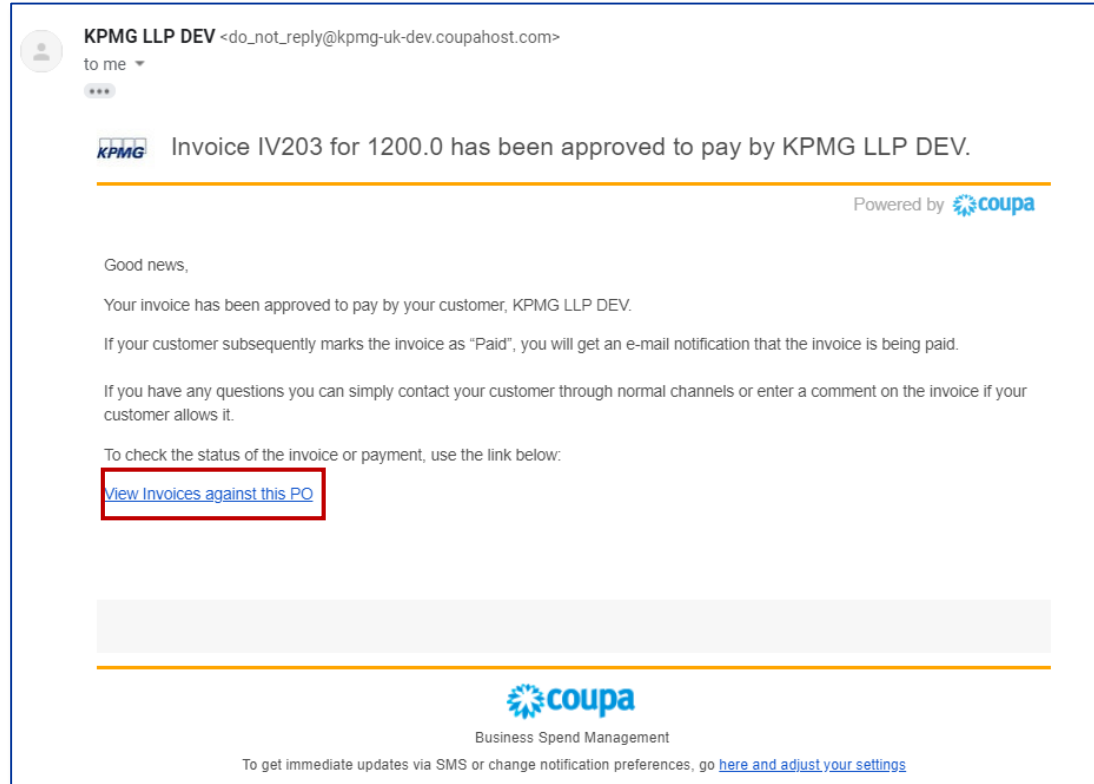**Pending Approval:** The invoice is currently under review by your customer.
Processing: The invoice is being processed by the Accounts Payable department and should be paid soon.
Voided: There's something wrong with the invoice. Contact your customer to get the invoice/credit note back on track.

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Raising an invoice via email flip

13. When an invoice has been approved, you will receive an email notification. Click and open the email. Then click **View invoices against this PO.**

KPMG LLP DEV <do_not_reply@kpmg-uk-dev.coupahost.com>
to me

Invoice IV203 for 1200.0 has been approved to pay by KPMG LLP DEV.

Powered by ❉coupa

Good news,

Your invoice has been approved to pay by your customer, KPMG LLP DEV.

If your customer subsequently marks the invoice as "Paid", you will get an e-mail notification that the invoice is being paid.

If you have any questions you can simply contact your customer through normal channels or enter a comment on the invoice if your customer allows it.

To check the status of the invoice or payment, use the link below:

View Invoices against this PO

❉coupa

Business Spend Management

To get immediate updates via SMS or change notification preferences, go here and adjust your settings

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Raising an invoice via email flip

14. You can see all the invoices against that PO. Click the approved invoice. A new internet page will open with the print view of your legal invoice.

Click on **download** at the top to download the legal invoice for archiving.

Please NOTE: As Coupa generates legal (VAT) invoices on your behalf, it is important that you retain these documents in your document retention (archiving) system. This may be your accounting system.

If you would like to keep your legal invoices in the SAN, you must consider whether it complies with any local storage rules and regulations in your jurisdiction before doing so.

Document Classification: KPMG Public

Thank you