



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

Powered Procurement

KPMG

—

2019

Transactions in Coupa via email

01

View, acknowledge and comment on a Purchase Order (PO)

02

Raising an invoice using email flip

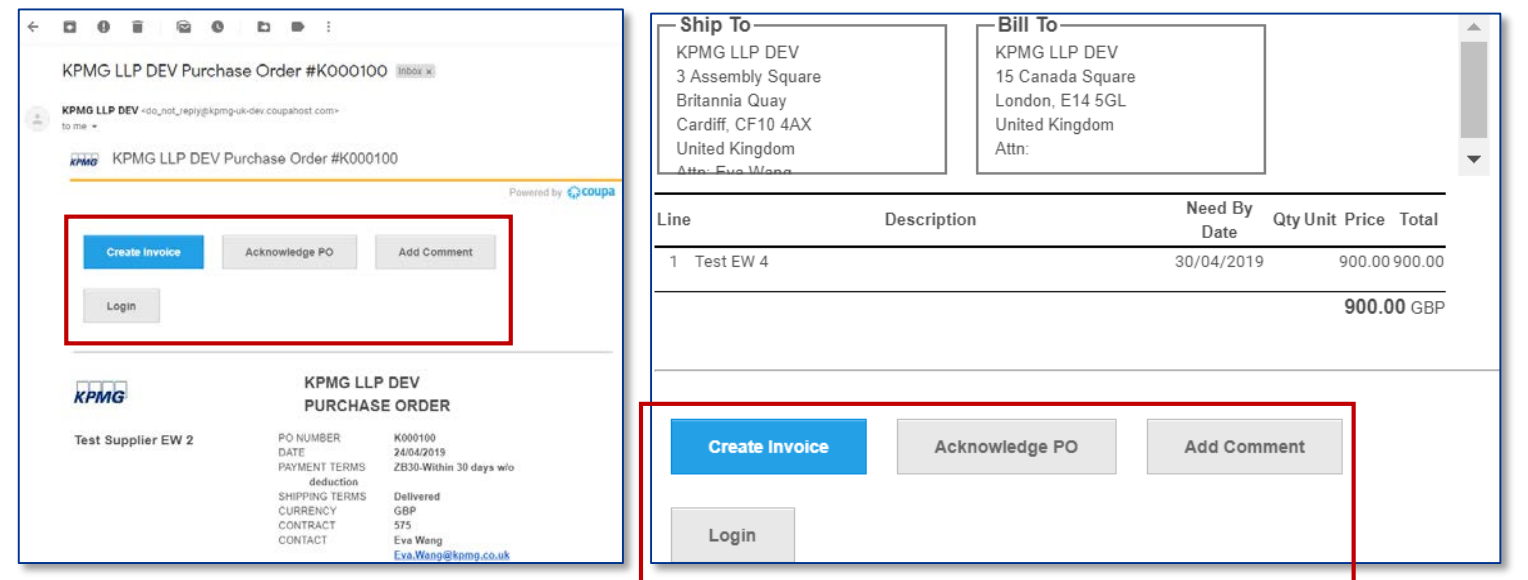
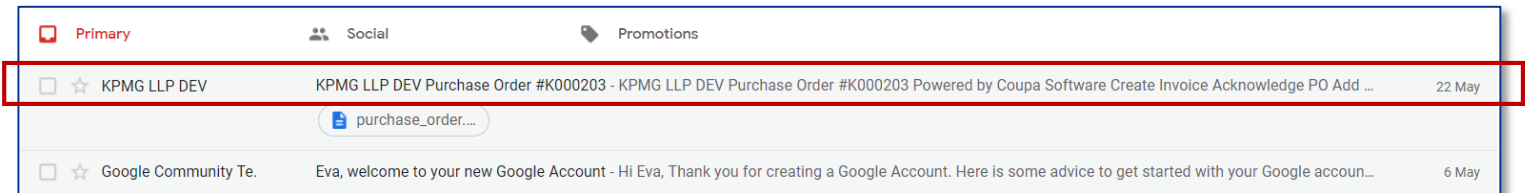


View, acknowledge
& comment on a PO

View, acknowledge and comment on a PO

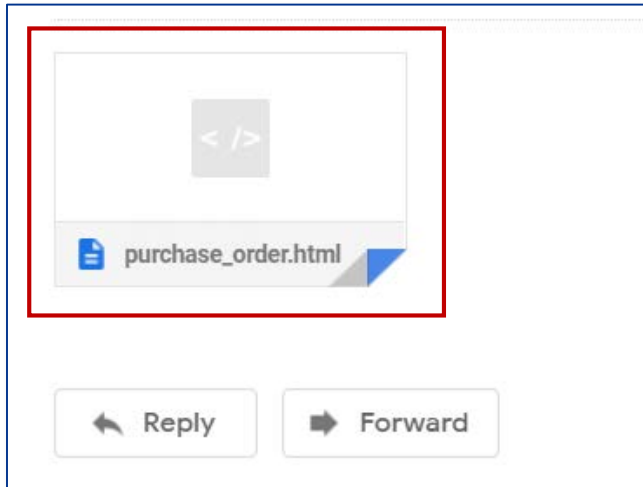
After we set up your PO email address in Coupa, when a KPMG requestor orders something from you, a Purchase Order with Actionable buttons will be sent to your email address.

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



View a PO

1. Scroll down to the bottom of the PO email. You will see the print view of the PO attached. Click on it and you will see the print view of the PO.



Test Supplier EW3

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

Ship To
KPMG LLP DEV
37 Albion 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
					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

Acknowledge a PO

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

KPMG LLP DEV Purchase Order #K000100 Inbox x

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

KPMG KPMG LLP DEV Purchase Order #K000100

Powered by **coupa**

Create Invoice **Acknowledge PO** Add Comment

Login

KPMG **KPMG LLP DEV PURCHASE ORDER**

Test Supplier EW 2

PO NUMBER	K000100
DATE	24/04/2019
PAYMENT TERMS	ZB30-Within 30 days w/o deduction
SHIPPING TERMS	Delivered
CURRENCY	GBP
CONTRACT	575
CONTACT	Eva Wang Eva.Wang@kpmg.co.uk

Ship To KPMG LLP DEV 3 Assembly Square Britannia Quay	Bill To KPMG LLP DEV 15 Canada Square London, E14 5GL
---	---

KPMG Purchase Order #K000100 Sign Out

Order acknowledged ×

Status Issued - Sent via Email

Order Date 04/24/19

Revision Date 04/24/19

Requester Eva Wang

Email Eva.Wang@kpmg.co.uk

Payment Term ZB30-Within 30 days w/o deduction

Attachments None

Acknowledged

Attachments None

Terms Delivered

Shipping

Ship-To Address 3 Assembly Square
Britannia Quay
Cardiff
CF10 4AX
United Kingdom
Attn: Eva Wang

Lines

Advanced Search Sort by Line Number: 0 → 9

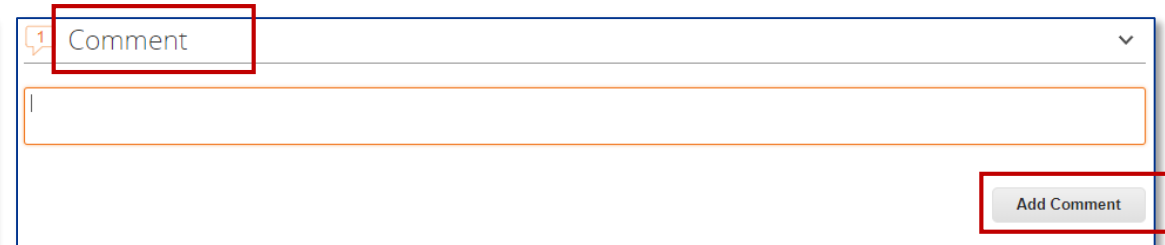
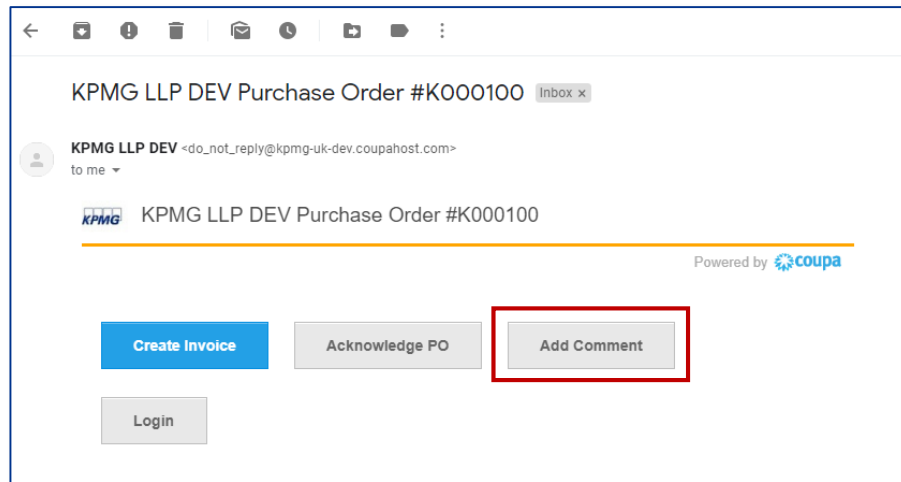
1	Type	Item	Price	Total	Invoiced
		Test EW 4	900.00	900.00	0.00

Need By 04/30/19 Part Number None

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

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.

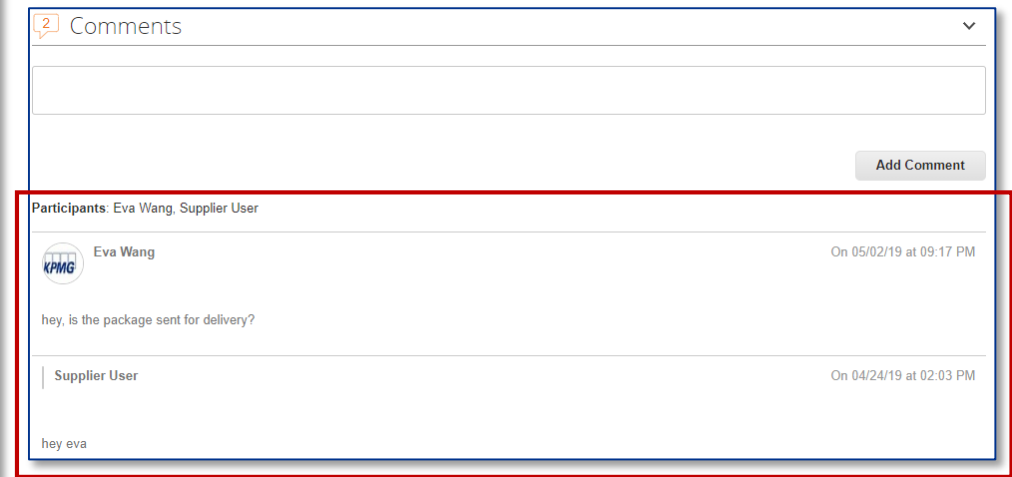
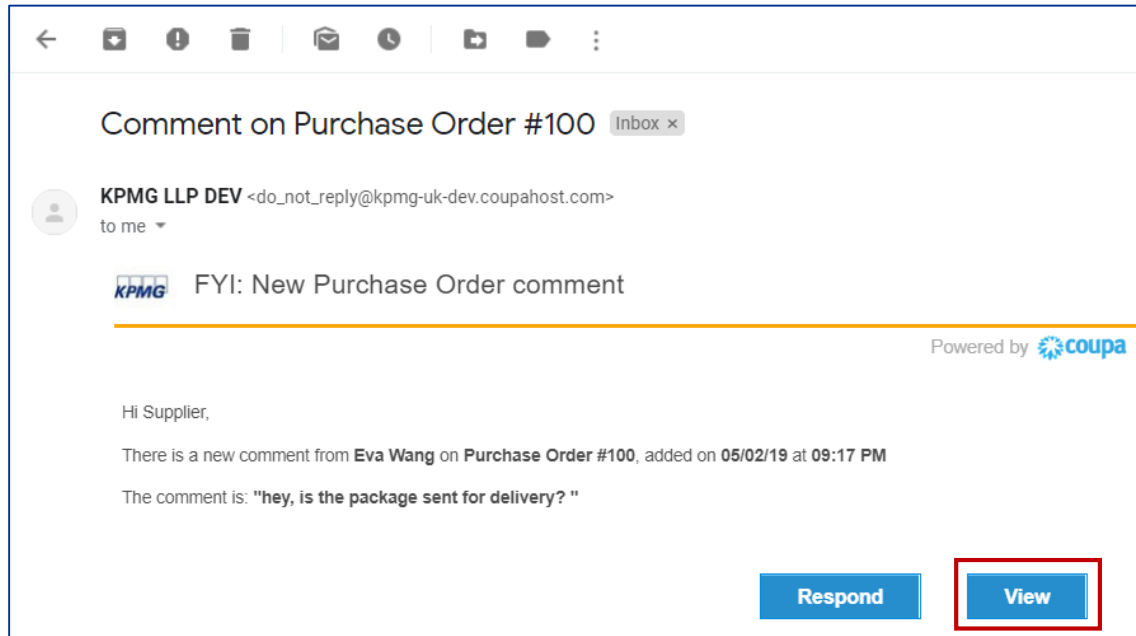


<input type="checkbox"/>	☆ KPMG LLP DEV	Comment on Purchase Order #100 - FYI: New Purchase Order comment Powered by Coupa Software Hi Supplier, There is a new comment from Eva Wang...	21:17
<input type="checkbox"/>	☆ KPMG LLP DEV	New Comment on Purchase Order for KPMG LLP DEV - New comment from KPMG LLP DEV on Purchase Order #K000100 Powered by Coupa Software Ev...	21:17

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

Comment on a PO

3. Click into the comment notification email. You can choose to **View** or **Respond** to the comment.



4. Click **View**. A new PO internet page will open and you will be able to see the full comment history at the bottom at the PO.

Comment on a PO

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

The screenshot displays an email interface. The main email is titled "Comment on Purchase Order #100" and is from "KPMG LLP DEV". The subject is "FYI: New Purchase Order comment". The body of the email says: "Hi Supplier, There is a new comment from **Eva Wang** on **Purchase Order #100**, added on **05/02/19** at **09:17 PM**. The comment is: **'hey, is the package sent for delivery?'**". At the bottom right of the email body, there are two buttons: "Respond" and "View". The "Respond" button is highlighted with a red box. A modal window titled "Reply to Comment on Purchase Order #100" is open over the "Respond" button. The modal window has a "To" field with a dropdown menu showing "reply+526feefb725de2c6c13dbe4135a4e8046e1d8bf5..." and "Cc Bcc" fields. The main text of the modal is "Reply to Comment on Purchase Order #100" followed by "-- include a reply above this line".



Raising an invoice via email flip

Raising an invoice via email flip

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

The screenshot shows an email client interface. At the top, the subject line reads "KPMG LLP DEV Purchase Order #K000203" with an "Inbox x" tag. The sender is identified as "KPMG LLP DEV <do_not_reply@kpmg-uk-dev.coupa.com>" with a "to me" dropdown. Below the sender information is a KPMG logo and the subject line "KPMG LLP DEV Purchase Order #K000203". A horizontal line separates the header from the main content, which includes the text "Powered by Coupa".

Below this line are four buttons: "Create Invoice" (highlighted with a red box), "Acknowledge PO", "Add Comment", and "Create Account".

At the bottom of the email content, there is a table of details:

Test Supplier EW3	PO NUMBER	K000203
	DATE	22/05/2019
	SHIPPING TERMS	Delivered
	CURRENCY	GBP
	CONTRACT	
	CONTACT	Rhys Eccles Rhys.Eccles@kpmg.co.uk

At the very bottom, there are two boxes: "Ship To" containing "KPMG LLP DEV" and "Bill To" containing "KPMG LLP DEV".

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.

KPMG

Create Invoice Create

General Info

* Invoice #

* Invoice Date 22/05/2019

Payment Term ZB30-Within 30 days w/o deduction

* Currency GBP

Status Draft

* Image Scan

Supplier Note

From

* Supplier Test Supplier EW3

* Invoice-From Address No address selected

* Remit-To Address No address selected

Choose Invoice-From Address

No invoice from addresses to choose from.

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

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.e dit.transit_code_type:

Transit Code:

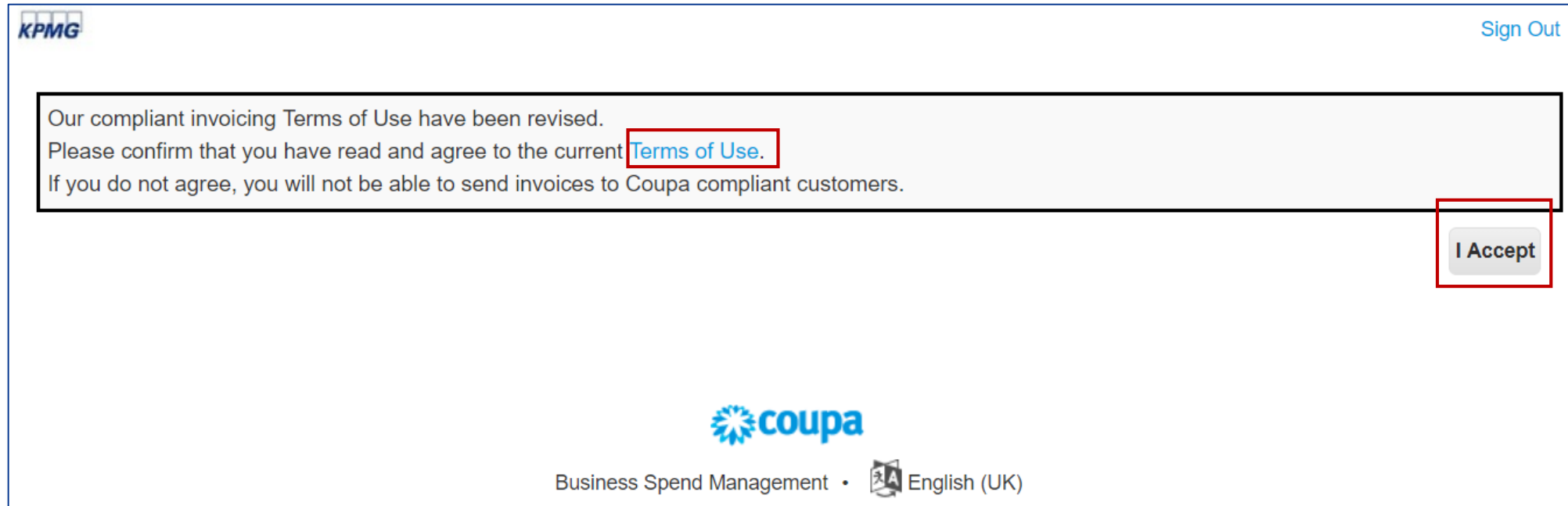
IBAN:

Cancel Create and Use

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

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.



The screenshot shows an email interface with the KPMG logo in the top left and a "Sign Out" link in the top right. The main content area contains a message: "Our compliant invoicing Terms of Use have been revised. Please confirm that you have read and agree to the current [Terms of Use](#). If you do not agree, you will not be able to send invoices to Coupa compliant customers." The "Terms of Use" link and the "I Accept" button are highlighted with red boxes. At the bottom, the Coupa logo is displayed, followed by "Business Spend Management" and a language selector for "English (UK)".

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**.

Choose Invoice-From Address [X]

Test Supplier EW3-test 1st
test 1st
test 1
test 1
11 000
United Kingdom
limited

[Choose]

[Cancel] [Create New Remit-To]

KPMG

Create Invoice Create

General Info

* Invoice # [✓]

* Invoice Date [Calendar]

Payment Term ZB30-Within 30 days w/o deduction

Date of Supply [Calendar]

* Currency [v]

Delivery Number

Status Draft

Image Scan No file chosen

Supplier Note

Attachments **i** Add File | URL | Text

Cash Accounting Scheme

Early Payment

From

* Supplier Test Supplier EW3

* Supplier VAT ID [v]

* Invoice-From Address
test 1st
test 1
test 1
11 000
United Kingdom
limited [Magnifying Glass]

* Remit-To Address
test 1st
test 1
test 1
11 000
United Kingdom [Magnifying Glass]

* Ship-From Address
test 1st
test 1
test 1
11 000
United Kingdom [Magnifying Glass]

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.

Choose Invoice-From Address

Test Supplier EW3-test 1st
test 1st
test 1
test 1
11 000
United Kingdom
limited

Test Supplier EW3-2nd test
2nd test
test 2
test 2
22 000
United Kingdom
limited

Buttons: **Choose** (highlighted), **Choose** (highlighted), **Cancel**, **Create New Remit-To**

Choose Ship from address

Test Supplier EW3-test 1st
test 1st
test 1
test 1
11 000
United Kingdom
limited

Test Supplier EW3-2nd test
2nd test
test 2
test 2
22 000
United Kingdom
limited

Buttons: **Choose** (highlighted), **Choose**, **Cancel**, **Create New Remit-To**

* Invoice-From Address Test Supplier EW3-test 1st
test 1st
test 1
test 1
11 000
United Kingdom
limited

* Remit-To Address Test Supplier EW3-test 1st
test 1st
test 1
test 1
11 000
United Kingdom

* Ship-From Address Test Supplier EW3-test 1st
test 1st
test 1
test 1
11 000
United Kingdom

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.

KPMG Create Invoice Create

General Info

* Invoice # ✓

* Invoice Date

Payment Term ZB30-Within 30 days w/o deduction

Date of Supply

* Currency ▼

Delivery Number

Status Draft

Image Scan No file chosen

Supplier Note

Attachments Add File | URL | Text

Cash Accounting Scheme

Early Payment Provisions

Margin Scheme

From

* Supplier Test Supplier EW3

* Supplier VAT ID ▼

* Invoice-From Address Test Supplier EW3-test 1st test 1 test 1 11 000 United Kingdom limited

* Remit-To Address Test Supplier EW3-test 1st test 1 test 1 11 000 United Kingdom

* Ship-From Address Test Supplier EW3-test 1st test 1 test 1 11 000 United Kingdom

To

Customer KPMG LLP DEV

* Bill-To Address KPMG LLP 15 Canada Square London

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.

Create Invoice Create

General Info

- * Invoice # IV203 ✓
- * Invoice Date 22/05/2019
- Payment Term ZB30-Within 30 days w/o deduction
- Date of Supply 22/05/2019
- * Currency GBP
- Delivery Number
- Status Draft
- Image Scan No file chosen

Supplier Note

Attachments

Cash Accounting Scheme

Early Payment Provisions

Margin Scheme

From

- * Supplier Test Supplier EW3
- * Supplier VAT ID GB123456788
- * Invoice-From Address Test Supplier EW3-test 1st, test 1, test 1, 11 000, United Kingdom, limited
- * Remit-To Address Test Supplier EW3-test 1st, test 1, test 1, 11 000, United Kingdom
- * Ship-From Address Test Supplier EW3-test 1st, test 1, test 1, 11 000, United Kingdom

To

- Customer KPMG LLP DEV
- * Bill-To Address KPMG LLP, 15 Canada Square, London, E14 5GL, United Kingdom
- * Buyer VAT ID GB791788859
- Ship To Address 37 Albyn Place, Aberdeen, AB10 1JB, United Kingdom

Raising an invoice via email flip

- 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.

- 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.

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

The screenshot shows an invoice creation interface with several key elements highlighted by red boxes:

- Lines** tab at the top left.
- Qty** field set to 1.
- UOM** dropdown set to Each.
- Price** field set to 1,000.00.
- Price** total field set to 1,000.00 with a delete icon.
- Taxes** section with VAT Rate set to 20.0% and VAT Amount set to 200.00.
- Add Line** button.
- Total Taxes** summary table:

Total Taxes	
Lines Net Total	1,000.00
Lines VAT Totals	200.00
<hr/>	
Total VAT	200.00
Net Total	1,000.00
Gross Total	1,200.00

- Calculate** button.
- Submit** button.
- Checkbox: **Email me status updates for invoices I create this way** (checked).
- Delete** button.
- Cancel** button.
- Save as draft** button.

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.

The screenshot displays a software interface for creating an invoice. At the top, there is an 'Add Tag' button. Below it is a table with columns for 'Type', 'Description', and 'Price'. The 'Description' field contains 'Shipping Cost' and is highlighted with a red box. The 'Price' field contains '20.00' and has a red 'X' icon to its right. Below the table, there are fields for 'PO Line' (K000147-2), 'Contract' (a dropdown menu), and 'Supplier Part Number' (an empty text box). Underneath, the 'Billing' information is shown as '3---CC2-1010101'. A 'Taxes' section is also present, with a red box around the 'VAT Rate' dropdown menu. The 'VAT Amount' field shows '0.00' and the 'Tax Reference' field is empty. At the bottom left, there is another 'Add Tag' button and an 'Add Line' button. At the bottom right, a 'Totals & Taxes' section shows 'Lines Net Total' as '680.00'.

Type	Description	Price
	Shipping Cost	20.00

PO Line: K000147-2
Contract: [Dropdown]
Supplier Part Number: [Text Box]

Billing: 3---CC2-1010101

Taxes

VAT Rate	VAT Amount	Tax Reference
[Dropdown]	0.00	[Text Box]

Buttons: Add Tag, Add Line

Totals & Taxes: Lines Net Total 680.00

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.

The screenshot displays the Coupa invoice creation interface. On the right, a 'Total Taxes' summary table is visible:

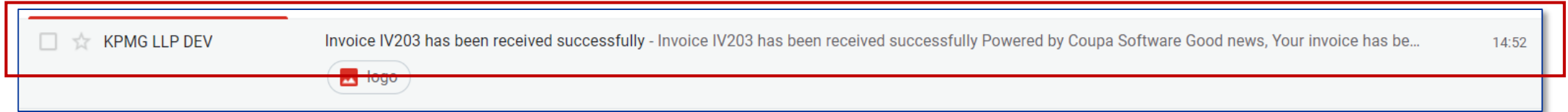
Total Taxes	
Lines Net Total	1,000.00
Lines VAT Totals	200.00
<hr/>	
Total VAT	200.00
Net Total	1,000.00
Gross Total	1,200.00

Below the table, there are buttons for 'Delete', 'Cancel', 'Save as draft', 'Calculate', and 'Submit'. The 'Submit' button is highlighted with a red box. A checkbox for 'Email me status updates for invoices I create this way' is checked.

At the bottom left, a 'Comments' box is highlighted with a red box, showing a speech bubble icon and the text 'Comments'. Below it is a text input field.

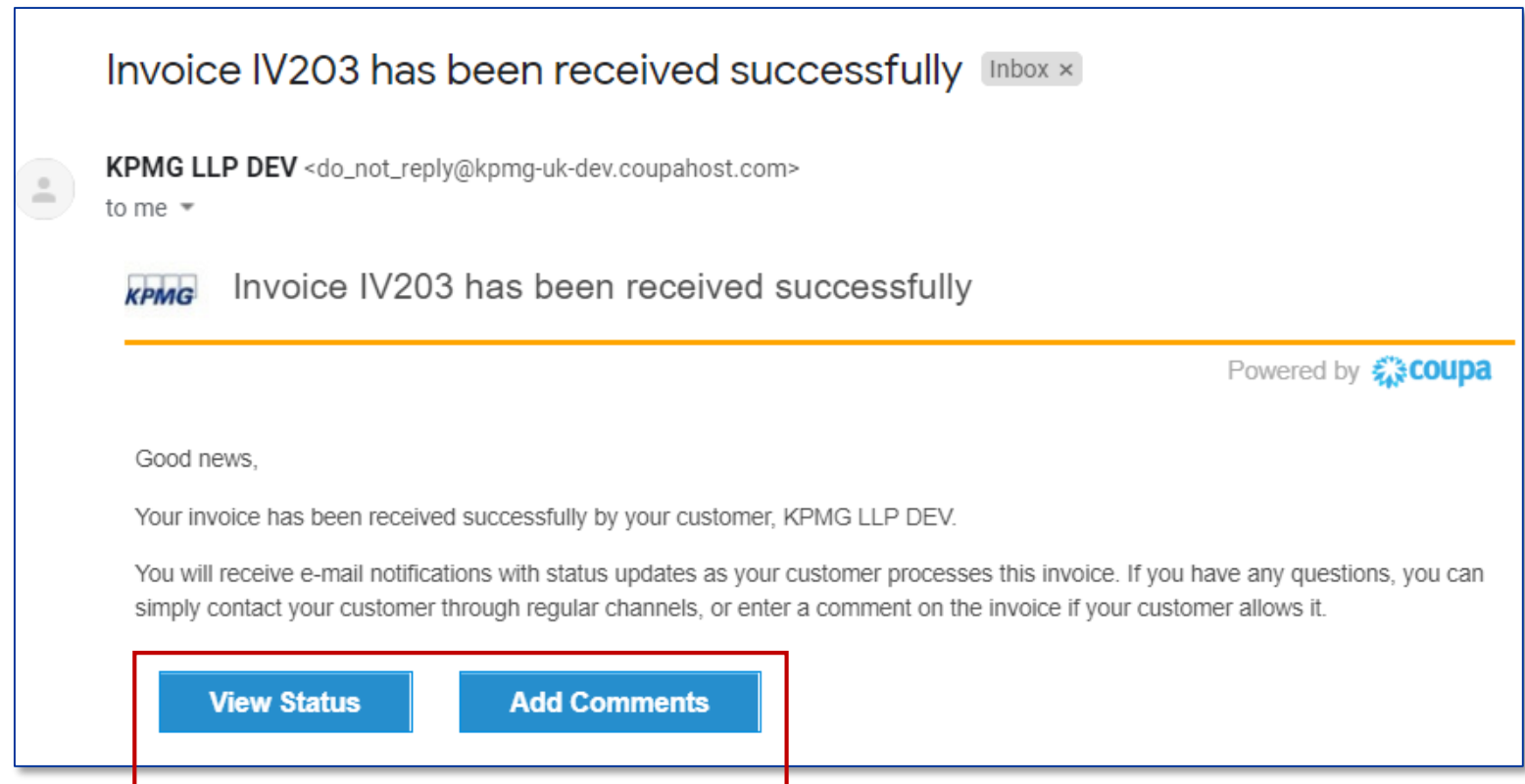
At the bottom right, a blue pop-up window titled 'Are You Ready to Send?' is displayed. It contains the text: 'Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.' At the bottom of the pop-up are two buttons: 'Continue Editing' and 'Send Invoice', with the 'Send Invoice' button highlighted by a red box.

Raising an invoice via email flip



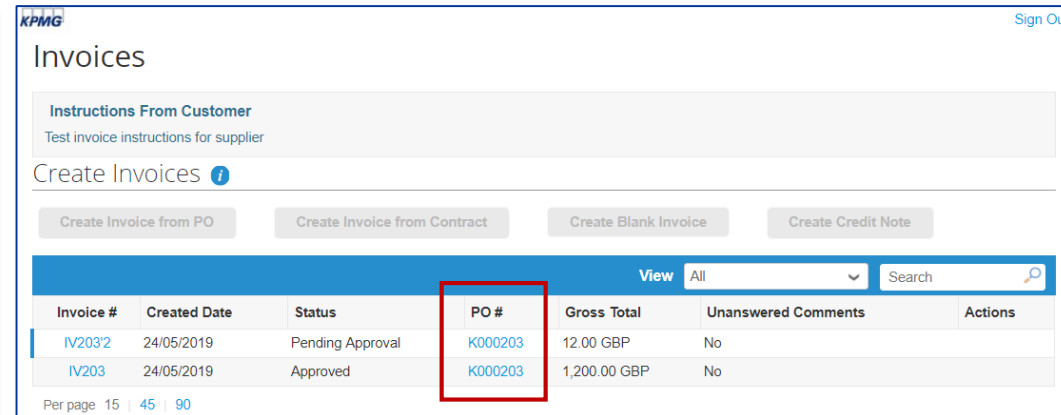
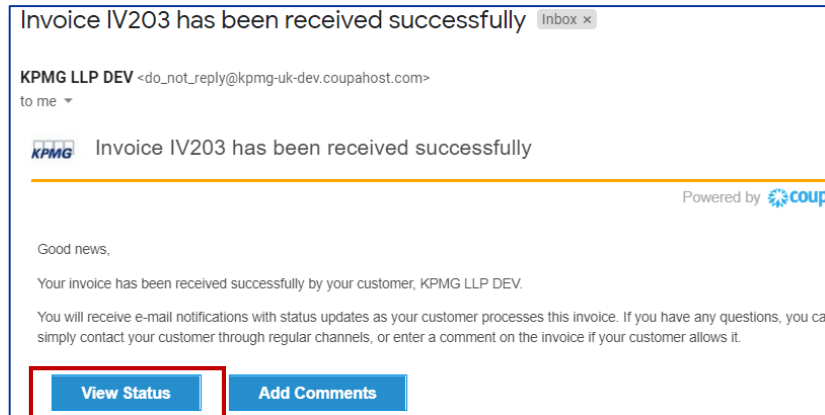
11. You will be notified of the status change of your invoice via email if you ticked the checkbox **email update** when you submitted the invoice.

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).



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.

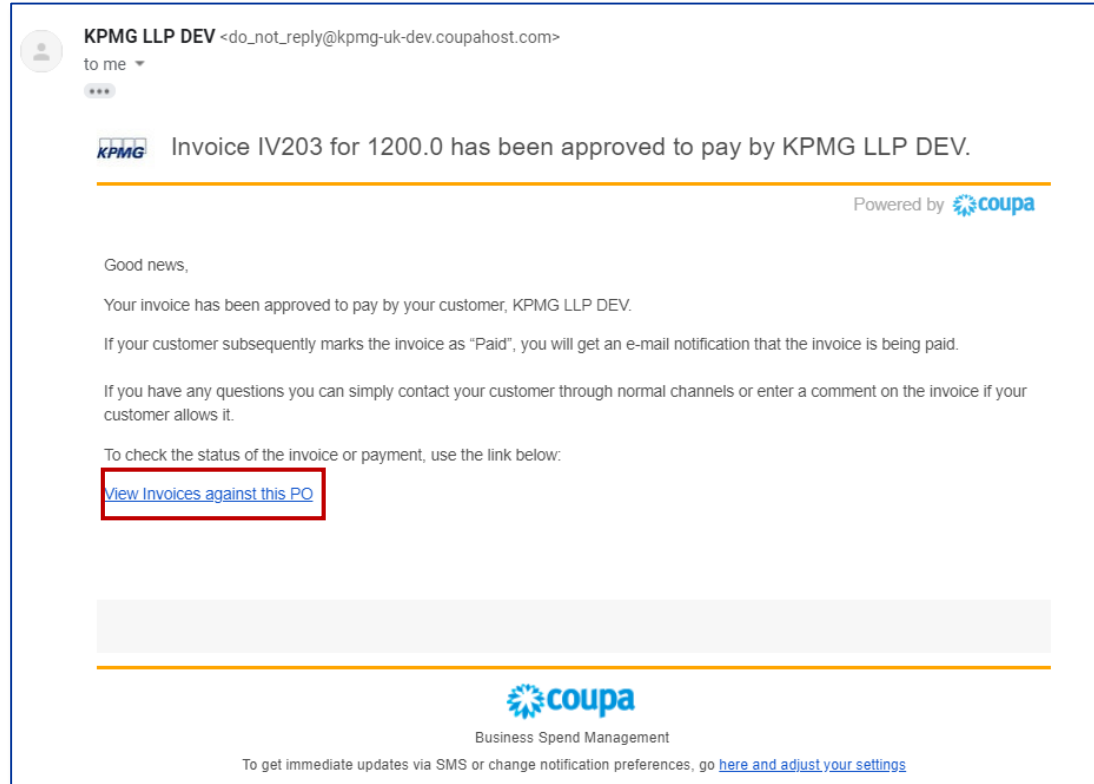
Processing: The invoice is being processed by the Accounts Payable department and should be paid soon.

Voided: There's something wrong with the invoice. Contact your customer to get the invoice/credit note back on track.

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**.



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.

KPMG Sign Out

Invoices

Instructions From Customer
Test invoice instructions for supplier

Create Invoices ⓘ

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

View: All Search

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Actions
IV203'2	24/05/2019	Pending Approval	K000203	12.00 GBP	No	
IV203	24/05/2019	Approved	K000203	1,200.00 GBP	No	

Per page 15 | 45 | 90

KPMG Sign Out

Invoice #IV203

GB

Invoice #	IV203	Supplier	Test Supplier EW3
Invoice Date	24/05/2019	Invoice From	Test Supplier EW3-test 1st
Payment Term	ZB30-Within 30 days w/o deduction		test 1st
Delivery Date	24/05/2019		test 1
Currency	GBP		11 000
Delivery Number	None		United Kingdom
Status	Approved	Type of Company	limited
Shipping Term	None	Remit To	Test Supplier EW3-test 1st
Legal Invoice	download		test 1st
Image Scan	None		test 1
Supplier Notes	None		11 000
Attachments	None		United Kingdom
		Ship From	Test Supplier EW3-test 1st



Thank you



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