



Coupa Supplier Portal (CSP)

Training Guide

August 2021

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01

Coupa Introduction

What is Coupa?

KPMG China has selected Coupa as the technology platform to streamline the S2P processes and enable electronic Purchase Order transmission.

- Coupa is a leading e-Procurement platform, connecting KPMG China with the suppliers.
- Coupa is an internet-based solution capable of accommodating a variety of different systems.
- The Coupa Supplier Portal (CSP) will be utilized by KPMG China to request materials and services, as well as create and communicate Purchase Orders and Invoices.



How will you benefit from Coupa?

The Coupa Experience with KPMG China will provide you:

1

Better Transaction Status: Track all your Coupa transactions such as POs, invoices, and credit notes.

2

Automated PO Transmission: Coupa will notify suppliers via Email that a PO is transmitted. Supplier can receive and acknowledge PO through Email or CSP.

3

Manage Invoices: Supplier can issue invoices and credit notes on Coupa and monitor the status of the invoices.

4

Basic Profile Establishment: Use the platform as a self-serve tool to manage their contacts, addresses, and legal entity information.

5

Most importantly, these services are **Free of Charge!** There will be no cost for suppliers to use the Coupa Supplier Portal (CSP) or Email when transacting with KPMG China.

02

Key Project Dates

Key Project Dates

Key dates for supplier during the whole project:



June 11th-13th

Receive communication from KPMG China on e-Procurement platform (Coupa) Go-Live



August 24th-26th

Participate in supplier training organized by KPMG China



Late September

Register on CSP and create profile



October 8th

KPMG China will launch Coupa and start transaction with supplier via Coupa

03

Key Terminology

Term

Term	Description
Coupa Supplier Portal (CSP)	A website portal for supplier to manage business with customers. Supplier could view sourcing events, view and track the purchase order issued by supplier, as well as create and manage the invoice/credit note on this portal.
Supplier Actionable Notifications (SAN)	Notifications that supplier can receive via email to manage sourcing event, POs and invoices.
Sourcing Event	The function utilized by customers to collect information and prices from suppliers, in order to be able to select the best suppliers for requested items and service.
Purchase Order (PO)	A legal and commercial document sent from customer to a supplier committing KPMG's purchase for goods or services.
Acknowledge PO	To receive and confirm the purchase order by supplier, after which the effectiveness of this PO will be admitted.
Invoice	Billing document issued to KPMG stating financial obligations for received goods/services performed.
Disputed Invoice	The invoice has been rejected and sent back by customer, for supplier to further cancel and re-submit.
Credit Note	An invoice with negative value, to offer a credit to your customer or resolve the issue for invoice.
Remit-To Accounts	Account where customer pays for their invoices. For suppliers, when creating invoice in CSP, you can just leave remit-to account as your physical address for KPMG China, since that the actual remit-to will be entered in KPMG Coupa instance.
Ship-From	The address whether the supplier delivers the items/service to the customer, which is defaulted as the legal entity address.
Payment Term	The expected duration between the date your customer received the invoice and sent payment.
Payment Base Date	The invoice issue date, which will be the starting date for KPMG China to calculate the payment due date.

Key Terminology

Icon

Multiple icons are used to improve user experience.

Purchase Orders

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO1000346	23/7/2021	Issued	None	100 Box of Whiteboard Marker - Black	No	None		     

Invoices

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

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
Invoice CSP_20210804	4/8/2021	Draft	PO1000346	0.00 CNY	No		 
CSP_20210717_MaryZhu_Dispute_Void	17/7/2021	Disputed	PO1000104	120,000.00 HKD	No	Attachment missing or in incorrect format	



Add item



Delete



Edit



Print



Create invoice



Create credit note



View



Calendar



Mark as read



Resolve



You can hover over the icon to see explanation of the icon.

04

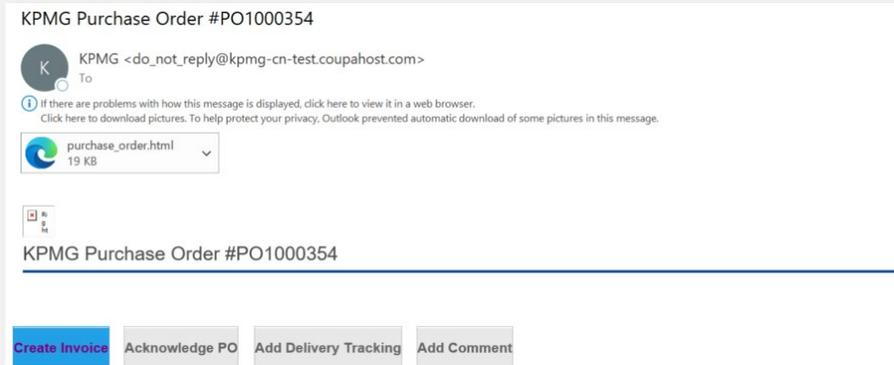
Training Manual

Coupa Training Guide

Two Interaction Channels:



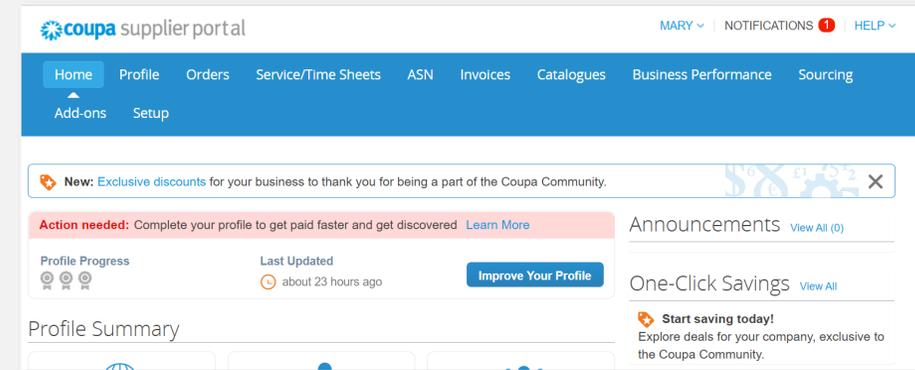
Supplier Actionable Notification (SAN)



You can receive SAN by email to participate in the sourcing event, receive and manage the real-time PO, and create invoice without registration and login.



Coupa Supplier Portal (CSP)

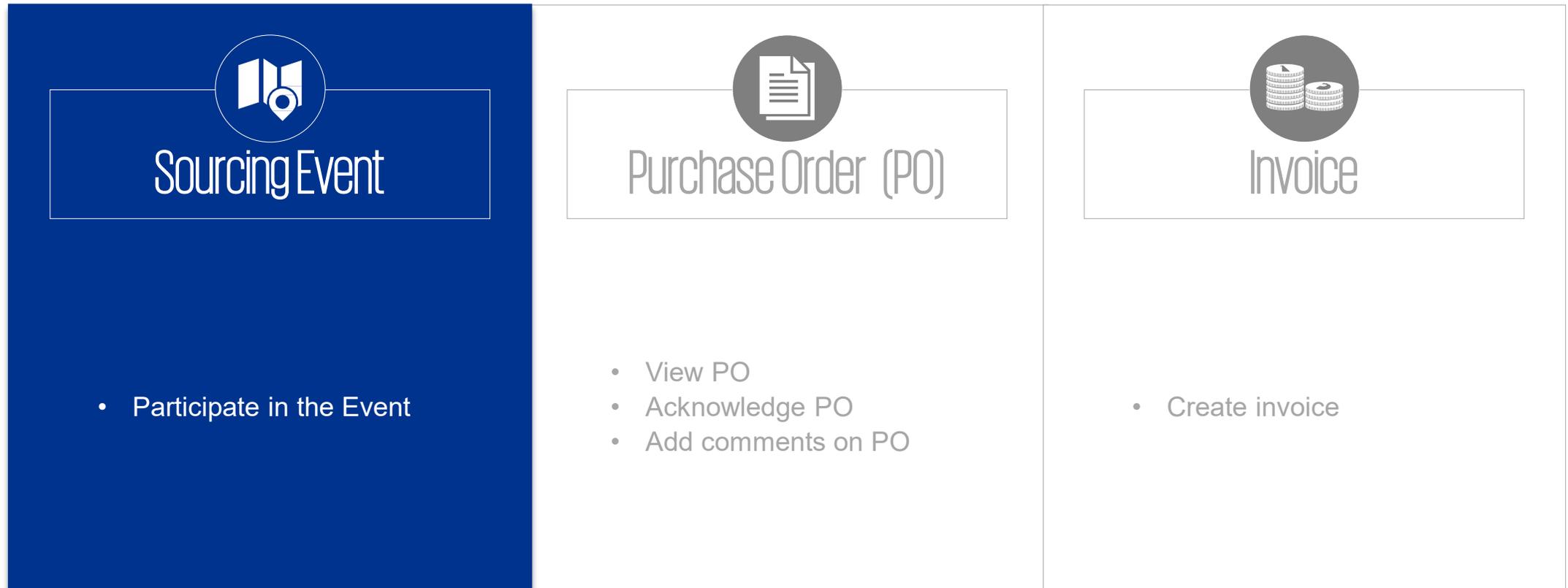


By registering on CSP, suppliers can not only manage the **real-time and historical** sourcing events, POs and invoices, but also can set up profile and contact information by themselves.

04-1

Supplier Actionable Notification (SAN)

Interaction Channel 1 – Supplier Actionable Notification (SAN)



Sourcing Event – Participate in the Event (1/6)

Supplier may receive the invitation to the sourcing event via email.

The screenshot shows an email titled "Invitation - Sourcing Event #54" from KPMG. The email body contains the following text:

Invitation - Sourcing Event #54

从: KPMG <do_not_reply@kpmg-cn-test.coupa.com>
日期: Tue, 03 Aug 2021 06:23:22 +0000

KPMG Invitation - Sourcing Event #54

Powered by **coupa**

KPMG has invited you to the sourcing event: Event # 54.

If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response, which may include Attachments, Forms and Items and Lots.

Response due date: Tuesday, 17 August 2021 05:00 PM CST

At the bottom, there are two options:

- Want to participate later?** Click I intend to participate button to let the buyer know.
- Need more info?** Click View Event and you will be taken to the event page.

Two buttons are visible: "I intend to Participate" (grey) and "View Event" (blue). A purple box with the number "1" and an arrow points to the "View Event" button.

1

Click **View Event**

Sourcing Event – Participate in the Event (2/6)

Supplier should respond to the received sourcing event as required.

Sourcing - Event #54 Active

Event Ends 14 days 02 hrs

Event Info

KPMG has invited you to the sourcing event: Event # 54. If you intend to participate, review the event timeline and accept the terms and conditions of the event, if applicable. Click the "My Responses" tab to provide your response, which may include Attachments, Forms and Items and Lots.

Do you intend to participate in this event?

I intend to participate in this event
Event owner will be notified of your intent to participate.

Accept Terms and Conditions

Terms and Conditions
Please read and accept the following terms and conditions:
.....

Do you accept these Terms and Conditions?
 Yes
 No

Send to Event Owner

The screenshot shows a web interface for a sourcing event. At the top, it says 'Sourcing - Event #54 Active' and 'Event Ends 14 days 02 hrs'. Below that is an 'Event Info' section with a paragraph of text. A question asks 'Do you intend to participate in this event?' with a radio button selected for 'I intend to participate in this event'. Below this is an 'Accept Terms and Conditions' section with a paragraph of text and a question 'Do you accept these Terms and Conditions?' with radio buttons for 'Yes' and 'No'. At the bottom right is a 'Send to Event Owner' button. Three numbered callouts (2, 3, 4) point to the participation radio button, the terms and conditions question, and the 'Send to Event Owner' button respectively.

2 Check the box for **I intend to participate in the event**

3 If there are any terms or conditions, you will also need to select **Yes** for all of them to accept the event

4 Click **Send to Event Owner** to confirm your acceptance of the Terms and Conditions

Sourcing Event – Participate in the Event (3/6)

Supplier should respond to the received sourcing event as required.

The screenshot shows a 'Timeline' section with two event markers. The first marker is for 'Event Start' on August 3 at 2:23 PM Asia/Shanghai, with a duration of 14d : 2h : 36min. The second marker is for 'Event End' on August 17 at 5:00 PM Asia/Shanghai, with a duration of 00:00. A callout box labeled '5' points to the event start and end information. Below the timeline, there is a blue button labeled 'Enter Response' with a callout box labeled '6' pointing to it.

5 You can find the **start date** and the **end date** of the event here

6 Click **Enter Response** to confirm to participate in the event

7 You will be navigated to **Items and Lots**. Hover over the item/service,  will show up if it is editable. Click on the item/service

The screenshot shows an 'Items and Lots' table with the following columns: Name, My Capacity, Expected Qty, My Price, and Price x Expected Qty. The table contains one row for 'CSP Training Material' with a quantity of 2,000 (Each) and a price of 0.00 CNY. A callout box labeled '7' points to the 'Price x Expected Qty' column header.

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)				0.0000 CNY
 CSP Training Material		2,000 (Each) x	<input type="text"/>	0.00 CNY
				Total 0.00 CNY

Sourcing Event – Participate in the Event (4/6)

Supplier should respond to the received sourcing event as required.

8 Items Not In Lots (1 items)

9 Ship To

10 Item Details

11 100 USD

Item Requested

Service Package

Ship To

KPMG Advisory
(China) Limited
Changsha Branch 毕马
威企业咨询(中国)有
限公司长沙分公司
Unit 17004 Two
Business Complex
Building Central
Square, No.567
Changsha Avenue,
Yuhua District
雨花区长沙大道567号
运达中央广场二期商务
综合楼 17004单元
Changsha 长沙
410129

Legal_Agreement.pdf

Need By Date

21/8/2021

My Capacity	Expected Quantity	My Price *	Line Total
1,000	1,000 Each	x	= 0.00 USD

Your Item Name

Enter your item or service name

Lead Time

Lead Time

Days

8 Confirm you can provide this item/service

9 **Ship to:** The location where your goods should be shipped to

10 **Item Details:** You can download the attachment for detailed information provided by your customer

11 **Need by Date:** The customer wants to receive the item/service before this date

Sourcing Event – Participate in the Event (5/6)

Supplier should respond to the received sourcing event as required.

The screenshot shows a web interface for responding to a sourcing event. At the top, it says 'Items Not in Lots (1 items)' and '0.0000 USD'. Below this is a table with columns: 'My Capacity', 'Expected Quantity', 'My Price *', and 'Line Total'. The table shows a quantity of 1,000 'Each' and a price field. A callout '12' points to the 'My Price *' field. Below the table is a form with several fields: 'Your Item Name' (with a callout '13'), 'Lead Time' (in days), 'ID/Part Number', and 'Description'. There is an 'Add Image' button and a note: 'Add image in GIF, JPEG, or PNG formats'. Below the form is an 'Attachments' section with a 'Click to view' link (callout '14') and a button to 'Add File | URL | Text'. At the bottom right, there are 'Cancel' and 'Save Item' buttons (callout '15').

12 Enter your **quoted price**

13 Fill in the fields if you can provide the relevant information.

Your Item Name: Enter your goods/service name;

Lead Time: The expected days from receiving PO to shipping the item/service;

ID/Part Number: Component's specific ID if applicable;

Description: Description of goods/service;

Image: Image of the goods/service if needed

14 Provide the detailed **supporting document** of the product if applicable, including product specification, scope of services, quotations, etc.

15 Click **Save Item**

Sourcing Event – Participate in the Event (6/6)

Supplier should respond to the received sourcing event as required.

Event Info My Response

Attachments
Buyer A KPMG has not provided any Attachments for this event

Forms
Buyer A KPMG has not provided any Forms for this event

Items and Lots

Name	My Capacity	Expected Qty	My Price	Price x Expected Qty >
Items Not In Lots (1 items)				34,000.0000 CNY
CSP Training Material		2,000 (Each) ×	17.00 * =	34,000.00 CNY

Total 34,000.00 CNY

Load History Save **Submit Response to Buyer**

- 16 Confirm the **total amount**
- 17 Click **Submit Response to Buyer**
- 18 Coupa will notify you that '**Response submitted to Buyer**'

Response submitted to Buyer X

Interaction Channel 1 – Supplier Actionable Notification (SAN)



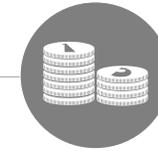
Sourcing Event

- Participate in the Event



Purchase Order (PO)

- View PO
- Acknowledge PO
- Add comments on PO

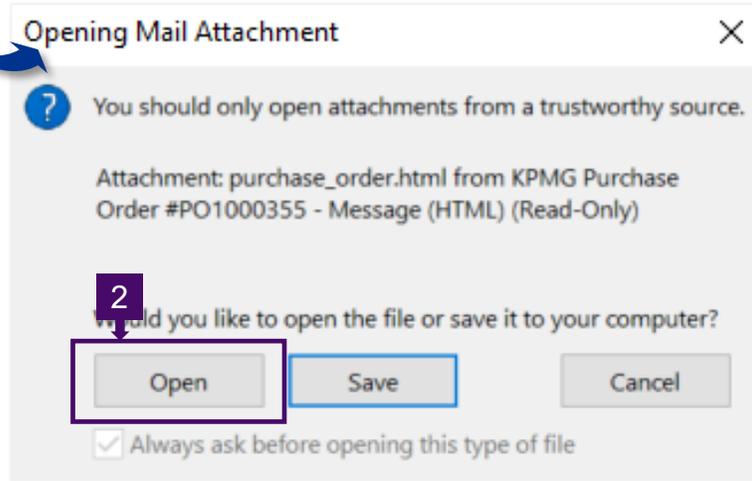
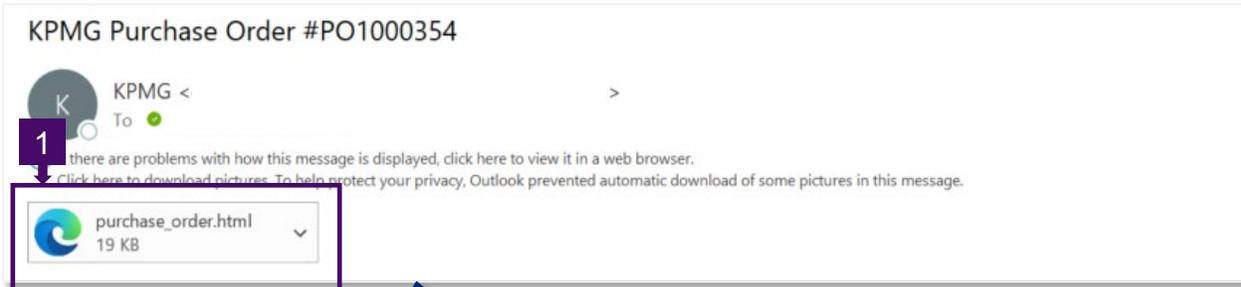


Invoice

- Create invoice

PO – View PO (1/2)

Supplier can find new PO in email box, which is sent from KPMG China.



1 Double click the **attachment**

2 Click **Open**

PO – View PO (2/2)

After receiving PO via email, supplier could view the Purchase Order document.

PURCHASE ORDER 采购订单

Order Place Date/下单日期: 2021-08-20

Supplier Name: Hong Kong Supplier - Test	PO NUMBER: PO1000368
[The Supplier/供应商]:	Purchaser: [KPMG/毕马威]
Contact Person: Mary Wong	Requestor: Requester 020 KPMG
Telephone:	申请人:
电话:	Telephone: Requester 020 KPMG
Email:	电话:
电子邮箱:	Email: requester020@chacuo.net
Address:	电子邮箱:
通信地址:	CURRENCY: CNY

Ship To

KPMG
8th Floor, Prince's Building
10 Chater Road Central,
Hong Kong
香港中环遮打道10号 太子大厦8楼 香港邮政总局 信箱50号 P O Box 50 General Post Office Hong Kong
Hong Kong 香港, 000000
Hong Kong
6
Attn: Rebecca Yang

Bill To

KPMG
8th Floor One AIA Financial Center 1 East Denghu Road
灯湖东路1号 友邦金融中心一座8层
Foshan 佛山, Guangdong 广东 528000
China
Attn: KDC Finance Filing team +86 757 8163 0163

Payment Term/账期: 60 calendar days

#	Materials/Services Description 商品/服务项目描述	Date of Delivery 收货日期	Quantity 数量	Unit 单位	Unit Price(excl. VAT) 单价 (税前)	Total 总价
1	Service-HK Supplier Test2	31/8/2021			19,000.00	19,000.00
					19,000.00	CNY

3 The file of **purchase order** will be opened for your reference.

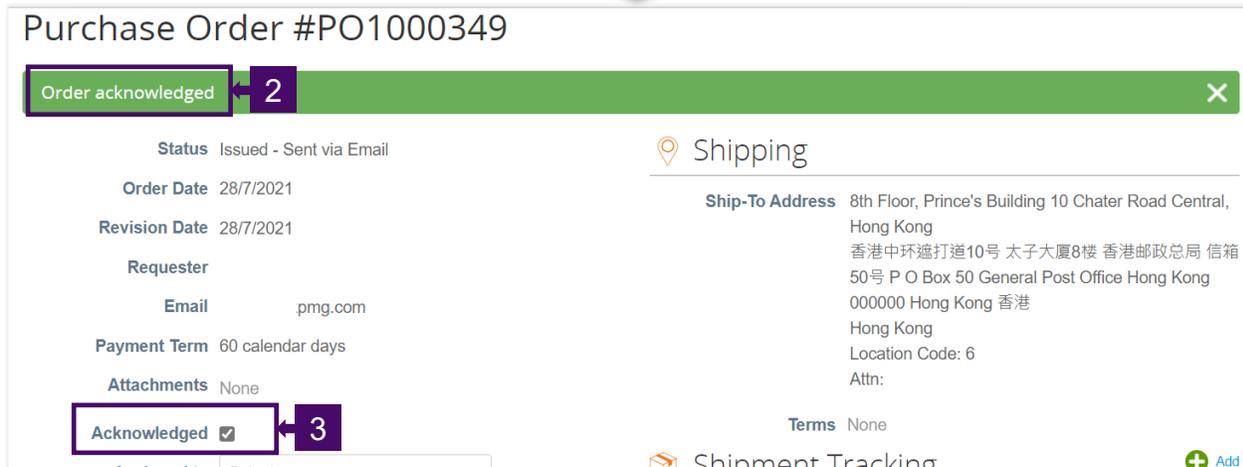
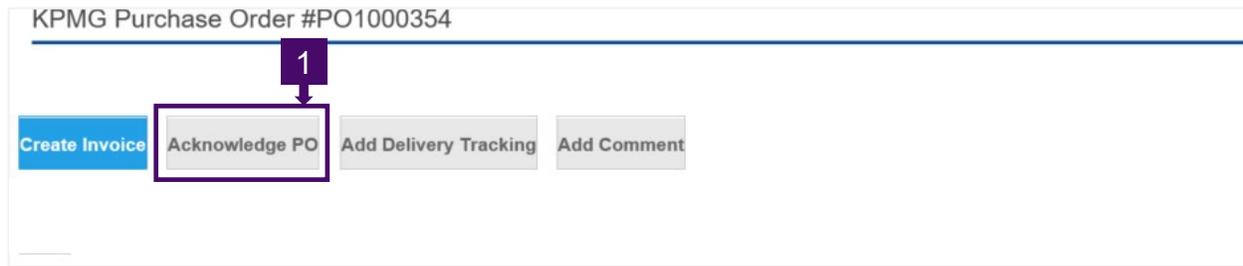
 **PO NUMBER** is provided in PO template, which should be the key information for you to create invoice against.

 **Purchaser's Email** shows the contact information of KPMG China requester who places order to you.

 **Payment Term** has been defined in PO, which will be consistent in the following invoicing process.

PO – Acknowledge PO

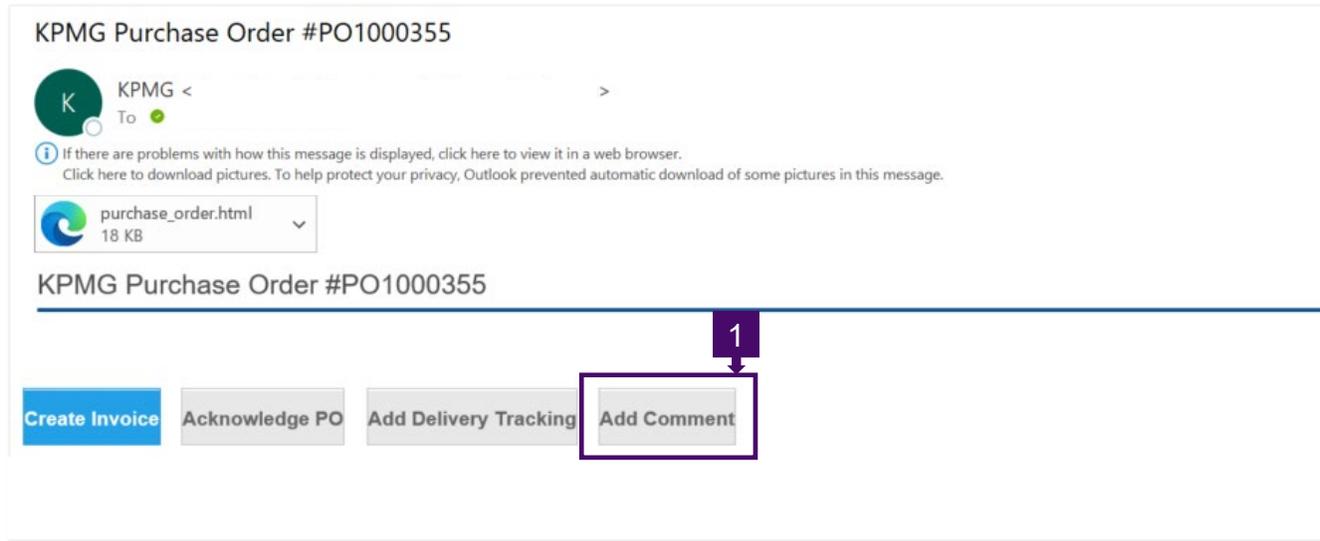
Supplier should acknowledge PO, after receiving and confirming the order.



- 1 In PO email, click on **Acknowledge PO**
 - 2 A website page will pop up automatically showing **Order acknowledged** on the top
 - 3 You can find that the box of **Acknowledged** is automatically checked
-  **Order Acknowledgement** means the supplier has received and confirmed the order.

PO – Add Comments on PO (1/2)

Supplier can add comments on the received purchase order via email.



1

Click on **Add Comment** in PO email

PO – Add Comments on PO (2/2)

Supplier can add comments on the received purchase order via email.

Comments Mute Comments 2

Enter Comment

Well received. [@requester001]

Send comment notification to a user by typing @name (ex. @JohnSmith)

Attachments Add File | URL

3 Add Comment



Participants: Mary Wong Requester 001 KPMG

from supplier

Mary Wong

Well received! Requester 001 KPMG

Attachments None

30/7/2021 at 3:05 PM

4

2 You will be navigated to a website page. Supplier can **enter the comment** with mentioning KPMG China's colleague, by typing '@name' (no space between @ and name) and then selecting the name from the drop-down list of associative word search result generated by Coupa. **File and URL** could also be added as comment attachment

3 Once completed, click **Add Comment**

4 Your comment will be shown as below

Interaction Channel 1 – Supplier Actionable Notification (SAN)



Sourcing Event

- Participate in the Event



Purchase Order (PO)

- View PO
- Acknowledge PO
- Add comments on PO



Invoice

- Create invoice

Invoice - Create Invoice (1/2)

Supplier could directly create Invoice against received PO in PO email.

KPMG Purchase Order #PO1000354

1

Create Invoice Acknowledge PO Add Delivery Tracking Add Comment



Create Invoice Create

General Info From

* Invoice # * Supplier Hong Kong Supplier - Test 2

* Payment Base Date 2021/8/12 * Invoice-From Address No address selected

Payment Term 60 calendar days * Remit-To Address No address selected

* Currency CNY * Ship-From Address No address selected

Status Draft

Scanned Invoice Choose File

Supplier Note

Choose Invoice-From Address

No invoice from addresses to choose from.

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

2

Cancel Create New Remit-To

1 Click on **Create Invoice**

2 You will be navigated to **Create Invoice** page.

Then, click **Create New Remit-To** in the pop-up window of **Choose Invoice-From Address**

Invoice - Create Invoice (2/2)

Supplier could directly create Invoice against received PO in PO email.

The image shows two screenshots from a software interface. The left screenshot is a dialog box titled "Enter a new address" with a close button (X). It contains instructions: "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." Below this is a "Company Information" section with a "Supplier" dropdown set to "Hong Kong Supplier - Test 2" and a "Country/Region" dropdown set to "Hong Kong". A field for "* Registered company legal name" contains "Hong Kong Supplier - Test 2" and is highlighted with a purple box and a purple number 3. Below is an "Address" section with fields for "Remit to name", "* Line 1", "Line 2", "* City", "County", and "* Postal Code" (with an info icon). A "Preferred Language" dropdown is set to "Chinese Traditional (HK)". At the bottom are "Cancel" and "Create and Use" buttons. The "Create and Use" button is highlighted with a purple box and a purple number 5. A blue arrow points from the "Create and Use" button to the right screenshot. The right screenshot is titled "Create Invoice" with a "Create" link. It has a "General Info" section with fields for "* Invoice #", "* Payment Base Date" (set to 2021/8/4 with a calendar icon), "Payment Term" (60 calendar days), "* Currency" (USD), "Status" (Draft), and "Scanned Invoice" (Choose File, No file chosen). There is also a "Supplier Note" text area and "Attachments" (Add File | URL | Text) at the bottom. A purple number 6 is next to the "Create Invoice" title.

- 3 Enter your **Registered company legal name**
- 4 Enter your **registered address**
- 5 Click **Create and Use**
- 6 You can then create the invoice according to your own business situation by following the instruction of Coupa.
How to create the invoice will be introduced in detail in the following sessions from page 60 to page70

04-2

Coupa Supplier Portal (CSP)

Interaction Channel 2 - Coupa Supplier Portal (CSP)



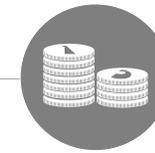
CSP Setting

- First time registration
- Returning supplier registration
- CSP link and recommended browser
- Overview of CSP user interface
- Change language
- Set up Legal Entity information
- Invite additional users



Purchase Order (PO)

- View PO
- Acknowledge PO
- Add comments on PO
- Create view on historical PO
- View actual receipt

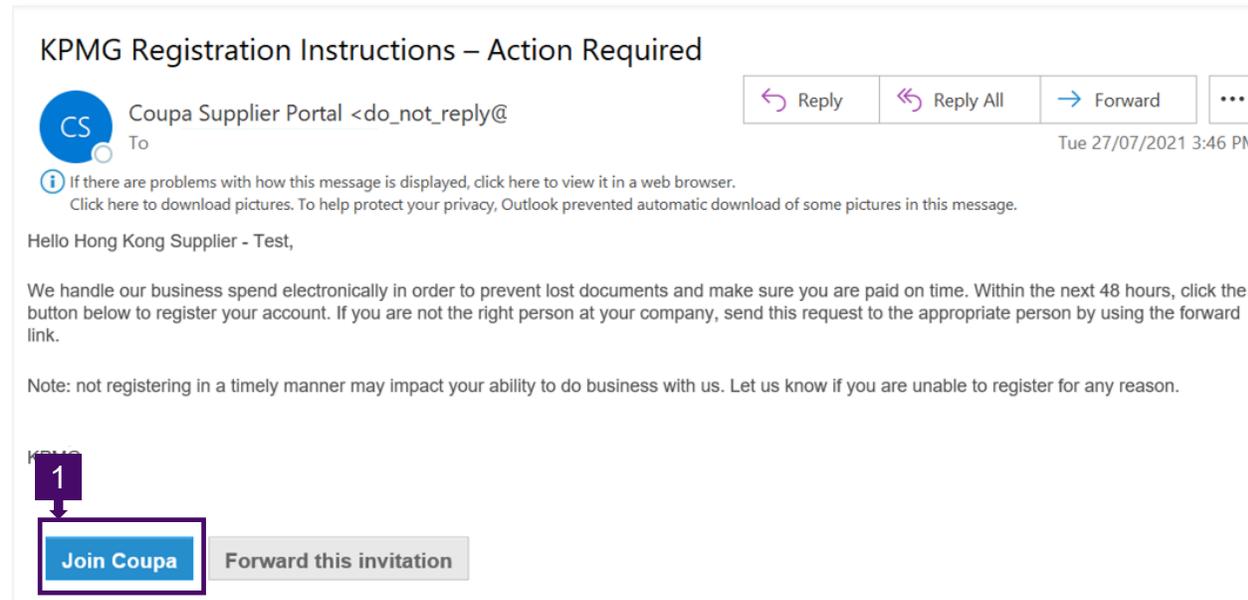


Invoice

- Create invoices
- Create credit notes
- Manage a disputed invoice
- View invoices

Coupa Setting – First Time Registration (1/3)

Supplier can register on CSP when receiving Coupa registration invitation email.



1

Click Join Coupa

Coupa Setting – First Time Registration (2/3)

Supplier can register on CSP when receiving Coupa registration invitation email.

2

3

2

Set your password. Check the box to accept the Privacy Policy and the Terms of Use.

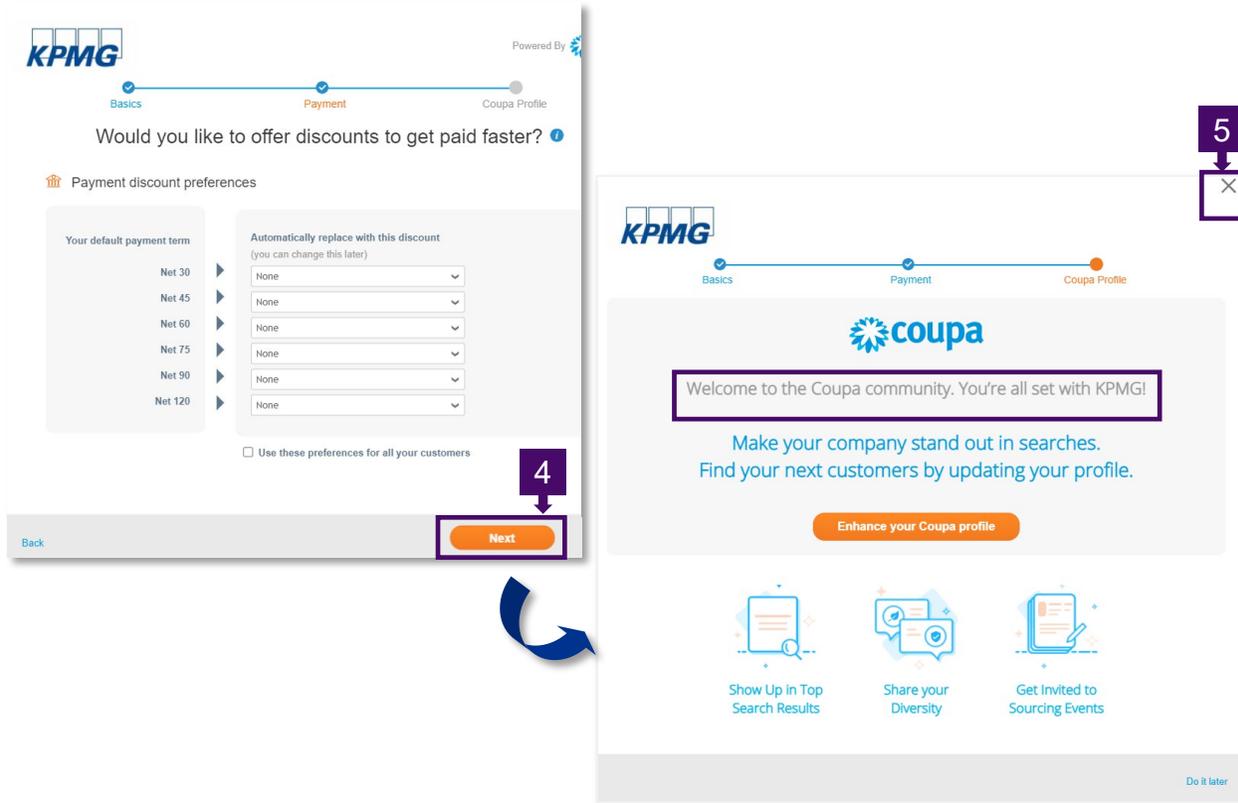
Then, click **Get Started**

3

Fill in your company information by following the setup instruction of CSP and click **Next**

Coupa Setting – First Time Registration (3/3)

Supplier can register on CSP when receiving Coupa registration invitation email.



4 Click Next

5 Coupa will notify you that **Welcome to the Coupa community. You're all set with KPMG!**
Then, click X

Coupa Setting – Returning Supplier Registration

Some suppliers may have already registered on the CSP previously.

KPMG You are Connected to KPMG on Coupa

Powered by coupa

Hello Test Supplier 002,

Congratulations! KPMG has added you as a supplier on the Coupa Supplier Portal. Click below to sign in so you can Configure your PO transmission preferences, Create an online catalogue, View purchase orders, Create electronic invoices.

KPMG

1

Log In

Log In Sign up

Login to your Coupa account

Email Address

Enter email address

Password

Enter password

Forgot Password?

Log In

2

1

Click **Log in to Coupa**

2

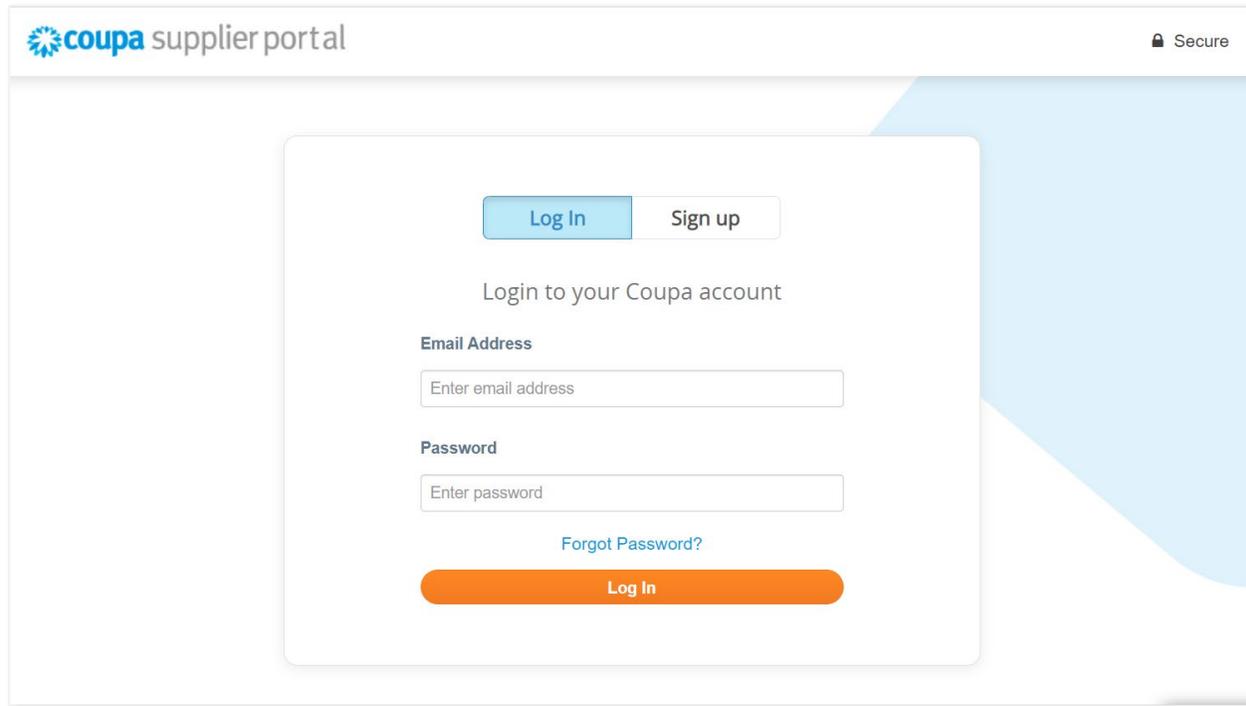
Enter your previously used credentials of the CSP, and click on **Log In**



- In case you cannot retrieve your password, you can click on **Forgot Password?** to reset it.

Coupa Setting – CSP Link and Recommended Browsers

The CSP website link and browsers recommended to access CSP.



Link to access Coupa Supplier Portal:

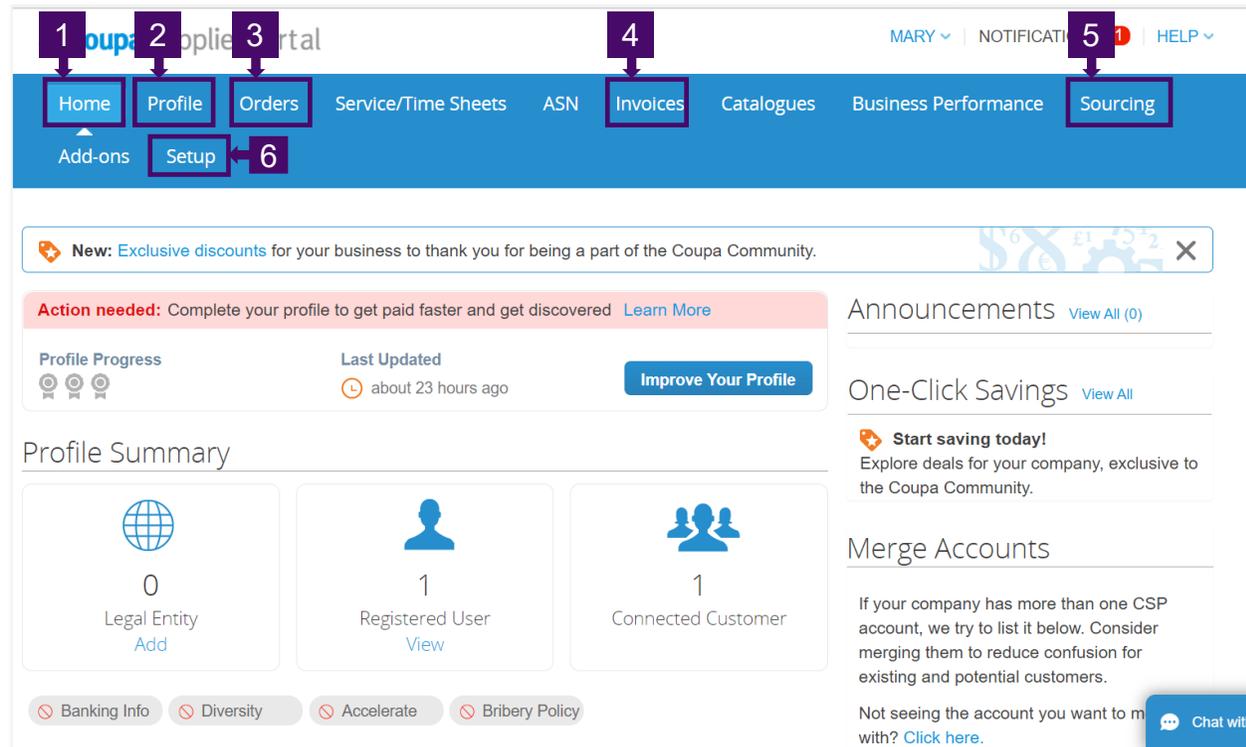
- <https://supplier.coupahost.com/>

Coupa supports the latest versions of these web browsers:

- Google Chrome 91.0
- Mozilla Firefox 90.0
- Microsoft Internet Explorer 11
- Microsoft Edge 91

Coupa Setting – Overview of CSP User Interface

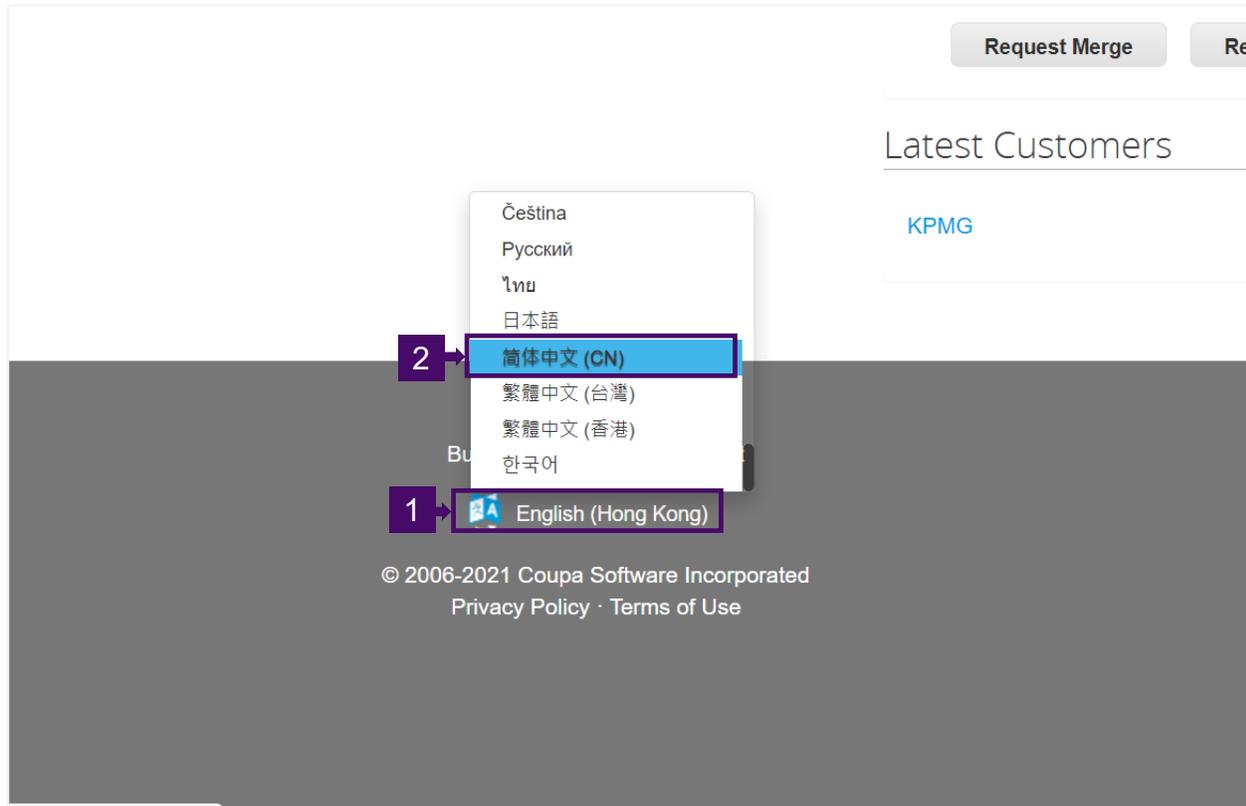
Supplier can access CSP UI after login.



- 1 Home:** View and improve public profile and see the list of connected company.
 - 2 Profile:** Create and manage your profile, including addresses and contacts.
 - 3 Orders:** View and access the purchase orders you received from different customers.
 - 4 Invoices:** Create and manage invoice.
 - 5 Sourcing:** Sourcing event launched by your customers
 - 6 Setup:** Manage users, remit-to addresses, merge requests, etc.
-  **Service/Time Sheets and ASN are tabs that will not be used for KPMG China at the time of Go-Live.**

Coupa Setting – Change Language

Supplier can change the display language of CSP as needed.

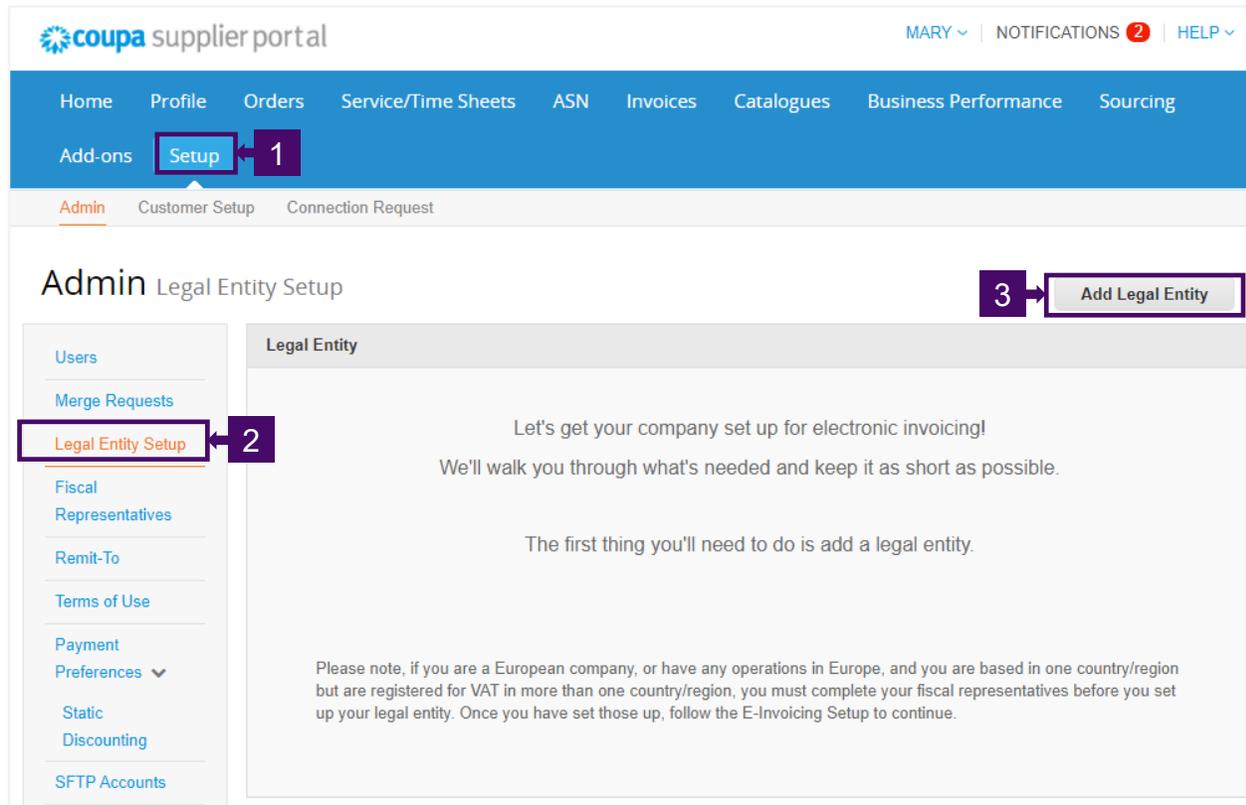


1 Scroll down to the bottom of the page and hover over the **current language**

2 Select the **language** you preferred

Coupa Setting – Set up Legal Entity Information (1/7)

Supplier should create the legal entity, to be able to create invoice on CSP.



- 1 Click Setup
- 2 Click Legal Entity Setup
- 3 Click Add Legal Entity

Coupa Setting – Set up Legal Entity Information (2/7)

Supplier should create the legal entity, to be able to create invoice on CSP.

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

4

* Legal Entity Name

Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

5

Cancel Continue

4 Fill in your official **Legal Entity Name** and located **Country/Region** by following the instruction of Coupa in the pop-up window

5 After filling out the fields, click **Continue** to turn to the next page.

Coupa Setting – Set up Legal Entity Information (3/7)

Supplier should create the legal entity, to be able to create invoice on CSP.

Which customers do you want to see this?

All
 KPMG

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Post Code

Country/Region Hong Kong

Use this address for Remit To *i*

Use this for Ship-From address *i*

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location as where you receive government documents. *i*

Miscellaneous

Invoice-From Code *i*

Preferred Language Chinese Traditional (HK) ▾

Cancel Save & Continue

6 Select the **applicable customers**

7 Fill in the **registered address** of your company, and choose if you want to use this address as **Remit To/Ship-From** address

8 **Miscellaneous:** Optional. This field is used to tie this registered address with your ERP system

9 Click **Save & Continue**

Coupa Setting – Set up Legal Entity Information (4/7)

Supplier should create the legal entity, to be able to create invoice on CSP.

Where do you want to receive payment?

1 2 3 4

* Payment Type Address

What is your Remit-To Address?

Address Line 1 No. xxx, Road xxx

Address Line 2

City Hong Kong

County

Post Code 999027

Country/Region Hong Kong

Cancel Save & Continue

10 Confirm the Payment Type is defaulted to **Address**

11 If you check the box for '**Use this address for Remit To**' in the previous page, the information here will be defaulted as your **registered address**

12 Click **Save & Continue**

Coupa Setting – Set up Legal Entity Information (5/7)

Supplier should create the legal entity, to be able to create invoice on CSP.

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Remit-To Account	Remit-To Address	Status
Bank Account Hong Kong Supplier - Test	No. xxx, Road xxx Hong Kong 999027 Hong Kong	Active

Buttons: Add Remit-To, Manage, Deactivate Legal Entity, Cancel, Next

13 Click **Add Remit-To** to add new Remit-To address if it is different from the your previously registered one

14 Click **Manage** to manage the existing address(es)

15 Click **Deactivate Legal Entity** to cancel the current setup of legal entity

16 Click **Next** to turn to the next page

Coupa Setting – Set up Legal Entity Information (6/7)

Supplier should create the legal entity, to be able to create invoice on CSP.

Where do you ship goods from?

1 2 3 4

For many countries/regions, inclusion of different shipping details on the invoice is required if they are different to where your legal entity is registered.

Title	Status
No. xxx, Road xxx Hong Kong 999027 Hong Kong	Active

17 Add Ship From

18 Manage

19 Deactivate Legal Entity

20 Done

17 Click **Add Ship From** to add new shipping address if it is different from the your previously registered one

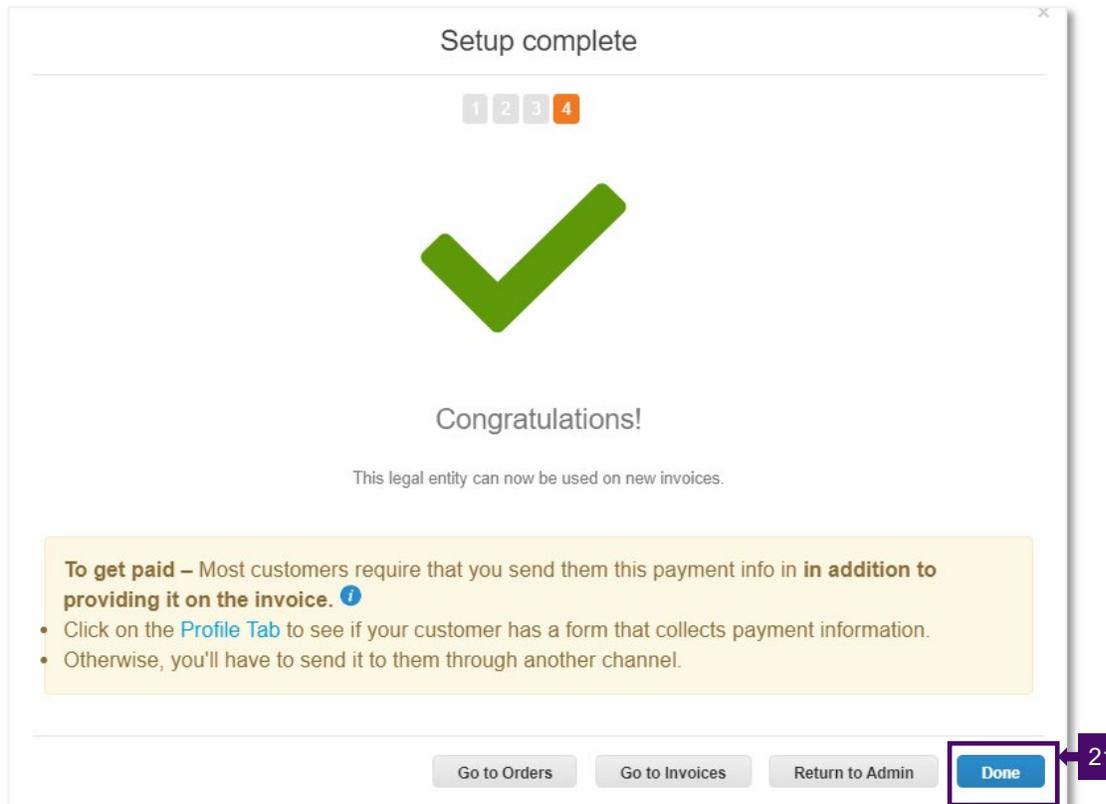
18 Click **Manage** to manage existing address

19 Click '**Deactivate Legal Entity**' to cancel the current setup of legal entity.

20 Click '**Done**' to finish the procedure.

Coupa Setting – Set up Legal Entity Information (7/7)

Supplier should create the legal entity, to be able to create invoice on CSP.



21

'Congratulations!' will show up after completing the setup.

Then, click **Done** at the right bottom to finish the set up

21

Coupa Setting – Invite Additional Users (1/3)

Supplier can have multiple user accounts.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogues, Business Performance, Sourcing, Add-ons, and Setup. The 'Setup' item is highlighted with a purple box and a '1' in a purple square. Below the navigation bar, there is a sub-menu with 'Admin', 'Customer Setup', and 'Connection Request'. The 'Admin' sub-menu is expanded, showing 'Users' highlighted with a purple box and a '2' in a purple square. On the right side of the 'Admin Users' section, there is an 'Invite User' button highlighted with a purple box and a '3' in a purple square. The main content area shows a table with columns for 'Users', 'Permissions', and 'Customer Access'. The 'Users' column contains the name 'Mary Wong' and a status 'Active' with an 'Edit' button. The 'Permissions' column lists various system areas like ASNs, Admin, Business Performance, etc. The 'Customer Access' column shows 'KPMG'.

- 1 Click **Setup** on the top menu
- 2 Click **Users**
- 3 Click **Invite User**

Coupa Setting – Invite Additional Users (2/3)

Supplier can have multiple user accounts.

Invite User

First Name

Last Name

* Email 12345678@hongkongsupplier-test.com

Permissions *i*

Customers

All Admin Orders Restricted Access to Orders All Invoices Catalogues Profiles ASNs Service/Time Sheets

All KPMG

Cancel

4 Fill in contact information of the invited user. And, email is a mandatory field

5 Select invited users' access to **CSP modules (Permissions)** and **Customers** according to your own company policy

6 Click **Send Invitation**. The invited user will receive the invitation by email soon

 **User information (except email)** is still editable at your convenience after the invited user joins in CSP

Coupa Setting – Invite Additional Users (3/3)

Supplier can have multiple user accounts.

Action Required for Hong Kong Supplier - Test Supplier – Click below to join Coupa

Hi

A coworker invited you to join their account on Coupa. Once registered, you can view and manage purchase orders, create and manage invoices, get real-time SMS alerts for these transactions and much more when working with buying organisations that use Coupa.

The Coupa Supplier Portal is completely free and helps you better transact and communicate electronically. Find out more using the links below, and use the button to register. Welcome!

7

[Join Coupa](#) [Forward this invitation](#)

[Overview](#) Learn more about the Coupa Supplier Portal [Need help?](#) Answers to common questions and issues [Coupa Info](#) Learn more about how companies use Coupa

 **coupa**
Business Spend Management

7 The invited user can click **Join Coupa** to start his/her journey in CSP

Interaction Channel 2 - Coupa Supplier Portal (CSP)



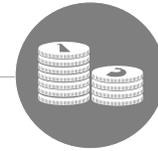
CSP Setting

- First time registration
- Returning supplier registration
- Overview of CSP user interface
- CSP link and recommended browser
- Change language
- Set up Legal Entity information
- Invite additional users



Purchase Order (PO)

- View PO
- Acknowledge PO
- Add comments on PO
- Create view on historical PO
- View actual receipt



Invoice

- Create invoices
- Create credit notes
- Manage a disputed invoice
- View invoices

PO – View PO

Supplier can view PO on CSP.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders' (highlighted with a red box and labeled '1'), 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', 'Business Performance', and 'Sourcing'. Below this is a secondary navigation bar with 'Orders' (highlighted with a red box and labeled '2'), 'Order lines', 'Returns', 'Order Changes', and 'Order Line Changes'. A search bar labeled 'Select Customer' is set to 'KPMG' (labeled '2'). Below the search bar is a 'Configure PO Delivery' button. The main content area is titled 'Purchase Orders' and includes 'Instructions From Customer' and a search bar with '349' (labeled '3'). Below the search bar is a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The table contains one row: PO1000349, 28/7/2021, Issued, 29/7/2021, Service-HK Supplier Test, No, 19,000.00 CNY. The 'Status' column is highlighted with a red box and labeled '4'.

- 1 Click **Orders** on the top menu. You can view all the purchase orders here
- 2 Make sure you select **KPMG** as the customer when you have multiple customers using Coupa
- 3 You can use the search bar to search for the relevant purchase order
- 4 **Status:**
 - Issued:** Purchase Order has been created in Coupa and issued to supplier;
 - Cancelled:** An issued PO that has been cancelled. There is no need for supplier to deliver goods/service against this PO;
 - Soft Closed:** A PO is closed but still can be reopened. Supplier cannot create invoice against a PO in this status because this transaction has been marked as completed;
 - Closed:** A closed PO can't be reopened. Supplier cannot create invoice against a PO in this status because this transaction has been completed

PO – Acknowledge PO

Supplier should acknowledge PO, after receiving and confirming the order.

Instructions From Customer
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Click the Action to Accept the Purchase Order and Create an Invoice using its data

Export to View All 349

Showing results for 349 x

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO1000349	28/7/2021	Issued	29/7/2021	Service-HK Supplier Test	No	19,000.00 CNY		



Purchase Order #PO1000349

Order acknowledged 3

Status Issued - Sent via Email

Order Date 28/7/2021

Revision Date 28/7/2021

Requester Rebecca Yang

Email ry.yang@kpmg.com

Payment Term 60 calendar days

Attachments None

Acknowledged 2

Assigned to

Shipping

Ship-To Address 8th Floor, Prince's Building 10 Chater Road Central, Hong Kong
香港中环遮打道10号 太子大厦8楼 香港邮政总局 信箱
50号 P O Box 50 General Post Office Hong Kong
000000 Hong Kong 香港
Hong Kong
Location Code: 6
Attn: Rebecca Yang

Terms None

Shipment Tracking

1 Click on the PO number. Then you will be navigated to the **Purchase Order** page

2 Check the box of **Acknowledged**

3 An **Order acknowledged** message bar will show up on the top of the PO page

Please do not forget to **acknowledge PO**, in order to confirm that you **have received the Purchase Order** and you **agreed to the terms & conditions** set out in the Purchase Order

PO – Add Comments on PO

Supplier can use comments to communicate with the client.

Comments Mute Comments

Enter Comment

Well received! [@requester001]

Send comment notification to a user by typing @name (ex. @JohnSmith)

Attachments [Add File](#) | [URL](#)

[Add Comment](#)



Participants: [Mary Wong](#) [Requester 001 KPMG](#)

from supplier

Mary Wong

Well received! [Requester 001 KPMG](#)

Attachments [None](#)

30/7/2021 at 3:05 PM

- 1 Scroll down. Supplier can **enter the comment** with mentioning KPMG China's colleague, by typing '@name' (no space between @ and name) , and then selecting the name from the drop-down list of associative word search result generated by Coupa.
File and URL could also be added as comment attachment
- 2 Click **Add Comment**
- 3 Your comment will be shown as below

PO – Create View on Historical PO (1/3)

Supplier can create view to filter orders according to his/her own needs.

Instructions From Customer
 {Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the Action to Accept the Purchase Order and Create an Invoice using its data

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered	View	Assigned To	Actions
PO1000354	30/7/2021	Issued	None	Service-HK Supplier Test3	No	All		
PO1000353	30/7/2021	Issued	None	Service-HK Supplier Test2	No	Mary Wong's view	Y	
PO1000349	28/7/2021	Issued	29/7/2021	Service-HK Supplier Test	No	Open Orders	Y	

1 Click **Create View** in the drop-down list of View.

Create New data table view

General

Name: KPMG HK **2**

Visibility: Only Me Everyone **3**

Start with view: All **4**

Conditions

Match Conditions: Match all conditions **5**

Filter By: PO Number Filter Clause: is Filter Text:

1 Click **Create View** in the drop-down list of View. You will be navigated to **Create New data table view** page

2 **Name:** Name the view

3 **Visibility:** Who will see the view. Suggest always select 'Only Me'. If you select **Everyone**, all other users will be able to see the report under your created view

4 **Start with View:** Allow you to set a starting condition for the view (i.e. Start with all Invoices, a specified view)

5 **Conditions:** Select **Match all conditions** or **Match at least one condition** to identify the match conditions of this view. You can add multiple conditions by clicking on the '' icon

PO – Create View on Historical PO (2/3)

Supplier can create view to filter orders according to his/her own needs.

Columns

Drag columns to the right to select, to the left to unselect and vertically to change column order.
You can also use your keyboard to modify the selected columns. Use TAB to focus and ENTER to move a column to or from the Selected Column list. To reorder, use SPACE to grab an item and then UP or DOWN to move it. Press SPACE again to drop the item or ESC to cancel the reordering.

Available columns	Selected columns
Comments	PO Number
Payment Agreements	Order Date
PO ID	Status
Unanswered Comments	Acknowledged At
	Items
	Total
	Assigned To
	Actions

Default Sort Order

Sort by in order.

Cancel

6 Columns: Drag and drop fields from the **Available columns** section to the **Selected columns** section. The order of fields will determine the order they appear in the view

7 Defaulted Sort Order: Allow you to sort the data by specific criteria in the view

8 Click on **Save** to complete your setting for the view

PO – Create View on Historical PO (3/3)

Supplier can create view to filter orders according to his/her own needs.

The screenshot displays the 'Purchase Orders' interface. At the top, there is a 'Select Customer' dropdown set to 'KPMG' and a 'Configure PO I' button. A green message bar at the top left says 'View created' with a close button (X) on the right. Below the message bar, there is a section for 'Instructions From Customer' with a note: '(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)'. The main area features a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unan..., Assigned To, and Actions. A dropdown menu is open under the 'View' column, showing options: All, Mary Wong's view (highlighted with a purple box and arrow labeled '10'), Open Orders, Orders not acknowledged, Orders not invoiced, Orders overdue, Orders with pending changes, POs with service lines, and Create View. Another purple box and arrow labeled '9' points to the 'View created' message bar.

9

A **View created** message bar will show up on the top of the page

10

You can access the view you created by clicking it from the drop-down list under **View**



You can also create view by following the same procedure in other pages, such as **Order Lines, Invoices, Invoice Lines, etc.**

PO – View Actual Receipt (1/3)

Supplier can create view to check actual receipt confirmed by KPMG by PO line.

PO Number (Header)	Line	Order Status (Header)	Item	Tot	Line Total
PO1000354	1	Issued	Service-HK Supplier Test3	No	9000.00

- 1 Click **Order lines** under **Order** tab
- 2 Click **Create View** in the drop-down list of **View**
- 3 You will be navigated to **Create New data table view** page
- 4 **Name:** Name the view

3 → Create New data table view

General

Name ← 4

Visibility Only Me
 Everyone

Start with view

PO – View Actual Receipt (2/3)

Supplier can create view to check actual receipt confirmed by KPMG by PO line.

Columns ← 5

Drag columns to the right to select, to the left to unselect and vertically to change column order.
You can also use your keyboard to modify the selected columns. Use TAB to focus and ENTER to move a column to or from the Selected Column list. To reorder, use SPACE to grab an item and then UP or DOWN to move it. Press SPACE again to drop the item or ESC to cancel the reordering.

Available columns	Selected columns
ASN Lines	PO Number (Header)
Carrier	Line
Contract	Order Status (Header)
Delivery Address (Header)	Item
Delivery Date	Total Item Quantity
Delivery-to (Header)	Line Total
Invoiced	Received ← 6
Manufacturer Name	
Manufacturer Part Number	
Need By	

5 Scroll down to **Columns**

6 Drag **Received** from **Available columns** to **Selected columns**

PO – View Actual Receipt (3/3)

Supplier can create view to check actual receipt confirmed by KPMG by PO line.

Default Sort Order

Sort by in ascending order.

Cancel



Profile **Orders** Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons Setup

Order lines Returns Order Changes Order Line Changes Deliveries

Select Customer KPMG

Purchase Order Lines

Export to View Receipt Search

PO Number (Header)	Line	Order Status (Header)	Item	To	line Total	Received
PO1000354	1	Issued	Service-HK Supplier Test3	None	19000.00	0.00
PO1000353	1	Issued	Service-HK Supplier Test2	None	19000.00	19,000.00
PO1000349	1	Issued	Service-HK Supplier Test	None	19000.00	19,000.00

- 7 Click **Save** to save the view
- 8 Click the view that you just created in the drop-down list of **View**
- 9 You can find the actual receipt amount/quantity of each line received by the customer

Interaction Channel 2 - Coupa Supplier Portal (CSP)



CSP Setting

- First time registration
- Returning supplier registration
- Overview of CSP user interface
- CSP link and recommended browser
- Change language
- Set up Legal Entity information
- Invite additional users



Purchase Order (PO)

- View PO
- Acknowledge PO
- Add comments on PO
- Create view on historical PO
- View actual receipt



Invoice

- Create invoices
- Create credit notes
- Manage a disputed invoice
- View invoices

Invoice - Create Invoices (1/11)

Supplier can directly create invoice against PO in CSP.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Home, Profile, **Orders** (highlighted with a red box and a '1' in a red circle), Service/Time Sheets, ASN, Invoices, Catalogues, Business Performance, and Sourcing. Below this is a sub-navigation bar with: Add-ons, Setup, **Orders** (highlighted), Order lines, Returns, Order Changes, Order Line Changes, and Deliveries. The main content area is titled 'Purchase Orders' and shows a 'Select Customer' dropdown set to 'KPMG' and a 'Configure PO Delivery' button. Below this is a section for 'Instructions From Customer' with a text box containing: '{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}' and a button that says 'Click the 📄 Action to Accept the Purchase Order and Create an Invoice using its data'. Below the instructions is a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The table shows one row: PO1000349, 28/7/2021, Issued, 29/7/2021, Service-HK Supplier Test, No, 19,000.00 CNY. The 'Actions' column for this row has a red box around the icon for creating an invoice, with a '2' in a red circle next to it.

1 Click **Orders**

2 Find relevant PO. Click 📄 to trigger the action of flipping the PO into an invoice



If there is any issue with your CSP account, please send invoice through backup channels:

1. **Paper Invoice:** Send original version to KPMG DC
 - **Recipient:** KPMG KDC Finance Filing team
 - **Address:** 8th Floor One AIA Financial Center 1 East Denghu Road, 528000 Foshan, Guangdong, China
 - **Tel:** +86 757 8163 0163
2. **E-Invoice:** Please send the original file to KPMG DC AP functional mailbox:
 - **Address:** cn-accounts payable@kpmg.com
 - **Subject:** PO Number + Supplier Name

Please remark **PO number (You can use ' / ' to separate multiple PO numbers)** on the invoice. Otherwise, payment could be delayed.

Once KPMG AP receives the invoice, KPMG China will start processing invoice in Coupa.

Invoice - Create Invoices (2/11)

Supplier can directly create invoice against PO in CSP.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. Below this, there is a sub-navigation bar with 'Orders', 'Order lines', 'Returns', 'Order Changes', 'Order Line Changes', and 'Deliveries'. The main content area shows a 'Select Customer' dropdown menu with 'KPMG' selected and a 'Configure PO Delivery' button. A notification box is displayed with the text: '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.' Below the notification is an 'I Accept' button, which is highlighted with a purple box and a purple number '3'.

3 The first time you conduct this procedure, a notification will show up.
Click **I Accept**

4 You will be navigated to **Create Invoice** page

The screenshot shows the 'Create Invoice' page in the Coupa Supplier Portal. The page has a header 'Create Invoice Create'. Below the header, there are two main sections: 'General Info' and 'From'. The 'General Info' section contains fields for 'Invoice #' (with a red asterisk), 'Payment Base Date' (30/7/2021), 'Payment Term' (60 calendar days), 'Date of Supply' (30/7/2021), and 'Currency' (CNY). The 'From' section contains fields for 'Supplier' (Hong Kong Supplier - Test), 'Invoice-From Address' (Hong Kong Supplier - Test, No. xxx, Road xxx, 999027 Hong Kong, Hong Kong), and 'Remit-To Address' (Hong Kong Supplier - Test, No. xxx, Road xxx). A purple box highlights the entire 'Create Invoice' page, and a purple number '4' is placed to the right of the box.

Invoice - Create Invoices (3/11)

Supplier can directly create invoice against PO in CSP.

5 Confirm **KPMG** is selected as customer

6 **Invoice#:** Fill in invoice number

7 **Payment Base Date:** Fill in invoice date. It should be the date you create this invoice

8 **Payment Term:** Confirm payment term, which is the duration between the date your customer received the invoice and sent payment

9 **Date of Supply:** Select supply date

10 **Currency:** Confirm currency

 If you have any question on the non-editable fields, please reach to the point of contact within KPMG China

Invoice - Create Invoices (4/11)

Supplier can directly create invoice against PO in CSP.

Select Customer KPMG

Create Invoice Create

General Info

* Invoice #

* Payment Base Date 30/7/2021

Payment Term 60 calendar days

Date of Supply 30/7/2021

* Currency CNY

From

* Supplier Hong Kong Supplier - Test

* Invoice-From Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

* Remit-To Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

Beneficiary Name: Hong Kong Supplier - Test

* Ship-From Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

Delivery Number

Status Draft

Scanned Invoice No file chosen

Supplier Note

Attachments | |

To

11 Delivery Number: Courier No. of the delivered item's parcel

12 Scanned Invoice: If the current invoice has a printed version, you can upload the scanned one here

13 Supplier note: Not required

14 Attachments: Upload related supporting documents as required



Please also **remark the PO number on the Scanned Invoice**. If the invoice contains several PO, use slash '/' to separate the PO number.

If the Coupa invoice you have created is not consistent with information contained in Scanned Invoice, KPMG China will return this invoice, which may result to delayed payment.

Invoice - Create Invoices (5/11)

Supplier can directly create invoice against PO in CSP.

Select Customer

Create Invoice Create

General Info

* Invoice # 15

* Payment Base Date

Payment Term 60 calendar days

Date of Supply

* Currency

Delivery Number

Status Draft

Scanned Invoice No file chosen

Supplier Note

Attachments Add [File](#) | [URL](#) | [Text](#)

From

* Supplier Hong Kong Supplier - Test

* Invoice-From Address Hong Kong Supplier - Test 16
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

* Remit-To Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

Beneficiary Name: Hong Kong Supplier - Test

* Ship-From Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

To

Customer KPMG

15

These fields will be filled automatically if you only set up one legal entity.

Invoice-From Address: Where your legal entity registered. Should be same as the Remit-To address;

Remit-To Address: Where you want to receive payment;

Ship-From Address: Where your goods ship from.

16

Click to select other addresses

Invoice - Create Invoices (6/11)

Supplier can directly create invoice against PO in CSP.

Choose Invoicing Details

* Legal Entity Hong Kong Supplier - Test + Add New

Invoice From Select
Hong Kong Supplier - Test
Hong Kong Supplier - Test2
Hong Kong

* Remit-To No. xxx, Road xxx, 999027 Hor + Add New

* Ship-From Address No. xxx, Road xxx, 999027 Hor + Add New

Cancel Save

17 Select the legal entity or address you want from the drop-down list

18 Click **Add New** to add new legal entity or address.

Please refer to **Coupa Setting – Set up Profile and Payment Information** from page 40 to 45 for step-by-step instructions

19 Click **Save**

Invoice - Create Invoices (7/11)

Supplier can directly create invoice against PO in CSP.

 To

Customer KPMG

*** Bill-To Address** 8th Floor One AIA Financial Center 1
East Denghu Road
灯湖东路1号 友邦金融中心一座8层
Foshan 佛山
Guangdong 广东
China

Buyer VAT ID

Ship To Address 8th Floor, Prince's Building 10 Chater
Road Central, Hong Kong
香港中环遮打道10号 太子大厦8楼 香
港邮政总局 信箱50号 P O Box 50
General Post Office Hong Kong
000000 Hong Kong 香港
Hong Kong
Location Code: 6

20

20

The address under **To** section is defaulted from PO

Invoice - Create Invoices (8/11)

Supplier can directly create invoice against PO in CSP.

Item-based lines:

The screenshot shows the 'Lines' section of the Coupa Supplier Portal. The main table has columns for Type, Description, Qty, Unit, Price, and a total. The 'Qty' field is highlighted with a purple box and labeled '22'. Below the table, the 'PO Line' field is highlighted with a purple box and labeled '21'. The 'PO Line' field contains the value 'PO1000355-1' and a 'Clear' button. The 'Contract' field is a dropdown menu, and the 'Supplier part number' field is an empty text box.

21 For more PO details, click PO Number, you will be navigated to the PO page

For item-based lines:

22 You can modify **Qty** to create a partial invoice if the PO is quantity based

Service-based lines:

The screenshot shows the 'Lines' section of the Coupa Supplier Portal for a service-based line. The main table has columns for Type, Description, Price, and a total. The 'Price' field is highlighted with a purple box and labeled '23'. Below the table, the 'PO Line' field contains the value 'PO1000349-1' and a 'Clear' button. The 'Contract' field is a dropdown menu, and the 'Supplier part number' field is an empty text box. The 'Billing' section contains the value '24790590-476P-700000004950-70111201'. At the bottom, the 'Pick lines from PO' button is highlighted with a purple box and labeled '24'. Other buttons include '+ Add Line', '+ Pick lines from Contract', and 'Totals'.

23 You can modify the **Price** to create a partial invoice

24 If you want to have several PO lines on this invoice, click **Pick lines from PO**, otherwise skip step 25 to 28.

Invoice - Create Invoices (9/11) - Pick Lines from PO

Supplier can directly create invoice against PO in CSP.

Pick Lines to Add

Invoice #

Line	Desc	Total
1	Service-HK Supplier Test	19,000.00

1 Lines ✖ Delete Invoice Finish

View All Advanced

PO Number	Line	Description	UOM	Qty	Price	Invoiced	Actions
PO1000353	1	Service-HK Supplier Test2	None	None	19000.00	0.00	+
PO1000354	1	Service-HK Supplier Test3	None	None	19000.00	0.00	+



Invoice #

Line	Desc	Total
1	Service-HK Supplier Test	19,000.00
2	Service-HK Supplier Test2	19,000.00

2 Lines ✖ Delete Invoice Finish

View All Advanced

PO Number	Line	Description	UOM	Qty	Price	Invoiced	Actions
PO1000354	1	Service-HK Supplier Test3	None	None	19000.00	0.00	+

- 25 **Pick Lines to Add** page shows up. Search the PO you want to include in this invoice
- 26 Click + to add the line in the invoice
- 27 The PO line will be removed automatically from the available column to the selected lines on the top
- 28 Click **Finish**. You will be navigated back to the **Create Invoice** page

Invoice - Create Invoices (10/11) - Over-Invoicing

Supplier can't create invoice with amount exceeding non-invoiced PO amount.

The screenshot displays the 'Lines' section of the Coupa Supplier Portal. It shows two invoice lines. The top line is selected and has a price of 19,000.00. The bottom line has a price of 20,000.00, which is highlighted with a red box and a warning message: 'needs to be between 0 and 19,000.00'. Callout boxes 29 and 30 point to the top and bottom lines respectively.

Type	Description	Qty	UOM	Price
Shopping Cart	Service-HK Supplier Te	10	Each	1,000.00
19,000.00				
PO Line	Contract	Supplier part number		
PO1000355-1				
Billing				
24793761-472S-210000004473-73511209				
Type	Description	Price		
Shopping Cart	Service-HK Supplier Te	20,000.00		
19,000.00				
needs to be between 0 and 19,000.00				
PO Line	Contract	Supplier part number		
PO1000353-1				
Billing				
24790590-476P-700000004950-70111201				

29 In the **Lines** section, you can find all the lines you just picked from PO

30 If you submit the invoice with a price larger than non-invoiced PO price, CSP will inform you that price **needs to be between 0 and xxxx(PO line price)**

Invoice - Create Invoices (11/11)

Supplier can directly create invoice against PO in CSP.

Totals	
Lines Net Total	38,000.00
Net Total	38,000.00
Total	38,000.00

Buttons: Calculate (31), Submit

Totals	
Lines Net Total	29,000.00
Net Total	29,000.00
Total	29,000.00

Buttons: Submit (33), Calculate, Save as draft, Cancel

- 31 If you adjust the amount of the invoice, Net Total won't change automatically. Always click **Calculate** before submitting
- 32 Confirm the **total amount** of the invoice
- 33 Click **Submit**
- 34 Click **Send Invoice** in the pop-up window.

Are you ready to send? X

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.

Buttons: Continue Editing, Send Invoice (34)

Invoice - Create Credit Notes (1/5)

Supplier can directly create credit note against PO in CSP.

1

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing

Add-ons Setup

Orders Order lines Returns Order Changes Order Line Changes Deliveries

Select Customer KPMG

Configure PO Delivery

Purchase Orders

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the Action to Accept the Purchase Order and Create an Invoice using its data

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
PO1000354	30/7/2021	Issued	None	Service-HK Supplier Test3	No	19,000.00 CNY		2
PO1000353	30/7/2021	Issued	None	Service-HK Supplier Test2	No	19,000.00 CNY		
PO1000349	28/7/2021	Issued	29/7/2021	Service-HK Supplier Test	No	19,000.00 CNY		

1 Click **Orders**

2 Click to trigger the action of flipping the PO into a credit note



If there is any issue with your CSP account, please send credit note through backup channels:

- Paper Credit Note:** Send original version to KPMG DC
 - **Recipient:** KPMG KDC Finance Filing team
 - **Address:** 8th Floor One AIA Financial Center 1 East Denghu Road, 528000 Foshan, Guangdong, China
 - **Tel:** +86 757 8163 0163
- E-Credit Note:** Please send the original file to KPMG DC AP functional mailbox:
 - **Address:** cn-accountspayable@kpmg.com
 - **Subject:** PO Number + Supplier Name

Please remark **PO number (You can use ' / ' to separate PO number)** on the credit note, if it is to resolve the invoice issue.

Once KPMG AP receives the credit note, KPMG China will start processing in Coupa.

Invoice - Create Credit Notes (2/5)

Supplier can directly create credit note against PO in CSP.

Create Credit Note Create

This credit note applies to invoice [HK Supplier Test Invoice1](#). When approved, the credit will fully cancel the invoice's impact to the transaction.

General Info

3 * Credit Note #

4 * Credit Note Date

Payment Term 60 calendar days

Original Date of Supply

* Currency CNY

Delivery Number

Status Draft

Original Invoice Number HK Supplier Test Invoice1

Original Invoice Date 30/7/2021

Scanned Invoice No file chosen

5 Supplier Note

6 Attachments Add [File](#) | [URL](#) | [Text](#)

From

* Supplier Hong Kong Supplier - Test

* Invoice-From Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

* Remit-To Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

Beneficiary Name: Hong Kong Supplier - Test

* Ship-From Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

To

Customer KPMG

* Bill-To Address 8th Floor One AIA Financial Center 1

- 3** Fill in '**Credit Note#**'
- 4** **Credit Note Date:** It should be the date you create and issue this Coupa credit note
- 5** **Supplier Note:** Not required
- 6** **Attachments:** Upload related supporting document as required

Invoice - Create Credit Notes (3/5)

Supplier can directly create credit note against PO in CSP.

7 →

From		To	
* Supplier	Hong Kong Supplier - Test	Customer	KPMG
* Invoice-From Address	Hong Kong Supplier - Test No. xxx, Road xxx 999027 Hong Kong Hong Kong	* Bill-To Address	8th Floor One AIA Financial Center 1 East Denghu Road 灯湖东路1号 友邦金融中心一座8层 528000 Foshan 佛山 Guangdong 广东 China
* Remit-To Address	Hong Kong Supplier - Test No. xxx, Road xxx 999027 Hong Kong Hong Kong	Buyer Tax Number	91440605066721417X
Beneficiary Name:	Hong Kong Supplier - Test	Ship To Address	8th Floor, Prince's Building 10 Chater Road Central, Hong Kong 香港中环遮打道10号 太子大厦8楼 香 港邮政总局 信箱50号 P O Box 50 General Post Office Hong Kong 000000 Hong Kong 香港 Hong Kong Location Code: 6
* Ship-From Address	Hong Kong Supplier - Test No. xxx, Road xxx 999027 Hong Kong Hong Kong		

7 As the credit note is created based on an existing invoice, the information of **From** and **To** sections are defaulted and non-editable

Invoice - Create Credit Notes (4/5)

Supplier can directly create credit note against PO in CSP.

Item-based lines:

The screenshot shows the 'Lines' section of the Coupa Supplier Portal. The 'Adjustment Type' dropdown is set to 'Quantity'. The 'Qty' field is highlighted with a purple box and labeled '8', containing the value '-1.0'. The 'Price' field contains '700.00'. The total value shown is '-700.00'.

Service-based lines:

The screenshot shows the 'Lines' section of the Coupa Supplier Portal. The 'Adjustment Type' dropdown is set to 'Price'. The 'Price' field is highlighted with a purple box and labeled '9', containing the value '-1900'. The total value shown is '-19,000.00'. Below the main form, there are fields for 'PO Line' (PO1000349-1), 'Contract', 'Supplier part number', and 'Billing' (24790590-476P-700000004950-70111201).

For item-based lines:

- 8 You can choose the adjustment type:
 1. **Quantity**: Only qty is editable;
 2. **Price**: Only unit Price is editable;
 3. **Other**: Both Qty and Unit Price are editable

For service-based lines:

- 9 **Price** is editable
-  **The value of credit note must be negative**

Invoice - Create Credit Notes (5/5)

Supplier can directly create credit note against PO in CSP.

The image shows two side-by-side screenshots of the Coupa Supplier Portal interface. Both screenshots display a 'Totals' section with the following data:

Category	Value
Lines Net Total	-38,000.00
Net Total	-38,000.00
Total	-38,000.00

Below the totals are buttons: Delete, Cancel, Save as draft, Calculate, and Submit. In the first screenshot, a callout '10' points to the 'Calculate' button. In the second screenshot, the 'Total' value is updated to -3,800.00, and callouts '11' and '12' point to the 'Total' field and the 'Submit' button, respectively.

- 10 As you adjust the price, click **Calculate**
- 11 **Total** of this credit note will be updated
- 12 Click **Submit**
- 13 Click **Send Credit Note** in the pop-up window

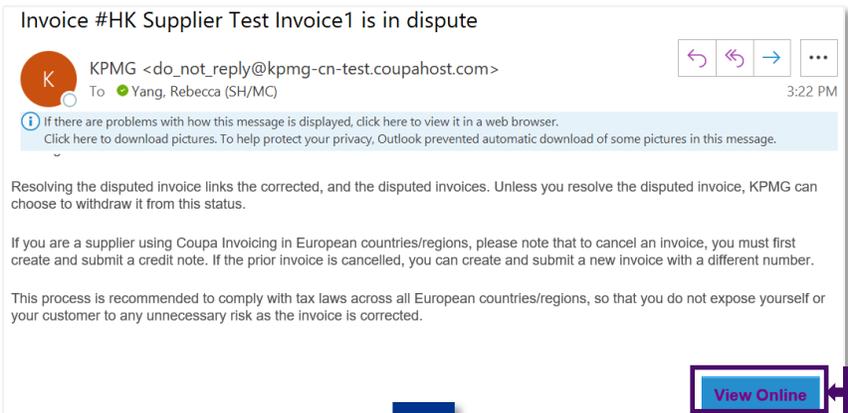
The image shows a pop-up dialog box with a blue header and a white body. The header contains the text 'Are you ready to send?' and a close button (X). The body contains the following text:

Coupa is about to create a credit note on your behalf. Please make sure you are not attaching another credit note to this transaction as the Coupa generated PDF is your and your customer's legal credit note.

At the bottom of the dialog are two buttons: 'Continue Editing' and 'Send Credit Note'. A callout '13' points to the 'Send Credit Note' button.

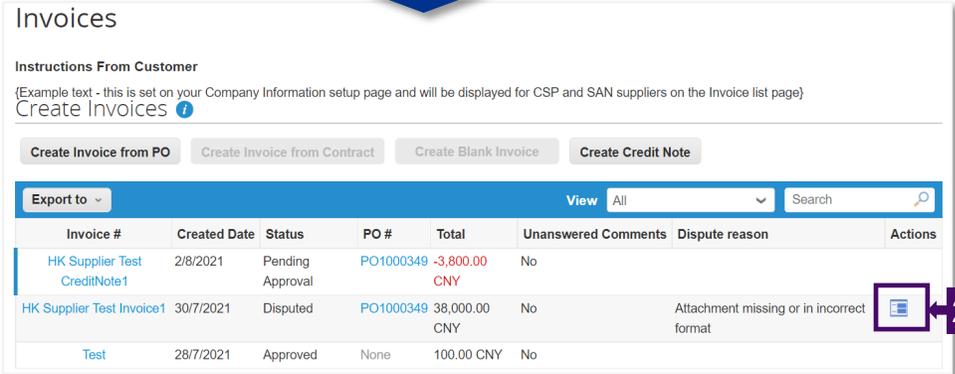
Invoice - Manage a Disputed Invoice (1.1/4)

Supplier can access and manage disputed invoices from notification/email box.



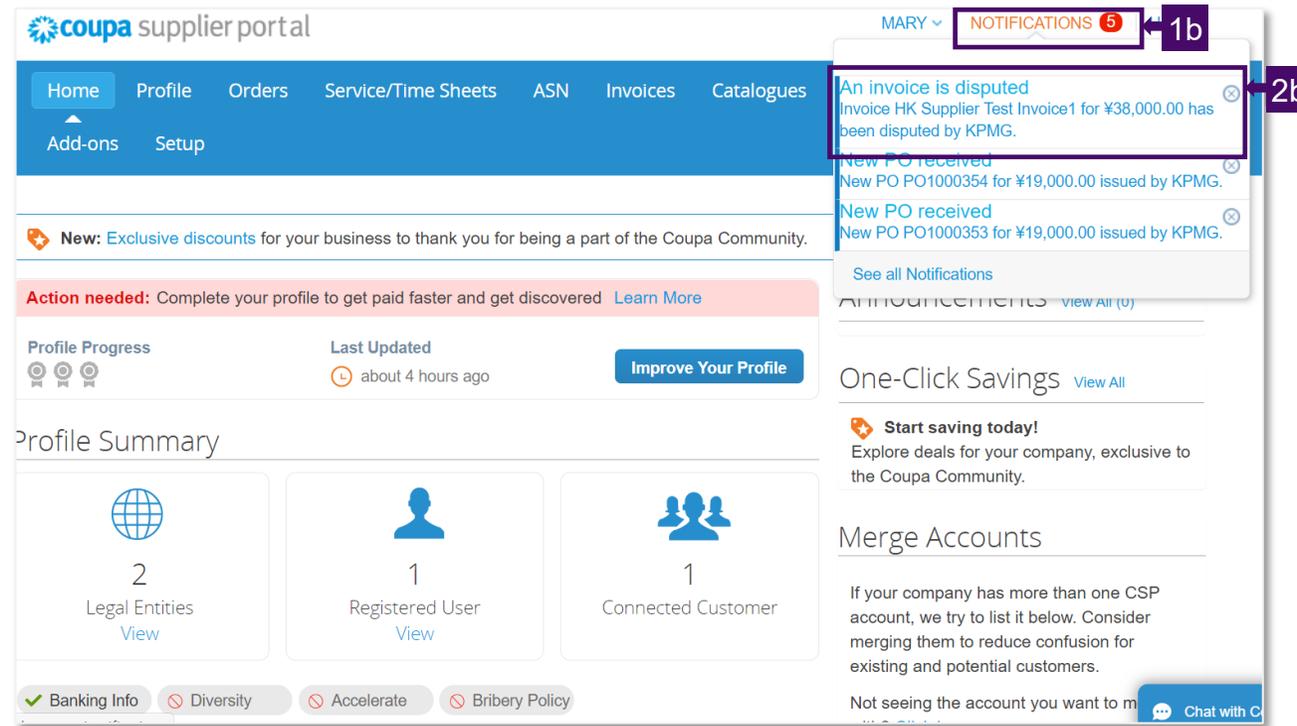
Method 1 to access the disputed invoice:

- 1a Find the email in your email box with subject <Invoice # is in dispute>. Click **View Online**
- 2a Click



Invoice – Manage a Disputed Invoice (1.2/4)

Supplier can access and manage disputed invoices from notification/email box.



Method 2 to access the disputed invoice:

1b Hover over NOTIFICATIONS

2b Click the relevant notification, with message 'An invoice is disputed'

Invoice – Manage a Disputed Invoice (2/4)

Supplier can access and manage disputed invoices from notification/email box.

Invoice #HK Supplier Test Invoice1 [Back](#)

Please review the invoice and determine the resolution option: ▾

Cancel Invoice
If this invoice was issued in duplicate, or if you require to amend non price or quantity information on this invoice, please cancel the invoice by choosing this option. We will guide you through a cancelation credit note and a replacement invoice creation.

Adjust
If you need to fix the price and/or quantity on this invoice choose this option. You would be required to choose the credit line adjustment type to denote if you are attempting to issue credit to reduce quantity, reduce price or issue an amount based credit.

General Info Bill To & Ship To 

3

3

You will be navigated to **Invoice #xxx** page.

4

Scroll down to the end of the page.
Only click **Cancel Invoice**

Net Total	38,000.00
Total	38,000.00

4 →

Invoice – Manage a Disputed Invoice (3/4)

Supplier can access and manage disputed invoices from notification/email box.

Create Credit Note Create

This credit note applies to invoice [HK Supplier Test Invoice1](#). When approved, the credit will fully cancel the invoice's impact to the transaction.

General Info	From
* Credit Note # <input type="text"/>	* Supplier Hong Kong Supplier - Test
* Credit Note Date 2/8/2021 <input type="text"/>	* Invoice-From Address Hong Kong Supplier - Test No. xxx, Road xxx 999027 Hong Kong Hong Kong
Payment Term 60 calendar days	
Original Date of Supply 30/7/2021 <input type="text"/>	
* Currency CNY <input type="text"/>	* Remit-To Address Hong Kong Supplier - Test No. xxx, Road xxx 999027 Hong Kong Hong Kong
Delivery Number <input type="text"/>	

5

5 You will be navigated to 'Create Credit Note' page
Please refer to 'Invoice – Create Credit Notes' from page 71 to 75 for step-by-step instructions

6 After submitting the credit note, click 'Yes' to create a replacement invoice in the pop-up window.

Create Replacement Invoice X

Do you want to create a new invoice to replace the one you just canceled?

6

Invoice – Manage a Disputed Invoice (4/4)

Supplier can access and manage disputed invoices from notification/email box.

Create Invoice Create

This invoice is a correction for invoice [HK Supplier Test Invoice1](#) that was canceled by credit note [Manage a disputed invoice1](#).

General Info

Invoice #

Supplier Hong Kong Supplier - Test

Payment Base Date 30/7/2021

Invoice-From Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

Payment Term 60 calendar days

Date of Supply 30/7/2021

Remit-To Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

Currency CNY

Delivery Number

Status Draft

Scanned Invoice No file chosen

Beneficiary Name: Hong Kong Supplier - Test

Supplier Note

Ship-From Address Hong Kong Supplier - Test
No. xxx, Road xxx
999027 Hong Kong
Hong Kong

Attachments | [URL](#) | [Text](#)

To

7 A notification message bar will show up on the top of the page

8 You will be navigated to 'Create Invoice' page
Please refer to 'Invoice – Create Invoices' from page 60 to 70 for step-by-step instructions

 Similarly, if your credit note has been disputed, you need also cancel the disputed credit note with an invoice for correction.
Then, you can create a new credit note if needed.

Invoice - View Invoices/Credit Notes (1/2)

Supplier has access to all his/her invoices.

The screenshot shows the 'Invoices' page in the Coupa Supplier Portal. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogues', 'Business Performance', 'Sourcing', and 'Add-on'. The 'Invoices' tab is highlighted. Below the navigation bar, there is a 'Select Customer' dropdown menu set to 'KPMG'. The main heading is 'Invoices'. Underneath, there are instructions from the customer and buttons to 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. A table lists invoices with columns for 'Invoice #', 'Created Date', 'Status', 'PO #', 'Total', 'Unanswered Comments', and 'Dispute reason'. Callout 1 points to the 'Invoices' tab. Callout 2 points to the 'Invoice #' column. Callout 3 points to the 'Created Date' column. Callout 4 points to the 'Status' column.

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute reason
HK Supplier Test Invoice correction1	2/8/2021	Pending Approval	PO1000349	38,000.00 CNY	No	
Manage a disputed invoice1	2/8/2021	Approved	PO1000349	-38,000.00 CNY	No	
HK Supplier Test CreditNote	2/8/2021	Pending Approval	PO1000349	-3,800.00 CNY	No	
HK Supplier Test Invoice1	30/7/2021	Approved	PO1000349	38,000.00 CNY	No	Attachment missing or in incorrect format
Test	28/7/2021	Approved	None	100.00 CNY	No	

- 1 Click **'Invoices'**. You can have access to all your invoices/credit notes in this tab
- 2 Click **'Invoice#'**, you can view the detail of this invoice
- 3 **Created Date:** Created date of the invoice/credit note
- 4 **Status:**
 - **Draft:** Invoice created but not submitted yet.
 - **Pending Approval:** Invoice currently under reviewed by KPMG China.
 - **Approved:** Invoice accepted for payment.
 - **Disputed:** Invoice is disputed by KPMG and needs supplier's correction. The disputed reason will be provided.

Invoice - View Invoices/Credit Notes (2/2)

Supplier has access to all his/her invoices.

Invoices

Select Customer: KPMG

Instructions From Customer
 {Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices ⓘ

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

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute reason
HK Supplier Test Invoice correction1	2/8/2021	Pending Approval	PO1000349	38,000.00 CNY	No	
Manage a disputed invoice1	2/8/2021	Approved	PO1000349	-38,000.00 CNY	No	
HK Supplier Test CreditNote1	2/8/2021	Pending Approval	PO1000349	-3,800.00 CNY	No	
HK Supplier Test Invoice1	30/7/2021	Approved	PO1000349	38,000.00 CNY	No	Attachment missing or in incorrect format
Test	28/7/2021	Approved	None	100.00 CNY	No	

- 5 Click 'PO#', you can view the detail of the related PO
- 6 **Total:** Total amount involved in the invoice/credit note
- 7 **Unanswered Comments:** If there is comment that you haven't answered
- 8 **Dispute reason:** The reason why this invoice is disputed given by KPMG China

05

Next Step

Following steps that supplier should pay attention to:

Go Live Time: October 8th



KPMG China goes live on Coupa and start transaction with supplier via Coup.

- 1** **CSP is the required channel for suppliers to manage the business with KPMG China**, including creating invoice/credit note, managing purchase order and etc.
- 2** If there is any issue with your CSP account, please send the paper invoice or e-invoice to **KPMG DC**:
 - **Paper Invoice:** Please deliver it to KPMG DC Team
Recipient: KPMG KDC Finance Filing team **Tel:** +86 757 8163 0163
Address: 8th Floor One AIA Financial Center 1 East Denghu Road, Foshan, Guangdong, China
 - **E-Invoice:** Please send the original file to KPMG KDC AP functional mailbox:
Address: cn-accountspayable@kpmg.com
Subject: PO Number + Supplier Name
- 3** Please make sure to accept the **email invitation to register on Coupa Supplier Portal**, which will be sent out in late September.
 - After invitation acceptance, please complete the CSP legal entity information at your convenience.Suppliers will receive Coupa emails successively after Go-Live. If supplier's contact email address is provided by 126, 163 or QQ mailbox, the notification sent from Coupa may be tagged as junk email. **Please kindly check junk email folder**, to avoid missing any purchase order or urgent notification
- 4** **Training materials and videos will be shared in the Coupa Go-Live announcement email.** If you have any questions regarding CSP, please reach to your point of contact from KPMG China.
- 5** KPMG China will arrange cutover against the current transactions. It is possible that supplier may receive **duplicated PO after Coupa Go-live.** Please reach to your point of contact if you meet with this issue.

Q&A



kpmg.com/cn

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavor to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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