Transacting with KPMG using Supplier Actionable Notification (SAN/email)
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.
Acknowledge a PO

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

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

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

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

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**Comment on Purchase Order #100**

FYI: New Purchase Order comment

Hi Supplier,

There is a new comment from Eva Wang on Purchase Order #100, added on 03/02/19 at 03:17 PM. The comment is: "Hey, is the package sent for delivery?"

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**Reply to Comment on Purchase Order #100**

To: reply+5269c6f32756e26c133e4135a4e804e1d8bf5...  
Cc: Bcc

Reply to Comment on Purchase Order #100

... include a reply above this line

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Raising an invoice via email flip
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1. Select and open the applicable Coupa PO notification email. Click **Create Invoice**.
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.
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.

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.
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.
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.
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.
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.
Raising an invoice via email flip

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

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

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

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

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