

New Invoicing Guidelines for Solar Turbines

Dear Supplier,

Solar Turbines values its relationship with our suppliers. Therefore, we have partnered with Coupa, an electronic procure-to-pay system to help us communicate more efficiently with you and streamline the invoice process.

As of the Go Live Date, communicated to you by your buyer, using the Coupa system will be the only way to submit invoices to Solar Turbines. Coupa will replace all other methods of submitting invoices (email, mail etc).

This Guide will show you how to connect with us in Coupa to view your purchase orders and submit all future invoices for payment.

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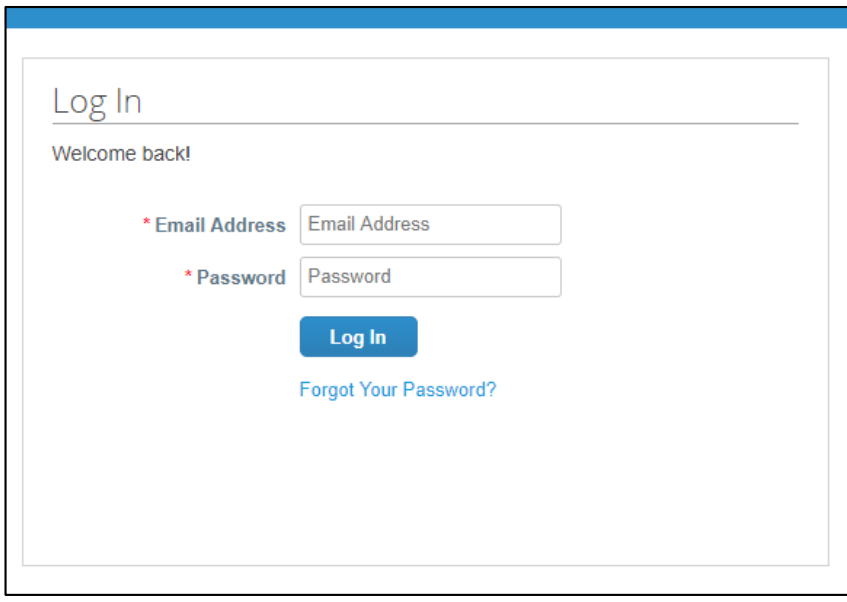
We're here to help.

If you have questions on registering or using Coupa, please contact us at:

T3_Solar_Turbines_Coupa_Purchasing_System@solarturbines.com

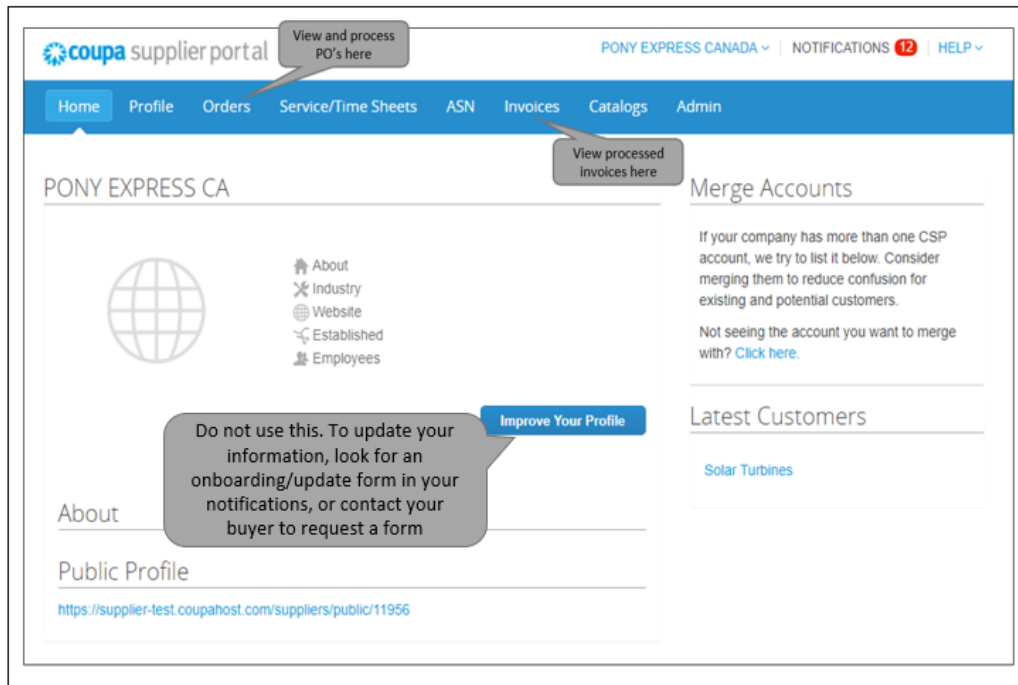
Log In to the Coupa Supplier Network After Initial Registration

1. Go to the Coupa website: <https://supplier.coupa.com/session/new>
2. Enter the email address and password used when initially registering with the Coupa Supplier Network. Click the Log In button.



Update Information

If any of your information needs to be updated, please contact your Buyer and request a Supplier Information Update Form. Please do not update your information directly in the CSP.



Navigate Coupa from Home Page

1. Use the tabs to navigate your way through Coupa

Please note: Coupa Accelerate Preferences is not a capability used by Solar Turbines. Please do not use this functionality as it will not be accepted.

The screenshot shows the Coupa Supplier Portal Admin Users page. The top navigation bar includes Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, and Admin. The Admin menu is active. The main content area is titled 'Admin Users' and features an 'Invite User' button. A table lists users with columns for Users, Permissions, and Customer Access. The 'Coupa Accelerate Preferences' link in the left sidebar is crossed out with a red X.

Users	Permissions	Customer Access
[User Name]	ASNs Admin Catalogs Invoices Orders Profiles Service/Time Sheets	Solar Turbines Incorporated - [Access Level] Solar Turbines Incorporated - [Access Level]

View Purchase Orders

NOTE: Ensure Solar Turbines is selected on the “Select Customer” menu.

1. Select “Orders” from the Menu screen to view Purchase Orders. The Orders page lists all the Purchase Orders submitted to you by Solar Turbines.
2. Click any Purchase Order Number (PO#) to view the details of that order.

coupa supplier portal PONY EXPRESS CANADA | NOTIFICATIONS 12 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Admin

Orders Order Lines

Select Customer Solar Turbines Configure PO Delivery

Purchase Orders

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
335	11/07/17	Issued	None	1 Each of Contract	No	100.00 CAD	
313	10/11/17	Issued	None	Test Trx 2017 New Aprvl Flow	No	3,000.00 CAD	
311	10/11/17	Issued	None	Services Rider 2017	No	35,000.00 CAD	
301	10/04/17	Issued	None	2 Each of Standard Laptop - Lenovo T440 (Canada)	No	3,050.00 CAD	
300	10/04/17	Issued	10/04/17	1 Each of Standard Laptop - Lenovo T440 (Canada)	No	1,525.00 USD	
298	10/04/17	Issued	None	Special Order (add to blanket)	No	2,300.00 CAD	
282	09/21/17	Issued	None	1 Each of Laptop	No	750.00 CAD	

Acknowledge PO

When viewing a PO, you can select the “Acknowledge” box to inform Solar Turbines electronically, that you have seen and acknowledge receipt of the PO.

1. Select the “Acknowledged” checkbox to let us know that you have seen the order. Solar Turbines will then receive a message that you have proactively acknowledged the order.

Configure PO Delivery

Purchase Order #US000022976

Status Issued - Sent via Email

Order Date 06/23/20

Revision Date 06/23/20

Requester Paul Martin - 679

Email test_Martin_Paul_X@solar-turbines.com

Payment Term 60 Days EOM After Invoice Rcvd

Disclaimer: Estimated taxes appear at the line level but are not included in the total purchase order amount.

Attachments None

Acknowledged

Assigned to Select

Shipping

Ship-To Address Solar Turbines Incorporated
14814 South Broadway
Gardena, CA 90248
United States
Location Code: GARDENA01
Attn: Paul Martin - 679

Terms None

Create an Invoice

To create an Invoice, click on the stack of gold coins under the Actions column for the PO you are invoicing. Information from the Purchase Order will be converted into an Invoice.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
335	11/07/17	Issued	None	1 Each of Contract	No	100.00 CAD	 Create invoice

Complete the Invoice Page (refer to image below)

1. All items marked with red asterisk (*) are required for Solar Turbines to process your payment.
 - a. Supplier – This will be pre-filled from your Purchase Order.
 - b. Invoice # - Enter the invoice # of the invoice you use for this order. This must be a unique number for each invoice you submit.
 - c. Invoice Date – Enter the date of your actual invoice. Invoice submission will be blocked if the invoice is backdated >7 days.
 - d. Currency – This is pre-filled with USD.
 - e. Image Scan – Attach a copy of your invoice for this order. It is helpful to have a copy of a supplier issued invoice to process the payment. Use the Image Scan “Choose File” button for .pdf files. Or attach any other file type using the Attachments ‘File’ link.
 - f. Shipping/Handling/Tax/Misc – Enter these fees if applicable. Otherwise, leave them with 0.000.
 - g. Submit – Click this button when your invoice is complete. This invoice replaces any emailed/mailed invoices. Please only submit the Coupa invoice for payment. **NOTE: The Coupa invoice needs to match the line items on the PO. It is OK if the attached/internal invoice does not mirror the Coupa invoice you submit...only the total \$ amounts of the invoices need to align.**

2. Optional Fields:

- a. Supplier Note – This is a note for YOU, the supplier. This will not go to the customer.
- b. Attachments – This is where you add any extra information for your customer. You can create notes, leave tracking numbers or anything else. Click the ‘Text’ link to leave a note for the customer.
- c. Quantity – You may REDUCE the quantity on any line of the invoice if only partial fulfillment has been provided or if this is a blanket PO. However, you may not invoice for a quantity greater than on the PO. A new PO will need to be created.
- d. Price – You may REDUCE the price on any line of the invoice, however you may not increase the price. An invoice submitted with a price greater on the PO will hold your invoice in dispute. A new PO must be created if there is a price discrepancy.
- e. Calculate – Update your invoice total with any added fees by clicking this button.
- f. Submit – Click this button when your invoice is complete. This invoice replaces any emailed/mailed invoices. Please only submit the Coupa invoice for payment.

Create Invoice Create

General Info

* Invoice #

* Invoice Date

Payment Terms

* Currency

Status

Image Scan No file chosen

Supplier Note

From

* Supplier

* Invoice From Address

* Remit-To Address

* Ship From Address

To

Customer

Form of Payment

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

Lines Line Level Taxation

Type	Description	Price	Total
	<input type="text" value="Services Rider 2017"/>	<input type="text" value="35,000.00"/>	35,000.00 ✖

PO Line Contract Billing Supplier Part Number

Commodity

Add Tag

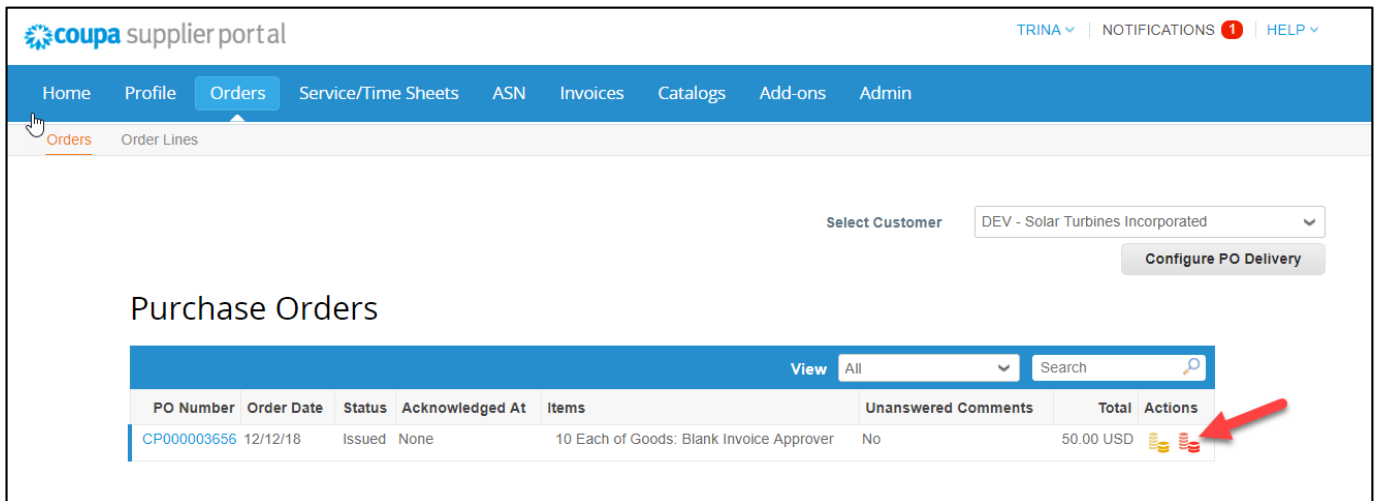
Add Line

Please Note: Tax amount needs to go in the Tax Description field, not the Tax Description (Shipping) field. If shipping is included in the PO line level, then add Tax amount to Tax Description below. If Shipping was not included upfront, then add to Shipping and Tax Description (Shipping) to the respective fields.

Subtotal	35,000.00
Shipping	<input type="text"/>
Tax Description (Shipping)	<input type="text"/> <input type="text"/> <input type="text" value="0.000"/>
Tax Description	<input type="text"/> <input type="text" value="0.000"/> <input type="text" value="0.000"/>
Total Tax	0.00
Total	35,000.00

Create a Credit Memo

1. To initiate a return or credit memo, please follow these steps (image below):
2. Visit the order tab and find the appropriate PO
3. Select the red coin stack icon
4. Complete the information in the Credit Memo form with the amount to be credited
5. Click “Submit” to initiate



Orders Order Lines

Select Customer DEV - Solar Turbines Incorporated

Configure PO Delivery

Create Credit Note Create

General Info

* Credit Note #

* Credit Note Date 12/12/18

Payment Term NET 60

* Currency USD

Status Draft

Shipping Term

* Original Invoice #

* Original Invoice Date mm/dd/yy

Image Scan No file chosen

Supplier Note

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

From

* Supplier TBM Test Supplier

Supplier Tax ID None

* Invoice From Address TBM Test Supplier
12345 Coupaland Drive
San Diego, CA 92101
United States

* Remit-To Address TBM Test Supplier
12345 Coupaland Drive
San Diego, CA 92101
United States

* Ship From Address TBM Test Supplier
12345 Coupaland Drive
San Diego, CA 92101
United States

To

Customer DEV - Solar Turbines Incorporated

Bill To Address SOLDTO700
454 Upgrade street
454 Upgrade street2
San Mateo, CA 11111
United States
Location Code: COMPANY700

Ship To Address 4 Upgrade street
4 Upgrade street2
San Mateo, CA 11111
United States
Location Code: HARBD

Form of Payment None

Lines
Line Level Taxation

Adjustment Type Quantity

Type	Description	Qty	UOM	Price	
	Goods: Blank Invoice /	-10.0	Each	5.00	50.00 ✖

PO Line
CP000003656-1

Contract

Supplier Part Number

Commodity
Supplies- Office

Billing
AA-560001800020-70006-BC-DE-ITCN05-ND-KM0G04---1.2

[Add Tag](#)

[+ Add Line](#)

Totals & Taxes

Subtotal	50.00
Shipping	<input type="text"/>
Tax Description (Shipping)	<input type="text"/> 0.000
Tax Description	<input type="text"/> 0.000
Total Tax	0.00
Total	50.00

✖ Delete
Cancel
Save as draft
Calculate
Submit

0 Comments ▼

Add Comment

Tips to Get Paid on Time

1. Ensure that all required items mentioned above are included with your invoice.
2. Do not INCREASE the Quantity or Price of any item. A new PO must be created for any increases in price or quantity.
3. Once an invoice has been approved, you will be paid based on your pre-established payment terms.

Give Co-Workers Access to Solar Turbines PO's and Invoices in Coupa

You can enable others in your company to have access to Coupa to view Solar Turbines' POs and Invoices. Please contact your buyer for further information.