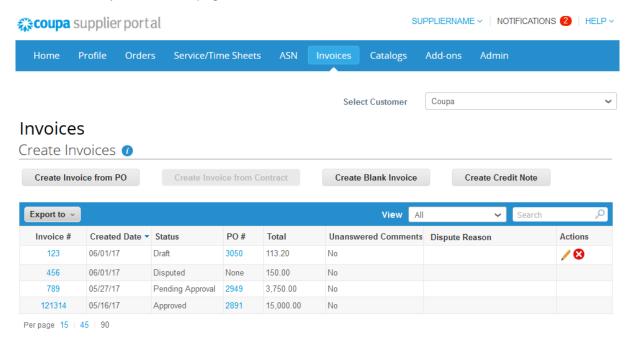


How to create invoices through the Coupa Supplier Portal (CSP) Suppliers Guide For Avient Suppliers

View and Manage Invoices

In order to view your Invoices page, click on the Invoices tab on the main menu.



Select Avient from the **Select Customer** drop-down list in the top right corner.

The Invoices table will show the following information for all the invoices you sent to Avient.

Column	Description
Invoice #	Invoice number generated by Coupa. Click on it to view the invoice
Created Date	Date when the invoice was created
Status	Current status of the invoice. For more information, see the invoice status list below
PO #	PO number generated by Coupa for the order on which the invoice is based. Click on it to view the PO
Total	Total amount of the invoice
Unanswered Comments	Your comments on the invoice along with Avient's comment's you (the supplier) need to respond to. You can see all comments or add comments when you open the invoice.
Dispute Reason	Avient's reason for disputing the invoice

Column	Description
	Click on the Edit () or Delete () icon to edit or delete an invoice. You can edit or delete only draft invoices.

Invoices can have the following statuses:

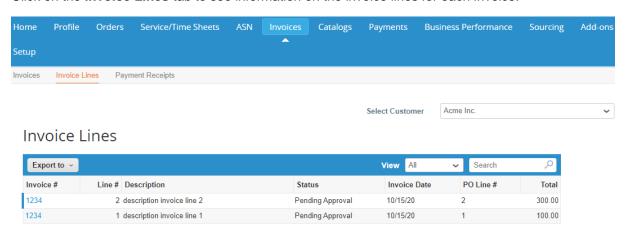
Status	Description
Abandoned	The disputed invoice has been abandoned. Avient can choose to notify you of this invoice status change and provide instructions. You can set notification preferences for abandoned invoices
Approved	The invoice has been accepted for payment by Avient
Disputed	The invoice has been disputed
Draft	The invoice has been created, but it has not been submitted yet
Pending Approval	The invoice is currently under review by Avient.
Processing	The invoice is being processed by the AP department and should be paid soon.
Voided	Something is wrong with the invoice. Contact Avient to get the invoice back on track.

You can filter the table by using the search bar, or click on the **View** drop-down list to perform advanced filtering.

You can export the invoices table in CSV or Excel format.

View Invoice Lines

Click on the Invoice Lines tab to see information on the invoice lines for each invoice.



Select Avient from the **Select Customer** drop-down list in the top right corner.

The Invoice Lines table will then show the following information for all the invoice lines:

Column	Description
Invoice #	Invoice number generated by Coupa. Click on it to view the invoice.
Line #	Invoice line number.
Description	Invoice line description.
Status	Current status of the invoice.
Invoice Date	Date when the invoice was created.
PO Line #	PO line number.
Total	Total amount of the invoice line.

You can export the invoice lines table in CSV or Excel format.

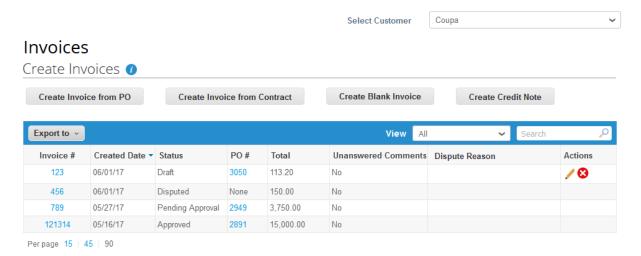
You can filter the table by using the search bar or click on the **View** drop-down list to perform advanced filtering.

Create an Invoice

Select Avient from the **Select Customer** drop-down list in the top right corner.

Click on the relevant button above the Invoices table to:

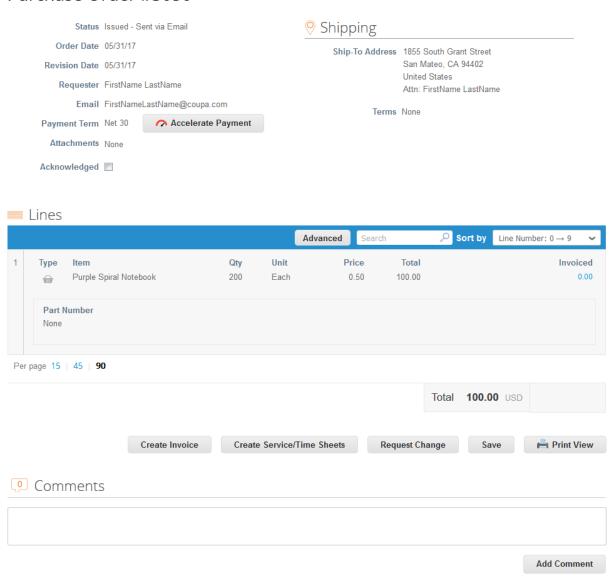
- Create Invoice from PO
- Create Credit Note



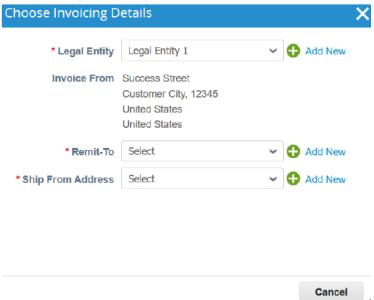
Create an invoice from a PO

- 1. Go to the **Orders** page or, on the **Invoices** page, click the **Create Invoice from PO** button above the table to go to the **Orders** page
- 2. On the Orders page, you can do one of the following:
 - o Click the Create Invoice (icon in the Actions column of the Purchase Orders table
 - Click on the PO Number link to open the purchase order and click on the Create Invoice button

Purchase Order #3050



3. You can add a new or choose existing invoicing details, such as adding or selecting an invoice from address, remit-to, or ship from address



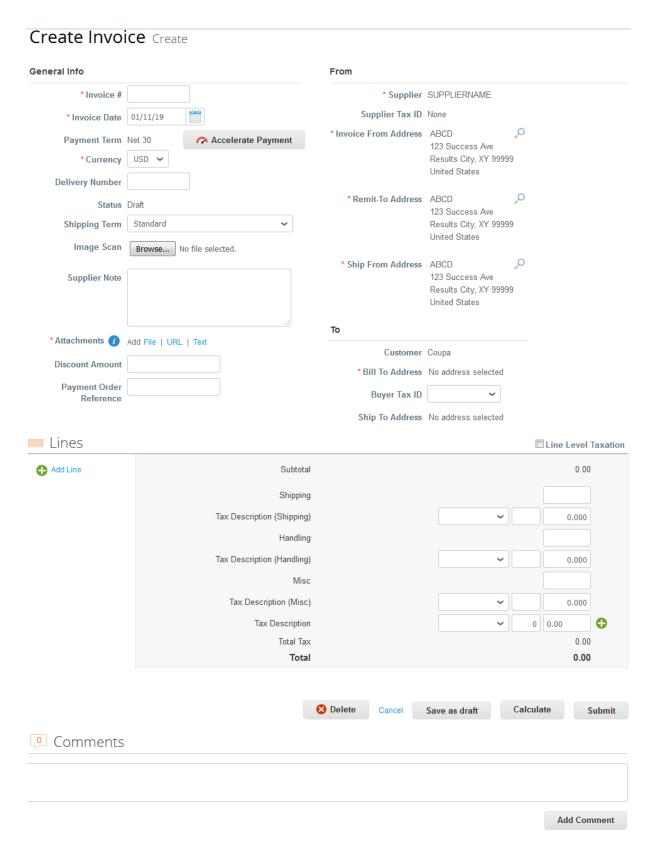
If you do not have a legal entity, you need to add one by clicking on the **Add New** link or on the add/plus () icon. You will be guided through creating your legal entity. For more information, see Set up Legal Entities.

The selected or newly created legal entity is added to your invoice.

4. On the Create **Invoice** page, fill in the mandatory fields (marked with a red asterisk) in your invoice. Some of the fields will be pre-populated with information from the PO.

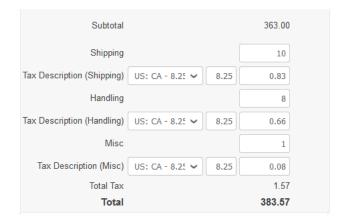
You can also attach files to an invoice using **Attachment** field. One attachment can be up to 100 MB, but for performance reasons, consider limiting the attachment size to 16 MB or so. Image attachments on invoices must be of the following types: PNG, GIF, JPG, JPEG, PJPEG, TIFF, or PDF.

Note: For specific countries there might be additional requirement fields to populate depending on the laws and regulations of the country. Please verify compliance prior submitting invoice.



In the Subtotal section, you can enter values and select tax rates for shipping, handling, and miscellaneous costs.

Applicable tax rates are determined by the tax code on the invoice. The tax rate is a government regulated rate to be paid to the tax authorities as part of the sale and it is shown as a percentage. It applies to all commodities sold in a specified geographical area.



Clicking Calculate will give you the gross total amount including the tax values.

You can submit the invoice or save it as a draft to submit later.

Before submitting the invoice, you can cancel or delete it.

Note: You can delete only draft invoices. If you want to make changes to the invoice after submitting it, you must contact your Avient representative.

Create a credit note

You can issue a credit note to:

- > Resolve a dispute on an invoice, correct an invoice, or cancel a duplicate invoice
- Record miscellaneous credit, for example, return/cancellation of goods, price adjustments, rebates and refunds.

To create a credit note:

- 1. Click on the **Create Credit Note** button above the **Invoices** table on the **Invoices** page or, on the **Orders** page, click on the **Create Credit Note** () icon in the **Actions** column of the **Purchase Orders** table.
- 2. In the Credit Note popup, select the reason for your credit note.

