

How to create a credit note in CSP

This document describes how to create a credit note in the Coupa Supplier Portal (CSP)

STEPS

1. Log in to Coupa Supplier Portal (CSP). Go to the navigation bar at the top and click on Orders.

coupa supplier portal							JOHN 🗸 🕴 NOTIFIC	ATIONS 3
Home	Profile	Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Business Performance	Sourcing

2. After opening **Orders**, you can see all the orders sent to your company. Ensure that Elekta is a selected customer.

≩coup	a supplie	erportal					JOHN - NOTIFI	CATIONS 3	HELP
Home Add-ons	Profile Setup	Orders	Service/Time Sheets	s ASN	Invoices	Catalogs	Business Performance	Sourcing	
Orders	Order Lines	Returns	Order Changes Ord	der Line Char		ents lect Customer	Elekta		
					Se	lect Customer		onfigure PO Deli	ivery

Purchase orders can be found in the **PO Number** column (1) or by searching for the order number using the search bar (2). After finding the order for which you want to create an invoice, click on $\stackrel{\text{leg}}{=}$ in the **Action** column to start creating a credit note ($\stackrel{\text{leg}}{=}$ is used for invoice creation).

JOHN ~ NOTIFICATIONS 3 HELP ~											
Home	Profile	Orders	Service/Time	Sheets	ASN	Invoices	Catalogs	Business Perfe	ormance	Sourcing	
Add-ons	Setup	•									
Orders	Order Lines	Return	s Order Changes	s Order	Line Chang	es Shipme	ents				
						Sele	ect Customer	Elekta			~
									C	onfigure PO [elivery
Purcha	ase Or	ders	5							9	
							View A	.11	~ S	earch	P
PO Number	Order Date	Status	Acknowledged At	Items			Unans	wered Comments	Total	Assigned To	Actions
EL00032462	01/26/21	Issued	None	50 Each	of Blue Pen	- Box of 25 pie	eces No		500.00 GBP		3

- 3. The credit note creation has started. In that page:
 - a) As a minimum, complete the mandatory fields:
 - 1) Credit Note # a unique invoice number issued by your company to Elekta
 - 2) Credit Note Date
 - 3) Original Date of Supply the date of the original invoice you are crediting
 - 4) Currency
 - 5) **Original Invoice # -** the name of the original invoice you are crediting
 - 6) **Image Scan IMPORTANT**: Do NOT attach any credit note copy as a legal PDF credit note will be generated in Coupa after you click 'Submit'. This PDF credit note will be the legal invoice.
 - 7) **Credit Reason** the reason of the credit note creation
 - 8) Cash Accounting Scheme & Margin Scheme These fields are not used by Elekta
 - 9) **Exchange Rate** the field will appear if the credit note is in a currency other than PO. In this case, enter the exchange rate
 - 10) **Supplier VAT ID**, **Invoice/Remit-to/Ship From** addresses are taken from the company information you provided to the system. The magnifying glass icon (^O) allows you to change the information.

🔅 General Inf	0	From	
* Credit Note #		* Supplier	10057-EASBY ELECTRONICS-200
* Credit Note Date	01/27/21	* Supplier VAT ID	GB999999999 🖌
* Payment Term	GB +30: End of month 30 days	* Invoice From Address	UK MasterTech 🔎 Stenton 5
Original Date of Supply	01/27/21		London
* Currency	GBP 🗸		NW1 United Kingdom
Delivery Number]	Limited Company Mark Winston
Status	Draft		
* Original Invoice #		* Remit-To Address	UK MasterTech 🔎 Stenton 5
* Original Invoice Date	mm/dd/yy		London NW1
Image Scan	Browse		United Kingdom
Supplier Note		* Ship From Address	UK MasterTech "O Stenton 5 London NW1
Attachments ()	Add File I URL I Text		United Kingdom
Cash Accounting Scheme			
* Credit Reason			
Margin Scheme			

b) It is required to fill in the **Buyer VAT ID** field (Elekta's VAT ID) from the drop-down list. The Buyer VAT ID must indicate the <u>country of delivery</u>.

🤗 То	
Customer	Elekta
* Bill To Address	ELEKTA LIMITED LINAC HOUSE, FLEMING WAY LONDON ROAD CRAWLEY RH10 9RR United Kingdom
* Buyer VAT ID	~
Ship To Address	No. 21, Chuang Xin Road Science Park 102200 Beijing China Location Code: Changping, Beijing

c) Below you can find all lines that can be credited. Review which lines you want to credit and delete unnecessary by pressing **S**.

You can adjust:

- 1) Adjustment Type decides which fields will impact amount on credit note (Quantity/Price/Other)
- Qty The number of items you want to credit. For credit notes the value should be negative. (some POs may not have this field present. In that case, the PRICE should be negative).
- 3) (Net) **Price Important:** It is extremely important to check the price/quantity to ensure you are crediting the correct amount. You can partially credit by editing these values.
- Total net line price calculated based on Qty (if present) and Price fields. The value updates after pressing the Calculate button at the bottom of the screen.

Important: Total net amount need to be negative (Qty OR Price need to be negative)

5) **Taxes (VAT Rate)** – select the Tax Rate here

💻 Lines	1							
Adjustment Type	Quantity 🖌							6
Туре	Description Light Bulb - 60W	Qty 2 -20.0	UOM Each	Price 3	8.00		4 160.00	5 8
PO Line EL00032463	3-1 O Clear	Contract		Supplier Part Number		Billing Notes		
Billing 5930-0-OT11	12012001NONP							
Taxes								
6 VAT Rate		VAT Amount	Tax Reference					
	~							

d) At the bottom of the screen you can find the summary of the entire credit note, with place to include **Shipping Cost** and **Tax Rate for Shipping Cost**.

Once	ou have finished	creating the	credit note, click	< Submit button to	o send the invoid	e to Elekta.

	Net Total	-40.00
Lines \	/AT Totals	0.00
Shippir	ng	
VAT	~	0.00
	Tax Reference	reason description.
Total V Net Tot		0.00 -40.00
Net Tot		-40.0
Net Tot	lal	

e) The system requires confirmation of the invoice creation. To confirm this action, press the "Send Credit Note" button. The credit note is now in the Elekta overview and its status can be checked at the top in the Invoices section.

Are You Ready to Send?		×
Coupa is about to create a credit note on you another credit note to this transaction as the legal credit note.		
	Continue Editing	Send Credit Note

To write or review invoice comments, scroll down to the Comment section. Supplier should only write messages to the Elekta Accounts Payable team. To tag the Accounts Payable team, write "@" + Accounts Payable and select a group from the drop-down list.
Please note that we only allow tagging of Accounts Payable members/groups. Other users/teams

Please note that we only allow tagging of Accounts Payable members/groups. Other users/teams should not be contacted through CSP.

Depending on your region, you should contact the correct team:

- Accounts Payable EBS suppliers from all countries except China, Japan, and Korea
- Accounts Payable CN Chinese suppliers (depending on the Company you are invoicing)
- Accounts Payable JP155 Japanese suppliers
- Accounts Payable KR485 Korean suppliers