



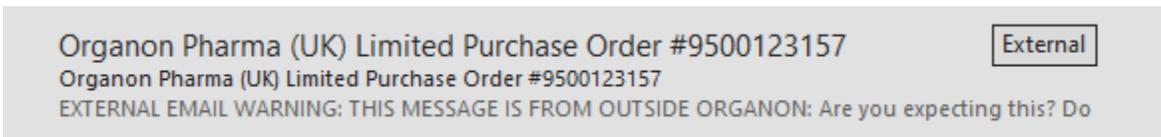
CREATE AN INVOICE VIA SUPPLIER ACTIONABLE NOTIFICATION

How To Guide

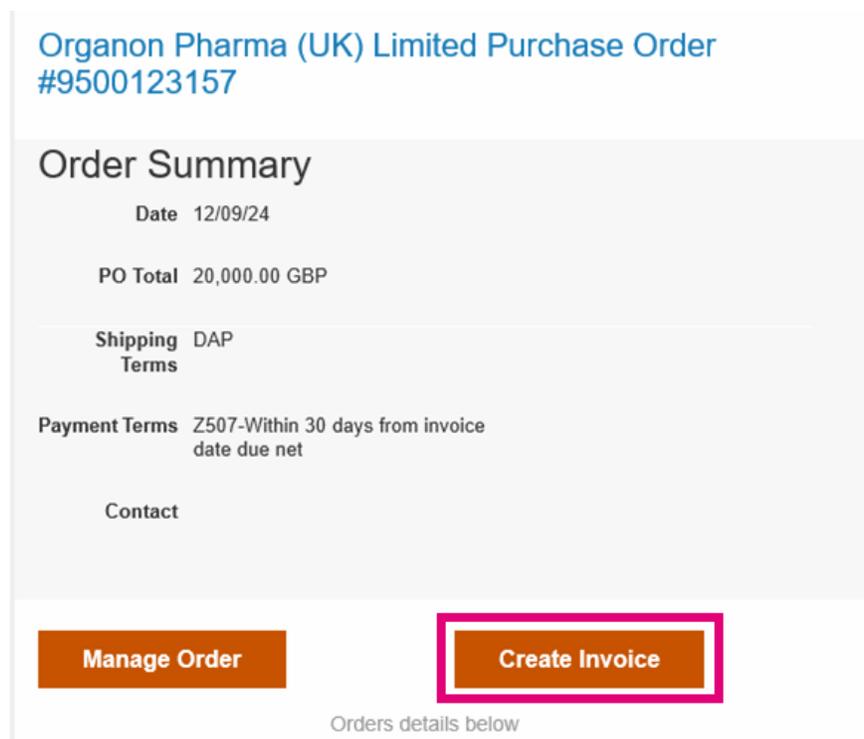
One of the primary advantages of the Supplier Actionable Notification is the ability to create an invoice and submit it electronically to Organon for payment directly from your **indirect** PO notification.

How to Create an Invoice via SAN

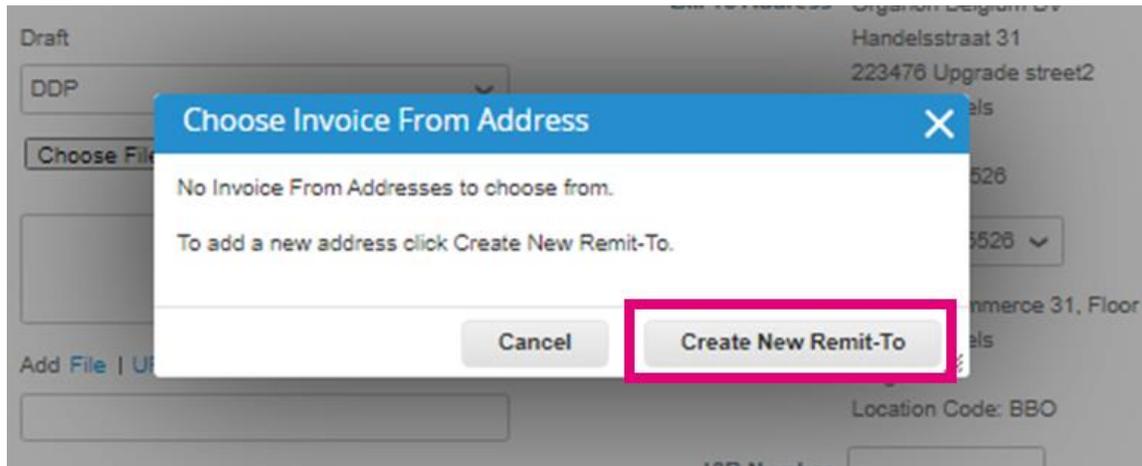
To submit the invoice via Supplier Actionable Notification, you must have received an email from Coupa notifying you that the Purchase Order (PO) has been created.



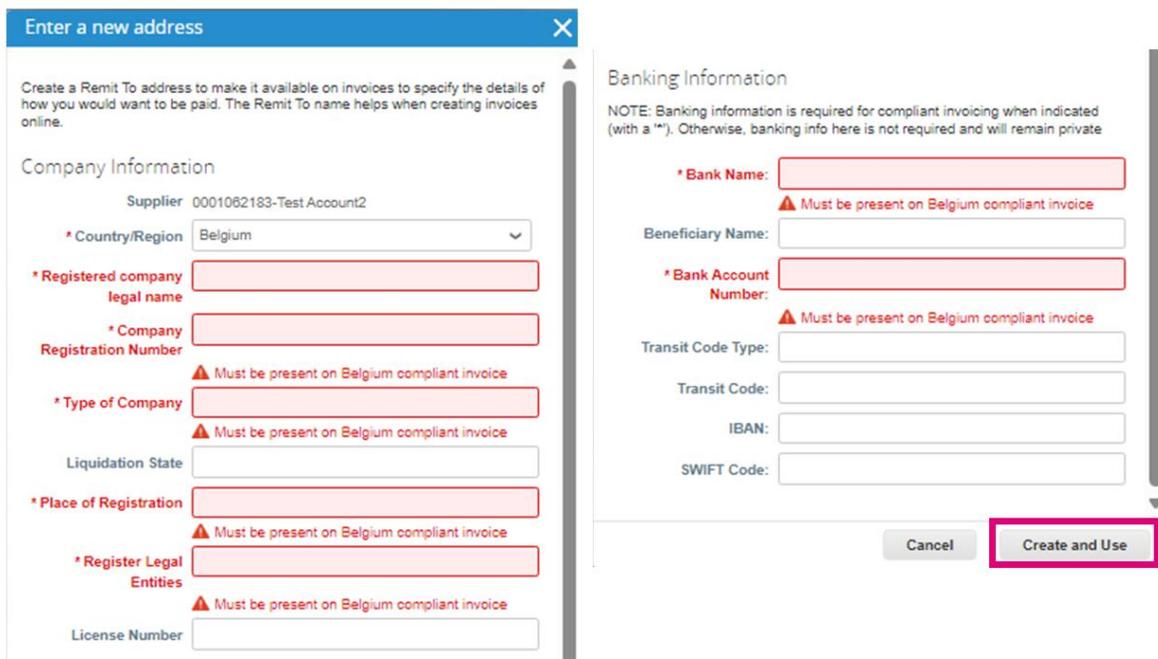
1. Click on the button **Create Invoice** to begin creating the invoice directly from the email.



2. Click on **Create New Remit-To.**



3. Fill out the **Company information** and **Banking information**, click on **Create and Use.**



4. Fill out **invoice number**, **invoice date** and attach PDF legal invoice in the **Attachments** field.

 **Organon UAT** Sign Out

Create Invoice Create

General Info

* Invoice #

* Invoice Date 12/09/24

Payment Term Z507-Within 30 days from invoice date due net
(determined automatically. Manual entry ignored)

Date of Supply 12/09/24

* Currency GBP

Delivery Number

Status Draft

Shipping Term DAP

Supplier Note

Attachments

Discount Amount

Payment Order Reference

Cash Accounting Scheme

Margin Scheme

From

* Supplier 0001005941-Test Account

* Supplier VAT ID GB675121247

* Invoice From Address
Test Account
REGENT HOUSE
LONDON
London
W3 0XA
United Kingdom
LTD

* Remit-To Address
Test Account
REGENT HOUSE
LONDON
London
W3 0XA
United Kingdom

* Ship From Address
Test Account
REGENT HOUSE
LONDON
London
W3 0XA
United Kingdom

To

Customer Organon

* Bill To Address
Organon Pharma (UK) Limited
SHOTTON LANE
656514 Upgrade street2
CRAMLINGTON

Note: The Invoice number in Coupa must be unique and must match the invoice number in the attachment.

If there are multiple invoices for a Purchase Order, they must be submitted separately.

- If you need to delete a Purchase Order line or you are invoicing against a Purchase Order with multiple lines, please click on the red **X** next to the line you would like to remove.

☰ Lines

Type	Description	Qty	UOM	Price	
	Test line 1	500.000	Kilogram	40.00	20,000.00 ✕

PO Line 9500123157-1	Service/Time Sheet Line None	Contract <input type="button" value="v"/>	Period <input type="button" value="v"/>
Supplier Part Number <input type="text"/>	HSN/SAC <input type="button" value="Select"/> <small>Select the required HSN code from the drop down list.</small>	Billing 1007_UNITED KINGDOM-67102000-10070238	

Taxes

VAT Rate <input type="button" value="v"/>	VAT Amount 0.00	Tax Reference <input type="text"/>
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- Adjust the **Quantity** field (depending on how the PO was created) to reflect the billing amount

☰ Lines

Type	Description	Qty	UOM	Price	
	Test line 1	500.000	Kilogram	40.00	20,000.00 
PO Line 9500123157-1	Service/Time Sheet Line None		Contract 	Period 	

Note: If you are not invoicing for the entire Purchase Order, you must delete all the unused lines, including the lines having 0.00 amount/quantity.

7. Enter the Tax Amount under the **Tax** field at the bottom of the screen and click **Calculate** to calculate the total price including Tax. Once the VAT is calculated, you are ready to send the invoice to Organon by clicking the **Submit** button.

Taxes

VAT Rate	VAT Amount	Tax Reference
20.0% ▾	4,000.00	<input type="text"/>

[+ Add Line](#) [+ Pick lines from Contract](#)

Totals & Taxes

Lines Net Total	20,000.00
Lines VAT Totals	4,000.00
<hr/>	
Shipping	<input type="text"/>
VAT	<input type="text"/> ▾ <input type="text" value="0.000"/>
Tax Reference	<input type="text" value="Enter a tax reason description."/>
<hr/>	
Handling	<input type="text"/>
VAT	<input type="text"/> ▾ <input type="text" value="0.000"/>
Tax Reference	<input type="text" value="Enter a tax reason description."/>
<hr/>	
Total VAT	4,000.00
Net Total	20,000.00
Gross Total	24,000.00

[Delete](#) [Cancel](#) [Save as Draft](#) [Calculate](#) [Submit](#)