

Coupa for Suppliers

Saga have recently implemented Coupa, a market leading Purchase to Pay platform, to not only digitise our invoice and payment process, but to also move to a model whereby we are raising Purchase Order and having them pre approved before placing orders with suppliers.

What does this mean for you as a supplier?

As a supplier, you will be invited to join the Coupa Supplier Portal (CSP) and link to us as your customer.

You will receive Purchase Orders via email from Saga, and all invoices raised will need to quote the relevant purchase order number.

You can raise invoices directly within the CSP or from the emails you receive (Supplier Actionable Notifications).

What are the benefits of the Coupa Supplier Portal?

You can view all of your Purchase Orders on one screen, and from here quickly and easily create and submit invoices for payment

You will have real time visibility of where your invoices are in the approval and payment process once submitted to Saga.

You can upload and maintain your catalogs for direct integration into the Saga platform for users to purchase from.

You can make your profile public so that you can be discovered by other Coupa users when they are running sourcing events, thereby increasing your reach.

If you would like more about using Coupa as a supplier, please visit

<https://www.coupa.com/suppliers/>

The following guide is divided into 5 sections including information, instructions and screenshots to help you navigate moving over to Coupa with us:

Section 1) How do I sign up to the Coupa Supplier Portal if I have never used Coupa before?

Section 2) How do I connect with Saga as my customer if I am already registered on the Coupa Supplier Portal?

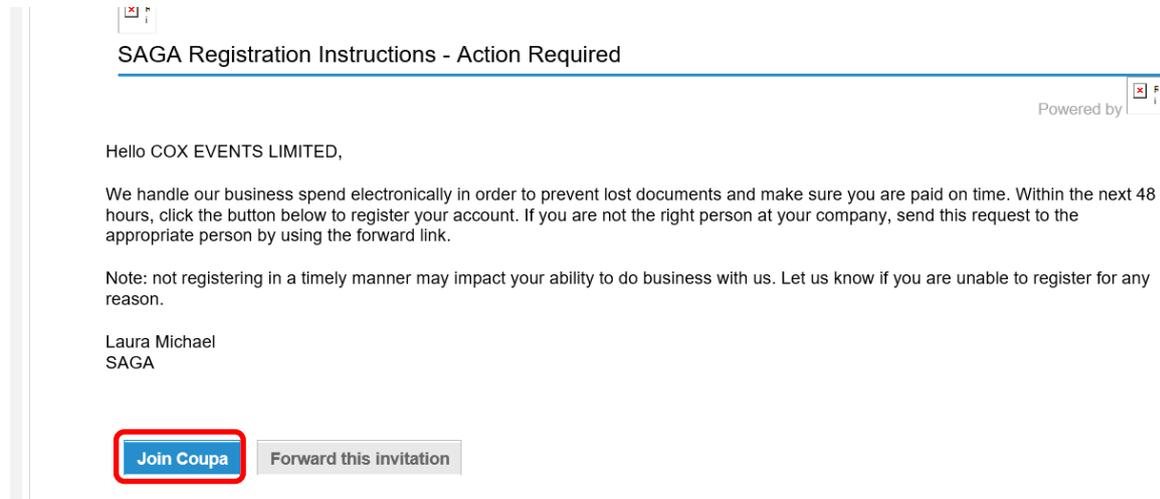
Section 3) How do I use the Coupa Supplier Portal to transact with Saga?

Section 4) What are Supplier Actionable Notifications, and how can I use them?

Section 5) What do I do if I do not want to make use of the Coupa Supplier Portal and Supplier Actionable Notifications? **(Non PO backed)**

SECTION 1) How do I sign up to the Coupa Supplier Portal if I have never used Coupa before?

1. You will have received an email from Saga inviting you to join the CSP as per the below screenshot



2. By clicking on the "Join Coupa" button you will be taken to the Coupa Supplier Portal website (<https://supplier.couphost.com/>) to create your account (You can also forward the invitation to someone else within your organisation if multiple people need to be able to manage the account via the CSP)

The screenshot shows the Coupa Supplier Portal registration form. The header is "coupa supplier portal". The main heading is "Join the Coupa Supplier Portal". Below the heading, it says "Complete the information below and create the password for your account. Click here for help." The form contains the following fields:

- * First Name: Accounts
- * Last Name: Department
- * Company: COX EVENTS LIMITED
- * Department: (dropdown menu)
- * Role: (dropdown menu)
- * Email: lilly.loobear@icloud.com
- * Password: (text input)
- * Password Confirmation: (text input)

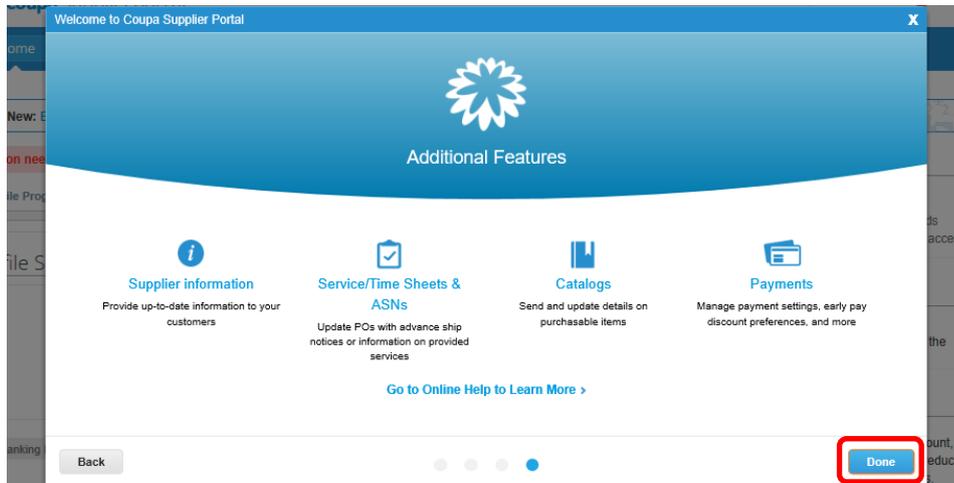
Below the password fields, there is a checkbox: I accept the [Privacy Policy](#) and the [Terms of Use](#).

A "Submit" button is highlighted with a red box.

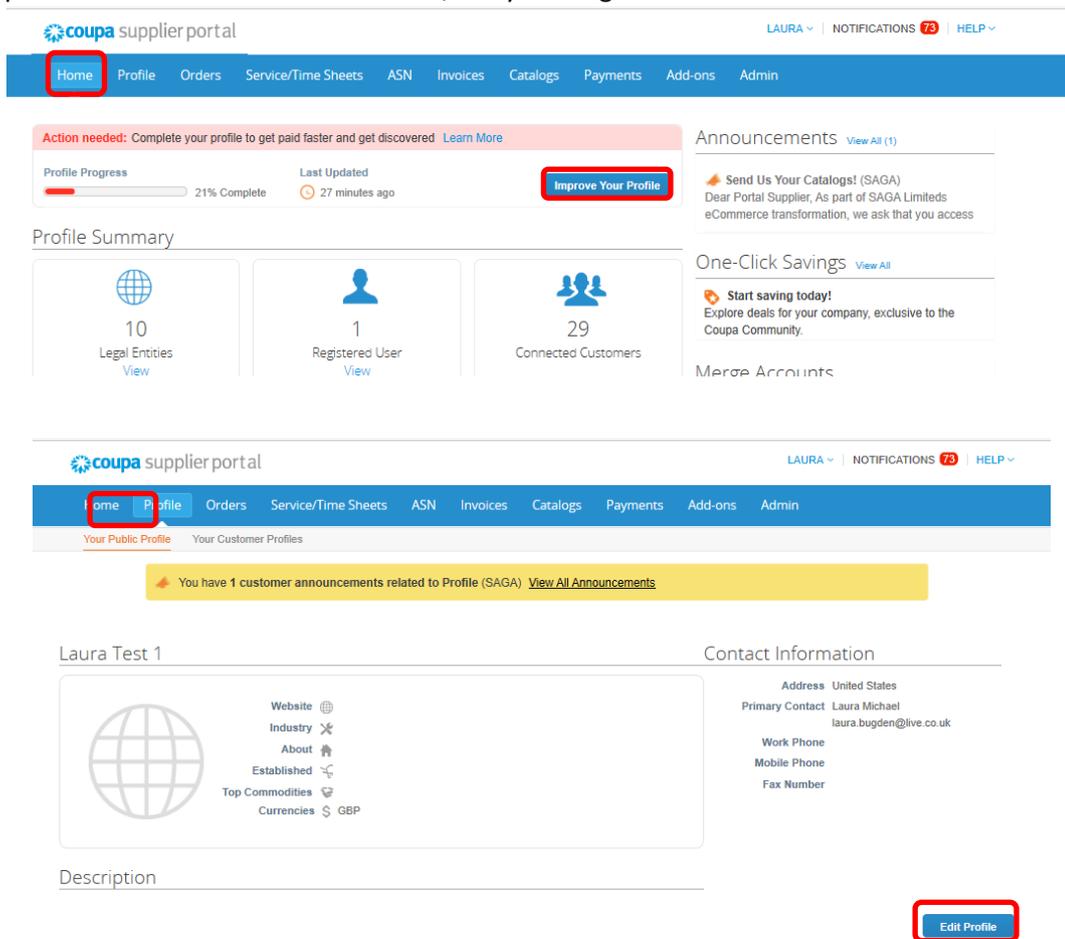
Below the registration form, there is a section titled "Forward Your Invitation". It contains the text: "Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to a colleague's email below (must have the same email domain)." Below this text, there is a "Forward Email" field with a text input and a "@icloud.com" dropdown menu, and a "Submit" button.

3. Some of the fields will be pre populated based on the information already held on record by Saga, and you will need to complete the missing fields before clicking on "Submit".

- You will now be taken into your account with the Coupa Supplier Portal, and be presented with some high level information about the portal to review, before clicking on “Done” to view the available options



- At this point you should update your profile information, including all address and contact details, banking details and Remit To Address details. This can be done either by clicking on “Improve Your Profile” on the Home tab, or by clicking on “Edit Profile” on the Profile tab.



6. This will open up a screen where you can update General Information (, Business Address, Primary Contact details, Business Details and Financial & Legal Information.
 - a. Under Primary Contact details please ensure that you enter a PO Delivery Email address if this should be different to the primary contact

coupa supplier portal LAURA | NOTIFICATIONS 73 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Payments Add-ons Admin

Your Public Profile Your Customer Profiles

General Information

* Name

Logo

Profile Background

Industry

Year Established

Short Description

Full Description

Registered Users

Web Site

LinkedIn Profile

Facebook Profile

Twitter Profile

Address

Address Line 1

Address Line 2

City

State

Postal Code

Country

Primary Contact

* First Name

* Last Name

* Email

Work Phone

Mobile Phone

Fax Number

PO Delivery Email

- b. Under Financial & Legal Information please leave "Accelerate" as Disabled as we do not currently use this functionality

Business Details

Company Size

Private — not published to your public profile

Top Commodities

Select the top 5 UNSPSC categories you serve

Bribery and Corruption Policy Yes, we have a policy No

Diversity

Corporate Social Responsibility Rating Yes No Not Sure

If your company has been rated by a social responsibility agency, indicate it here.

Financial & Legal Information

Accelerate Disabled [Edit Preferences](#)

Currencies

Select all the currencies you prefer

DUNS Number

Secure Information — not published to your public profile

Manage banking information, remit to location, and more in [Legal Entity setup](#).

7. Finally you will need to set up your banking and Remit To Address information. This is done by clicking on “Add Legal Entity” which will bring up a pop up window where you can create your Remit to Address

a. Both fields on the first screen are mandatory, before you can click on “Continue”

The screenshot shows a pop-up window titled "Where's your business located?". At the top, there is a yellow informational box with the text: "Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible." Below this, there are two input fields: "* Legal Entity Name" (a text box) and "Country" (a dropdown menu). To the right of these fields is a grey box containing the text: "This is the official name of your business that is registered with the local government and the country where it is located." At the bottom right, there are two buttons: "Cancel" and "Continue".

b. In Type of Company you will need to enter a description of the type of business that you are (this is free text), and the Board of Directors field is not mandatory but is free text if you do want to complete this. Then click on “Save & Continue”

The screenshot shows a pop-up window titled "Miscellaneous Information". At the top, there is a yellow informational box with the text: "Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible." Below this, there are four input fields: "* Legal Entity Name" (text box with "Test Legal Entity"), "Country" (dropdown menu with "United Kingdom"), "* Type of Company" (text box with a blue information icon), and "Board of Directors" (text box with a blue information icon). To the right of these fields is a grey box containing the text: "Conducting business in certain countries requires your invoice to contain specific information about your company." At the bottom right, there are two buttons: "Cancel" and "Save & Continue".

- c. On the next screen you can chose to apply this Remit to Address to “All” customers or only selected customers by ticking the boxes next to just those customers. Then scrolling down to enter the required information, and clicking on “Save & Continue” once completed.
- i. By default the address you are entering will be selected to be used for Remit-To and Ship From address, if you want to amend this please pay attention to the boxes highlighted below in Blue
 - ii. Please ensure that you enter your full VAT ID, including country code – for instance GB XXX XXX XXX. Then click on “Save & Continue”.

pp11e1s/449/2/EDIT

- SAGA - LAURA TEST INTERNATIONAL
- SAGA - OPEN DATA SCIENCE INC
- SAGA - LAURA TEST UK SUPPLIER
- SAGA - LAURA TEST INTERNATIONAL SUPPLIER (REGRESSION)
- SAGA - LAURA TEST UK SUPPLIER (REGRESSION)
- SAGA - VOHKUS LTD

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country

Use this address for Remit-To

Use this for Ship From address

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country

* VAT ID

I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

Invoice From Code

Preferred Language

Use this field to tie your CSP Invoice From Address (i.e. registered address) with the corresponding address in your ERP.

- d. The next screen will present the Remit-To Address details that you have created for review. By changing the drop down by "Payment Type" to Bank Account you will then have the next screen displayed where you can enter your banking information (including the address details for your bank) before clicking on "Save & Continue"

Where do you want to receive payment?

1 2 3 4

* Payment Type

What is your Remit-To Address?

Address Line 1 Test House
Address Line 2 Test Street
City Test
State Test
Postal Code TE12 3ST
Country United Kingdom

* Payment Type

Banking information ⓘ

Bank Account Country:

Bank Account Currency:

Bank Name:

Beneficiary Name:

Routing (Bank Code) Number:

Account Number: ⓘ

Confirm Account Number:

IBAN: ⓘ

SWIFT/BIC Code: ⓘ

Bank Account Type:

Bank address

Address Line 1:

Address Line 2:

City:

State:

Postal Code:

RECOMMENDED

Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations). ⓘ

What is your Remit-To Address?

Address Line 1 Test House
 Address Line 2 Test Street
 City Test
 State Test
 Postal Code TE12 3ST
 Country United Kingdom

Cancel Save & Continue

- e. On the next screen you will be able to review the Remit-To Address you have created, make any amendments by clicking on “Manage”, or add a secondary address if required by clicking on “Add Remit-To”. When you are happy clicking on “Next” will take you through to the final screen.

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status
Address	Test House Test Street Test Test TE12 3ST United Kingdom	Active

Manage

Deactivate Legal Entity Cancel Next

Select all the currencies you prefer

- f. On this screen you will have the option of adding a different Ship-To Address by clicking on “Add Ship From”. Once completed you can click on “Done” and you will be presented with the final confirmation screen.

Where do you ship goods from?

1 2 3 4

For many countries including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

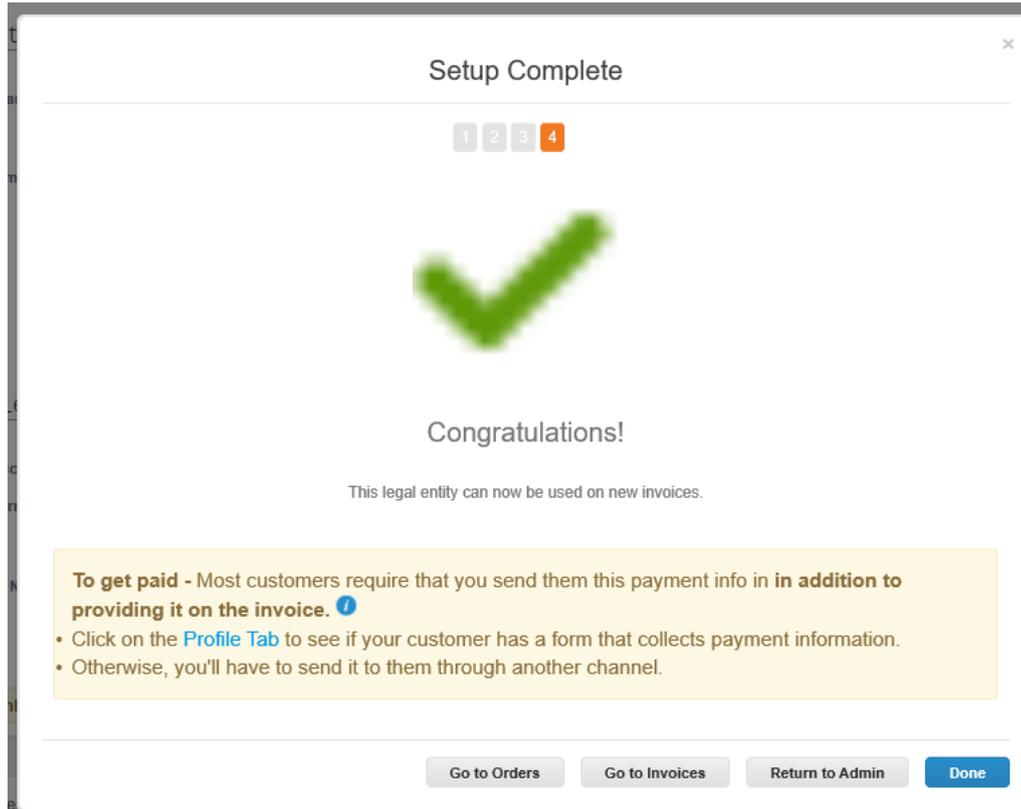
Title	Status
Test House Test Street Test Test TE12 3ST United Kingdom	Active

Manage

Deactivate Legal Entity Done

Select all the currencies you prefer

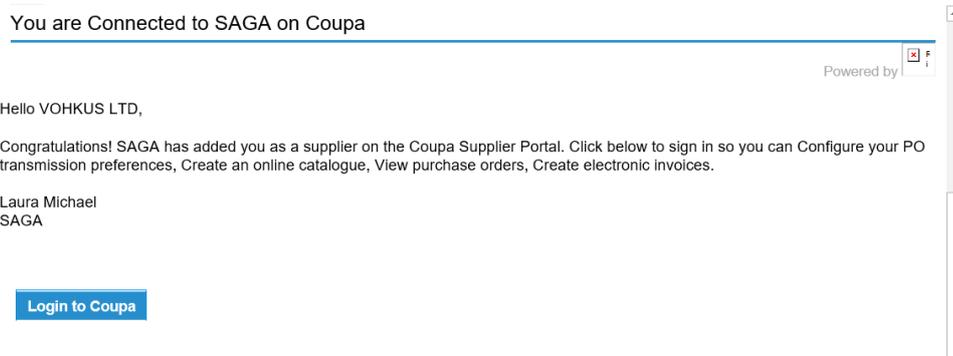
- g. On this final screen, click on “Done” to be taken back into the main Edit Profile screen.



8. After clicking “Done” you will be returned to the Edit Profile screen, where you can review that all details are now present and then click on “Save” to complete the setup of your account

SECTION 2) How do I connect with Saga as my customer if I am already registered on the Coupa Supplier Portal?

If you already use the Coupa Supplier Portal for other customers, then the invite that you receive from Saga will look slightly different (please see below)



- 1) From the email received, click on "Login to Coupa" to be taken to the Coupa Supplier Portal, where you can login with your username & password.

The screenshot displays two side-by-side panels from the Coupa Supplier Portal. The left panel is titled "Register" and contains a form with fields for "First Name", "Last Name", "Company", and "Email", along with a "Register" button. The right panel is titled "Log In" and contains fields for "Email Address" and "Password", a "Log In" button, and a "Forgot Your Password?" link. Both panels include a header with the Coupa logo and the text "coupa supplier portal".

- 2) Upon logging in, you will have a new notification to advise that you have been connected with another customer.

The screenshot shows the dashboard of the Coupa Supplier Portal. At the top, there is a navigation bar with the Coupa logo and the text "coupa supplier portal". To the right of the logo, there are links for "LAURA", "NOTIFICATIONS 58", and "HELP". Below the navigation bar is a menu with items: "Home", "Profile", "Orders", "Service/Time Sheets", "ASN", "Invoices", "Catalogs", "Payments", "Add-ons", and "Admin". The main content area is titled "My Notifications" and includes a "Notification Preferences" button. A notification is displayed with a checkbox, the message "You are now connected to SAGA", and the received time "06/26/20 11:42 AM".

- 3) From the "Profile" menu, under "Your Customer Profiles" you will now see Saga listed in the drop down of options, once selected the core information already held by Saga will be presented on screen. If any of this information is incorrect, then you can contact our Accounts Payable team who can send you a form that you can complete and submit in order to update the information held about you.

Profile SAGA - STELLAMAR LTD

Contact this customer directly to update your information.

Address

Address Line 1 4 OCEAN WAY
 Address Line 2
 City HAMPSHIRE
 State
 Postal Code SO14 3JZ
 Country United Kingdom

Contact

First Name Accounts
 Last Name Department
 Email laura.bugden@live.co.uk
 Work Phone

- 4) From this menu you can also manage the Remit to Address and Bank Account information via the “Legal Entity Setup” (please refer to step 7 a) to g) in the first section of this guide for instructions on this)

Last Name Department
 Email laura.bugden@live.co.uk
 Work Phone
 Mobile Phone
 Fax Number

Financial private section

Tax ID #
 DUNS #

Remit-To Addresses private section

To manage remit to addresses, please visit the [Legal Entity Setup](#) section

SECTION 3) How do I use the Coupa Supplier Portal to transact with Saga?

a) Purchase Orders

- In the “Orders” section of the site, you have the option to select the customer from a drop down (this will show all customers you are connected with, and will filter the information presented)
- On this view, you can see all the details of the purchase orders, including the status - *Issued or Soft Closed (if fully invoiced by supplier and invoice approved by Saga)*
- If you can click on the PO Number (in blue text), you will be into the full PO

coupa supplier portal LAURA | NOTIFICATIONS 56 | HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Payments Add-ons Admin

Orders Order Lines Returns Order Changes Order Line Changes Shipments

You have 1 customer announcements related to Orders (SAGA) [View All Announcements](#)

Select Customer SAGA - STY.COM LTD - SIMPLY THANK YOU [Configure PO Delivery](#)

Purchase Orders

Instructions From Customer
Please ensure that all Purchase Orders are acknowledged through the checkbox located on the PO. This reduces back and forth communication at the time of order creation. If a requester has added to the PO outside of Coupa, please ask them (via comments) to create a change order so that your invoice can auto match the PO and approve at the time of submission. If you have any questions, please leverage the comments section of the PO to communicate with the requester.

Click the Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
SS0000275	06/24/20	Issued	None	1 Each of The Sweetie Hamper	No	39.29 GBP		
HL0000262	05/22/20	Soft Closed	None	5 Each of Veuve Clicquot Champagne 3 Each of Deluxe Flower Bouquet 4 Each of Butlers Luxury Chocolate Hamper	No	634.04 GBP		

From this screen, you can create an invoice or credit note against a Purchase Order, by simply clicking on the stack of coins icon (Yellow coins for Invoice and Red coins for Credit Note)

1. On the first screen, you will need to select the Legal Entity, Remit to Address and Ship From Address to be displayed on the invoice from the drop downs, and then click on “Save”

PO Line SS0000275-1 Clear Contract STY Catalogue Supplier Part Number SAGSB11518A

Billing SM7800-SSL699-NULL

Taxes Tax Description

Add Tag

Add Line Pick lines from P

Shipping Tax

39.29
0.00

0.000

Choose Invoicing Details

This customer offers payment by Bank Account or Credit Card.

* Legal Entity Test UK [Add New](#)

Invoice From 1 Test House
Test Street
Liverpool
TE12 3ST
United Kingdom
United Kingdom (GB123456789)

* Remit-To 1 Test House, Test Street, Liver [Add New](#)

* Ship From Address 1 Test House, Test Street, Liver [Add New](#)

Cancel **Save**

2. The details on the invoice will be populated with the information directly from the Purchase Order, and there are a number of fields that you will need to complete.
 - Invoice Number must be entered
 - Invoice Date will default to the current date but can be amended if required, simply by overtyping or selecting from the calendar popup
 - Currency will be defaulted based on your default and that selected on the PO
 - You have the option to attach images or files if you would like to (Image Scan or Attachments)

Create Invoice Create

General Info

* Invoice #

* Invoice Date 06/26/20

* Payment Term NET 30

Date of Supply 06/26/20

* Currency GBP

Delivery Number

Status Draft

Image Scan No file chosen

Supplier Note

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

Cash Accounting Scheme

Margin Scheme

From

* Supplier STY.COM LTD - SIMPLY THANK YOU

* Supplier VAT ID GB123456789

* Invoice From Address

Test UK
1 Test House
Test Street
Liverpool
TE12 3ST
United Kingdom
Test

* Remit-To Address

Test UK
1 Test House
Test Street
Liverpool
TE12 3ST
United Kingdom

* Ship From Address

Test UK
1 Test House
Test Street
Liverpool
TE12 3ST
United Kingdom

To

Customer SAGA

3. In the lines section, you will see the line items transferred from the Purchase Order on to the invoice with all the information populated for you. The only field that is required to be updated is the VAT Rate, which will need to be selected from the drop down available for each line item.

Lines

Type	Description	Qty	UOM	Price	
	The Sweetie Hamper	1,000	Each	39.29	39.29 <input type="button" value="x"/>

Category Subcategory Deductibility PO Line [SS0000275-1](#)

Contract Supplier Part Number

Billing SM7800-SSL699-NULL

Taxes

VAT Rate

- 20.0%
- 5.0%
- 0% Reverse Charge
- 0.0%
- Exempt

VAT Amount

Totals & Taxes

4. At the bottom of the invoice is the “Total & Taxes” section, and 5 available options
 - Delete – which will delete the draft invoice from the Coupa Supplier Portal (at this point Saga will not have any sight of this invoice either)
 - Cancel – which will cancel the creation of the invoice
 - Save as Draft – which will save this to the CSP in draft status so only you can see it and then you will be able to edit and submit it at a later date
 - Calculate – which will recalculate the totals taken into account the VAT rates selected on the invoice line items
 - Submit – which will submit the invoice into Saga’s Coupa system for approval and payment

Totals & Taxes

Lines Net Total	39.29
Lines VAT Totals	0.00

Shipping

VAT

Total VAT	0.00
Net Total	39.29
Gross Total	39.29

Delete
Cancel
Save as Draft
Calculate
Submit

5. You also have the ability to add comments that will be held on the invoice record, and will be viewable by Saga once the invoice has been submitted. Under the Totals & Taxes section, you will see a box headed “Enter Comment” where you can type your comment, and then click on “Add Comment” to include it on the invoice record.

0 Comments ▼

Enter Comment

Add Comment

6. When you click on “Submit”, you will see the following pop up. If you select “Continue Editing”, it will cancel the submission and allow you to make changes to the invoice before taking any further action. If you select “Send Invoice” this will be submitted to Saga for processing and you will be returned into the Invoices screen, where you will see a banner advising that the invoice is being processed, and the invoice will appear in the table shown.

Are You Ready to Send?
✕

Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

Continue Editing
Send Invoice

b) Tracking Invoices

Under the “Invoices” tab, you will see a table presented displaying all invoices that have been submitted by you to Saga and the status that these are in.

Processing – this is when you have submitted an invoice but it has not yet been registered in Saga’s system (this is only a temporary status whilst the invoice transmits)

Pending Approval – this means that the invoice has been received by Saga and is either awaiting a user to receipt the goods to allow the 3 way match to be completed successfully, or a tolerance has been breached and the invoice has gone for over-riding approval

Approved – once the invoice is fully approved and ready for payment

Paid – once the invoice has been paid in full by Saga

The screenshot shows the 'Invoices' page in the Coupa Supplier Portal. At the top, there's a navigation bar with 'Invoices' highlighted. Below it, a yellow banner indicates '1 customer announcements related to Invoices (SAGA)'. A dropdown menu for 'Select Customer' is set to 'SAGA - STY.COM LTD - SIMPLY THANK YOU'. The main heading is 'Invoices', followed by 'Instructions From Customer' and a 'Create Invoices' section with buttons for 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. Below this is a table of invoices with the following data:

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
TEST793	05/22/20	Approved	HL0000262	760.84 GBP	No	
Test2205201	05/22/20	Approved	HL0000253	555.18 GBP	No	
Test031016	05/22/20	Approved	HL0000252	1,491.28 GBP	No	
Test1234567890	05/20/20	Approved	SS0000251	1,634.61 GBP	No	
Cntest67890	05/20/20	Approved	CF0000250	-195.44 GBP	No	

From this screen you can also

“Create Invoice from PO”, which will take you back into the Orders screen to locate the order and then click on the icon to create the invoice.

“Create Credit Note” – which will

1. From the first screen select whether the Credit Note is against a previously raised invoice, and if so which invoice number it relates to, or for another reason (such as a rebate)

The 'Credit Note' dialog box contains the following text and controls:

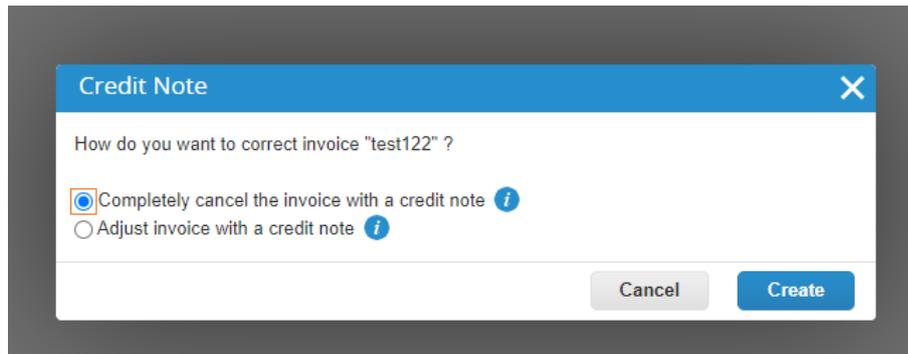
If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.

Reason Resolve issue for invoice number Other (e.g. rebate)

The dropdown menu for 'Resolve issue for invoice number' is set to 'test122'.

Buttons: Cancel, Continue

2. Selecting “Resolve issue for invoice number” will prompt you to select whether you are completely cancelling the invoice or adjusting the value, and this will pre populate the credit note for you.



- a. If you select “Completely cancel the invoice with a credit note” all the information will be pre-populated and you will just need to enter the Credit Note number before submitting. If you select “Adjust invoice with a credit note”, the credit note will be populated with all the information from the original invoice and you will need to:
 - i. Enter the Credit Note number
 - ii. Select if the Adjustment Type is Quantity / Price / Other, and then update the relevant field(s) accordingly before reviewing and submitting
3. Selecting “Other” will open up a screen very similar to when you create an invoice, and you can enter the information directly on this screen.

c) Managing Catalogues

Under the “Catalogs” menu option you are able to submit and maintain catalogues of goods that you hold for Saga to purchase from.

You can view any existing catalogues on the main screen, as well as key information about when they are due to expire and any comments that have been submitted against them by Saga

You can also create new catalogues and submit them to Saga for approval, before the users of the system at Saga can purchase from them. There are detailed notes available to talk you through this process if this is something that you would be interested in developing with us.

SECTION 4) What are Supplier Actionable Notifications, and how can I use them?

Saga hold email addresses for PO transmission against the supplier record, and upon a request being fully approved internally, this will trigger the automatic transmission of this Purchase Order to you (as the supplier) via email. This email is called a Supplier Actionable Notification.

SAGA Purchase Order #GR0000233

Powered by 

[Create Invoice](#) [Acknowledge PO](#) [Add Comment](#)

View PO
[Login](#)

SAGA
keep doing

LAURA TEST INTERNATIONAL
Test
Test
Test, Test 12345
United States
Attn: Laura Michael
laura.bugden@live.co.uk
Ship To
SAGA
The Saga Building

**SAGA
PURCHASE ORDER**

PO NUMBER GR0000233
DATE 27/04/2020
PAYMENT TERMS NET 30
SHIPPING TERMS
CURRENCY GBP
CONTRACT
CONTRACT **Test End User**
laura.michael+2@saga.co.uk

Bill To
SAGA
The Saga Building

The Saga Building
Enbrook Park
Folkestone, Kent CT20 3SE
United Kingdom
GROUP
Attn: Test End User

The Saga Building
Enbrook Park, Sandgate
Folkestone, Kent CT20 3SE
United Kingdom
Attn: Test End User

Line	Description	Need By Date	Qty	Unit	Price	Total
1	Test		50	Each	100.00	5,000.00
						5,000.00 GBP

NOTE:

Please read carefully the terms located at the following web address:
<https://www.saga.co.uk/purchase-order-terms-and-conditions>

By responding to this PO, you are deemed to have read and accepted Purchasing terms and conditions referenced herein.

If you are any doubt as to the validity of information contained within these pages, then please do contact us in order to seek verification.

This email contains a view of all of the Purchase Order information, and has a number of action buttons that can be utilised to perform certain tasks

- 1) Create Invoice
- 2) Acknowledge PO
- 3) Add Comment
- 4) Login / Create Account

SECTION 5) What do I do if I do not want to make use of the Coupa Supplier Portal and Supplier Actionable Notifications, or if I have a non PO backed invoice to submit for payment?

We are actively encouraging all of our suppliers to register with the Coupa Supplier Portal, as this allows you real time visibility of your orders and invoices so that you can keep up to date with the status at all times, whilst also providing you with a quick and easy way to generate invoices directly from Purchase Orders once goods or services have been provided.

However, if you decide that this is not suitable for your business, then you can still submit us invoices via email as in the past. These invoices should be in machine readable pdf format, MUST include the PO reference number clearly on them, and need to be sent to a new email inbox (invoices@sagagroup.coupahost.com)

From here our software will pick up your invoice and ingest the data, matching it to the relevant PO and GRN (goods receipt note) within the system, and if all 3 documents match then the invoice will be automatically approved and move into a “Ready to Pay” status for our Accounts Payable team to include on our weekly payment run ahead of the net due date of the invoice.

If the 3 documents do not match, or the invoice is non PO backed, then our system will route these invoices to our Accounts Payable team who will submit them for electronic approval within the Coupa system. Once fully approved, the invoice will be moved into a “Ready to Pay” status for our Accounts Payable team to include on our weekly payment run ahead of the net due date of your invoice.