

A person wearing a grey coat and teal sneakers is walking on a stone path. The person is carrying a grey bag. The background is a stone wall.

SUPPLIER GUIDE

Invoice Management
Creating & submitting invoices



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NAVIGATION

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HOME

Coupa Supplier Portal (CSP)

Creating and submitting invoices

TF
G



CSP Purchase Order (PO) email



HOME

Reply Reply All Forward Delete Move Mark Add View Print Close

New PO
 Fri 1/8/2021 7:13 PM
From: THE FOSCHINI GROUP LIMITED
To: Officebox@testing.s2pconsulting.co.za

Message

TFG TEST THE FOSCHINI GROUP LIMITED Purchase Order #C000001683

Powered by

1	CSP PO email
1.1	In your Purchase Order email, click on the 'View Order' button to view your PO.

Hi Thandi,

You have received a new purchase order #C000001683 from THE FOSCHINI GROUP LIMITED Company.

Submitted By Katlego Leeuw
 Supplier Office Box
 Total **560,00 ZAR**

Items	Notebook (Black)	1 Each @ 70,00	70,00 ZAR
	Notebook (Pink)	1 Each @ 70,00	70,00 ZAR
	Notebook (Yellow)	6 Each @ 70,00	420,00 ZAR

1.1

[View Order](#)

Office Box Officebox@testing.s2pconsulting.co.za

350 Voortrekker Road
 Parow East
 Western Cape
 7500
 South Africa
 Attn: Katlego Leeuw

Lines

- 1 EA **Notebook (Black)** for **70,00 ZAR**
 Supplier Office Box • Commodity Office Supplies • Contract Notebooks 2021 • Account 101-K-1000012--10300 • Period Budget_100_UAT Week 1
- 1 EA **Notebook (Pink)** for **70,00 ZAR**
 Supplier Office Box • Commodity Office Supplies • Contract Notebooks 2021 • Account 101-K-1000012--10300 • Period Budget_100_UAT Week 1
- 6 EA **Notebook (Yellow)** for **420,00 ZAR**
 Supplier Office Box • Commodity Office Supplies • Contract Notebooks 2021 • Account 101-K-1000012--10300 • Period Budget_100_UAT Week 1

Total **560,00 ZAR**

More Detail

PO ID C000001683	Department None
Status Issued - Scheduled for email	Last Opened None
Order Date 2021/01/08	Acknowledged At None
Revision Date 2021/01/08	Payment Term None
Req # 2139	Shipping None

Supplier **Shipping**

Register

New to Coupa? Create your account or click here for [help](#).

First Name

Last Name

Company

* Email

Register

Log In

Welcome back! Login or click here for [help](#).

2.1 * Email Address

2.2 * Password

2.3 [Forgot Your Password?](#)

2

Enter your login credentials to login to your account.

2.1

Your email address.

2.2

Password.

2.3

Click on 'Log In'.

3.1

You have 1 customer announcements related to Orders (THE FOSCHINI GROUP LIMITED) [View All Announcements](#)

Select Customer

THE FOSCHINI GROUP LIMITED

Purchase Orders

Instructions From Customer


Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime

Click the  Action to Invoice from a Purchase Order

View

All

Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000001683	2021/01/08	Issued	None	1 each of Notebook (Black) 1 each of Notebook (Pink) 6 each of Notebook (Yellow)	No	560,00 ZAR		

3.2

3

Purchase Order (PO)

3.1

Click on the 'Orders' tab in the CSP.

3.2

Click on the 'PO Number link' to open the purchase order.


Refer to guide (07_CSP Managing Purchase Orders) for steps on managing POs

Creating an invoice

Purchase Order (PO)

coupa supplier portal

THANDI | NOTIFICATIONS 3 | HELP

[Home](#) [Profile](#) [Orders](#) [Service/Time Sheets](#) [ASN](#) [Invoices](#) [Catalogues](#) [Business Performance](#) [Sourcing](#) [Add-ons](#) [Setup](#)[Orders](#) [Order Lines](#) [Returns](#) [Order Changes](#) [Order Line Changes](#) [Deliveries](#) You have 1 customer announcements related to Orders (THE FOSCHINI GROUP LIMITED) [View All Announcements](#)

Select Customer THE FOSCHINI GROUP LIMITED

Purchase Order #C000001683

Status Issued - Sent via Email

 Shipping

Order Date 2021/01/08

Ship-To Address 350 Voortrekker Road
Parow East

Revision Date 2021/01/08

Requester Katlego Le



Email katlego.lee

Payment Term None

Attachments None

Acknowledged Assigned to

Lines

1	Type	Item	Qty	Unit	Price	Total	Invoiced
2		Notebook (Pink)	1	each	70,00	70,00	0,00
	Part Number	Manufacturer Name	Manufacturer Part Number	Prepayment?	Service Start Date	Service End Date	
	None	None	None	No	None	None	
	Upfront Deposit Payment?	Deposit Remark					
	No	None					
3		Notebook (Yellow)	6	each	70,00	420,00	0,00
	Part Number	Manufacturer Name	Manufacturer Part Number	Prepayment?	Service Start Date	Service End Date	
	None	None	None	No	None	None	
	Upfront Deposit Payment?	Deposit Remark					
	No	None					

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Total ZAR 560,00

3.4

Create Invoice

Request Change

Save

 Print View

3.3

Your PO presents.

View the details of your Purchase Order (PO).

3.4

Scroll to the bottom of your PO and click on the 'Create Invoice' button to start creating your PO.

3.3

4.1

You have 1 customer announcements related to Orders (THE FOSCHINI GROUP LIMITED) [View All Announcements](#)



Select Customer THE FOSCHINI GROUP LIMITED

Purchase Orders

Instructions From Customer

Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime

Click the  Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000001683	2021/01/08	Issued	None	1 each of Notebook (Black) 1 each of Notebook (Pink) 6 each of Notebook (Yellow)	No	560,00 ZAR		 

4.2

4

Orders Tab

4.1

Click on the 'Orders' tab in the CSP.

4.2

Click on the 'Create Invoice' icon of the PO in the Actions column of the Purchase Orders table.

coupa supplier portal THANDI | NOTIFICATIONS 3 | HELP

Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogues Business Performance Sourcing Add-ons Setup

Invoices Invoices Lines Payment Receipts

5.1 You have 1 customer announcements related to Invoices (THE FOSCHINI GROUP LIMITED) [View All Announcements](#)

Select Customer THE FOSCHINI GROUP LIMITED

Invoices

Instructions From Customer

Dear Supplier, please refer to your supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime

Create Invoices **5.2**

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute reason	Actions
No rows.							

Per page 15 | 45 | 90

5

Invoices tab

5.1

Click on the 'Invoices' tab in the CSP.

5.2

Then, click on the 'Create Invoice from PO' button.

You have 1 customer announcements related to Orders (THE FOSCHINI GROUP LIMITED) [View All Announcements](#)

Select Customer


THE FOSCHINI GROUP LIMITED

Purchase Orders

Instructions From Customer

Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime

Click the  Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
C000001683	2021/01/08	Issued	None	1 each of Notebook (Black) 1 each of Notebook (Pink) 6 each of Notebook (Yellow)	No	560,00 ZAR		

2.2

5.3

You PO presents in the PO table.

Click on the **'Create Invoice'** icon for the PO in the Actions column of the Purchase Orders table.

You have 1 customer announcements related to Invoices (THE FOSCHINI GROUP LIMITED) [View All Announcements](#)

Select Customer THE FOSCHINI GROUP LIMITED

translation missing: en-ZA.supplier_accepted_terms.read.visit_once

Our compliant invoicing Terms of Use have been revised.
Please confirm that you have read and agree to the current [Terms of Use](#).
If you do not agree, you will not be able to send invoices to Coupa compliant customers.

6.1

I Accept

6.2

6

Compliant invoicing

6.1

If the Terms of Use has not been signed yet or there is an updated version of the 'Terms of Use', you are prompted to review and accept it.

6.2

Click on 'I accept' to accept the Terms of Use.



Electronic Invoices submitted or generated via Coupa or the Coupa Supplier Portal (CSP) are legally compliant documents. Suppliers need not create invoices generated using their own systems.

To use the CSP and to allow Coupa to create invoices on your behalf when you use compliant e-invoicing, you must accept the Coupa Open Business Network legal Terms of Use. Otherwise, you cannot create and submit invoices through Coupa and the CSP.

The legal terms of use lists the terms and conditions for using e-invoicing through Coupa and the CSP. You as a supplier, especially if you are responsible for managing legal tax invoices, are required to have read, assessed, and agreed to these terms of use and to be aware of your responsibilities towards the content and handling of these invoices.

To issue a legal compliant invoice, you need to set up a remit-to address for a compliance country. When you use a compliance country remit-to address for the first time, Coupa validates if you have signed the latest terms of use.


Select Customer THE FOSCHINI GROUP LIMITED

Create Invoice Create


General Info


From

* Invoice # ✓

* Invoice Date 

Payment Term

Date of Supply 


* Currency 

Delivery Number

Status

Image Scan No file chosen

Supplier Note

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

* Supplier

* Supplier VAT ID

* Invoice-From Address
23 Time street
Johannesburg
2001
South Africa

* Remit-To Address
23 Time street
Johannesburg
2001
South Africa

Bank Name:

Beneficiary Name:

Bank Account Number:

Bank Code:

* Ship-From Address
23 Time street
Johannesburg
2001
South Africa

7.1

7.2

7

Create an Invoice

7.1

Complete invoice 'General Info'

- Invoice number
- Invoice Date
- Date of Supply
- Select the currency
- Delivery Number (if applicable)
- Upload attachments (if applicable)

Note: All the mandatory fields are marked with an Asterix.

7.2

The 'From' field contains details of your legal entity; i.e.

- Supplier name
- Supplier VAT ID
- Invoice-From Address
- Remit-To Address
- Banking details
- Ship-From Address

Note: This would have been completed when setting up your legal entity. If not configured, refer to guide (03_CSP Add a Legal Entity) for more information



To

Customer THE FOSCHINI GROUP LIMITED

* **Bill-To Address** Stanley Lewis Center
340 Voortrekker Road
Parow East
Western Cape
7500
South Africa

* **Buyer VAT ID** 4210187250

Ship To Address 350 Voortrekker Road
Parow East
Western Cape
7500
South Africa

Early Payment Request?

In the event that you request payment earlier than the negotiated payment terms, in addition to the 5% (five percent), TFG will deduct a further 1.25% (one point two five percent) of the gross cost per week from your payment

Early Payment Reason





7.3

The 'To' Field contains the buyer's details;

- Bill-To Address
- Buyer VAT ID
- Ship To Address


7.3

7.5

Type	Description	Qty	UOM	Price	
	 Notebook (Yellow)	<input type="text" value="6"/>	each 	<input type="text" value="70,00"/>	420,00 

7.6

PO Line
C000001683-3

Contract
Notebooks 2021 

Supplier part number

Prepayment?

Select Yes if future services will be billed and are payable in a single invoice

Service Start Date
None

Service End Date
None


Upfront Deposit Payment?

Select Yes if the vendor requires a deposit to be made before goods / services are delivered. Please note that your Head of Finance will be added to the approval chain to approve this arrangement

Deposit Remark
None

Billing
101-K-1000012--10300

Taxes

VAT Rate	VAT Amount	Tax Reference
 15,0% 7.7	<input type="text" value="63,00"/>	<input type="text"/>

Total Taxes

Lines Net Total	560,00
Lines VAT Totals	0.00

7.4	Scroll down to view and edit your line items. To delete a line item from your invoice, click on the delete icon .
7.5	Use the quantity field to edit the quantity of the items.
7.6	Note: Service providers will have a service start and end date in their line items.
7.7	Click on the VAT Rate dropdown arrow to select the applicable rate.

15,0%

[+ Add Line](#)

Total Taxes	
Lines Net Total	420,00
Lines VAT Totals	63,00
Total VAT	63,00
Net Total	420,00
Gross Total	483,00

0 Comments

Enter Comment

7.8 The '**Gross Total**' displays at the bottom of the invoice with Total Taxes.

7.9 Click on the '**Delete**' button to erase the invoice.

7.10 Click on the '**Cancel**' button to withdraw the draft invoice.

7.11 Click on the '**Save as draft**' button to edit and submit at a later stage.

7.12 Click on the '**Calculate**' button to determine the total value of the invoice.

7.13 Click on the '**Submit**' button to send the invoice to TFG for processing.

7.14 To send a message to the requester, in the comments field, enter your message in the field provided.

7.15 Click on '**Add Comment**' to send a message or to respond to a message sent to you regarding your invoice.

Create invoice

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.

7.16

Continue Editing **Send Invoice**

7.16	Confirmation screen appears after clicking the submit button. Click ' Send invoice ' to submit your invoice.
7.17	A green bar appears confirming your submission.
7.18	Get the status of your invoice by checking the status column on the invoice table.

Invoices

7.17

Office Box invoice #INVTEST001 is processing

Instructions From Customer

Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime

Create Invoices i

Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute reason	Actions
INVTEST001	2021/01/11	Processing	None	483,00 ZAR	No		

7.18

Creating an invoice

Create an invoice from Contract



HOME

coupa supplier portal

THANDI | NOTIFICATIONS 3 | HELP

Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogues Business Performance Sourcing Add-ons Setup

Invoices Invoices Lines Payment Receipts

You have 1 customer announcements related to Invoices (THE FOSCHINI GROUP LIMITED) [View All Announcements](#)

Select Customer THE FOSCHINI GROUP LIMITED

Invoices

Instructions From Customer

Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime
Create Invoices

Create Invoice from PO **Create Invoice from Contract** Create Blank Invoice Create Credit Note

Export to

Invoice # Create
No rows.

Per page 15 | 45 | 90

8.1

You have 1 customer announcements related to Invoices (THE FOSCHINI GROUP LIMITED) [View All Announcements](#)

Select Customer THE FOSCHINI GROUP LIMITED

Invoices

Instructions From Customer

Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime
Create Invoices

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to

View All Search

Invoice # Created Date Status **Select Contract** Dispute reason Actions

No rows.

Per page 15 | 45 | 90

8.2

Select a Contract

Notebooks 2021
Notebooks 2021

Cancel

Create

8.3

8

Create an invoice from contract

Suppliers who have contracts with TFG will be able to create an invoice from contract instead of a purchase order.

8.1

Click on '**Create Invoice from Contract**' above the invoices table.

Note: Should you not have a contract with TFG, this button will be greyed out.

8.2

Select the relevant contract from the dropdown list.

8.3


Click on the '**Create**' button.

Select Customer THE FOSCHINI GROUP LIMITED


Create Invoice Create
 General Info


 From

* Invoice # ✓

* Invoice Date 

Payment Term

Date of Supply 

* Currency 


Delivery Number

Status

Contract


Image Scan No file chosen


Supplier Note

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

* Supplier

* Supplier VAT ID

* Invoice-From Address 
23 Time street
Johannesburg
2001
South Africa


* Remit-To Address 
23 Time street
Johannesburg
2001
South Africa

Bank Name:

Beneficiary Name:

Bank Account Number:

Bank Code:

* Ship-From Address 
23 Time street
Johannesburg
2001
South Africa

9.1

9.2

9

Create an Invoice

9.1

Complete invoice 'General Info'

- Invoice number
- Invoice Date
- Date of Supply
- Select the currency
- Delivery Number (if applicable)
- Upload attachments (if applicable)

Note: All the mandatory fields are marked with an Asterix.

9.2

The 'From' field contains details of your legal entity; i.e.

- Supplier name
- Supplier VAT ID
- Invoice-From Address
- Remit-To Address
- Banking details
- Ship-From Address


Note: This would have been completed when setting up your legal entity. If not configured, refer to guide (03_CSP Add a Legal Entity) for more information



To


Customer THE FOSCHINI GROUP LI

9.3

* Bill-To Address No address selected 

* Buyer VAT ID

Choose an Address

Ship To Address No address selected 

Requester Email


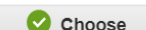

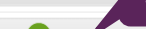
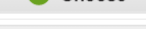
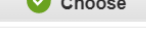
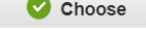



Requester Name

Choose an Address

Early Payment

Request? In the
the
5%
(on
wee

Early Payment Reason

Legal Entity Name	Line 1	Line 2	City	State	Postal Code	Country/Region	Actions
None	340 Voortrekker Road	Parow	Cape Town	None	7501	South Africa	
None	340 Voortrekker Road	Parow	Cape Town	Western Cape	7501	South Africa	
None	340 Voortrekker Road	Parow	Cape Town	Western Cape	7501	South Africa	
None	340 Voortrekker Road	Parow	Cape Town	Western Cape	7501	South Africa	
None	340 Voortrekker Road	None	Parow	None	7501	South Africa	
None	340 Voortrekker Road	None	Parow	None	7501	South Africa	
Fashion Retailers Zambia	Manda Hill	Great East Road	Lusaka	None	10101	Zambia	
Foschini Retail Group	sss	None	sss	None	98282	South Africa	
Stanley Lewis Center	340 Voortrekker Road	None	Parow East	Western Cape	7500	South Africa	
Stanley Lewis Center	340 Voortrekker Road	None	Parow East	Western Cape	7500	South Africa	

Prev 1 2 3 ... Next

Click on the search icon to choose the 'Bill-to Address'.

Note: More than one Bill-To address is presents as a contract could be linked to more than one TFG legal entity. Please select the requester of goods/services correct Bill-To address.

It is important that the correct Bill-To address is selected as the requestor must RECIEPT the goods in order for your invoice to be approved and processed.

9.4

To select the correct address, click on 'Choose'.

9.4



To

Customer THE FOSCHINI GROUP LIMITED

*** Bill-To Address** 340 Voortrekker Road
Parow
Cape Town
Western Cape
7501
South Africa

VAT ID 4210187250

9.5

*** Buyer VAT ID****Ship To Address****Requester Email** **Requester Name** **Early Payment Request?**

In the event that you request payment earlier than the negotiated payment terms, in addition to the 5% (five percent), TFG will deduct a further 1.25% (one point two five percent) of the gross cost per week from your payment

Early Payment Reason


9.5

Click on the dropdown menu to select the correct 'Buyer VAT ID'.



To

Customer THE FOSCHINI GROUP LIMITED

*** Bill-To Address** 340 Voortrekker Road 
Parow
Cape Town
Western Cape
South Africa

*** Buyer VAT ID** 4210187250 

Ship To Address **9.6** address selected 

Requester Email**Requester Name**

**Early Payment
Request?** **9.7**

In the event that you request payment earlier than the negotiated payment terms, in addition to the 5% (five percent), TFG will deduct a further 1.25% (one point two five percent) of the gross cost per week from your payment

Early Payment Reason

9.6

Enter the requesters email in the field provided.

9.7

Enter the requesters name in the field provided.

Lines

9.8

9.9

9.10

9.11

Type Qty Description Qty UOM Price

Qty Notebook (Black) 1,000 Bag 0,00

Notebook (Pink)
Notebook (Yellow)

PO Line None Supplier part number Prepayment? Service Start Date

None Select Yes if future services will be billed and are payable in a single invoice None

Service End Date Upfront Deposit Payment? Deposit Remark

None Select Yes if the vendor requires a deposit to be made before goods / services are delivered. Please note that your Head of Finance will be added to the approval chain to approve this arrangement None

Taxes

VAT Rate VAT Amount Tax Reference

15,0%
0,0%
Exempt
Reverse Charge

9.8	Type in the 'Description' of the item in the field provided.
9.9	Update the quantity using the field provided.
9.10	Update the 'Unit of Measure' by selecting from the dropdown list.
9.11	Select the applicable VAT rate from the dropdown list

VAT Rate	VAT Amount	Tax Reference
15,0% <input type="text"/>	52,50 <input type="text"/>	<input type="text"/>

[+ Add Line](#)

9.12

Total Taxes	
Lines Net Total	420,00
Lines VAT Totals	63,00
<hr/>	
Total VAT	63,00
Net Total	420,00
Gross Total	483,00

9.13


9.14

9.15

9.16

9.17

9.18

 Comments

Enter Comment

9.12	Click on ' Add Line ' to add an additional line item.
9.13	The ' Gross Total ' displays at the bottom of the invoice with Total Taxes.
9.14	Click on the ' Delete ' button to erase the invoice.
9.15	Click on the 'Cancel' button to withdraw the draft invoice.
9.16	Click on the ' Save as draft ' button to edit and submit at a later stage.
9.17	Click on the ' Calculate ' button to determine the total value of the invoice.
9.18	Click on the ' Submit ' button to send the invoice to TFG.

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.

9.19

[Continue Editing](#) [Send Invoice](#)

9.19	Confirmation screen appears. Click ' Send invoice ' to submit your invoice.
9.20	A green bar appears confirming your submission.
9.21	Get the status of your invoice by checking the status column on the invoice table.

Invoices

9.20

Office Box invoice #INVTEST001 is processing ×

Instructions From Customer

Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime

Create Invoices i

[Create Invoice from PO](#)[Create Invoice from Contract](#)[Create Blank Invoice](#)[Create Credit Note](#)

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute reason	Actions
INVTEST001	2021/01/11	Processing	None	483,00 ZAR	No		

9.21

1.	Draft	The invoice has been created, but it has not been submitted to your customer yet.
2.	Pending approval	The invoice is currently under review by the AP department.
3.	Processing	This status is visible for a few seconds after invoice submission. This happened while Coupa is creating an invoice PDF of behalf of the supplier. This is only a technical status.
4.	Approved	The invoice has been accepted for payment by our AP department.
5.	Disputed	Invoices with a disputed status are invoices with information that our AP department does not agree to, needs clarification on, or finds incorrect.
6.	Abandoned	The disputed invoice has been abandoned.
7.	Voided	Something is wrong with the invoice. An invoice can be voided if it was issued in duplicate or has already been paid for through an earlier invoice.
8.	Paid	Your invoice has been paid.



HOME

NON-Coupa Supplier Portal (CSP)

Creating and submitting invoices

TF
G



Non-CSP Purchase Order (PO) email

PO email

Reply Reply All Forward Delete Move Mark Add View Print Close

Foschini Retail Group (Pty) Ltd Purchase Order #C000001689

Mon 1/11/2021 6:35 PM @

From: THE FOSCHINI GROUP LIMITED
To: stationery@testing.s2pconsulting.co.za

Message Attachments

TEST Foschini Retail Group (Pty) Ltd Purchase Order #C000001689

Powered by

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

1	PO email
1.1	In your Purchase Order email, click on the 'Create Invoice' button to start creating your invoice.

Line	Item Number	Description	Expected Delivery Date	Qty	Unit	Price	Total
1		Notebook (Leather)		50	each	90.00	4,500.00

FOSCHINI RETAIL GROUP (PTY) LTD
 VAT REG. 4210187250

@HOME @HOMELIVINGSACE AMERICAN SWISS ARCHIVE COLETTE DONNA DUESOUTH EXACT FABIANI THE FIX FOSCHINI G-STAR RAW HI MARKHAM MAT & MAY RELAY JEANS SOGA BLOC SPORTSCENE STERNS TOTALSPORTS

PURCHASE ORDER

Stationery Box

23 Time street
 Johannesburg, 2001
 Attn: Lindi Love
stationery@testing.s2pconsulting.co.za

PO NUMBER : C000001689
DATE : 2021/01/11
Vendor Acct Number :

Delivery Address : 350 Voortrekker Road
 Parow East
 Western Cape
 7500

Requester : Katlego Leeuw
Buyer : Still to be confirmed!

Currency : ZAR
VAT : EXCLUSIVE
Payment :

Division: 101 Total Amount: 4,500.00

- All Invoices must:
 - be submitted in our Supplier Portal or if agreed in writing to email address
 - be original tax invoices (complying with the VAT Act) and be made out to the Foschini Retail Group (Pty) Ltd.
 - quote the PO number.
 - quote VAT registration number on VAT invoice.
- All Purchase Orders to be machine printed to be valid.
- This order incorporates our standard terms and conditions OR the terms of the contract signed by you and TFG for these goods or services. Our standard terms and conditions can be viewed at: <https://tfglimited.co.za/non-merchant-suppliers/>

Note! All Purchase Orders are only valid for 180 days (6 months). Changes requested by supplier to Purchase Orders shall be raised within 72 hours after receiving the Purchase Order

Foschini Retail Group (Pty) Ltd | Reg. No. 1988/007302/07 | Stanley Lewis Center, 340 Voortrekker Road, Parrow East, South Africa
 Box 6020, Parrow East, 7501, South Africa | Telephone: +27(0) 21 938 1911 | www.tfg.co.za
 Directors: A.F. Thunström (South African), B. Ntuli (C.F.O.), S.A. Baird, B.J. Curry, J.I. Fisher, D.B. Gedye, S.F. Morley, G.S. Naidoo

Line	Item Number	Description	Expected Delivery Date	Qty	Unit	Price	Total
1		Notebook (Leather)		50	each	90.00	4,500.00

Division: 101

Total Amount: 4,500.00

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

[Create Account](#)

1.1

Compliant invoicing 'Terms of Use'

TF G TEST

Sign Out

Our compliant invoicing Terms of Use have been revised.
Please confirm that you have read and agree to the current [Terms of Use](#).
If you do not agree, you will not be able to send invoices to Coupa compliant customers.

1.2

I Accept

1.3

coupa

Business Spend Management • English (South Africa)

Compliant invoicing

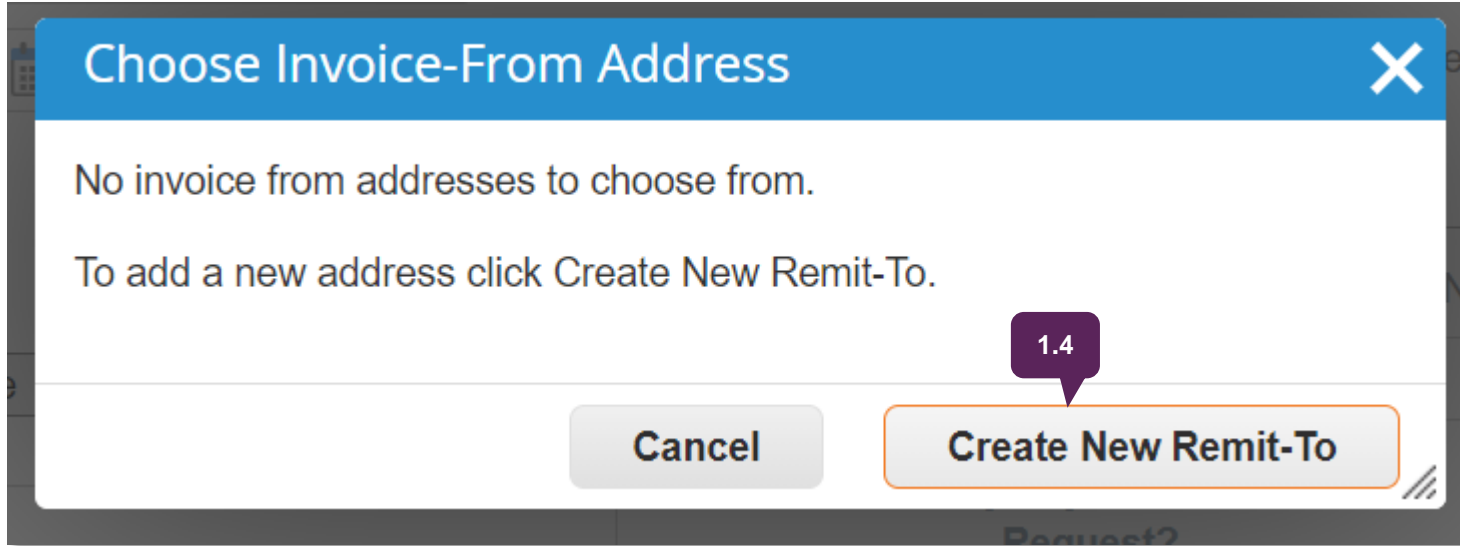
1.2	If the Terms of Use has not been signed yet or there is an updated version of the Terms of Use, you are prompted to review and sign it.
1.3	Click on 'I accept' to accept the Terms of Use.

To allow Coupa to create invoices on your behalf when you use compliant e-invoicing, you must accept the Coupa Open Business Network legal Terms of Use. Otherwise, you cannot create and submit invoices through Coupa.

The legal terms of use lists the terms and conditions for using e-invoicing through Coupa. You as a supplier, especially if you are responsible for managing legal tax invoices, are required to have read, assessed, and agreed to these terms of use and to be aware of your responsibilities towards the content and handling of these invoices.

To issue a legal compliant invoice, you need to set up a remit-to address for a compliance country. When you use a compliance country remit-to address for the first time, Coupa validates if you have signed the latest terms of use.

Create Remit-To Address



1.3

To update the 'Invoice-From details on your invoice, click on the '**Create New Remit-To**' button.

Create Remit-To Address

Enter a new address ✕

Create a Remit To address to make it available on invoices to specify the details of how you would like to be paid. The Remit To name helps when creating invoices online.

1.3

Company Information

Supplier Stationery Box

*** Country/Region** South Africa

*** Registered company legal name** Stationery Box

1.4

Address

Remit to name

*** Line 1** 23 Time street

Line 2

*** City** Johannesburg

County

*** Postal Code** 2001

Preferred Language English (South Africa) ▾

Cancel Create and Use

Another pop-up window appears prompting you to update

1.3

Your 'Company Information' including

- Country/Region
- Registered company legal name

1.4

- Your address



Create Remit-To Address

Enter a new address 1.5 X

Tax Registration

Tax Country/Region: South Africa - ZA

* VAT ID: 4999999999

Not For Cross-Border Invoice 1.6

Banking Information

NOTE: Banking information is required for compliant invoicing when indicated (with a **). Otherwise, banking info here is not required and will remain private

* Bank Name: Bank One
⚠ Must be present on South Africa compliant invoice

Beneficiary Name: Stationery Box

* Bank Account Number: 6788966905
⚠ Must be present on South Africa compliant invoice

Transit Code Type:

Transit Code:

IBAN: 1.7

Cancel Create and Use

1.5	Scroll down to update your 'Tax Registration' details. Note: The VAT ID is a mandatory field
1.6	Update your Banking Information Note: The Bank Name & the Bank Account Number are mandatory fields.
1.7	Once all the fields have been completed, click on the ' Create and Use ' button.

Create Invoice Create

General Info

From

*** Invoice #** ✓

*** Invoice Date**

Payment Term

Date of Supply

*** Currency**

Delivery Number

Status Draft

Image Scan No file chosen

Supplier Note

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

*** Supplier** Stationery Box

*** Supplier VAT ID**

*** Invoice-From Address** Stationery Box
23 Time street
Johannesburg
2001
South Africa

*** Remit-To Address** Stationery Box
23 Time street
Johannesburg
2001
South Africa

Bank Name: Bank One

Beneficiary Name: Stationery Box

Bank Account Number: *****6905

*** Ship-From Address** Stationery Box
23 Time street
Johannesburg
2001
South Africa

2.1

2.2

2

Create an Invoice

2.1

Complete invoice 'General Info'

- Invoice number
- Invoice Date
- Date of Supply
- Select the currency
- Delivery Number (if applicable)
- Upload attachments (if applicable)

Note: All the mandatory fields are marked with an Asterix.

2.2

The 'From' field contains details of your legal entity; i.e.

- Supplier name
- Supplier VAT ID
- Invoice-From Address
- Remit-To Address
- Banking details
- Ship-From Address



Create invoice



To

Customer THE FOSCHINI GROUP LIMITED

*** Bill-To Address** Stanley Lewis Center
340 Voortrekker Road
Parow East
Western Cape
7500
South Africa

*** Buyer VAT ID**

Ship To Address 350 Voortrekker Road
Parow East
Western Cape
7500
South Africa

Early Payment Request?

In the event that you request payment earlier than the negotiated payment terms, in addition to the 5% (five percent), TFG will deduct a further 1.25% (one point two five percent) of the gross cost per week from your payment

Early Payment Reason

2.3

The 'To' Field contains TFG details;
• Bill-To Address
• Buyer VAT ID
• Ship To Address

2.3

Create invoice

Lines

Type	Description	Qty	UOM	Price	
	Notebook (Leather)	50	each	90,00	4 500,00

PO Line C000001689-1	Contract <input type="text"/>	Period Budget_100_UAT Week 1	Supplier part number <input type="text"/>
Prepayment? <input type="checkbox"/> Select Yes if future services will be billed and are payable in a single invoice	Service Start Date None	Service End Date None	Upfront Deposit Payment? <input type="checkbox"/> Select Yes if the vendor requires a deposit to be made before goods / services are delivered. Please note that your Head of Finance will be added to the approval chain to approve this arrangement

Deposit Remark No		
<input type="text"/>		
15,0%		
0,0%		
Exempt		
Reverse Charge		
<input type="text"/>		

VAT Amount	Tax Reference
0,00	<input type="text"/>

2.4

2.4

Update the quantity using the field provided.

2.5

Select the applicable VAT rate from the dropdown list

2.5

+ Add Line

Total Taxes	
Lines Net Total	4 500,00
Lines VAT Totals	0,00
<hr/>	
Total VAT	0,00
Net Total	4 500,00
Gross Total	4 500,00

2.6

2.7

2.8

2.9

2.10

2.11

2.12

Email me status updates for invoices I create this way

Delete Cancel Save as draft Calculate Submit

0 Comments

Enter Comment

Add Comment

2.6

The '**Gross Total**' displays at the bottom of the invoice with Total Taxes.

2.7

Click on the '**Delete**' button to erase the invoice.

2.8

Click on the '**Cancel**' button to withdraw the draft invoice.

2.9

Click on the '**Save as draft**' button to edit and submit at a later stage.

2.10

Click on the '**Calculate**' button to determine the total value of the invoice.

2.11

Click on the '**Submit**' button to send the invoice to TFG.

2.12

Select the checkbox to have status updates for invoices emailed to you.

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.

2.13

2.13	Confirmation screen appears. Click 'Send invoice' to submit your invoice.
2.14	A green bar appears confirming your submission.
2.15	Get the status of your invoice by checking the status column on the invoice table.

TF TEST 2.14 Sign Out

Invoices

Stationery Box invoice #INVTEST002 is processing ✕

Instructions From Customer

Dear Supplier, please see our supplier PO and Invoice guideline on <http://tfg.co.za/supplier> or call Yogan anytime

Create Invoices i

2.15 View All

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute reason	Actions
INVTEST002	2021/01/11	Processing	C000001689	5 175,00 ZAR	No		

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HOME

TF
G

THANK YOU