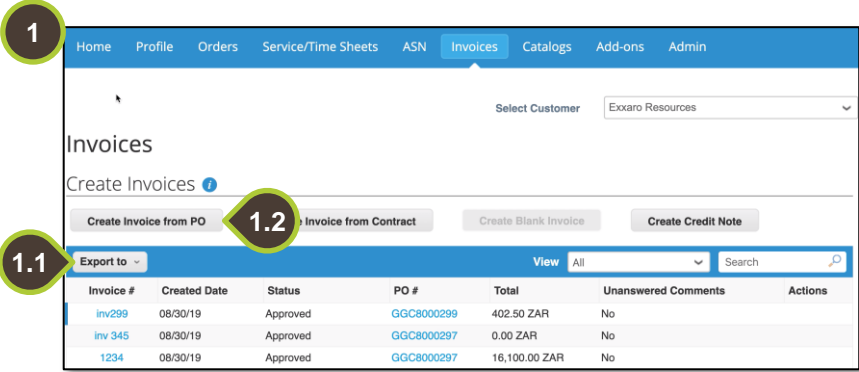


Invoice Management

This quick reference guide looks at the multiple ways you can submit your invoices for payment to Exxaro. We're going to look at three options:

- Creating an invoice in the Coupa Supplier Portal.
- Flip a purchase order into an invoice using email OR
- Send a PDF invoice via email.



1. Invoices tab

First option is to create an invoice from the CSP.

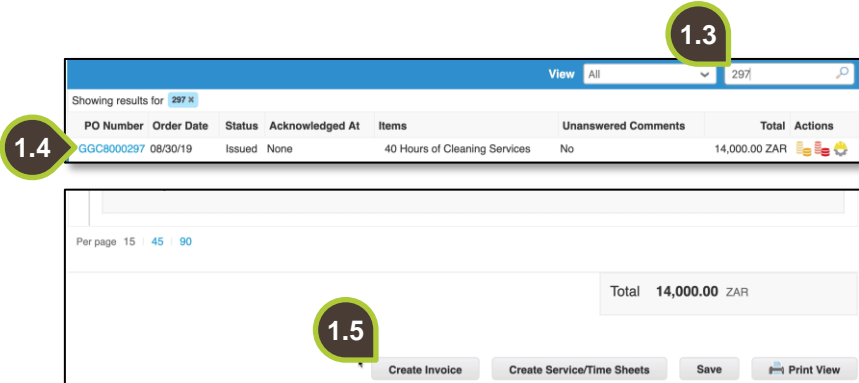
Navigate to the **Invoices** tab (the primary menu bar options may differ depending on your user permissions).

1.1. The tabulated view shows: Invoice number, created date, Invoice status, Purchase order number and Total value.

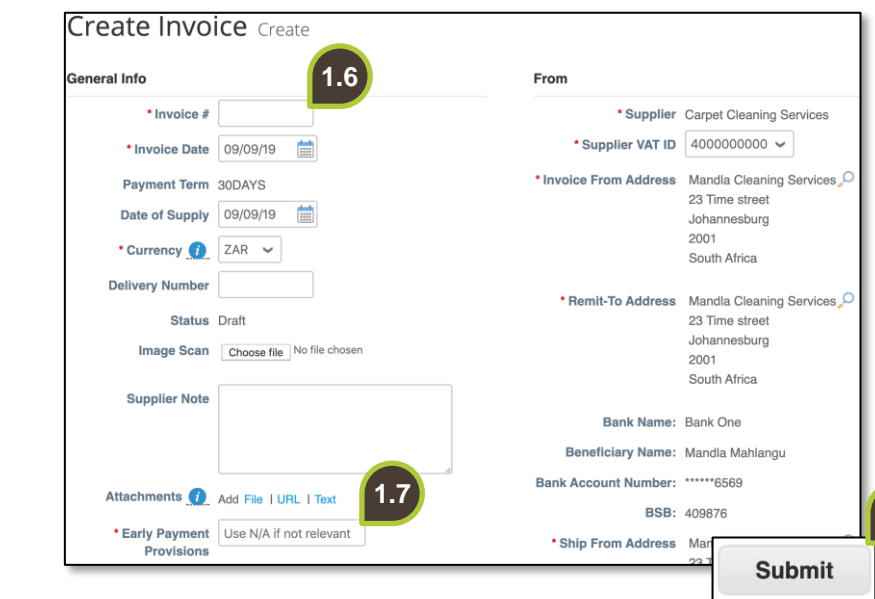
1.2. Click **Create Invoice from PO**.

1.3. Search for the purchase order number. For example, #297.

1.4. Click on the **PO number**.



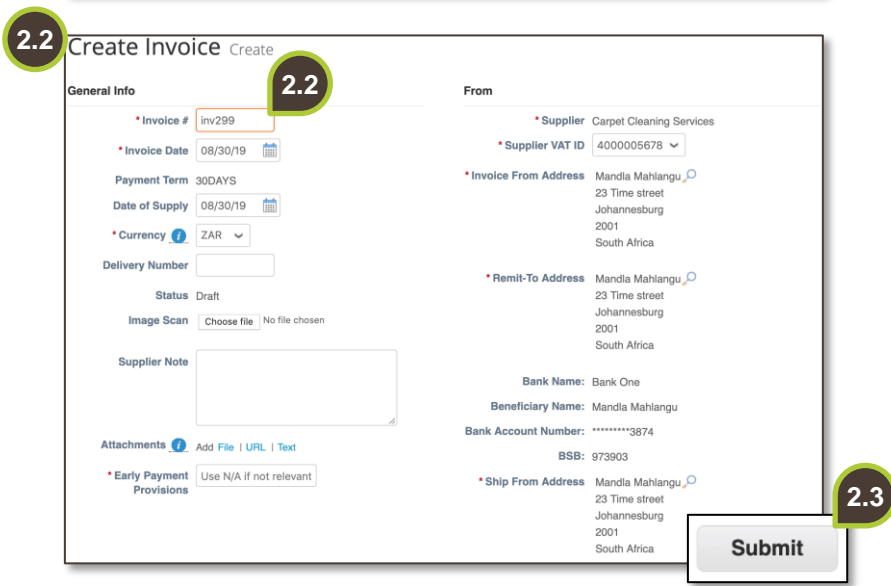
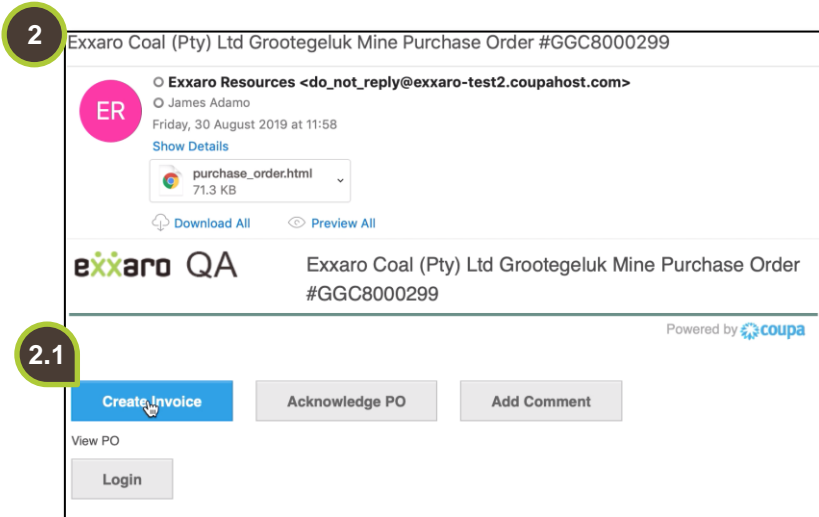
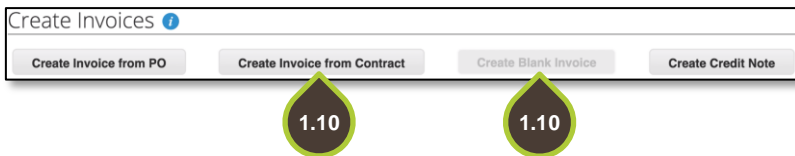
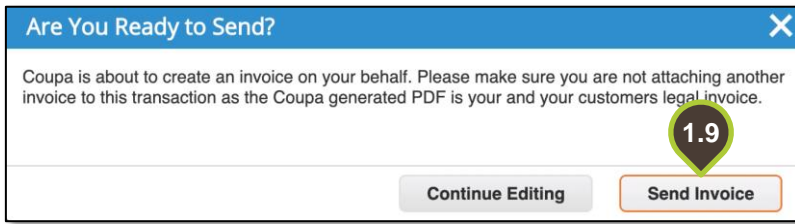
1.5. Scroll down to the bottom of your PO and click on **Create Invoice**.



1.6. Populate all the mandatory fields are marked with a red asterisk (*).

1.7. Type not applicable for **Early Payment Provisions**.

1.8. Click **Submit** to submit your invoice.



1.9. Send Invoice

Coupa will request confirmation before sending. Click **Send Invoice** to confirm your submission.

The status of the invoice updates to **Processing**.

1.10. Other features

Depending on your agreement with Exxaro, the following features may be enabled or disabled:

- The **Create Invoice from Contract** button and the
- **Create Blank Invoices** buttons.

2. Flip a PO into an invoice

The second option is to flip a purchase order into an invoice.

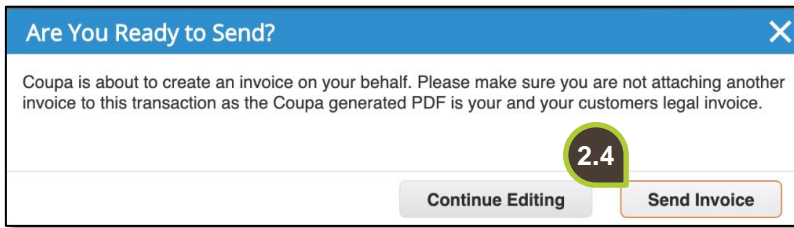
Coupa will send you a purchase order via email. One of the action buttons in the email allows you create an invoice.

2.1. Click on **Create Invoice**.

2.2. Populate all the mandatory invoice fields (marked with a red asterisk), for example:

- **Invoice number**
- Type **Not Applicable** next to **Early Payment provisions**.
- Select **Taxes**.

2.3. **Submit** the invoice.

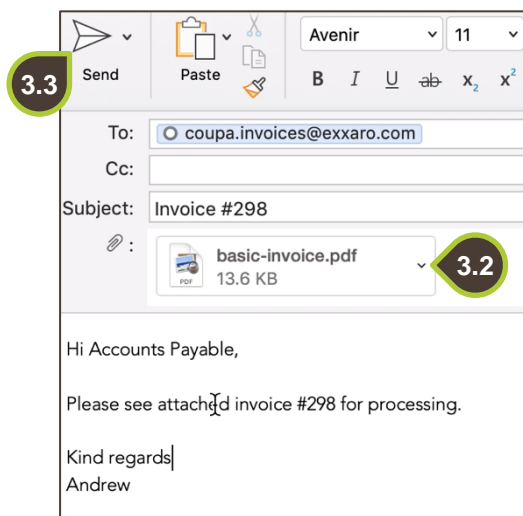
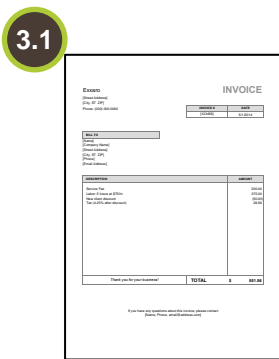


2.4. Coupa will request confirmation before sending. Click **Send invoice**.

A green bar will show that the invoice is being processed.

3. Email PDF invoice

The third option is to send your PDF invoice to the accounts payable team.



3.1. This is an example of a PDF invoice.

3.2. Draft a new email, attach the PDF invoice, and email it to:
coupa.invoices@exxaro.com

3.3. Click **Send** to submit for processing.

For additional support contact 0872 839 704, or email vendor.services@exxaro.com for assistance