

# Create an invoice from a PO

The aim of this document to provide an overview of the process to create an invoice from a Purchase Order (PO) directly in the Coupa Supplier Portal (CSP) as well as how to submit an invoice directly from the email notification received from Coupa containing the PO without creating a CSP account.

## Create Invoice from Coupa PO



**Note:**

**All invoices from Italian suppliers that include Italian VAT must be submitted through the SDI system.** Suppliers attempting to submit these invoices via the CSP will encounter errors. This requirement also applies to suppliers from other countries submitting invoices to SASOL Italy or any other country.

### Coupa Supplier Portal (CSP)

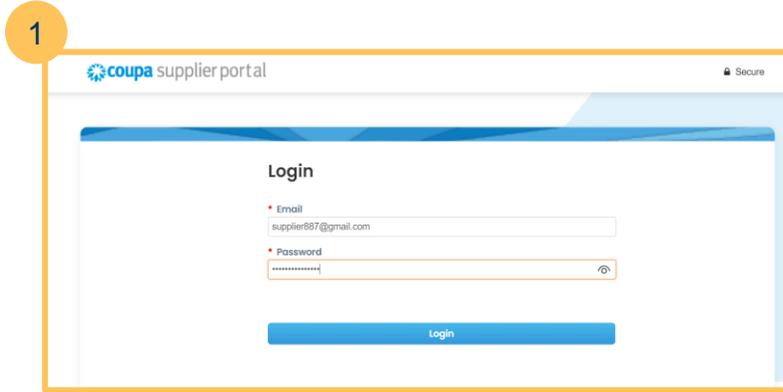
Suppliers can accept Sasol's invitation to access the Coupa Supplier Portal and submit invoices through the platform. They can also view orders, invoices, and payment statuses and create reports within a single Platform, free-of-charge system.

### Supplier Actionable Notifications (SAN)

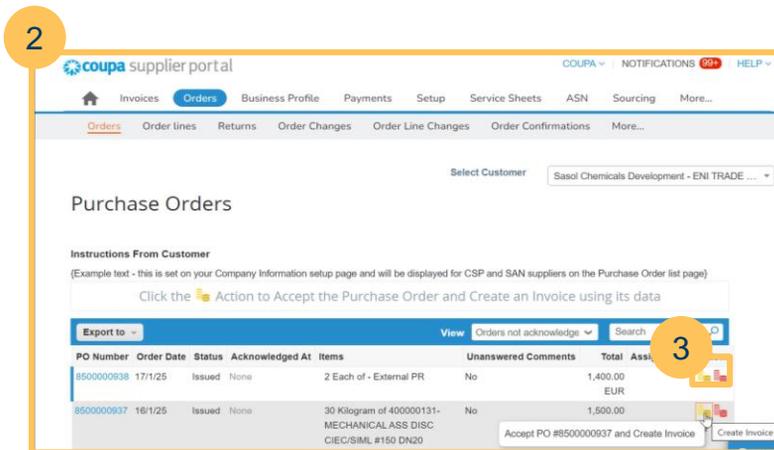
Suppliers will be able to create their invoices directly from the email notification they receive from Coupa containing the purchase order (PO). For this step, they do not need to create a CSP account and can generate the invoice directly from the email.

### Create Invoice in CSP

1. Enter the **Email ID** and **Password** to log into the CSP.



2. Click the **Orders** tab to view all orders created by Sasol.
3. Click the gold **Coins** icon to create an invoice.



**Note:** The first time you create an invoice in CSP, the system prompts to enter legal entity details, such as VAT number, bank details, and more. These details may vary depending on the country legislation and Sasol requirements

## Create Invoice in CSP

4. Click the **Add New** option to create a new legal entity.

A screenshot of a form with three dropdown menus: '\* Legal Entity', '\* Remit-To', and '\* Ship-From Address', each with a 'Select' option. A yellow box highlights the '+ Add New' button next to the first dropdown. A yellow circle with the number '4' is positioned above the button.

5. Enter the required details in the **Legal Entity Name** and **Country** fields.

6. Click **Continue**

A screenshot of a form with two input fields: '\* Legal Entity Name' (containing 'E Traders Private Limited') and '\* Country/Region' (containing 'Italy'). A yellow box highlights these fields, with a yellow circle '5' to the left. To the right, a grey box contains the text: 'This is the official name of your business that is registered with the local government and the country/region where it is located.' At the bottom right, a 'Cancel' button and a blue 'Continue' button are shown. A yellow box highlights the 'Continue' button, with a yellow circle '6' above it.

7. Enter the required details in the mandatory fields.

8. Click **Save & Continue**

A screenshot of a form with multiple input fields: '\* Legal Entity Name' (E Traders Private Limited), '\* Country/Region' (Italy), '\* Type of Company' (manufacturing), '\* Co Reg Num.' (2437265), '\* Place of Reg.' (MI - Milan), '\* Permit Number' (48579041235), '\* Permit Date' (2024-10-20), '\* Liquidation State' (LN - Not in liquidation), '\* Share Capital' (4688.00), '\* Sole Shareholder' (SU - Sole Shareholder), and '\* Tax Regime' (RF01 - Ordinary). There are also empty fields for 'Liability Company' and 'Share Capital'. A yellow box highlights the entire form, with a yellow circle '7' to the left. To the right, a grey box contains the text: 'Conducting business in certain countries/regions requires your invoice to contain specific information about your company.' At the bottom right, a 'Cancel' button and a blue 'Save & Continue' button are shown. A yellow box highlights the 'Save & Continue' button, with a yellow circle '8' above it.

## Create Invoice in CSP

9. Enter the required details in the **Address** and **Tax** section.

10. Click **Save & Continue**..

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What address do you invoice from?

\* Address Line 1  +

\* City

State

\* Post Code

Country/Region

Use this address for Remit To *i*

Use this for Ship-From address *i*

What is your Tax ID? *i*

Country/Region  x

\* VAT ID

I don't have a VAT/GST Number

[Add additional Tax ID](#)

Miscellaneous

Invoice-From Code  *i*

Preferred Language

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**REQUIRED FOR INVOICING**

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

## Create Invoice in CSP

11. Enter the required details in the **Bank Account Details and Remit-To Address** sections.

12. Click the **Next** button to save the **Bank Account Details**.

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\* Payment Type

What are your Bank Account Details? 

Bank Account Country/Region:

Bank Account Currency:

Beneficiary Name:

Bank Name:

IBAN:   

Confirm IBAN:

SWIFT/BIC Code:  

My bank does not have a BIC code

Branch Code:

Bank Account Type:

Supporting Documents  No file chosen 

Email Address  

What is your Remit-To Address?

\* Address Line 1  

\* City

State

\* Post Code

\* Country/Region

## Create Invoice in CSP

12. Click the **Next** button to save the **Bank Account Details**.

Where do you want to receive payment?

1 2 3 4

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

Add Payment Method

Payment Method Name	Remit-To Address	Status	
Bank Account axis E Traders Private Limited *****3456 *****EF23	street 12 milan MI 20134 Italy	Active	Manage

Deactivate Legal Entity Cancel **Next**

13. Enter the required details in the mandatory fields present in the **Ship-From Address** section.

Where do you ship goods from?

1 2 3 4

13

What is your Ship-From Address?

\* Address Line 1 E Enterprices private limited +

\* City milan

State Select an Option

\* Post Code 23016

\* Country/Region Italy

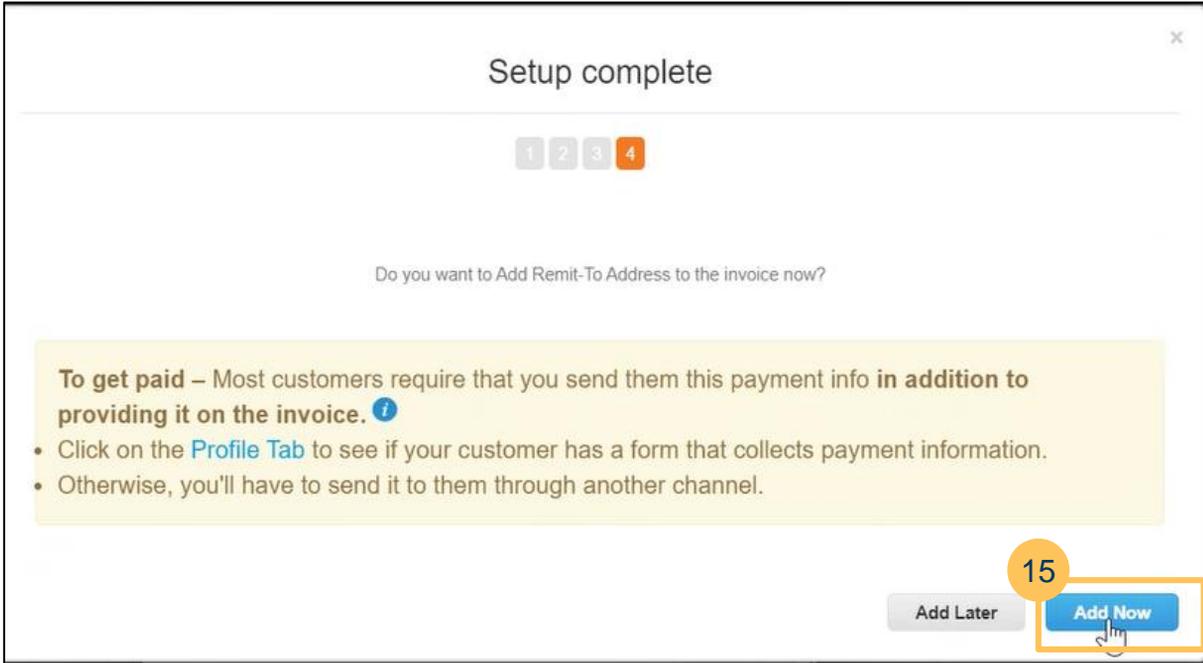
What is the physical address that your goods are shipped from?  
This can be a warehouse address.

14. Click the **Done** button to save the **Ship-From Address** details.

Deactivate Legal Entity **Done**

## Create Invoice in CSP

15. Click the **Add Now** button to complete the creation of the legal entity.



## Create Invoice in CSP

16. Select the newly created **Legal Entity** from the dropdown.

Choose Invoicing Details

\* Legal Entity Select + Add New

\* Remit-To 16 Select

\* Ship-From Address E Traders Private Limited  
E enterprises limited

17. Enter the required details for the mandatory fields.

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

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General Info

\* Invoice # E123 ✓

\* Invoice Date 17/1/25

\* Payment Term 0001-Pay immediately w/o deducti

\* Currency USD

\* Delivery Number 3124895704

Status Draft

Shipping Term CFR-Cost and Freight

Image Scan Choose File No file chosen

Supplier Note

Attachments Add File | URL | Text

Cash Accounting Scheme

Margin Scheme

\* Exchange Rate 1

From

\* Supplier ENI TRADE & BIOFUELS SPA

\* Supplier ABN IT12345679890

\* Invoice-From Address E Traders Private Limited  
street 12  
20134 milan MI  
Italy  
2437265  
manufacturing  
LN  
2024-10-20  
48579041235  
MI  
4688,00  
RF01  
SU

\* Remit-To Address E Traders Private Limited  
street 12  
20134 milan MI  
Italy

Bank Name: axis

Beneficiary Name: E Traders Private Limited

IBAN: \*\*\*\*\*3456

SWIFT Code: \*\*\*\*EF23

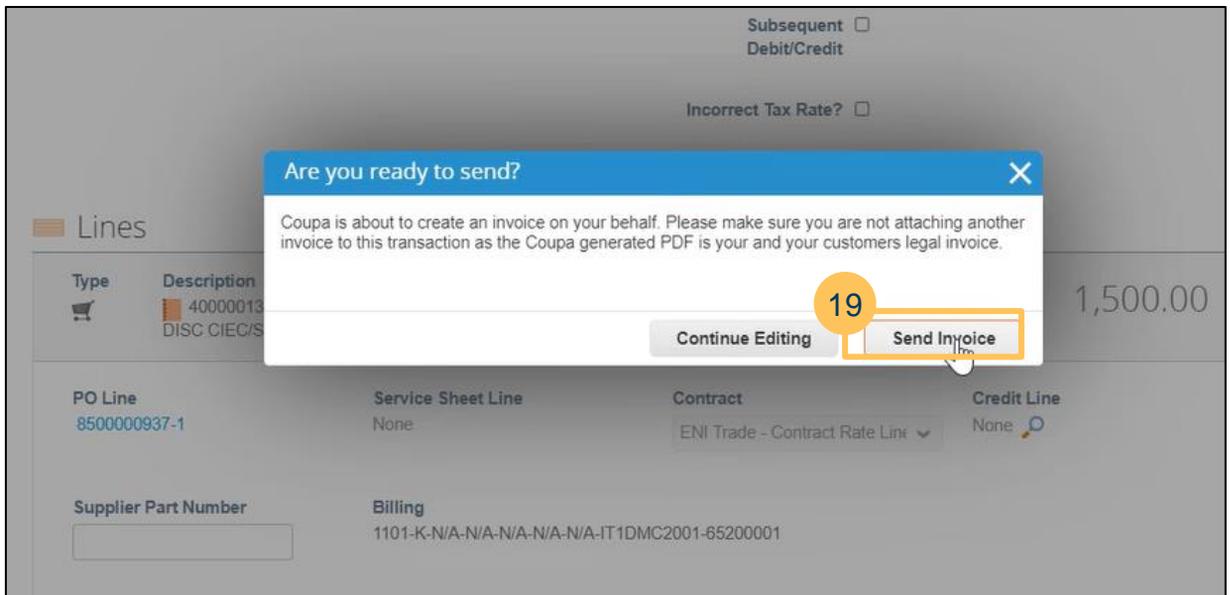
\* Ship-From Address E Traders Private Limited  
E Enterprises private limited

## Create Invoice in CSP

18. Click the **Submit** button.

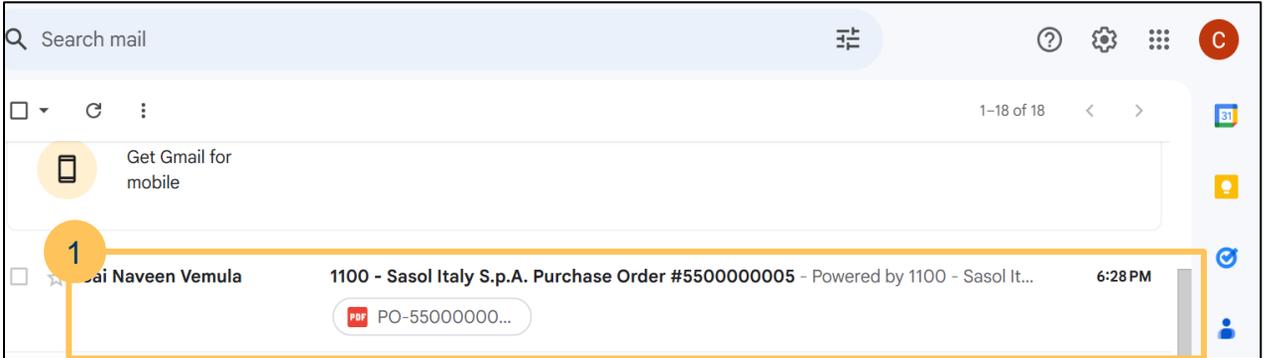


19. Click **Send Invoice** to send the invoice to Sasol and complete the invoice submission process in CSP

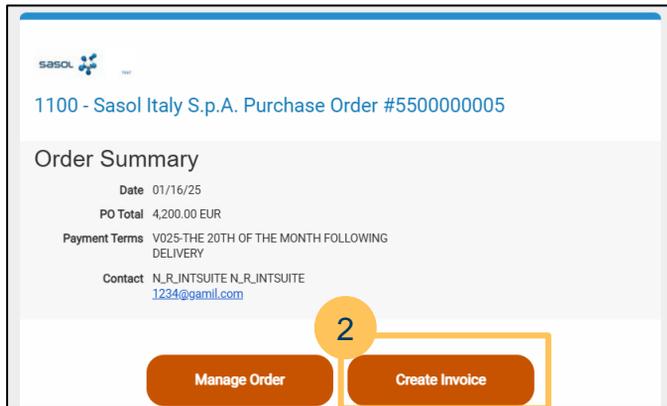


## Create Invoice via Supplier Actionable Notification (SAN)

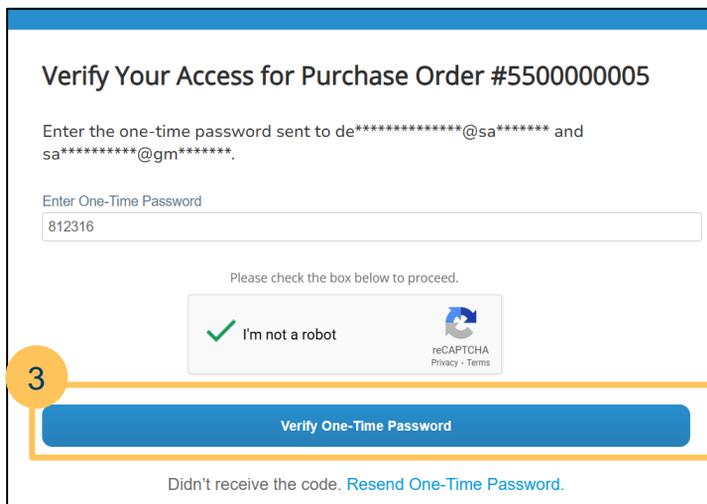
1. Click the mail to redirect to the Sasol Portal.



2. Click **Create Invoice**.

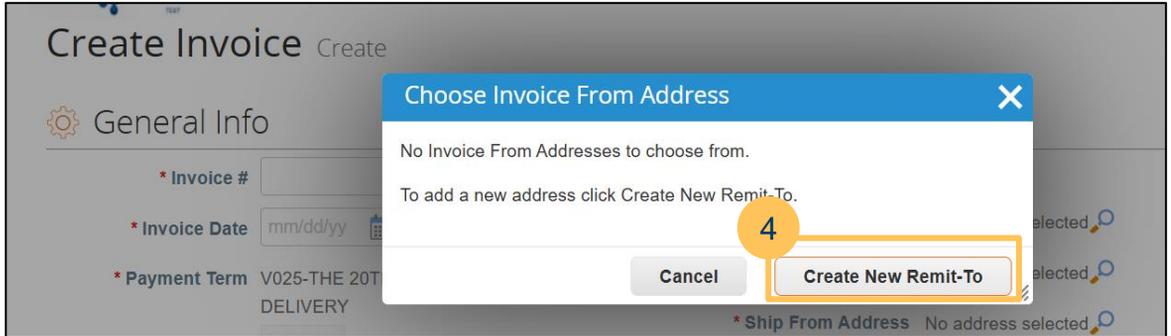


3. Complete the One Time Password verification process

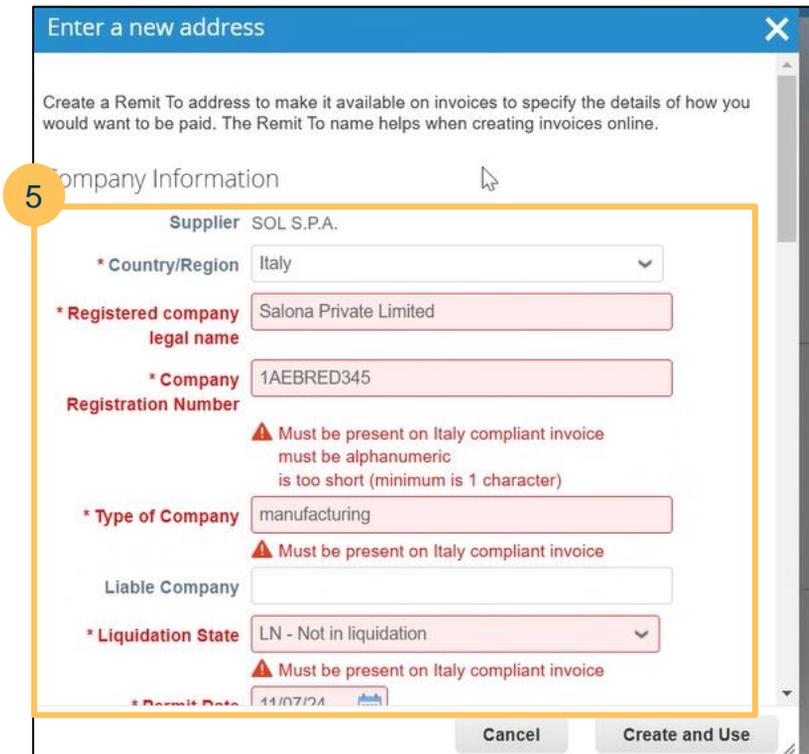


## Create Invoice via Supplier Actionable Notification (SAN)

4. Click the **Create New Remit-To** button.



5. Add all the relevant company details for chosen **Country/Region** and click **Create and Use**.



# Create Invoice via Supplier Actionable Notification (SAN)

6. Enter the required details.

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

**6** General Info From

* Invoice #	E123	* Supplier	ENI TRADE & BIOFUELS SPA
* Invoice Date	17/1/25	* Supplier ABN	IT12345679890
* Payment Term	0001-Pay immediately w/o deducti	* Invoice-From Address	E Traders Private Limited, street 12 20134 milan MI Italy 2437265 manufacturing LN 2024-10-20 48579041235 MI 4888,00 RF01 SU
* Currency	USD	* Remit-To Address	E Traders Private Limited, street 12 20134 milan MI Italy
* Delivery Number	3124895704	Bank Name:	axis
Status	Draft	Beneficiary Name:	E Traders Private Limited
Shipping Term	CFR-Cost and Freight	IBAN:	*****3456
Image Scan	Choose File No file chosen	SWIFT Code:	****EF23
Supplier Note		* Ship-From Address	E Traders Private Limited E Entences private limited
Attachments	Add File   URL   Text		
Cash Accounting Scheme			
Margin Scheme			
Exchange Rate	1		

7. Click the **Submit** button.

Totals & Taxes

Lines Net Total	4,200.00
Lines VAT Totals	0.00

Shipping

VAT  0.000

Tax Reference

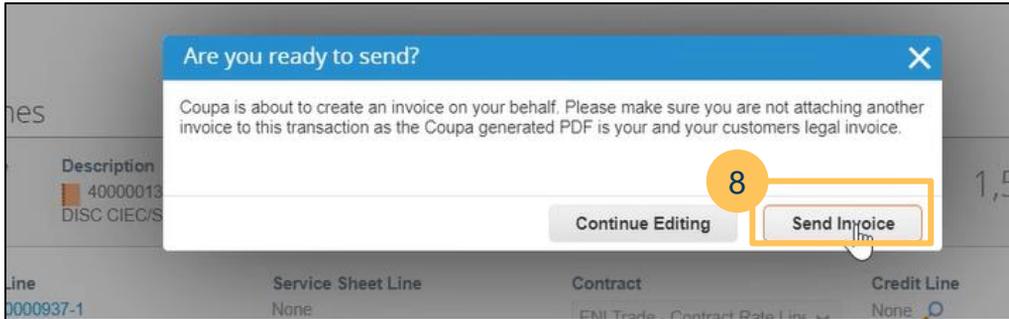
Total VAT	0.00
Net Total	4,200.00
<b>Gross Total</b>	<b>4,200.00</b>

Email me status updates for invoices I create this way

Delete Cancel Save as Draft Calculate **7** Submit

## Create Invoice via Supplier Actionable Notification (SAN)

8. Click the **Send Invoice** button to send the invoice to Sasol.



9. Note the confirmation message displayed.

