

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.



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

Login		
• Email		
supplier887@gmail.com		
Password	0	

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

coupa sup	plier port	al			C	OUPA - NOTIF	ICATIONS (99+)
A Invoice	s Orders	Business Profi	le Payments Setup	Service	e Sheets	ASN Sourcin	g More
Orders Or	der lines I	Returns Order (	Changes Order Line Char	iges Or	rder Confirmat	tions More	
				Select Cust	tomer Sas	ol Chemicals Deve	iopment - ENI TRA
	· ·						
Purchase	Order	S					
Purchase	e Order	S					
Purchase	e Order	S					
Purchase	e Order	S	setun nade and will be displayed	for CSP and	SAN suppliers	on the Purchase O	rder list page)
Purchase	e Order	Company Information	setup page and will be displayed	for CSP and	I SAN suppliers	on the Purchase O	rder list page}
Purchase	e Order n Customer is set on your C ck the e	S Company Information of Action to Accept	setup page and will be displayed t the Purchase Order a	for CSP and nd Creat	I SAN suppliers	on the Purchase O e using its da	rder list page) ta
Purchase Instructions From (Example text - this Cli Export to ~	e Order n Customer is set on your C ck the 🍓 A	'S Company Information ( Action to Accep	setup page and will be displayed t the Purchase Order a	for CSP and nd Creat	I SAN suppliers te an Invoic s not acknowled	on the Purchase O e using its da ge 🗸 Search	rder list page) ta
Purchase Instructions From (Example text - this Cli Export to ~ PO Number Ord	e Order n Customer is set on your C ck the e	S Company Information : Action to Accept	eetup page and will be displayed t the Purchase Order a V Items	for CSP and nd Creat ew Orders Unansw	I SAN suppliers te an Invoic s not acknowled wered Commen	on the Purchase O e using its da ge v Search ts Total Assi	rder list page) ta
Purchase Instructions From (Example text - this Cli Export to ~ PO Number Ord 8600000938 17/1	e Order	S company Information of Action to Accept Acknowledged At None	ietup page and will be displayed t the Purchase Order a v tems 2 Each of - External PR	for CSP and nd Creat or Orders Unansw No	I SAN suppliers te an Invoic s not acknowled wered Commen	on the Purchase O e using its da ge - Search ts Total Assi 1,400.00	rder list page) ta
Purchase Instructions From (Example text - this Cli Export to ~ PO Number Ord 8600000938 17/1	e Order	S company Information r Action to Accep Acknowledged At None	vetup page and will be displayed t. the Purchase Order a v tems 2 Each of - External PR	for CSP and nd Creat orders Unansw No	I SAN suppliers te an Invoic s not acknowled wered Commen	on the Purchase O e using its da ge V Search ts Total Assi 1,400.00 EUR	rder list page) ta



**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



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

		4
* Legal Entity	Select	
* Remit-To	Select	÷
* Ship-From Address	Select	$\sim$

- 5. Enter the required details in the Legal Entity Name and Country fields.
- 6. Click Continue

8. Click Save & Continue

5 * Legal Entity Name	E Traders Private Limited		This is the official name of your
* Country/Region	Italy	~	business that is registered with the local government and the
			country/region where it is located.
			Cancel Cintinue

- 7. Enter the required details in the mandatory fields.
  - \*Legal Entity Name E Traders Private Limited Conducting business in certain \* Country/Region Italy ~ countries/regions requires your 0 \* Type of Company manufacturing nvoice to contain specific \*Co Reg Num. 2437265 0 formation about your company \* Place of Reg. MI - Milan ~ 0 \* Permit Number 48579041235 0 0 \* Permit Date 2024-10-20 Enter a date with the following specification: YYYY-MM-DD (eg 1984-05-3 \* Liquidation State LN - Not in liquidation ~ 0 \* Share Capital 4688,00 0 Enter a number with two decimal points (eg 15096,00) \* Sole Shareholder SU - Sole Shareholder ~ 0 \* Tax Regime RF01 - Ordinary ~ 0 Liable Company 0 8 Cancel



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

#### 10. Click Save & Continue..

* Address Line 1	street 12	•		
* City	milan		REQUIRED FO	DR
State	Milan - MI	•	INVOICING	
* Post Code	20134		Enter the registered	address of
Country/Region	Italv		location as where yo	s is the same ou receive
, , ,			government docume	ents. 🥡
	Use this address for Remit To			
	U Use this for Ship-From address			
What is your Tax I	ID? 🕧			
Country/Region	Italy	¥ ×		
* VAT ID	IT123456798901			
	☐ I don't have a VAT/GST Number			
	Add additional Tax ID			
Viscellaneous				
Invoice-From Code		0		
Preferred Language	Italian (Italy) 🗸			



- 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.

al 844		
What are your Bank Accou	unt Details? 🕧	
Bank Account Country/Region:	Italy 🗸	
Bank Account Currency:	EUR	
Beneficiary Name:	E Traders Private Limited	]
Bank Name:	axis	1
IBAN:	AB1234! 456789012345	0
Confirm IBAN:	AB1234567890123456789012345	
SWIFT/BIC Code:	abcdef23	0
Branch Code:		
Bank Account Type:	Business	i.
Supporting Documents	Choose Files No file chosen	
Email Address	supplier887@gmail.com	0
What is your Remit-To Add	dress?	
* Address Line 1	street 12	-
* City	milan	
State	Milan - MI	*
* Post Code	20134	



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

	1234		
		o Click Add Doumont	
Payment Method let your customers k Method to add more locations, otherw	now where to send payment for their invoic ise click Next.	s. Click Add Payment	Add Payment Method
Payment Method let your customers k Method to add more locations, otherw Payment Method Name	now where to send payment for their invoic ise click Next. Remit-To Address	Status	Add Payment Method
Payment Method let your customers k Method to add more locations, otherw ayment Method Name ank Account	now where to send payment for their invoic ise click Next. Remit-To Address street 12	Status Active	Add Payment Method
Payment Method let your customers k Method to add more locations, otherw ayment Method Name ank Account kis	now where to send payment for their invoic ise click Next. Remit-To Address street 12 milan	Status Active	Add Payment Method Manage
Payment Method let your customers k Method to add more locations, otherw ayment Method Name ank Account xis Traders Private Limited	now where to send payment for their invoic ise click Next. Remit-To Address street 12 milan MI	Status Active	Add Payment Method Manage
Payment Method let your customers & Method to add more locations, otherw Payment Method Name Jank Account xis Traders Private Limited 3456	now where to send payment for their invoic ise click Next. Remit-To Address street 12 milan MI 20134	Status Active	Add Payment Method Manage

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

	Where do you ship	goods fr	om?
	1234		
13 What is your Ship	-From Address?		
* Address Line 1	E Enterprices private limited	0	
* City State	milan Select an Option		What is the physical address that your goods are shipped from?
* Post Code	23016	]	This can be a warehouse address.
* Country/Region	Italy 🗸		

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





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

Setup complete	×
1 2 3 4	
Do you want to Add Remit-To Address to the invoice now?	
<ul> <li>To get paid – Most customers require that you send them this payment info in addition to providing it on the invoice.</li> <li>Click on the Profile Tab to see if your customer has a form that collects payment information.</li> <li>Otherwise, you'll have to send it to them through another channel.</li> </ul>	
Add Later Add	Now



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

Choose Invoicing D	etails	×
* Legal Entity	Select ~	Add New
* Remit-T	6 elect	
* Ship-From Address	E Traders Private Limited	
	E enterprises limited	

17. Enter the required details for the mandatory fields.

🔅 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 deductir 🖌	* Invoice-From Address	E Traders Private Limited
* Currency	USD 🗸		street 12 20134 milan MI
* Delivery Number	3124895704		Italy
Derivery Hamber	0.2		2437265
Status	Draft		LN
Shipping lerm	CFR-Cost and Freight		2024-10-20 48579041235
Image Scan	Choose File No file chosen		MI
Supplier Note			4688,00 RF01
Suppose from			SU
		Remit-To Address	E Traders Private Limited
Attachments 🕧	Add File   URL   Text		street 12
Cash Accounting Scheme			Italy
Margin Scheme		Bank Name:	axis
* Exchange Rate 🕧	1	Beneficiary Name:	E Traders Private Limited

### Quick Reference Guide Create an invoice from a PO



### **Create Invoice in CSP**

#### 18. Click the **Submit** button.

	Total	VAT	0.0	0 EUR	0.00 USD
	Net To	otal	0.0	0 EUR	1,500.00 USD
	Gro	ss Total	0.00	EUR	1,500.00 USD
					18
	Delete	Cancel	Save as draft	Calcu	Ilate Submit

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

		Subsequent 🗆 Debit/Credit	
		Incorrect Tax Rate?	
	Are you ready to send?		×
Lines	Coupa is about to create an invoice on you invoice to this transaction as the Coupa ge	r behalf. Please make sure you are not attachir nerated PDF is your and your customers legal i	ng another invoice.
Type Descripti 40000 DISC CIE	on 013 C/S	Continue Editing	1,500.00
PO Line 8500000937-1	Service Sheet Line None	Contract ENI Trade - Contract Rate Line ~	Credit Line None
Supplier Part Numb	r Billing 1101-K-N/A-N/A-N/A-N/A-N/A-	IT1DMC2001-65200001	



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

۹	Se	arch r	nail	幸の	<b>(</b> )	***	С
	•	C	:	1-18 of 18	<	>	31
		]	Get Gmail for mobile				
	X	ai I	Naveen Vemula	1100 - Sasol Italy S.p.A. Purchase Order #5500000005 - Powered by 1100 - Sasol It PO-55000000	6:28	B PM	<ul> <li></li> <li></li> </ul>

#### 2. Click Create Invoice.



3. Complete the One Time Password verification process

Verify Your	Verify Your Access for Purchase Order #5500000005					
sa*******@gr Enter One-Time Pass 812316	n******. word					
3	Please check the box below to proceed.					
	Verify One-Time Password					
	Didn't receive the code. Resend One-Time Password.					



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

Create Invo	ice Create		
🖄 General Inf	_	Choose Invoice From Address	
* Invoice #		No Invoice From Addresses to choose from.	
* Invoice Date	mm/dd/yy	4	cted
* Payment Term	V025-THE 20T DELIVERY	Cancel Create New Remit-To	cted
		* Ship From Address No address select	cted 🔎

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

Supplier       SOL S.P.A.         * Country/Region       Italy         * Registered company legal name       Salona Private Limited         * Company Registration Number       1AEBRED345         * Must be present on Italy compliant invoice must be alphanumeric is too short (minimum is 1 character)	•
Supplier       SOL S.P.A.         * Country/Region       Italy         Registered company       Salona Private Limited         legal name       1AEBRED345         Registration Number       Must be present on Italy compliant invoice must be alphanumeric is too short (minimum is 1 character)	•
<ul> <li>Country/Region</li> <li>Registered company legal name</li> <li>Company</li> <li>1AEBRED345</li> <li>Registration Number</li> <li>▲ Must be present on Italy compliant invoice must be alphanumeric is too short (minimum is 1 character)</li> </ul>	~
Registered company legal name       Salona Private Limited         * Company       1AEBRED345         Registration Number       Must be present on Italy compliant invoice must be alphanumeric is too short (minimum is 1 character)	
<ul> <li>Company</li> <li>1AEBRED345</li> <li>Registration Number</li> <li>▲ Must be present on Italy compliant invoice must be alphanumeric is too short (minimum is 1 character)</li> </ul>	
Must be present on Italy compliant invoice must be alphanumeric is too short (minimum is 1 character)	
* Type of Company manufacturing	
Must be present on Italy compliant invoice Liable Company	
* Liquidation State LN - Not in liquidation	~
A Must be present on Italy compliant invoice	



6. Enter the required details.

leneral Inf	0		🛛 From	
* Invoice #	E123	0	* Supplier	ENI TRADE & BIOFUELS SPA
* Invoice Date	17/1/25		* Supplier ABN	IT12345679890 🖌
* Payment Term	0001-Pay immediately w/o deductir 🗸		* Invoice-From Address	E Traders Private Limited
* Currency	USD 🐱			street 12 20134 milan MI
* Delivery Number	3124895704			Italy
_entery realiber	[			2437265
Status	Draft			LN
Shipping Term	CFR-Cost and Freight	~		2024-10-20
Image Scan	Choose File No file chosen			48579041235 MI
				4688,00
Supplier Note				RF01
				SU
		h	* Remit-To Address	E Traders Private Limited
Attachments 🕧	Add File   URL   Text			street 12
Cash Accounting				20134 milan Mi Italy
Scheme				
Margin Scheme			Bank Name:	axis
Exchange Rate 🕜	1		Beneficiary Name:	E Traders Private Limited
			IBAN:	********************************3456
			SWIFT Code:	****FE23
			Sterr - Code.	
			Ship-From Address	E Traders Private Limited

7. Click the **Submit** button.

Lines 1	let Total	4,200.00
Lines	AT Totals	0.00
Shippi	ıg	
VAT		0.0
	Tax Reference	Enter a tax reason description.
Total V	AT	0.00
Net To	al	4,200.00
Gro	ss Total	4,200.00



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

	Are you ready to send?		×
Description	Coupa is about to create an invoice on you invoice to this transaction as the Coupa ge	e not attaching another tomers legal invoice.	
DISC CIEC/S		Continue Editing	Send Invoice
.ine	Service Sheet Line	Contract	Credit Line
0000937-1	None	ENI Trade - Contract R	ate Line None O

9. Note the confirmation message displayed.

