

Lo scopo di questo documento è quello di fornire una panoramica del processo di creazione di una fattura da un Ordine di Acquisto (OdA) direttamente nel Coupa Supplier Portal (CSP) e di come inviare una fattura direttamente dalla notifica e-mail ricevuta da Coupa contenente il PO senza creare un account CSP.

Creare una fattura da Coupa PO



Nota:

Tutte le fatture dei fornitori italiani che includono l'IVA italiana devono essere presentate attraverso il sistema SDI. I fornitori che tentano di presentare queste fatture tramite il CSP incontreranno degli errori. Questo requisito si applica anche ai fornitori di altri Paesi che presentano fatture a SASOL Italia o a qualsiasi altro Paese.

Portale fornitori Coupa Portale fornitori (CSP)

I fornitori possono accettare l'invito di Sasol ad accedere al Coupa Supplier Portal e a presentare le fatture attraverso la piattaforma. Possono inoltre visualizzare gli ordini, le fatture e lo stato dei pagamenti e creare report all'interno di un unico sistema gratuito della piattaforma. Notifiche attivabili dai fornitori (SAN)

I fornitori potranno creare le loro fatture direttamente dall'e-mail di notifica ricevuta da Coupa contenente l'ordine di acquisto (OdA). Per questa fase, non è necessario creare un account CSP e possono generare la fattura direttamente dall'e-mail.



1. Inserire l'ID e-mail e la password per accedere al CSP.

Login		
• Email		
supplier887@gmail.com		
 Password 		
	<u></u>	
Login		

- 2. Fare clic sulla scheda Ordini per visualizzare tutti gli ordini creati da Sasol.
- 3. Fare clic sull'icona delle **monete** d'oro per creare una fattura.

coupa supplier	portal			COUPA	NOTIFICATIONS	33+
A Invoices	Orders Busine	ss Profile Payments Setu	p Service S	Sheets ASN	Sourcing Mo	re
Orders Order lin	es Returns	Order Changes Order Line Ch	anges Orde	er Confirmations	More	
			Select Custon	mer Sasol Chemi	cals Development - E	ENI TRAI
Purchase O	rders					
Purchase O	rders					
Purchase O	rders					
Purchase O	omer					
Purchase O	omer on your Company Info	rmation setup page and will be display	ed for CSP and S	AN suppliers on the Pu	rchase Order list pag	ge}
Purchase Of Instructions From Cust (Example text - this is set of Click th	omer In your Company Info e e Action to	rmation setup page and will be display Accept the Purchase Order	ed for CSP and S and Create	AN suppliers on the Pu an Invoice using	rchase Order list pag g its data	ge}
Purchase Of Instructions From Cust (Example text - this is set of Click th	omer In your Company Info e e Action to	rmation setup page and will be display Accept the Purchase Order	ed for CSP and S and Create	AN suppliers on the Pu an Invoice using	rchase Order list pag g its data	ge}
Purchase Of Instructions From Cust (Example text - this is set of Click th Export to ~	rders omer In your Company Info e a Action to	rmation setup page and will be display Accept the Purchase Order	ed for CSP and S and Create View Orders n	AN suppliers on the Pu an Invoice using ot acknowledge ~	rchase Order list pag g its data Search	ge)
Purchase Of Instructions From Cust (Example text - this is set of Click th Export to ~ PO Number Order Date	rders omer In your Company Info e a Action to	rmation setup page and will be display Accept the Purchase Order	od for CSP and S and Create View Orders n Unanswer	AN suppliers on the Pu an Invoice using ot acknowledge ~ ed Comments To	rchase Order list pag g Its data Search tat Assi	(eç
Purchase Of Instructions From Cust (Example text - this is set of Click th Export to - PO Number Order Data 850000033 17/1/25	omer In your Company Info Company Info Action to	rmation setup page and will be display Accept the Purchase Order olged At Items 2 Each of - External PR	od for CSP and S and Create View Orders o Unanswer No	AN suppliers on the Pu an Invoice using ot acknowledge ~ ed Comments To 1,400	rchase Order list per g Its data Search tal Assi	ge)
Purchase Ol Instructions From Custo (Example text - this is set Click th Export to - PO Number Order Date 850000038 17/1/25	omer In your Company Info Action to Status Acknowle Issued None	rmation setup page and will be display Accept the Purchase Order ndged At Items 2 Each of - External PR	od for CSP and S and Create View Orders n Unanswer No	AN suppliers on the Pu an Invoice using ot acknowledge v ed Comments Ta 1,400 E	rchase Order list par g its data Search tal Assi, 2.00 EUR	ge)



Nota: Prima volta che si crea una fattura in CSP, il sistema richiede di inserire i dati della persona giuridica, come il numero di partita IVA, le coordinate bancarie e altro. Questi dati possono variare a seconda della legislazione del Paese e dei requisiti di Sasol.



4. Fare clic sull'opzione Aggiungi nuovo per creare una nuova persona giuridica.

		4
* Legal Entity	Select	
* Remit-To	Select	~
* Ship-From Address	Select	~

5. Inserire i dati richiesti nei campi Ragione Sociale Paese.

6. Fare clic su **Continua**

* 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

- 7. Inserire i dati richiesti nei campi obbligatori.
- 8. Fare clic su Salva e continua

			Conduction business in contain
* Country/Region	Italy	~	conducting business in certain
* Type of Company	manufacturing	0	nvoice to contain specific
*Co Reg Num.	2437265	0	nformation about your company
* Place of Reg.	MI - Milan	~ 🕐	
* Permit Number	48579041235	0	
* Permit Date	2024-10-20	0	
	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	~ 🕧	
* Tax Regime	RF01 - Ordinary	~ 🕖	
Liable Company		0	
			- 8



9. Inserite i dati richiesti nella sezione Indirizzo e Partita IVA.

10. Fare clic su Salva e continua.

Address Line 1	street 12	0		
City		_	REQUIRED	FOR
City	milan		INVOICING	
State	Milan - MI	*	Enter the regist	arad address of
* Post Code	20134		vour legal entity	This is the same
Country/Region	Italy		location as whe	re you receive
	🗹 Use this address for Remit To 🥖		government do	cuments. 🖤
	U Jse this for Ship-From address 🥖			
Country/Region	Italy IT123456798901	×		
	□ I don't have a VAT/GST Number			
	Add additional Tax ID			
Miscellaneous				
Invoice From Code		0		
Invoice-From Code				
Preferred Language	Italian (Italy) 🖌			



- 11. Inserite i dati richiesti nelle sezioni Coordinate bancarie e Indirizzo di destinazione.
- 12. Fare clic sul pulsante Avanti per salvare i dettagli del conto bancario.

* Payment Type Bank Accou	nt 🗸	
What are your Bank Acco	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	
Supporting Documents	Choose Files No file chosen	
Email Address	supplier887@gmail.com	0
What is your Remit-To Ad	dress?	
* Address Line *	1 street 12	0
* City	/ milan	
State	e Milan - MI	¥
* Post Code	20134	



12. Fare clic sul pulsante Avanti per salvare i dettagli del conto bancario.

	1234		
		e Cliek Add Deument	
Payment Method let your customers I Method to add more locations, otherw	rise click Next.	s. Click Add Payment	Add Payment Method
Payment Method let your customers I Method to add more locations, otherw Payment Method Name	rnow where to send payment for their invoic rise click Next. Remit-To Address	Status	Add Payment Method
Payment Method let your customers I Method to add more locations, otherw ayment Method Name ank Account	now where to send payment for their invoic vise click Next. Remit-To Address street 12	Status Active	Add Payment Method
Payment Method let your customers I Method to add more locations, otherw ayment Method Name ank Account xis	now where to send payment for their invoic rise click Next. Remit-To Address street 12 milan	Status Active	Add Payment Method Manage
Payment Method let your customers I Method to add more locations, otherw ayment Method Name ank Account xis Traders Private Limited	now where to send payment for their invoic rise click Next. Remit-To Address street 12 milan MI	Status Active	Add Payment Method Manage
Payment Method let your customers I Method to add more locations, otherw Payment Method Name Bank Account ixis Traders Private Limited ************************************	rnow where to send payment for their invoic rise click Next. Remit-To Address street 12 milan MI 20134	Status Active	Add Payment Method

13. Inserite i dati richiesti nei campi obbligatori presenti nella sezione Indirizzo di spedizione.

	Where do you	ship goods fro	om?
		3 4	
What is your Ship-	From Address?		
* Address Line 1	E Enterprices private limited	•	
* City	milan		What is the physical address that
State	Select an Option	Ŧ	your goods are shipped from?
			I his can be a warehouse
* Post Code	23016		address.

14. Fare clic sul pulsante Fatto per salvare i dettagli dell'indirizzo di spedizione.





15. Fare clic sul pulsante Aggiungi ora per completare la creazione della persona giuridica.

Setup complete	×
1234	
Do you want to Add Remit-To Address to the invoice now?	
 To get paid – Most customers require that you send them this payment info in addition to providing it on the invoice. Click on the Profile Tab to see if your customer has a form that collects payment information. Otherwise, you'll have to send it to them through another channel. 	
Add Later Add	low



16. Selezionare la nuova entità giuridica dal menu a tendina.

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

17. Inserire i dati richiesti per i campi obbligatori.

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
Status	Draft		2437265 manufacturing
Shinning Term	CER-Cost and Ereight		LN
Shipping term			2024-10-20 48579041235
Image Scan	Choose File No file chosen		MI 4699.00
Supplier Note			RF01
			SU
Attachments	Add File I URL I Text	* Remit-To Address	E Traders Private Limited
Cash Accounting			20134 milan MI
Scheme			Italy
Margin Scheme		Bank Name:	axis
* Exchange Rate 🕧	1	Beneficiary Name:	E Traders Private Limited
		IBAN:	***************************************
		SWIFT Code:	****EF23
		* Ship-From Address	E Traders Private Limited 🔎



18. Fare clic sul pulsante Invia.

	Total	VAT	0	.00 EUR	0.00 USD
	Net T	otal	0	.00 EUR	1,500.00 USD
	Gro	oss Total	0.00	EUR 1	,500.00 USD
					18
	Delete	Cancel	Save as draft	Calcula	te Submit

19. Fare clic su **Invia fattura** per inviare la fattura a Sasol e completare il processo di invio della fattura in CSP.

			Subsequent 🗆 Debit/Credit	
			Incorrect Tax Rate?	
		Are you ready to send?		×
Lines	1	Coupa is about to create an invoice on you invoice to this transaction as the Coupa ge	ir behalf. Please make sure you are not attachin merated PDF is your and your customers legal	ng another invoice.
Туре	Description 40000013 DISC CIEC/S		Continue Editing Send Ir	1,500.00
PO Line 8500000	937-1	Service Sheet Line None	Contract ENI Trade - Contract Rate Line 🛩	Credit Line None D
Supplier	Part Number	Billing 1101-K-N/A-N/A-N/A-N/A-N/A-N/A-	-IT1DMC2001-65200001	



Creare la fattura tramite la Notifica azionabile dal fornitore (SAN)

1. Cliccate sulla mail per essere reindirizzati al portale Sasol.

٩	Search r	nail	(2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	(3)	* * * * * * *	С
	• C	:	1–18 of 18	<	>	31
		Get Gmail for mobile				
	ai I	Naveen Vemula	1100 - Sasol Italy S.p.A. Purchase Order #5500000005 - Powered by 1100 - Sasol It PO-55000000	6:28	3 PM	

2. Fare clic su Crea fattura.



3. Completare il processo di verifica della One Time Password

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



Creare la fattura tramite la Notifica Actionable del Fornitore (SAN)

4. Fare clic sul pulsante Crea nuovo bonifico.

Create Invo	ice Create		
S Conoral Inf	_	Choose Invoice From Address	
* Invoice #		No Invoice From Addresses to choose from. To add a new address click Create New Remit-To.	
* Invoice Date	mm/dd/yy	4	
* Payment Term	V025-THE 20T	Cancel Create New Remit-To	lected O
	DELIVERT	* Ship From Address No address set	lected O

5. Aggiungere tutti i dettagli dell'azienda per il Paese/regione scelto e fare clic su Crea e usa.

mpany Informati Supplier * Country/Region	on 🔓	
Supplier * Country/Region	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)	
* Type of Company	manufacturing	
Liable Company	A Must be present on Italy compliant invoice	
* Liquidation State	LN - Not in liquidation	



Creare la fattura tramite la Notifica Actionable del Fornitore (SAN)

6. Inserire i dati richiesti.

eneral 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	2424005704			Italy
Delivery Number	51240857.04			2437265
Status	Draft			manufacturing LN
Shipping Term	CFR-Cost and Freight	~		2024-10-20
Image Scan	Choose File No file chosen			48579041235 MI
				4688,00
Supplier Note				RF01
		1		50
Attachments	Add File (LIR) Text		* Remit-To Address	E Traders Private Limited
Cash Assessmiller				20134 milan MI
Scheme				Italy
Margin Scheme			Bank Name:	axis
Exchange Rate 🔞	1		Beneficiary Name:	E Traders Private Limited
			IBAN:	***********************************3456
			SWIFT Code:	****EF23
			* Ship-From Address	E Traders Private Limited 🔎

7. Fare clic sul pulsante Invia.

Lines N	et Total	4,200.00
Lines V	AT Totals	0.00
Shippin	9	
VAT	×	0.000
	Tax Reference	er a tax reason description.
Total V	ਹ	0.00
Net Tot	al	4,200.00
Gros	s Total	4,200. <mark>0</mark> 0



Creare la fattura tramite la Notifica Actionable del Fornitore (SAN)

8. Fare clic sul pulsante Invia fattura per inviare la fattura a Sasol.

	Are you ready to send?		×
Description	Coupa is about to create an invoice on you invoice to this transaction as the Coupa ge	ur behalf. Please make sure you ar enerated PDF is your and your cust	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 Wone O

9. Osservare il messaggio di conferma visualizzato.

