How does Coupa's Supplier Actionable Notifications (SAN) work?

Introduction

If an employee at AXPO creates an order in Coupa, you will quickly receive the order by email, confirm this order with the Supplier Actionable Notifications (short : SAN) and create the invoice within Coupa.

SANs are PO emails that are sent to you. You can quickly convert this into an invoice to send the invoice to AXPO. The process is intuitive and simple. Please read the guide below to guide you through this simple process.

  1) Confirm an order (PO)
  2) Order via email flip

1. Confirm an order (PO)

AXPO will communicate with you via the SAN notification with your confirmed email address.

The order will automatically be sent directly to your confirmed email address.
Orders are displayed as a Coupa notification in your mailbox.

 ➢ Select the relevant email with the Coupa notification and open it.
 ➢ Check the order information and click on «confirm» to inform AXPO that you have received the order.

2. Invoice with order confirmation via email flip

 ➢ Select the corresponding email with the Coupa notification and open it
 ➢ To convert this order into an invoice, click on «Create invoice»
 ➢ On the Create Invoice screen, enter the invoice number in the Invoice Number field
 ➢ Confirm that all addresses are correct
 ➢ Scroll down to the "Lines" section and make sure that all information is correct, especially the price and quantity.
 ➢ Select a tax code from the Tax code drop-down list and click on «calculate».
 ➢ Leave the checkbox selected if you want to receive email updates on the invoice status.
 ➢ When you have completed your changes, enter all comments for the AXPO and click on «send».
 ➢ After you click on «send», a pop-up appears to confirm that you are ready to send the invoice to AXPO. Click on «Send invoice» to complete the process.
 ➢ You will be informed about the status of your invoice by email.

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