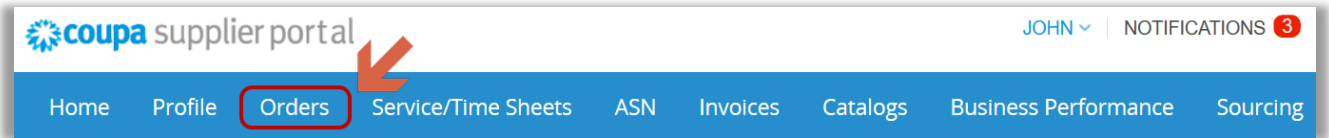
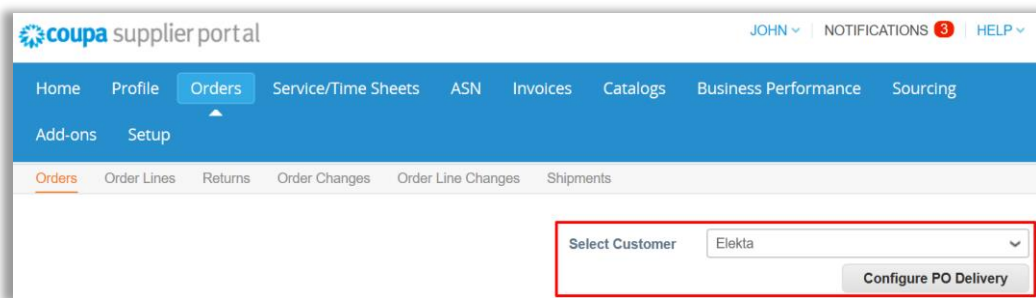




## STEPS

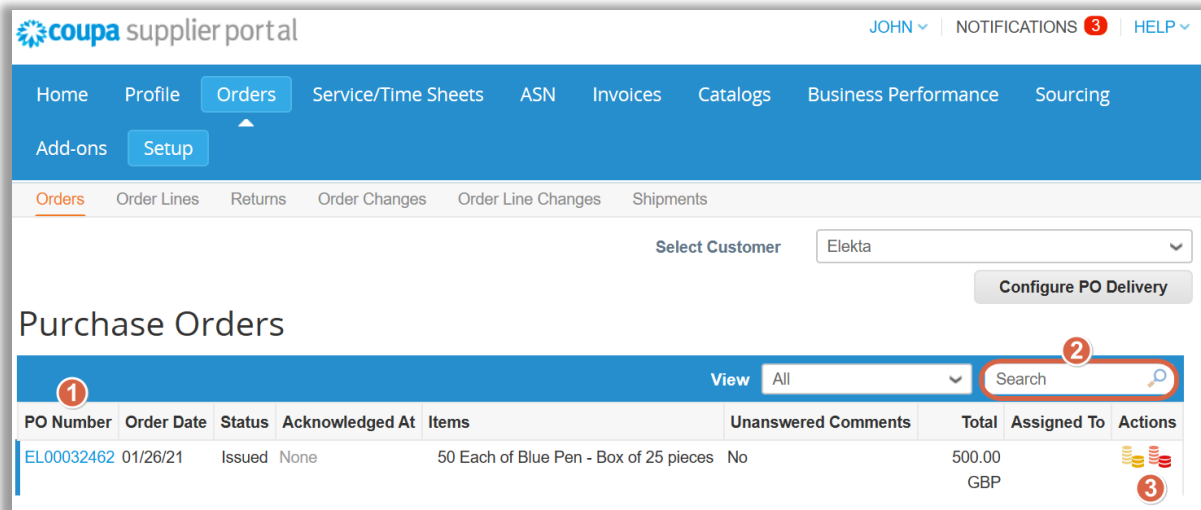
1. Log in to Coupa Supplier Portal (CSP). Go to the navigation bar at the top and click on **Orders**.



2. After opening **Orders**, you can see all the orders sent to your company. Ensure that Elekta is a selected customer.



Purchase orders can be found in the **PO Number** column (1) or by searching for the order number using the **search bar** (2). After finding the purchase order for which you want to create an invoice, click on  (3) in the **Action** column to start creating an invoice ( is used for credit note creation).



Note: If you see the below window, you need to set up your legal entity and Remit-to address. In such case, please follow the instruction on how to set up your account in the Coupa Supplier Portal.

Choose Invoicing Details
✕

\* Legal Entity  + Add New

\* Remit-To

\* Ship From Address

3. The invoice creation has started. In this page:

a) As a minimum, complete the mandatory fields marked with a red asterisk\*:

- 1) **Invoice #** - a unique invoice number issued by your company to Elekta
- 2) **Invoice Date**
- 3) **Currency**
- 4) **Image Scan – IMPORTANT**: Do NOT attach any invoice copy as a legal PDF invoice will be generated in Coupa after you click 'Submit'. This PDF invoice will be the legal invoice.
- 5) **Cash Accounting Scheme & Margin Scheme** - These fields are not used by Elekta
- 6) **Exchange Rate** – the field will appear if the invoice is in a currency other than PO. In this case, enter the exchange rate
- 7) **Supplier VAT ID, Invoice/Remit-to/Ship From** addresses are taken from the company information you provided to the system. The magnifying glass icon (🔍) allows you to change the information.

The screenshot shows two panels: 'General Info' and 'From'. The 'General Info' panel contains fields for Invoice #, Invoice Date (01/26/21), Payment Term (GB +30: End of month 30 days), Date of Supply (01/26/21), Currency (GBP), Delivery Number, Status (Draft), Image Scan (with a 'Browse...' button), Supplier Note, Attachments (Add File | URL | Text), Cash Accounting Scheme, and Margin Scheme. The 'From' panel contains fields for Supplier (10057-EASBY ELECTRONICS-200), Supplier VAT ID (GB999999999), Invoice From Address (UK MasterTech, Stenton 5, London, NW1, United Kingdom, Limited Company, Mark Winston), Remit-To Address (UK MasterTech, Stenton 5, London, NW1, United Kingdom), and Ship From Address (UK MasterTech, Stenton 5, London, NW1, United Kingdom). Magnifying glass icons are present next to the address fields.

b) It is required to fill in the **Buyer VAT ID** field (Elekta's VAT ID) from the drop-down list. The **Buyer VAT ID** must indicate the country of delivery.

The screenshot shows the 'To' section of the form. It includes the Customer name 'Elekta', the Bill To Address (ELEKTA LIMITED, LINAC HOUSE, FLEMING WAY, LONDON ROAD, CRAWLEY, RH10 9RR, United Kingdom), a Buyer VAT ID drop-down menu, and the Ship To Address (No. 21, Chuang Xin Road Science Park, 102200 Beijing, China, Location Code: Changping, Beijing).

c) Below you can find all purchase order lines that can be invoiced. Review which lines you want to invoice and delete unnecessary lines by pressing **X**.

You can adjust:

- 1) **Qty** – The number of items you want to invoice (some POs may not have this field present)
- 2) (Net) **Price - Important**: It is extremely important to check the price/quantity to ensure you are invoicing the correct amount. You can partially invoice by editing these values.
- 3) **Total net line price** – calculated based on **Qty** (if present) and **Price** fields. The value updates after pressing the **Calculate** button at the bottom of the screen
- 4) **Taxes (VAT Rate)** – select the Tax Rate here

d) Below all cost lines, you can find buttons for allowing you to add new lines (e.g. miscellaneous cost)



e) At the bottom of the screen you can find the summary of the entire invoice cost, with place to include **Shipping Cost** and **Tax Rate for Shipping Cost**.  
Once you have finished creating the invoice, click Send to send the invoice to Elekta.

f) The system requires confirmation of the invoice creation. To confirm this action, press the "**Send Invoice**" button. The invoice is now in the Elekta overview and its status can be checked at the top in the **Invoices** section.

4. To write or review invoice comments, scroll down to the Comment section. Supplier should only write messages to the Elekta Accounts Payable team. To tag the Accounts Payable team, write "@" + **Accounts Payable** and select a group from the drop-down list.  
**Please note that we only allow tagging of Accounts Payable members/groups. Other users/teams should not be contacted through CSP.**

Depending on your region, you should contact the correct team:

- **Accounts Payable EBS** – suppliers from all countries except China, Japan, and Korea
- **Accounts Payable CN** – Chinese suppliers (depending on the Company you are invoicing)
- **Accounts Payable JP155** – Japanese suppliers
- **Accounts Payable KR485** – Korean suppliers