# Submitting an invoice
Quick Reference Guide

GUIDE TO SUBMITTING AN INVOICE AGAINST A BLANKET PURCHASE ORDER

You can invoice using your Coupa Supplier Portal account. This is IRTs preferred method of invoicing.

This guide provides the step by step actions required to submit your invoice against a blanket (bucket) purchase order.

A blanket purchase order (PO) can be a single line that covers an extended period of time or it could have multiple lines split out to cover each month in the extended time frame. The lines are designed to allow you to invoice multiple times against the appropriate invoice line.

| PO Number	Order Date	Status	Acknowledged	Items		Total	Assigned To	Actions
IRT0077736	8/3/23	Issued	None	Lawn Mowing Services Jan 23 to Jun 23 for J Smith	No — Example single line blanket PO		None	
IRT0077546	2/3/23	Issued	None	Mowing for John Smith - March 23 Mowing for John Smith - April 23 Mowing for John Smith - May 23 Mowing for John Smith - June 23 Mowing for John Smith - July 23	No — Example multi-line blanket PO		None	
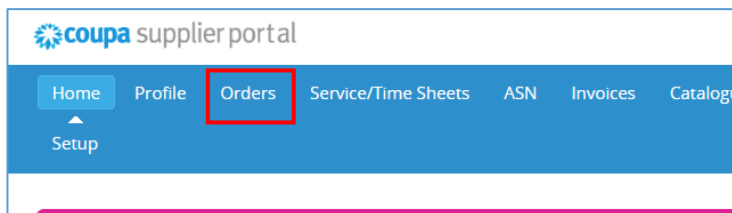
Step 1

Navigate to your "Orders" tab in your Coupa Supplier Portal.
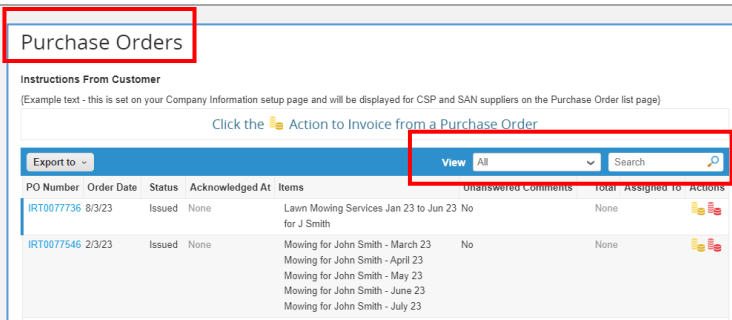
Step 2

In the orders tab, find the correct PO by searching in the Purchase Orders table.

You can use the "View" drop down to reduce the number of purchase orders, or use the search bar to assist finding the correct PO.
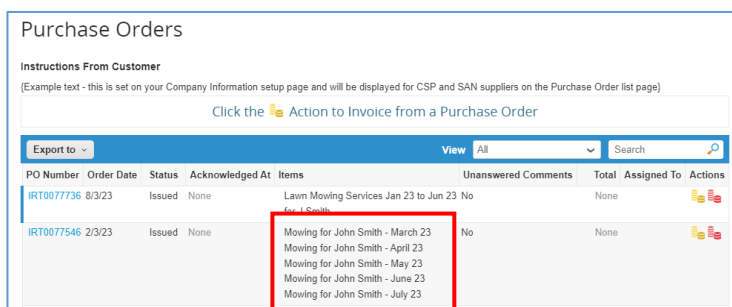
Step 3

If you are invoicing a multiple line blanket PO, check which line you want to invoice.

For example – in this screenshot, we will invoice the month of April which is the second line listed.

Step 4

Click on the gold coin icon to the right of the PO that will be invoiced.
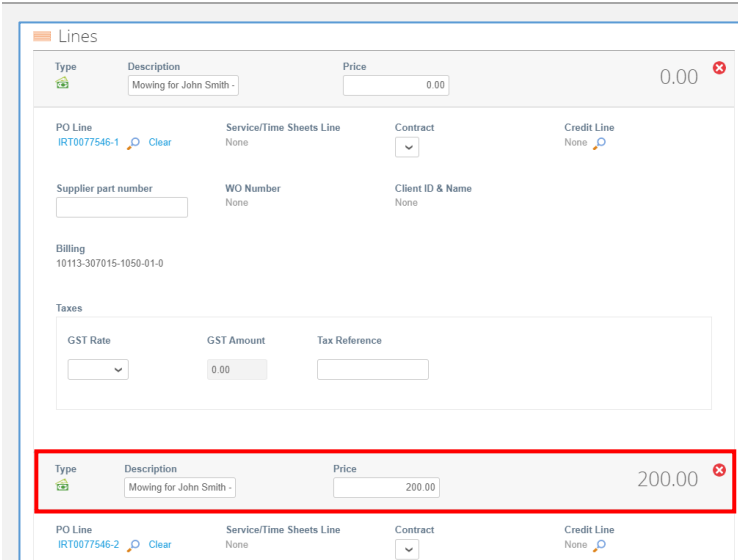
Step 5

The invoice has now been created and reflects the PO information.

Enter the following information into the General Info section

1. Enter your invoice number.
2. Enter the invoice date
3. Enter the supply date
4. Upload your invoice document by selecting the "Choose file" beside the "Image Scan".
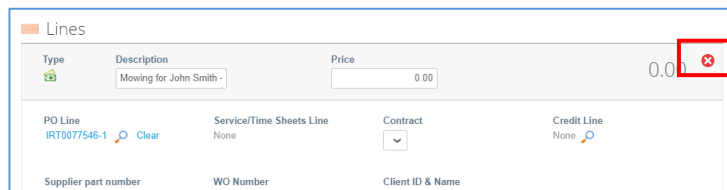
Step 6

Scroll down to the lines section of the invoice

In step 3 we identified which line we wanted to invoice, in this example it was the second line.

Scroll to the second line and enter your price, if quantity is required, enter quantity.

If you need to double check you have the correct line, click into the Description and use your right arrow to scroll across to see the full description.

Note – if you invoice the wrong line, your invoice may be rejected.

Step 7

As the remaining invoice lines are not required, these need to be deleted to enable you to submit your invoice.

Locate the ⊗ at the end of each invoice line that has not been updated with a price and/or quantity.

Select the ⊗ to delete the lines that are not required.

You should only have the one line remaining that has the price and/or quantity.

Step 8

On the remaining line update the GST rate to reflect the required GST charge.

Step 9

Scroll to the bottom of the invoice and select the calculate button to ensure the gross total is correct.

Step 10

Select the submit button.
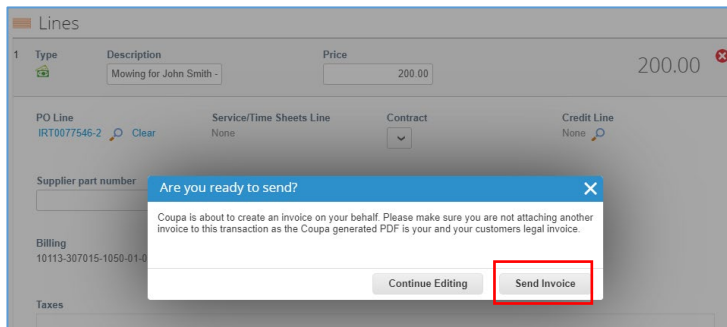
Step 11

A pop up will confirm that you want to send the invoice. Hit the Send Invoice button.
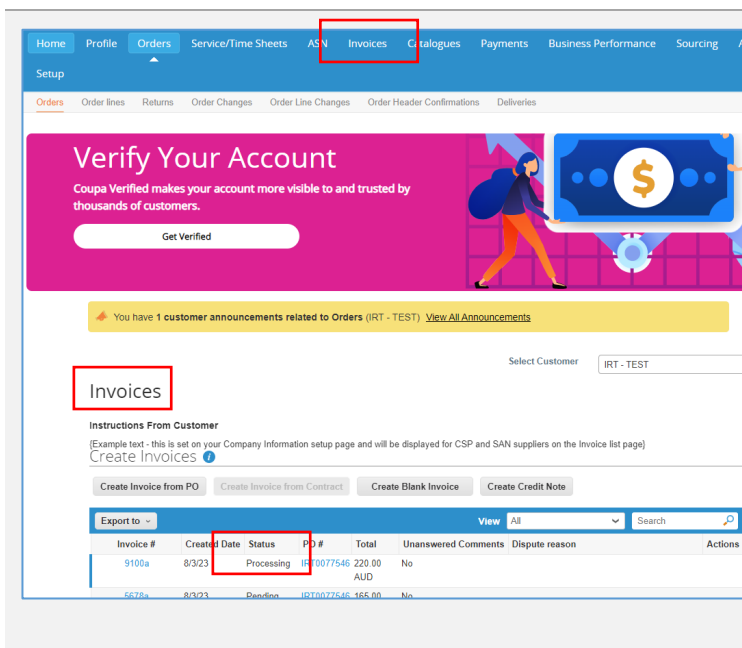
The invoice is now submitted to IRT to approve. You can monitor the status in your Invoices table located in the Invoices tab.

You can submit as many invoices that you need against the relevant month. For example if you provide two services per month, you can submit two invoices against the monthly line.