



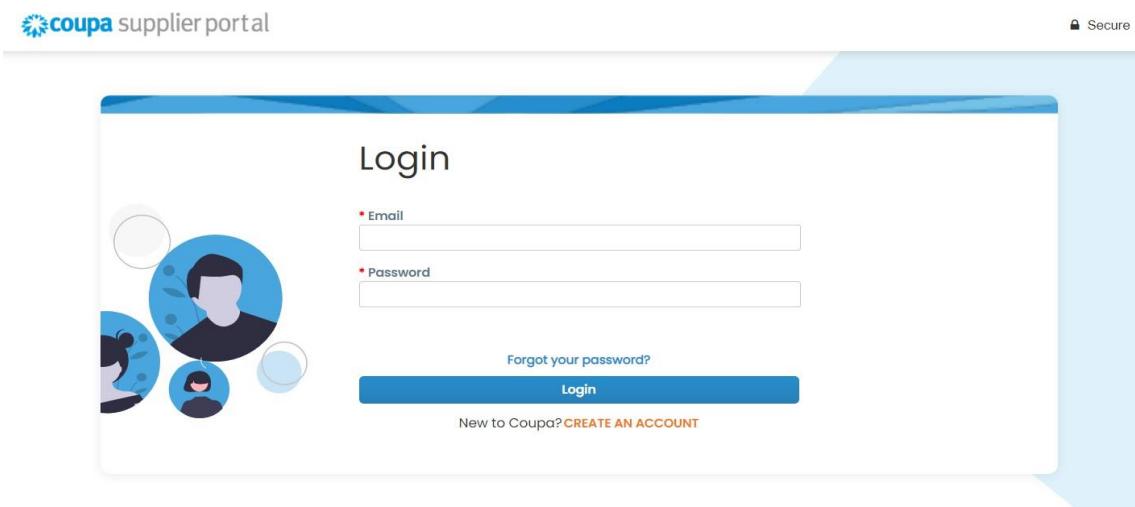
MEMBUAT INVOICE ATAU CATATAN KREDIT

Panduan Proses

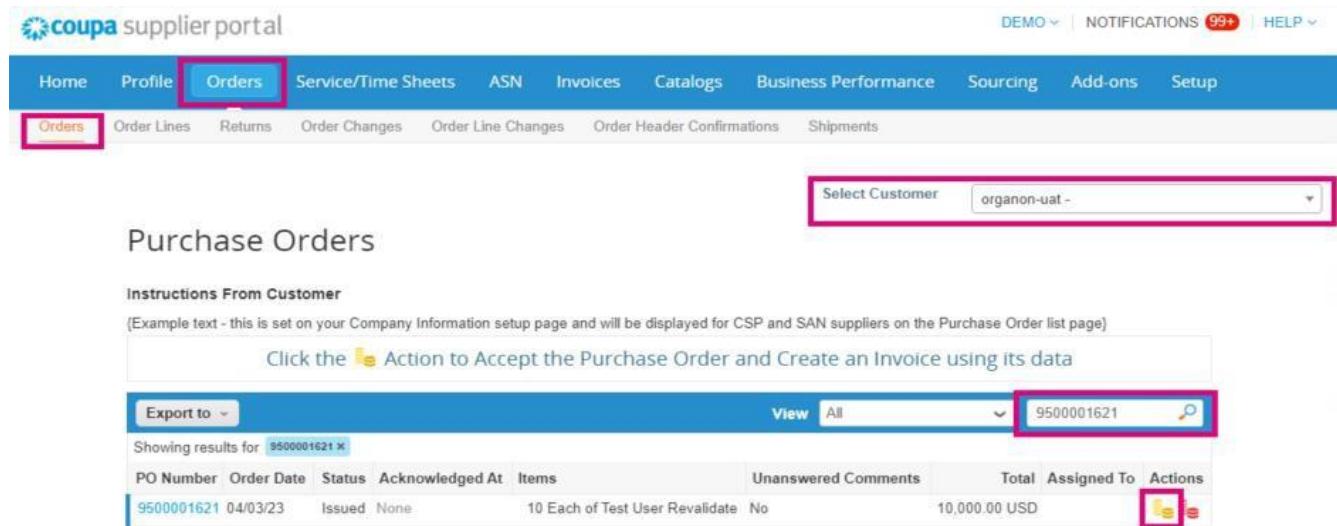
Salah satu keuntungan utama dari Coupa Supplier Portal adalah kemampuannya untuk membuat invoice atau catatan kredit dan mengirimkannya secara elektronik kepada Organon untuk proses pembayaran.

Cara Membuat Invoice

1. Masuk ke Coupa Supplier Portal menggunakan **Email** dan **Password**

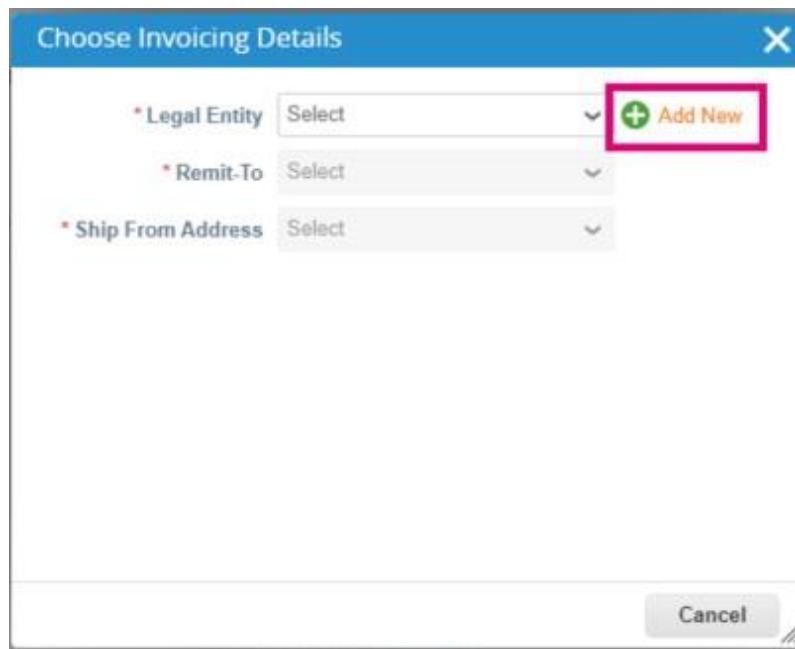


2. Pilih **Orders**, **Select Customer**, gunakan bar search untuk mencari PO yang diinginkan, klik tumpukan koin emas pada kolom **Actions** ATAU klik pada nomor PO

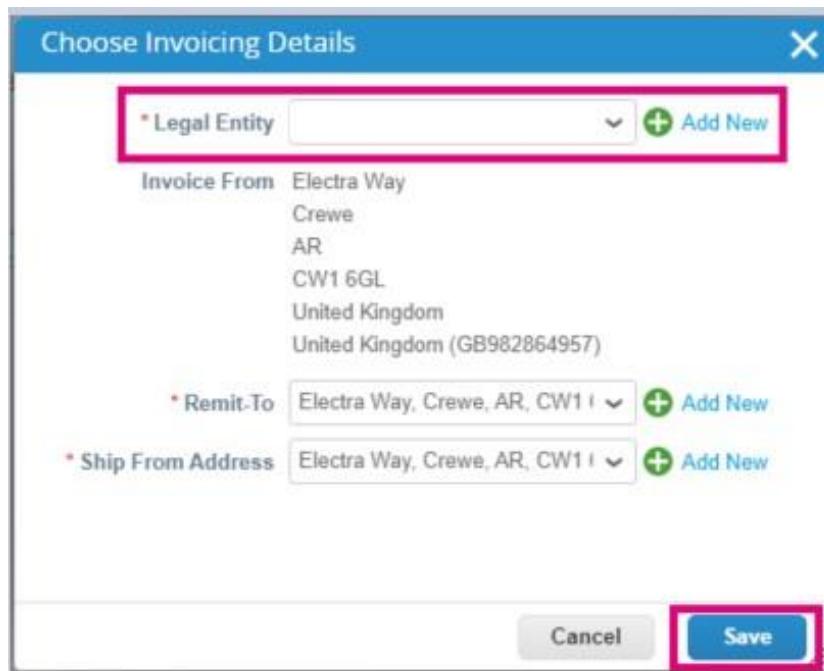


PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
9500001621	04/03/23	Issued	None	10 Each of Test User Revalidate	No	10,000.00 USD		

3. Jika detail invoice hilang, Anda memiliki opsi untuk menambahkannya dengan memilih **Add New**. Anda dapat menemukan detail tambahan tentang cara melakukan hal ini dengan mengakses Panduan "Cara Mengatur Entitas Hukum (Legal Entity)".



4. Setelah Entitas Hukum (Legal Entity) selesai dibuat, pilih entitas tersebut pada menu dropdown lalu klik **Save**



5. Lengkapi bidang yang wajib diisi yang ditandai dengan tanda bintang berwarna merah (*) dan lampirkan invoice legal dalam bentuk PDF pada bidang Attachments jika model pengiriman negara Anda tidak termasuk di dalam **Coupa Compliance-as-a-Service (CaaS)**. Jika model pengiriman negara Anda termasuk di dalam **Coupa Compliance-as-a-Service (CaaS)**:

- Coupa akan memvalidasi data invoice sesuai dengan registrasi pajak negara vendor
- Coupa membuat invoice PDF atas nama Vendor.
- Platform Coupa mengeluarkan invoice legal dengan menandatangani PDF secara digital atas nama Vendor
- Invoice legal diterima oleh Organon dan tersedia bagi Vendor untuk diunduh

Negara-negara yang termasuk di dalam **Coupa Compliance-as-a-Service (CaaS)** adalah: Australia, Austria, Bahrain, Bangladesh, Belgia, Brazil, Bulgaria, Kanada, Cina, Kolombia, Kroasia, Republik Ceko, Denmark, Finlandia, Perancis, Jerman, Yunani, Yunani, Hong Kong, India, Irlandia, Italia, Jepang, Latvia, Lithuania, Malaysia, Malta, Meksiko, Meksiko, Montenegro, Myanmar, Selandia Baru, Norwegia, Pakistan, Polandia, Serbia, Singapura, Slovakia, Slowakia, Afrika Selatan, Korea Selatan, Spanyol, Spanyol, Swedia, Swiss, Inggris, Uni Emirat Arab, AS

Select Customer

Create Invoice [Create](#)

General Info

* Invoice #

* Invoice Date

Payment Term: Z507-Within 30 days from invoice date due net.

Date of Supply

* Currency

Delivery Number

Status

Shipping Term

Supplier Note

Attachments

Discount Amount

Cash Accounting Scheme

Margin Scheme

From

* Supplier

* Supplier VAT ID

* Invoice From Address

To

Customer

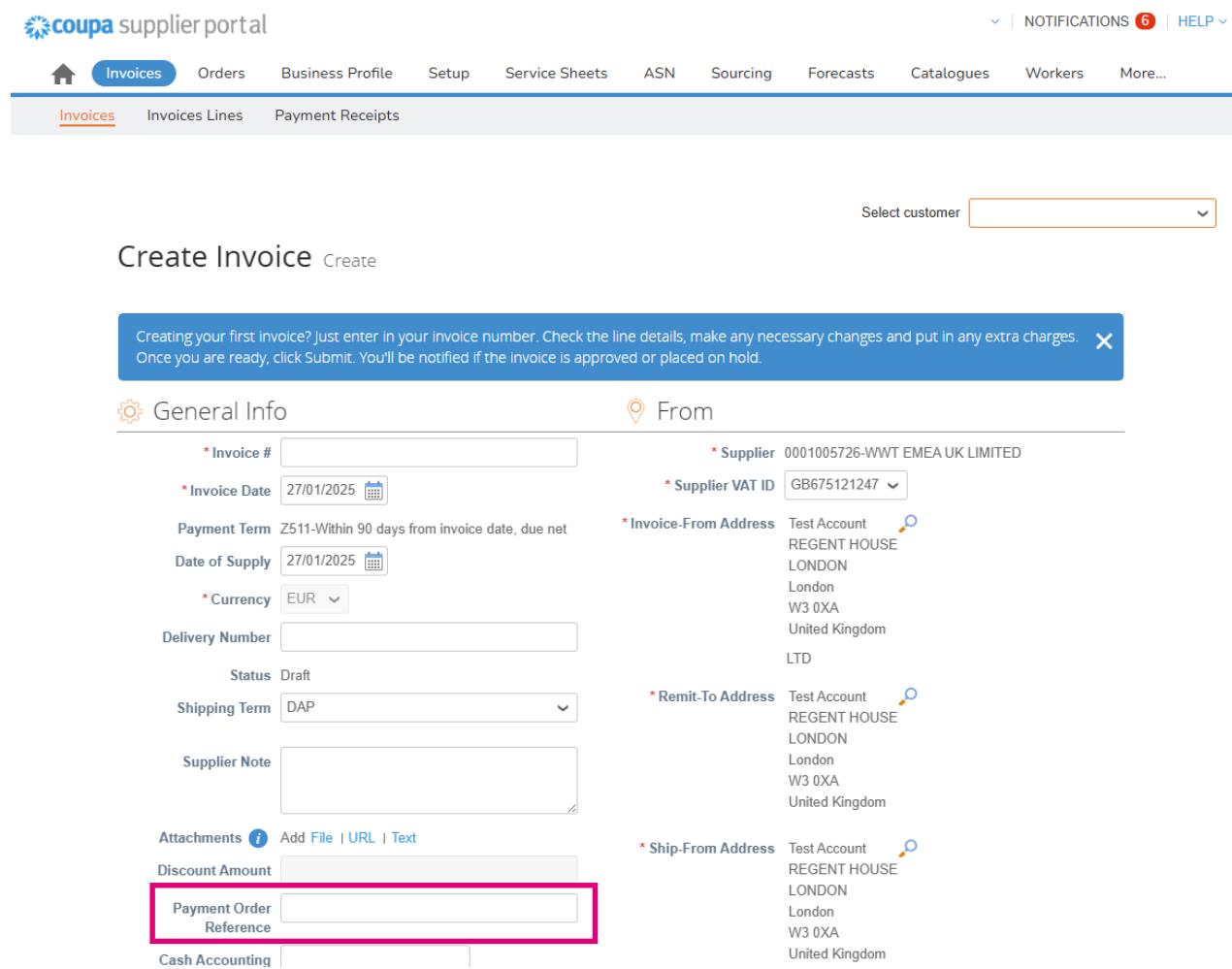
* Bill To Address

* Buyer VAT ID

Ship To Address

Catatan: Nomor dan tanggal Faktur di Coupa harus sama persis dengan yang ada di faktur sebenarnya, jika tidak, faktur akan ditolak oleh tim Pemrosesan Faktur (untuk lebih jelasnya silakan kunjungi panduan Praktik Terbaik untuk Kepatuhan). Jika alamat di "From Address," "Remit-To Address," atau "Ship from Address" tidak muncul, klik kaca pembesar untuk memilih alamat masing-masing. Jika tidak ada yang bisa dipilih, berarti Anda belum menyelesaikan setup e-Faktur. Jika ada beberapa faktur untuk Pesanan Pembelian, maka harus diserahkan secara terpisah.

Catatan: Untuk Norwegia, Denmark, Polandia dan Korea, kolom "Referensi Perintah Pembayaran" wajib diisi.



coupa supplier portal

NOTIFICATIONS 6 | HELP ▾

Home Invoices Orders Business Profile Setup Service Sheets ASN Sourcing Forecasts Catalogues Workers More...

Invoices Invoices Lines Payment Receipts

Select customer

Create Invoice Create

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold. X

General Info

* Invoice #

* Invoice Date

Payment Term

Date of Supply

* Currency

Delivery Number

Status

Shipping Term

Supplier Note

Attachments i

Discount Amount

Payment Order Reference

Cash Accounting

From

* Supplier

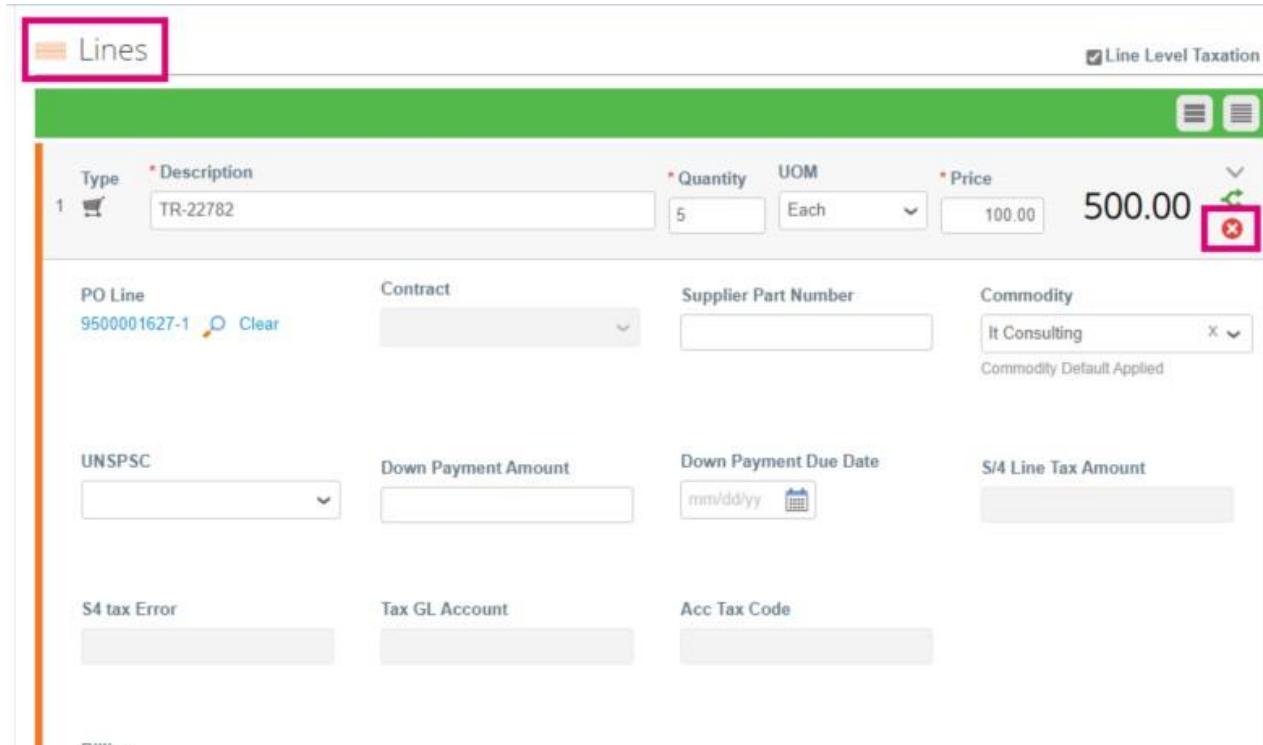
* Supplier VAT ID

* Invoice-From Address

* Remit-To Address

* Ship-From Address

6. Jika Anda perlu menghapus line Purchase Order atau Anda perlu melakukan proses invoice terhadap Purchase Order dengan beberapa line, klik pada tanda X berwarna merah di sebelah baris yang ingin Anda hapus.

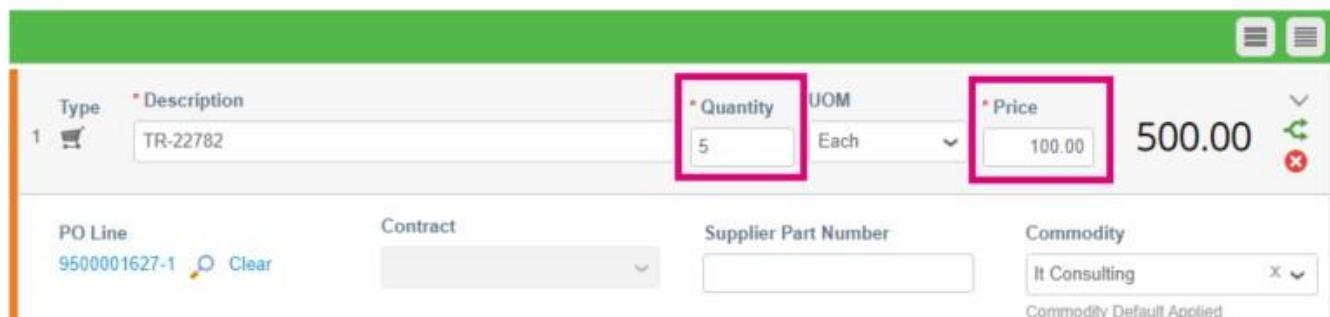


Type	Description	Quantity	UOM	Price
1	TR-22782	5	Each	100.00
500.00				
PO Line 9500001627-1 Clear		Contract	Supplier Part Number	Commodity It Consulting
UNSPSC	Down Payment Amount	Down Payment Due Date mm/dd/yy	S/4 Line Tax Amount	
S4 tax Error	Tax GL Account	Acc Tax Code		

7. Sesuaikan **Quantity** atau **Price** (tergantung bagaimana PO dibuat) untuk merefleksikan jumlah penagihan


 Lines

 Line Level Taxation

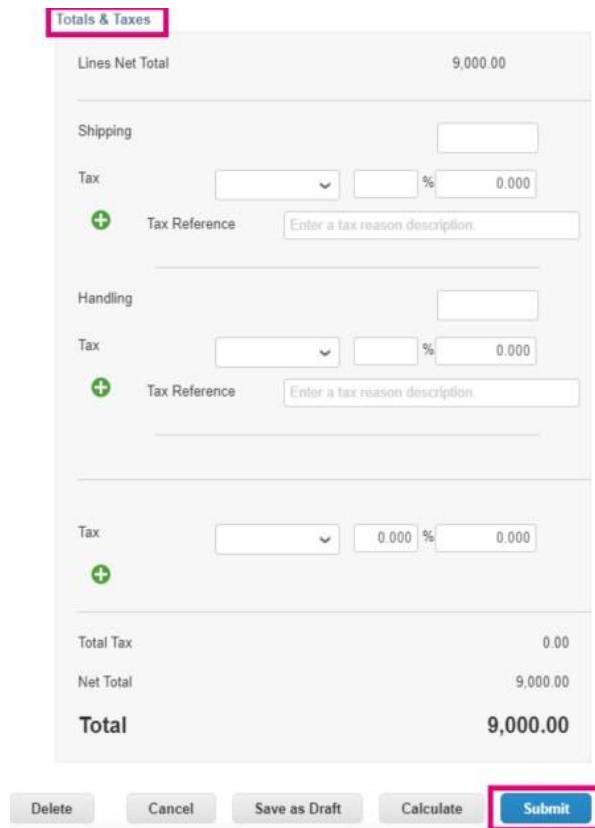


The screenshot shows a purchase order line item entry screen. The line item details are as follows:

- Type: 1
- Description: TR-22782
- Quantity: 5 (highlighted with a red box)
- UOM: Each
- Price: 100.00 (highlighted with a red box)
- Amount: 500.00
- PO Line: 9500001627-1 (with a clear button)
- Contract: (dropdown menu)
- Supplier Part Number: (input field)
- Commodity: It Consulting (with a clear button)
- Commodity Default Applied: (checkbox)

Catatan: Jika Anda tidak melakukan proses invoice untuk seluruh Purchase Order, Anda harus menghapus semua baris yang tidak digunakan, termasuk baris yang memiliki jumlah/kuantitas 0,00.

8. Masukkan Jumlah Pajak pada bidang **Tax** pada bagian bawah layar dan klik **Calculate** untuk menghitung harga total termasuk Pajak. Setelah PPN dihitung, Anda siap untuk mengirimkan invoice kepada Organon dengan mengklik tombol **Submit**.

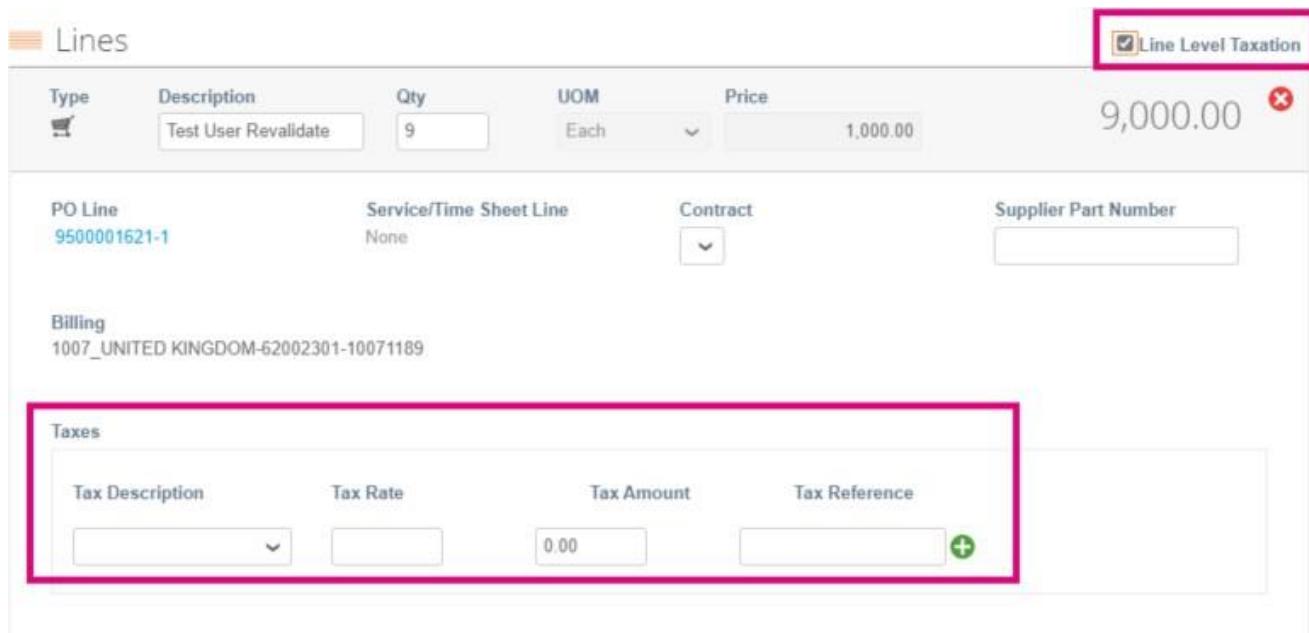


The screenshot shows a 'Totals & Taxes' summary form. The details are as follows:

Totals & Taxes			
Lines Net Total	9,000.00		
Shipping			
Tax	0.00	%	0.000
+ Tax Reference	Enter a tax reason description.		
Handling			
Tax	0.00	%	0.000
+ Tax Reference	Enter a tax reason description.		
Tax	0.00	%	0.000
+ Tax Reference	Enter a tax reason description.		
Total Tax	0.00		
Net Total	9,000.00		
Total	9,000.00		

At the bottom, there are buttons: Delete, Cancel, Save as Draft, Calculate, and Submit (highlighted with a red box).

Jika terdapat line untuk tingkat pajak, Anda dapat memasukkan Pajak per baris Purchase Order dengan memeriksa kotak centang **Line Level Taxation**. Kotak Pajak **Tax Rate** akan muncul di baris PO individual dimana Anda akan masukkan tarif pajak.



The screenshot shows a Purchase Order line with the following details:

Type	Description	Qty	UOM	Price	Total
Test User Revalidate	9	Each	1,000.00	9,000.00	

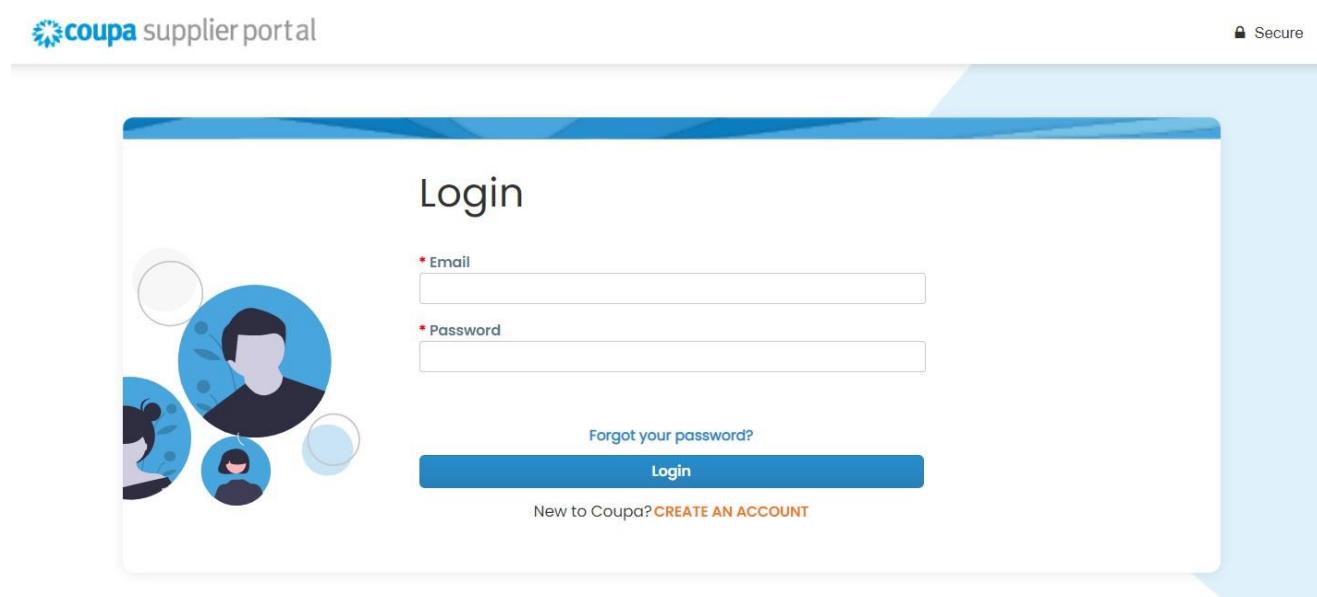
Below the line, there are fields for PO Line (9500001621-1), Service/Time Sheet Line (None), Contract (dropdown), and Supplier Part Number (empty field).

The **Billing** field shows 1007_UNITED KINGDOM-62002301-10071189.

The **Taxes** section is highlighted with a red box. It contains fields for Tax Description (dropdown), Tax Rate (dropdown), Tax Amount (0.00), and Tax Reference (empty field with a green plus icon).

Cara Membuat Catatan Kredit

1. Log in pada Coupa Supplier Portal dengan **Email** dan **Password**

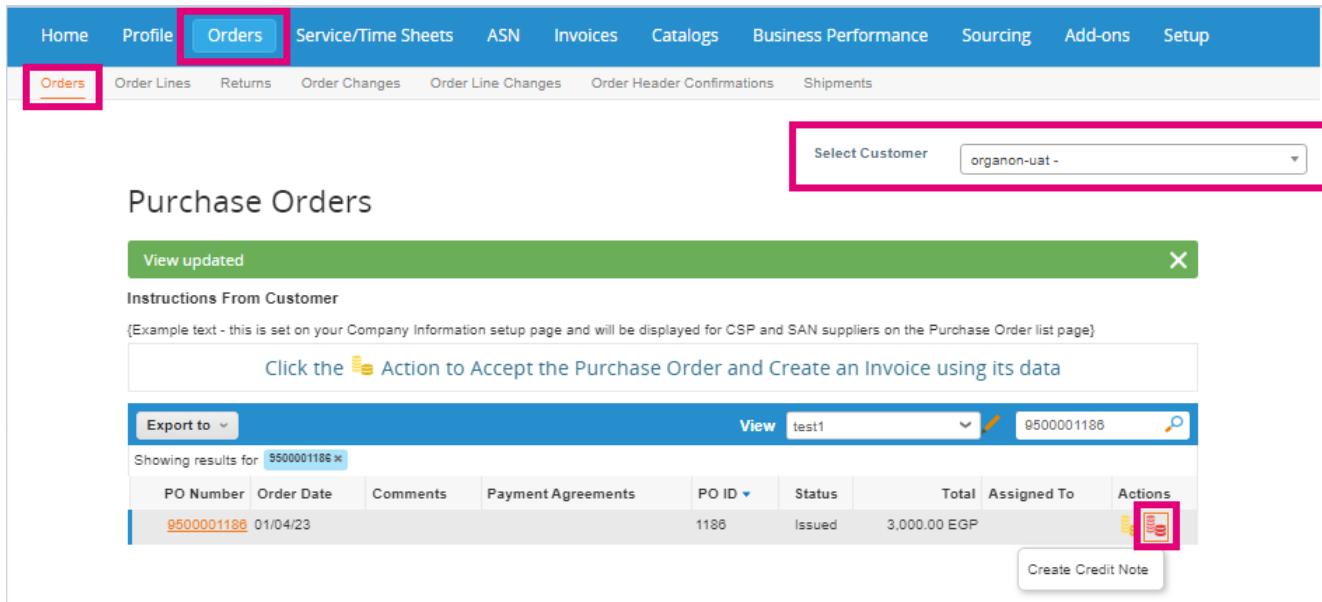


The screenshot shows the Coupa Supplier Portal login page. The page has a blue header with the text "coupa supplier portal" and a "Secure" icon. The main area is titled "Login" and features a circular profile icon with three stylized human figures. It has fields for "Email" and "Password", both marked with a red asterisk. Below the fields is a "Forgot your password?" link and a large blue "Login" button. At the bottom, it says "New to Coupa? CREATE AN ACCOUNT".

2. Jika Anda ingin membuat Catatan Kredit, Anda memiliki beberapa kemungkinan untuk melakukannya.

a. **Untuk mengajukan Nota Kredit Umum** (*nota kredit untuk beberapa faktur dalam nomor PO yang sama*):

Pilih **Orders**, **Select Customer**, gunakan bar search untuk mencari PO yang diinginkan, klik tumpukan koin merah pada kolom **Actions** ATAU klik pada nomor PO.



Purchase Orders

View updated X

Instructions From Customer

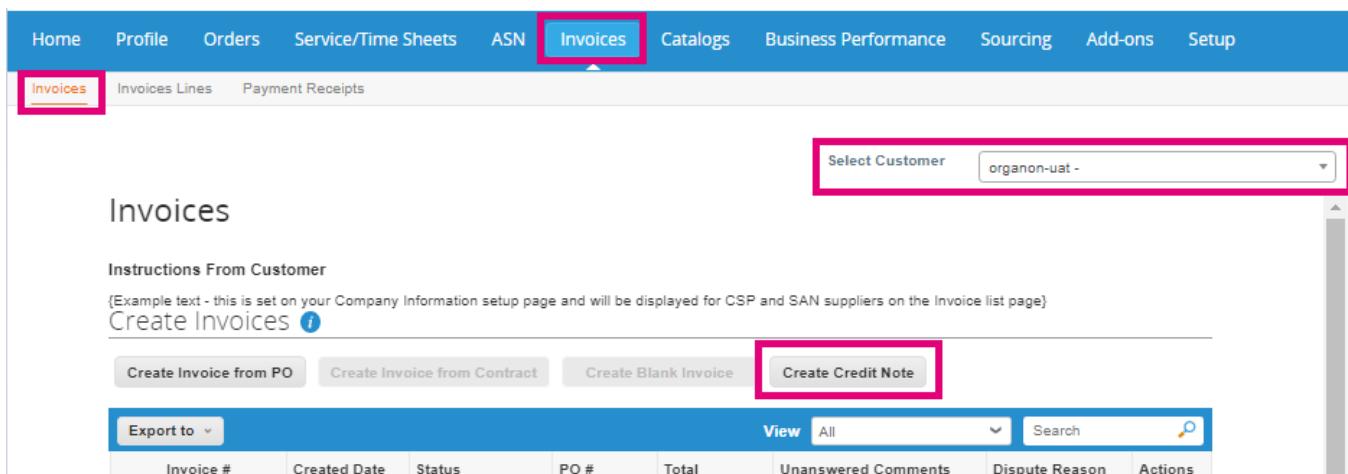
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to		View		9500001186		Search		
PO Number	Order Date	Comments	Payment Agreements	PO ID	Status	Total	Assigned To	Actions
9500001186	01/04/23			1186	Issued	3,000.00 EGP		

Create Credit Note

b. Untuk mengajukan **Nota Kredit untuk Faktur Tertentu**:
 Pilih **Invoices**, **Select Customer** dan klik **Create Credit Note**



Invoices

Instructions From Customer

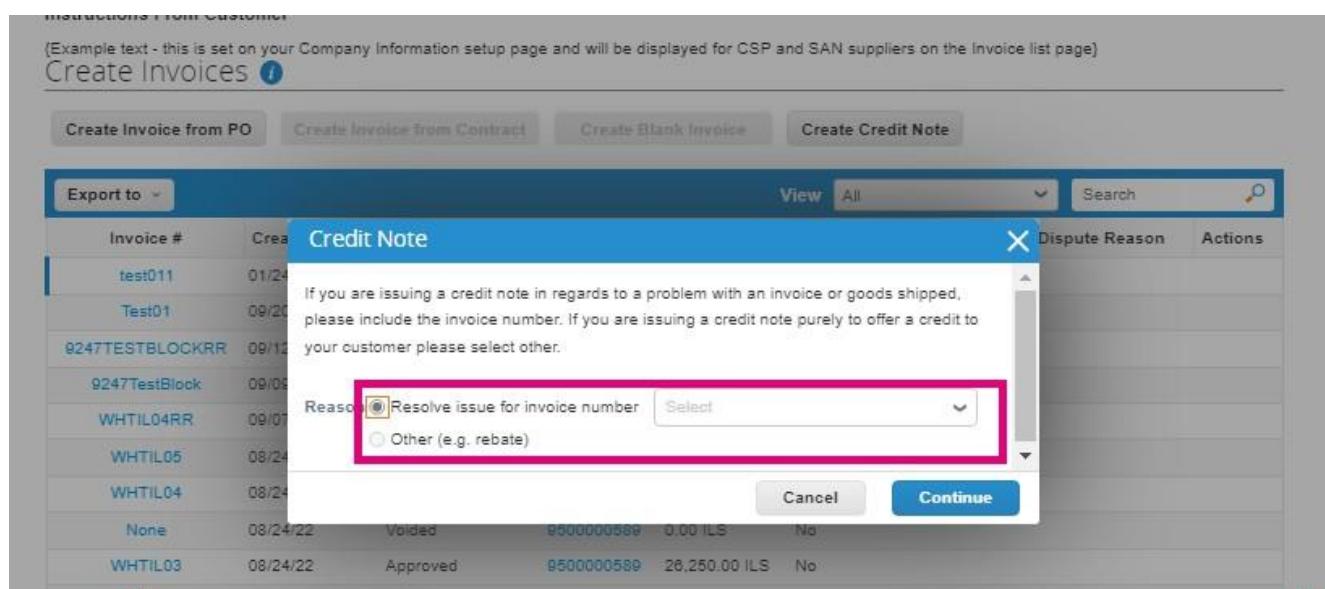
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page)

Create Invoices 

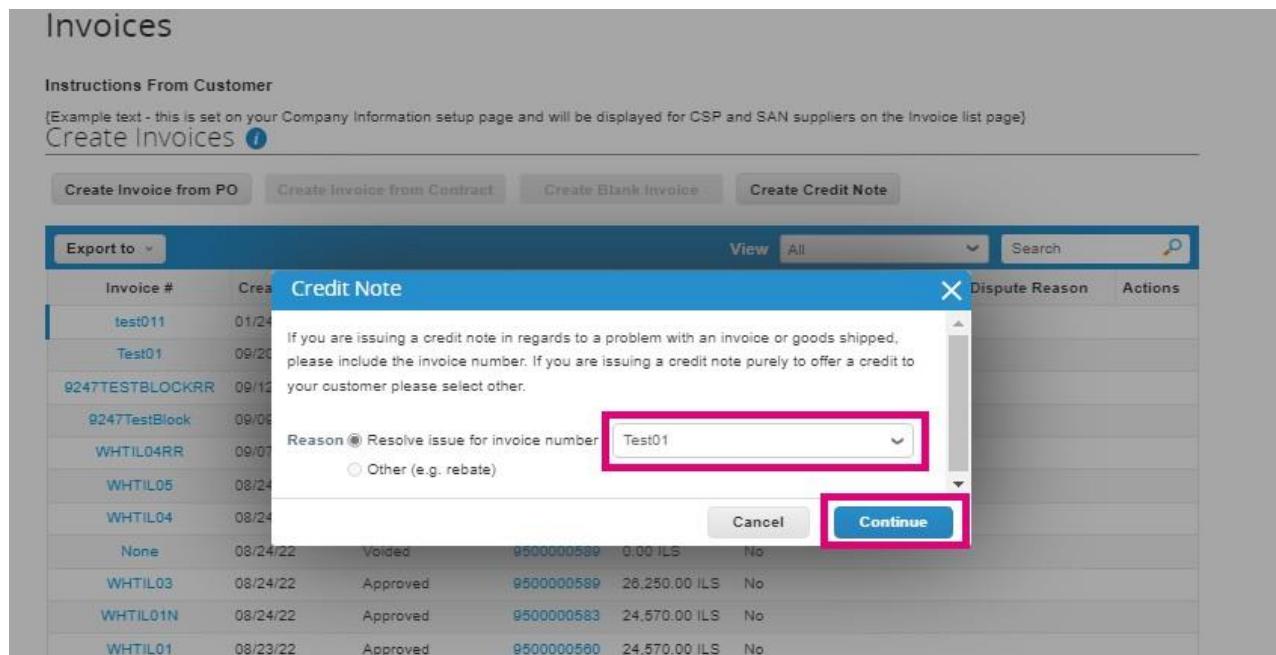
Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to		View		Search			
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions

Pesan pop-up akan muncul dimana anda diminta untuk memilih **Resolve issue for invoice number** (menyelesaikan issue pada nomor invoice) atau **Other** (lainnya)



Pilih **Resolve issue for invoice number**, pilih nomor invoice dari daftar dropdown, lalu klik **Continue** untuk memilih cara pengoreksian invoice.



Invoices

Instructions From Customer
 (Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page)

[Create Invoices](#) 

[Create Invoice from PO](#) [Create Invoice from Contract](#) [Create Blank Invoice](#) [Create Credit Note](#)

[Export to](#)  [View All](#) [Search](#)

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
test011	01/24/2022	Pending		0.00 ILS			
Test01	09/20/2022	Pending		0.00 ILS			
9247TESTBLOCKRR	09/12/2022	Pending		0.00 ILS			
9247TestBlock	09/08/2022	Pending		0.00 ILS			
WHTIL04RR	09/07/2022	Pending		0.00 ILS			
WHTIL05	08/24/2022	Approved	9500000589	26,250.00 ILS	No		
WHTIL04	08/24/2022	Approved	9500000589	24,570.00 ILS	No		
None	08/24/2022	Voided	9500000589	0.00 ILS	No		
WHTIL03	08/24/2022	Approved	9500000589	26,250.00 ILS	No		
WHTIL01N	08/24/2022	Approved	9500000583	24,570.00 ILS	No		
WHTIL01	08/23/2022	Approved	9500000580	24,570.00 ILS	No		

Per page [15](#) | [45](#) | [90](#)

How do you want to correct invoice "Test01" ?

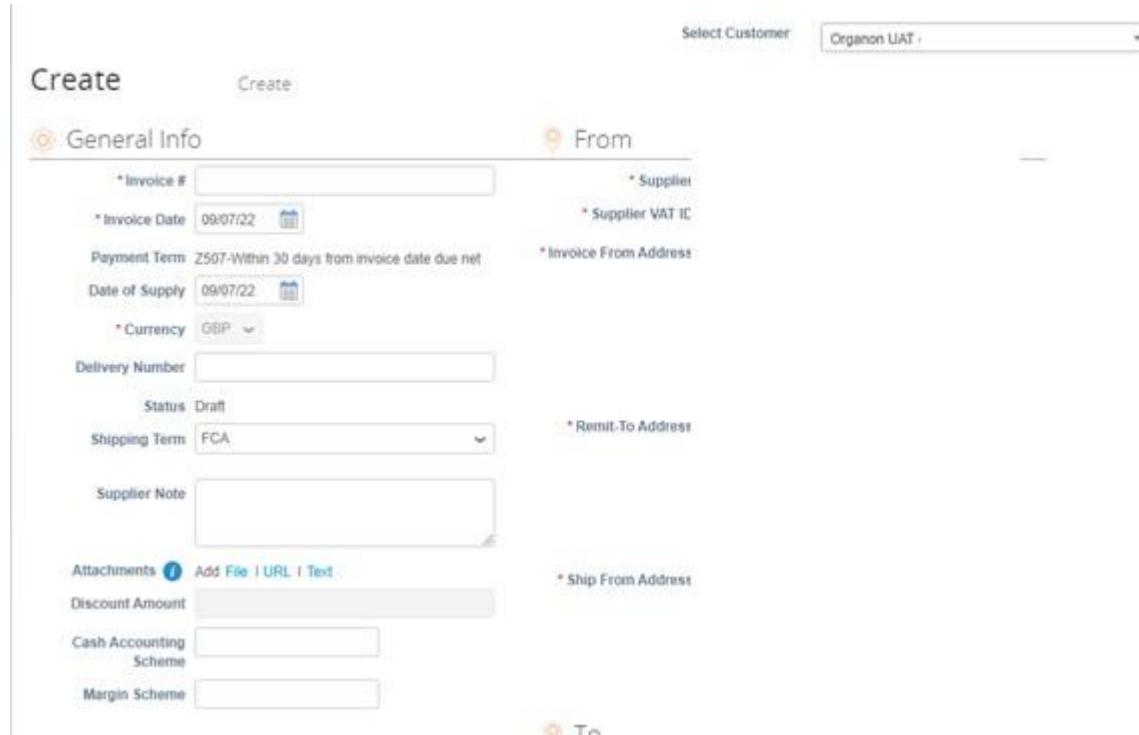
Completely cancel the invoice with a credit note 

Adjust invoice with a credit note 

[Cancel](#) [Create](#)

3. Lengkapi bidang yang wajib diisi yang ditandai dengan tanda bintang berwarna merah (*) dan lampirkan invoice legal dalam bentuk PDF dalam bidang Attachment jika model pengiriman negara Anda tidak termasuk di dalam **Coupa Compliance-as-a-Service (CaaS)**. Jika model pengiriman negara Anda termasuk di dalam **Coupa Compliance-as-a-Service (CaaS)**:
- Coupa memvalidasi data invoice sesuai dengan registrasi pajak negara vendor
 - Coupa membuat invoice PDF atas nama Vendor.
 - Platform Coupa mengeluarkan invoice legal dengan menandatangani PDF secara digital atas nama Vendor
 - Invoice legal diterima oleh Organon dan tersedia bagi Vendor untuk diunduh

Negara-negara yang termasuk di dalam **Coupa Compliance-as-a-Service (CaaS)** adalah: Australia, Austria, Bahrain, Bangladesh, Belgia, Brazil, Bulgaria, Kanada, Cina, Kolombia, Kroasia, Republik Ceko, Denmark, Finlandia, Perancis, Jerman, Yunani, Yunani, Hong Kong, India, Irlandia, Italia, Jepang, Latvia, Lithuania, Malaysia, Malta, Meksiko, Montenegro, Myanmar, Selandia Baru, Norwegia, Pakistan, Polandia, Serbia, Singapura, Slovakia, Slowakia, Afrika Selatan, Korea Selatan, Spanyol, Spanyol, Swedia, Swiss, Inggris, Uni Emirat Arab, AS



The screenshot shows the 'Create' screen for an invoice. At the top, there are dropdown menus for 'Select Customer' (set to 'Organon UAT') and 'From' (set to 'Organon UAT'). The main area is divided into two sections: 'General Info' and 'From'.

General Info:

- * Invoice # (empty)
- * Invoice Date: 09/07/22
- Payment Term: 2507-Within 30 days from invoice date due net
- Date of Supply: 09/07/22
- * Currency: GBP
- Delivery Number (empty)
- Status: Draft
- Shipping Term: FCA
- Supplier Note (empty)
- Attachments: Add File | URL | Text
- Discount Amount (empty)
- Cash Accounting Scheme (empty)
- Margin Scheme (empty)

From:

- * Supplier (empty)
- * Supplier VAT ID (empty)
- * Invoice From Address (empty)
- * Remit-To Address (empty)
- * Ship From Address (empty)

Catatan: Nomor dan tanggal Faktur di Coupa harus sama persis dengan yang ada di faktur sebenarnya, jika tidak, faktur akan ditolak oleh tim Pemrosesan Faktur (untuk lebih jelasnya silakan kunjungi panduan Praktik Terbaik untuk Kepatuhan). Jika alamat di "From Address," "Remit-To Address," atau "Ship from Address" tidak muncul, klik kaca pembesar untuk memilih alamat masing-masing. Jika tidak ada yang bisa dipilih, berarti Anda belum menyelesaikan setup e-Faktur. Jika ada beberapa faktur untuk Pesanan Pembelian, maka harus diserahkan secara terpisah.

Catatan: Untuk Norwegia, Denmark, Polandia dan Korea, kolom "Referensi Perintah Pembayaran" wajib diisi.



Select customer

Create Invoice Create

 Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. X
 Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

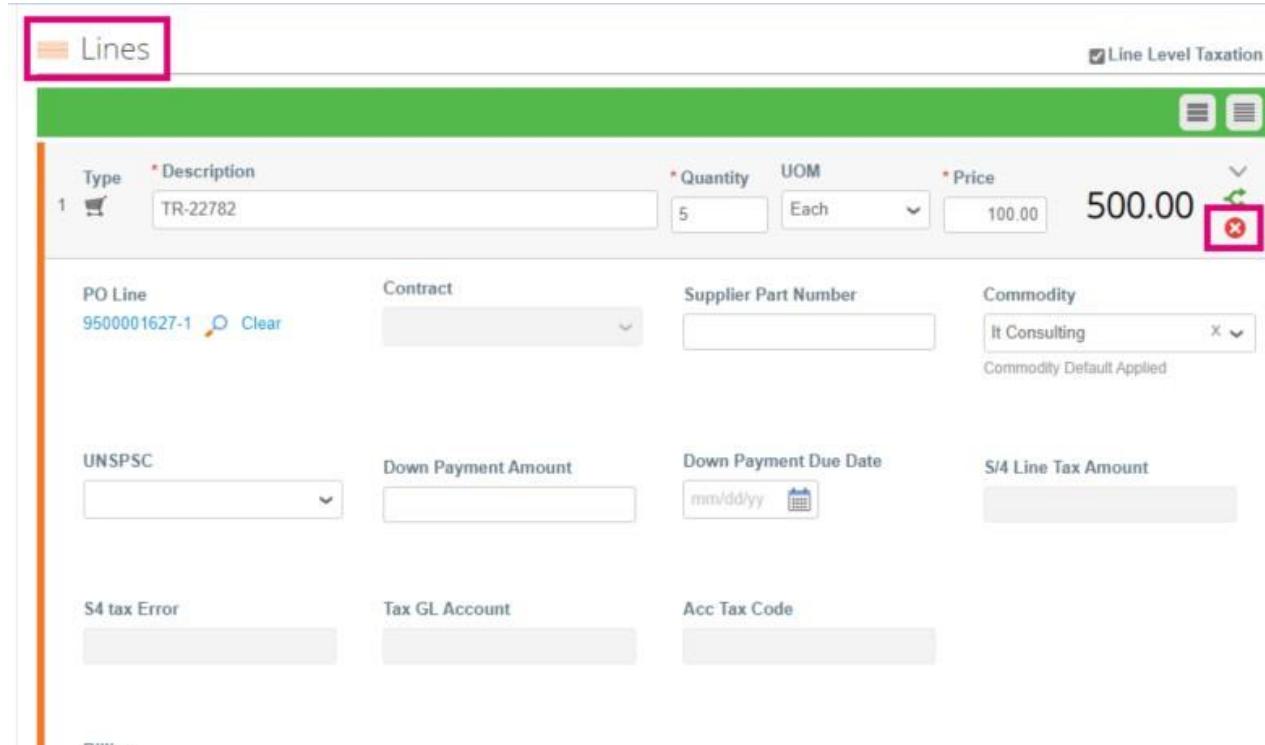
General Info

<small>* Invoice #</small>	<input type="text"/>
<small>* Invoice Date</small>	<input type="text" value="27/01/2025"/>
<small>Payment Term</small>	Z511-Within 90 days from invoice date, due net
<small>Date of Supply</small>	<input type="text" value="27/01/2025"/>
<small>* Currency</small>	<input type="text" value="EUR"/>
<small>Delivery Number</small>	<input type="text"/>
<small>Status</small>	Draft
<small>Shipping Term</small>	<input type="text" value="DAP"/>
<small>Supplier Note</small> <input type="text"/>	
<small>Attachments</small> Add File URL Text	
<small>Discount Amount</small> <input type="text"/>	
<small>Payment Order Reference</small> <input type="text"/>	
<small>Cash Accounting</small>	

From

<small>* Supplier</small>	0001005726-WWT EMEA UK LIMITED
<small>* Supplier VAT ID</small>	<input type="text" value="GB675121247"/>
<small>* Invoice-From Address</small>	Test Account REGENT HOUSE LONDON London W3 0XA United Kingdom LTD
<small>* Remit-To Address</small>	Test Account REGENT HOUSE LONDON London W3 0XA United Kingdom
<small>* Ship-From Address</small>	Test Account REGENT HOUSE LONDON London W3 0XA United Kingdom

4. Jika Anda perlu menghapus line Purchase Order atau Anda melakukan proses invoice terhadap Purchase Order dengan beberapa line, klik pada tanda X merah di sebelah baris yang ingin Anda hapus.



Lines

Line Level Taxation

Type	Description	Quantity	UOM	Price
1 TR-22782	9500001627-1	5	Each	100.00

PO Line: 9500001627-1 [Clear](#)

Contract:

Supplier Part Number:

Commodity: It Consulting [X](#)

Commodity Default Applied

UNSPSC:

Down Payment Amount:

Down Payment Due Date: mm/dd/yy

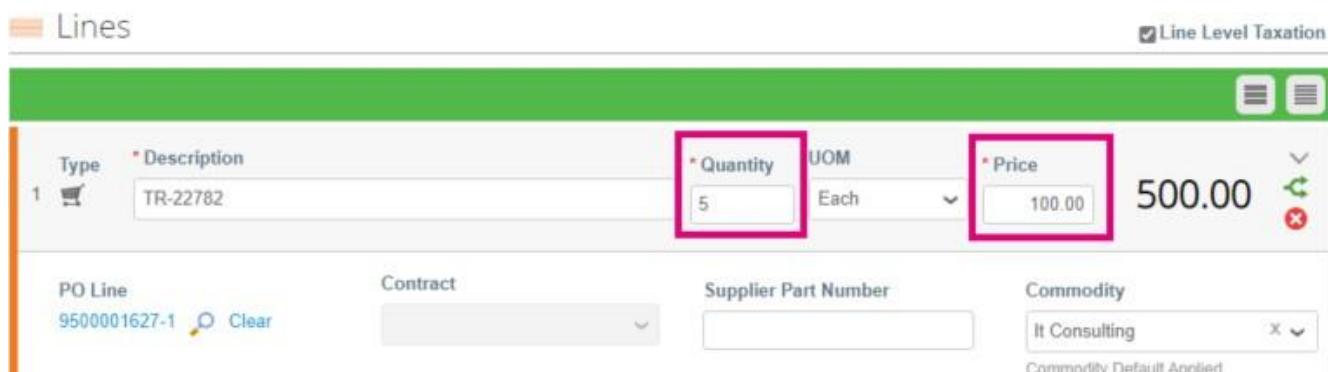
S/4 Line Tax Amount:

S4 tax Error:

Tax GL Account:

Acc Tax Code:

5. Sesuaikan **Quantity** atau **Price** (tergantung bagaimana PO dibuat) untuk merefleksikan jumlah penagihan



Lines

Line Level Taxation

Type	Description	Quantity	UOM	Price
1 TR-22782	9500001627-1	5	Each	100.00

PO Line: 9500001627-1 [Clear](#)

Contract:

Supplier Part Number:

Commodity: It Consulting [X](#)

Commodity Default Applied

Catatan: Jika Anda tidak melakukan invoice terhadap seluruh Purchase Order, Anda harus menghapus semua baris yang tidak digunakan, termasuk baris yang memiliki jumlah/kuantitas 0,00.

6. Masukkan Jumlah Pajak pada bidang **Tax** pada bagian bawah layar dan klik **Calculate** untuk menghitung harga total termasuk Pajak. Setelah PPN dihitung, Anda siap untuk mengirimkan invoice kepada Organon dengan mengklik tombol **Submit**.

Totals & Taxes

Lines Net Total	9,000.00
Shipping	
Tax	<input type="button" value="▼"/> <input type="button" value=""/> % <input type="text" value="0.000"/>
 Tax Reference	Enter a tax reason description.
Handling	
Tax	<input type="button" value="▼"/> <input type="button" value=""/> % <input type="text" value="0.000"/>
 Tax Reference	Enter a tax reason description.
Tax	<input type="button" value="▼"/> <input type="text" value="0.000"/> % <input type="text" value="0.000"/>
	
Total Tax	0.00
Net Total	9,000.00
Total	9,000.00