



CREATE AN INVOICE VIA SUPPLIER ACTIONABLE NOTIFICATION

How To Guide





One of the primary advantages of the Supplier Actionable Notification is the ability to create an invoice and submit it electronically to Organon for payment directly from your indirect PO notification.

How to Create an Invoice via SAN

To submit the invoice via Supplier Actionable Notification, you must have received an email from Coupa notifying you that the Purchase Order (PO) has been created.



1. Click on the button **Create Invoice** to begin creating the invoice directly from the email.

Organon I #9500123	Pharma (UK) Limited Purchase Order 157
Order Su	ummary
Date	12/09/24
PO Total	20,000.00 GBP
Shipping Terms	DAP
Payment Terms	Z507-Within 30 days from invoice date due net
Contact	
Manage	Order Create Invoice
	Orders details below





2. Click on Create New Remit-To.

-	and the second	en rerideress organon	Degion DV
Draft		Handels: 223476 I	straat 31 Upgrade street2
DUP	Choose Invoice From Address	>	< els
Choose F	No Invoice From Addresses to choose from.		526
	To add a new address click Create New Rem	nit-To.	5526 ~
Add File LL	Cancel	Create New Remit-To	nmerce 31, Floor els
		Location	Code: BBO
		ICD Number	

3. Fill out the **Company information** and **Banking information**, click on **Create and Use**.

Enter a new addres	ss 🗙		
Create a Remit To address how you would want to be online.	s to make it available on invoices to specify the details of paid. The Remit To name helps when creating invoices	Banking Informatic NOTE: Banking informatic (with a "*"). Otherwise, ban	on is required for compliant invoicing when indicated sking info here is not required and will remain private
Company Informat	ion	* Bank Name:	
Supplier	0001062183-Test Account2		A Must be present on Belgium compliant invoice
* Country/Region	Belgium	Beneficiary Name:	
* Registered company legal name		* Bank Account Number:	
* Company Registration Number		Transit Code Type:	Must be present on Belgium compliant invoice
* Type of Company	Must be present on Belgium compliant invoice	Transit Code:	
	A Must be present on Belgium compliant invoice	IBAN:	
Liquidation State		SWIFT Code:	
* Place of Registration			
* Register Legal	Must be present on Belgium compliant invoice		Cancel Create and Us
Entities	Must be present on Belgium compliant invoice		
License Number			

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4. Fill out **invoice number**, **invoice date** and attach PDF legal invoice in the **Attachments** field.

Organon Organon UAT Create Invo	ice Create		Sign Out
🔅 General Info	c	🔗 From	
* Invoice #		* Supplier	0001005941-Test Account
* Invoice Date	12/09/24	* Supplier VAT ID	GB875121247 🗸
Payment Term (determined automatically. Manual entry ignored) Date of Supply	Z507-Within 30 days from invoice date due net	* Invoice From Address	Test Account REGENT HOUSE LONDON London W3 0XA United Kingdom
* Currency	GBP V		LTD
Delivery Number Status Shipping Term Supplier Note	Draft DAP	* Remit-To Address	Test Account REGENT HOUSE LONDON London W3 0XA United Kingdom
Attachments 1 Discount Amount Payment Order	Add File URL Text	* Ship From Address	Test Account REGENT HOUSE LONDON London W3 0XA United Kingdom
Reference		⊘ To	
Cash Accounting Scheme		Customer	Organon
Margin Scheme		* Bill To Address	Organon Pharma (UK) Limited SHOTTON LANE 658514 Upgrade street2 CRAMLINGTON





Note: The Invoice number in Coupa must be unique and must match the invoice number in the attachment.

If there are multiple invoices for a Purchase Order, they must be submitted separately.

5. If you need to delete a Purchase Order line or you are invoicing against a Purchase Order with multiple lines, please click on the red X next to the line you would like to remove.

Test line 1	Qty 500.000	UOM Kilogram	Price	40.00	20,000	.00
PO Line 9500123157-1	Service/Time St None	neet Line	Contract		Period	
Supplier Part Number	HSN/SAC Select	HSN code from the drop	Billing 1007_UNITED K	INGDOM-67102000-1	0070238	
	down list.					
Taxes						
Taxes VAT Rate	VAT Amount	Tax Reference				
Taxes VAT Rate	VAT Amount 0.00	Tax Reference				

6. Adjust the **Quantity** field (depending on how the PO was created) to reflect the billing amount





Туре	Description	Qty	UOM	Price			~ (
1	Test line 1	500.000	Kilogram	~	40.00	20,000.0	0
PO Line		Service/Time Sh	eet Line	Contract		Period	
9500123	157-1	None		~		\sim	

Note: If you are not invoicing for the entire Purchase Order, you must delete all the unused lines, including the lines having 0.00 amount/quantity.

7. Enter the Tax Amount under the Tax field at the bottom of the screen and click Calculate to calculate the total price including Tax. Once the VAT is calculated, you are ready to send the invoice to Organon by clicking the Submit button.





Taxes VAT Rate VAT Amount T 20.0%	fax Reference	
Add Line Pick lines from Contract	Totals & Taxes Lines Net Total Lines VAT Totals	20,000.00 4,000.00
	Shipping VAT Tax Reference	0.000 ax reason description.
	Handling VAT	0.000
	Total VAT Net Total	4,000.00 20,000.00
	Gross Total	24,000.00

