



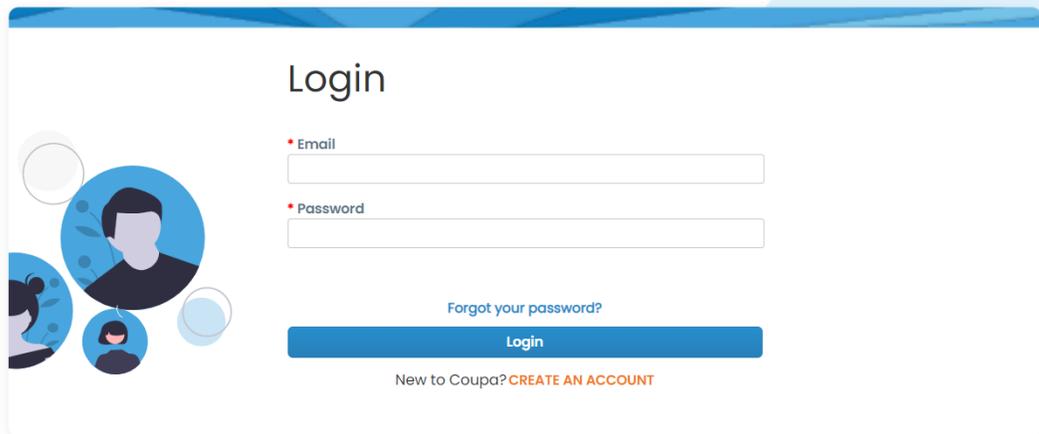
MEMBUAT INVOICE ATAU CATATAN KREDIT

Petunjuk 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.

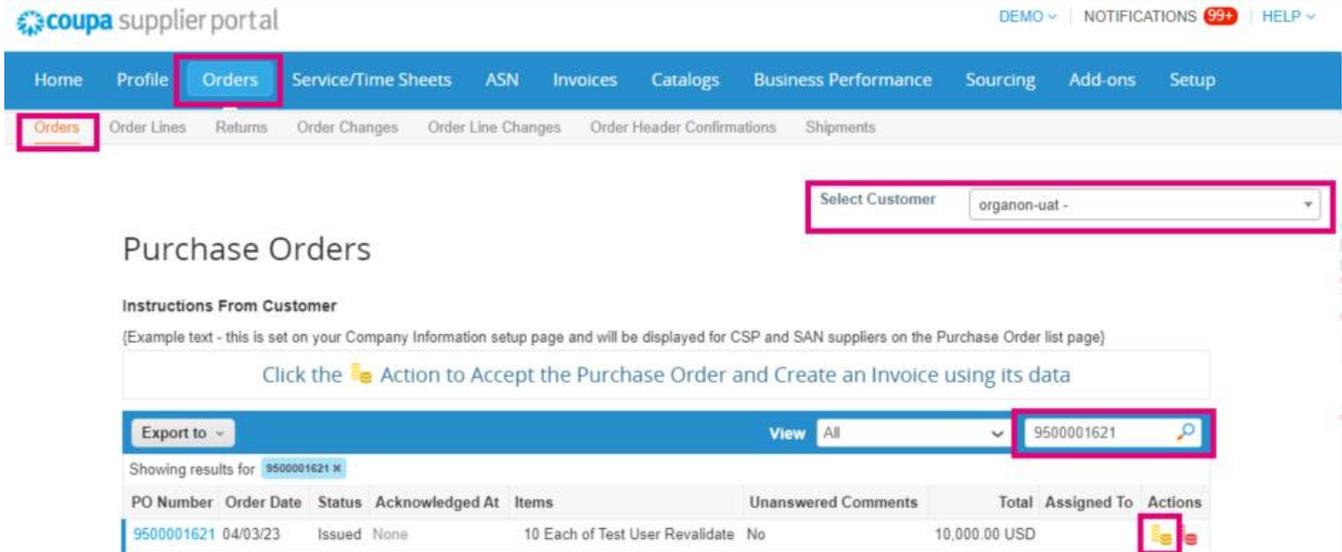
Cara Membuat Invoice

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



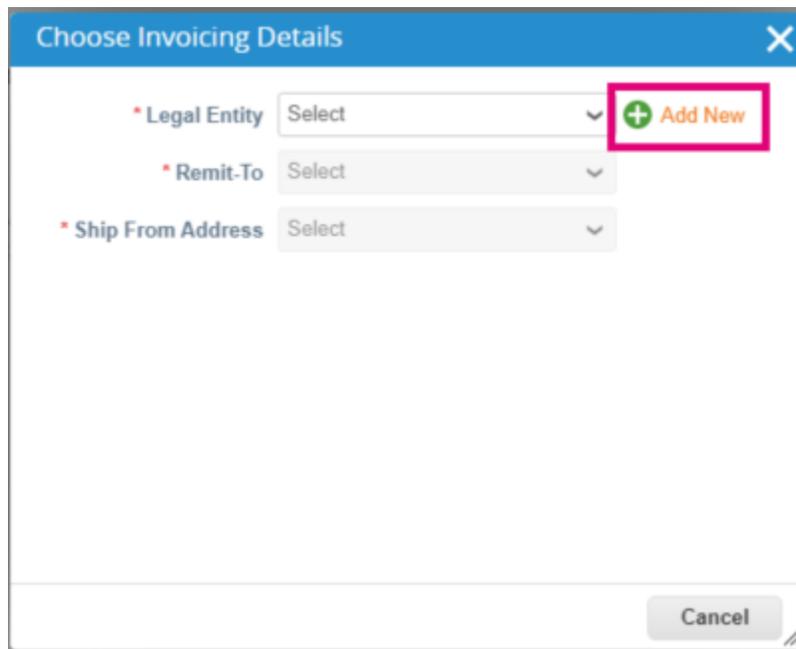
The screenshot shows the login interface of the Coupa Supplier Portal. At the top left, the text 'coupa supplier portal' is displayed next to the Coupa logo. At the top right, there is a 'Secure' indicator with a lock icon. The central part of the page is a white box with a blue header and footer. The header says 'Login'. Below it, there are two input fields: one for 'Email' and one for 'Password', both with red asterisks indicating required fields. Below the password field is a link that says 'Forgot your password?'. A blue 'Login' button is positioned below the links. At the bottom of the white box, there is a link that says 'New to Coupa? CREATE AN ACCOUNT'.

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



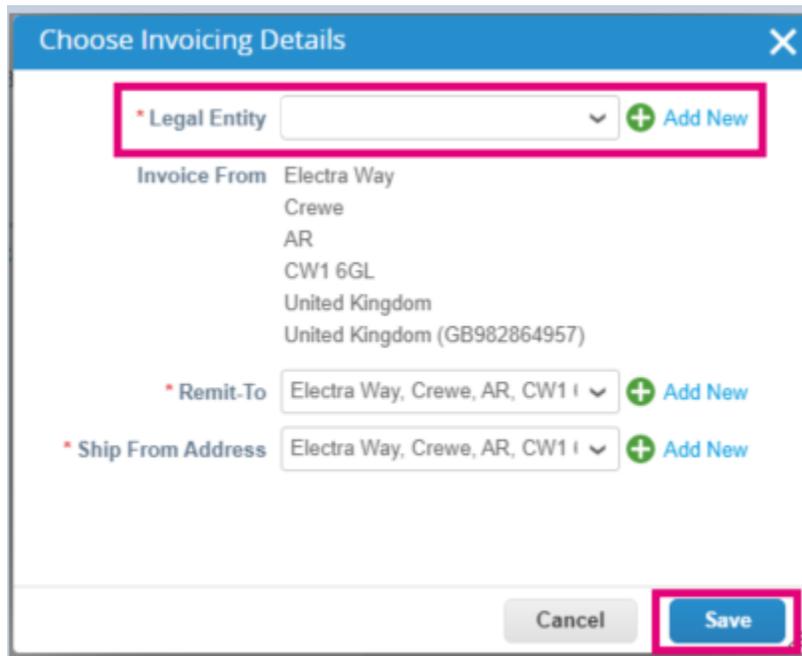
The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'coupa supplier portal' on the left and 'DEMO', 'NOTIFICATIONS 99+', and 'HELP' on the right. Below this is a main menu with 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Orders' menu item is highlighted. Below the main menu is a sub-menu with 'Orders', 'Order Lines', 'Returns', 'Order Changes', 'Order Line Changes', 'Order Header Confirmations', and 'Shipments'. The 'Orders' sub-menu item is also highlighted. In the main content area, there is a 'Select Customer' dropdown menu with 'organon-uat -' selected. Below this is the 'Purchase Orders' section. Under 'Purchase Orders', there is an 'Instructions From Customer' section with a text box containing 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'. Below the instructions is a table with columns: 'Export to', 'View', and a search field containing '9500001621'. The table shows results for '9500001621'. The table has columns: 'PO Number', 'Order Date', 'Status', 'Acknowledged At', 'Items', 'Unanswered Comments', 'Total', 'Assigned To', and 'Actions'. The first row shows: '9500001621', '04/03/23', 'Issued', 'None', '10 Each of Test User Revalidate', 'No', '10,000.00 USD', and an 'Actions' column with a yellow icon and a red notification icon.

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)".



The screenshot shows a dialog box titled 'Choose Invoicing Details'. It has a blue header with a close button (X). The dialog contains three fields: '* Legal Entity', '* Remit-To', and '* Ship From Address'. Each field has a 'Select' dropdown menu. The 'Legal Entity' dropdown is highlighted with a red box, and a '+ Add New' button is visible next to it. At the bottom right of the dialog is a 'Cancel' button.

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



Choose Invoicing Details

* Legal Entity + Add New

Invoice From Electra Way
Crewe
AR
CW1 6GL
United Kingdom
United Kingdom (GB982864957)

* Remit-To Electra Way, Crewe, AR, CW1 | + Add New

* Ship From Address Electra Way, Crewe, AR, CW1 | + Add New

Cancel 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 + Add [File](#) | [URL](#) | [Text](#)

Discount Amount

Cash Accounting Scheme

Margin Scheme

From

* Supplier

* Supplier VAT ID

* Invoice From Address

* Remit-To Address

* Ship From Address

To

Customer

* Bill To Address

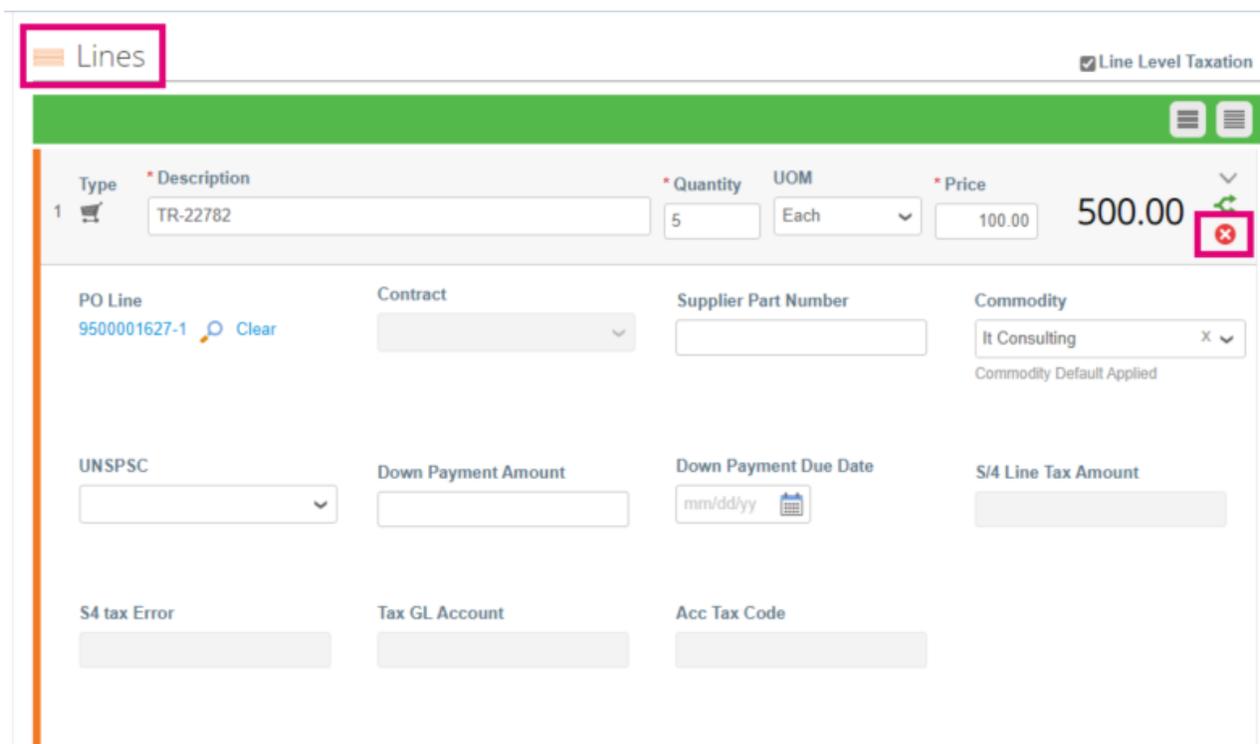
* Buyer VAT ID

Ship To Address

Country of Origin

Catatan: Nomor Invoice pada Coupa harus unik dan harus cocok dengan nomor invoice yang ada pada attachment. Jika alamat pada “From Address,” “Remit-To Address,” atau “Ship from Address” tidak muncul, klik kaca pembesar untuk memilih masing-masing alamat. Jika tidak ada yang dapat dipilih, berarti Anda belum menyelesaikan pengaturan e-Invoice. Jika ada beberapa invoice untuk Purchase Order, maka harus dikirimkan secara terpisah.

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.



The screenshot shows the 'Lines' section of a Coupa interface. At the top left, the word 'Lines' is highlighted with a pink box. On the right, there is a checkbox for 'Line Level Taxation' which is checked. Below this is a green header bar with menu icons. The main area contains a table with columns: Type, Description, Quantity, UOM, Price, and a total price of 500.00. The first row shows a line with Type '1', Description 'TR-22782', Quantity '5', UOM 'Each', and Price '100.00'. To the right of the Price field, there is a red 'X' icon in a square box, indicating a delete action. Below the table, there are several input fields for additional details: PO Line (9500001627-1), Contract, Supplier Part Number, Commodity (It Consulting), UNSPSC, Down Payment Amount, Down Payment Due Date, S/4 Line Tax Amount, S/4 tax Error, Tax GL Account, and Acc Tax Code.

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

Lines ☑ Line Level Taxation

Type	Description	Quantity	UOM	Price	Total
1	TR-22782	5	Each	100.00	500.00

PO Line: 9500001627-1 [Clear](#) Contract: Supplier Part Number: Commodity: It Consulting Commodity Default Applied

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**.

Totals & Taxes

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

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.

Lines Line Level Taxation

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

PO Line: 9500001621-1 Service/Time Sheet Line: None Contract: Supplier Part Number:

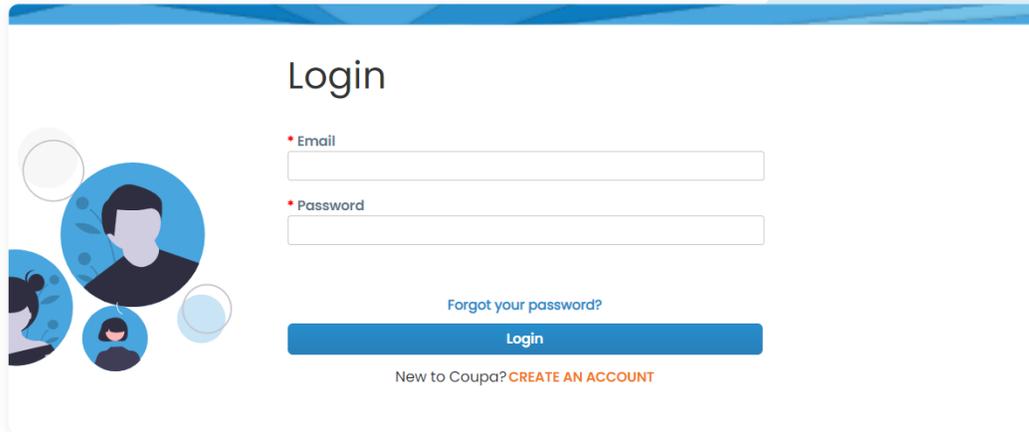
Billing: 1007_UNITED KINGDOM-62002301-10071189

Taxes

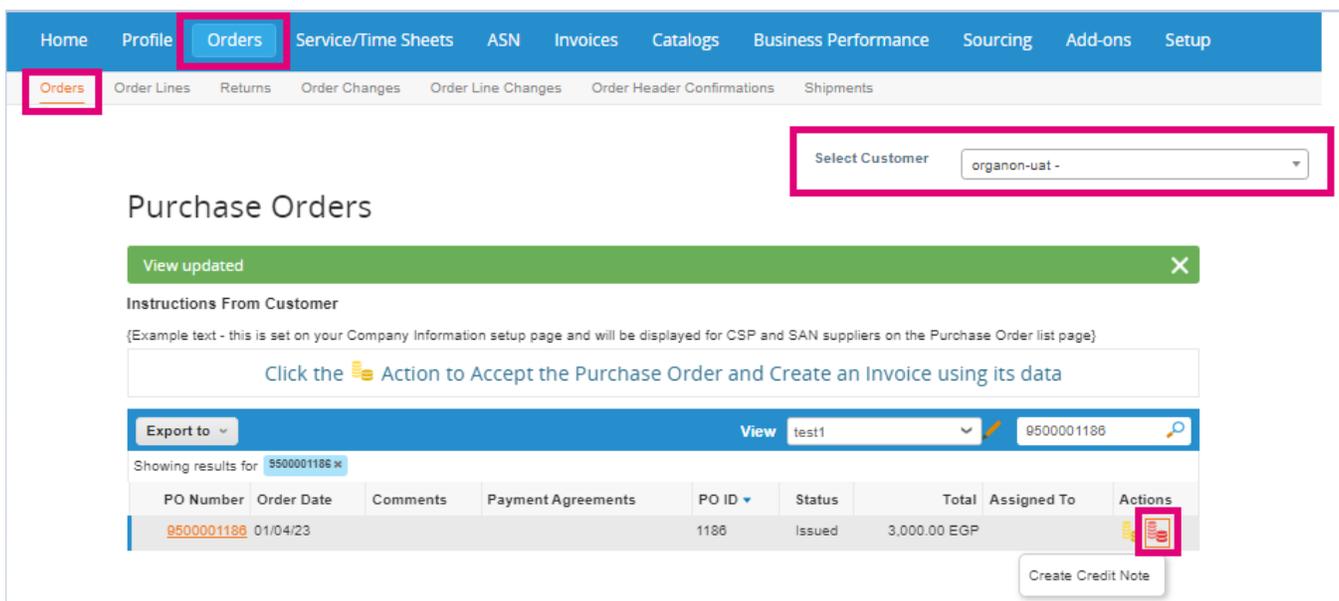
Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	<input type="text"/>	0.00	<input type="text"/> +

Cara Membuat Catatan Kredit

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



2. Jika Anda ingin membuat Catatan Kredit, Anda memiliki beberapa kemungkinan untuk melakukannya.
 - a. Pilih **Orders**, **Select Customer**, gunakan bar search untuk mencari PO yang diinginkan, klik tumpukan koin merah pada kolom **Actions** ATAU klik pada nomor PO.



Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Orders Order Lines Returns Order Changes Order Line Changes Order Header Confirmations Shipments

Select Customer organon-uat -

Purchase Orders

View updated

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

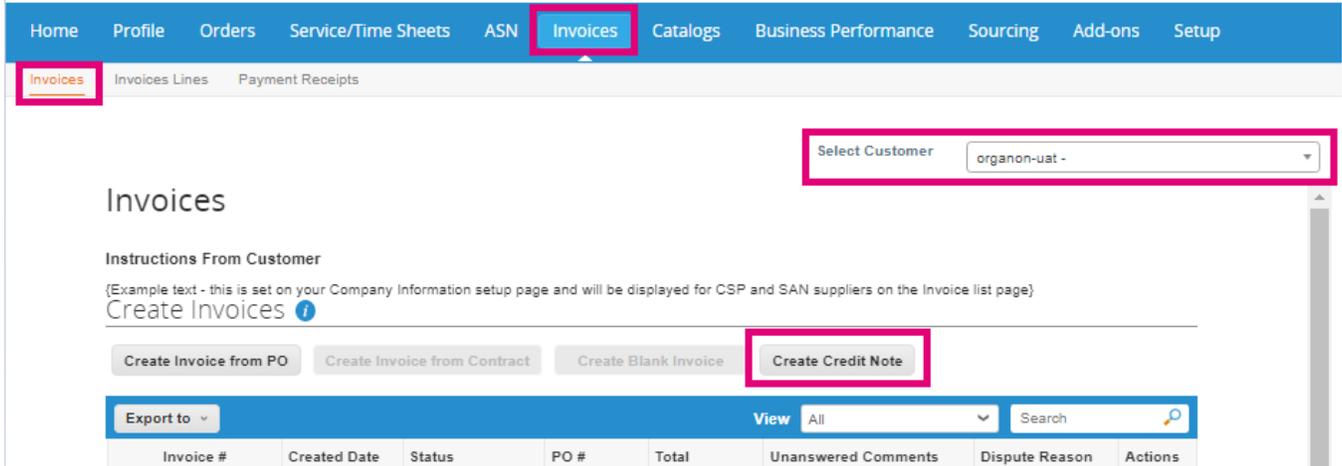
Export to View test1 9500001186

Showing results for 9500001186 x

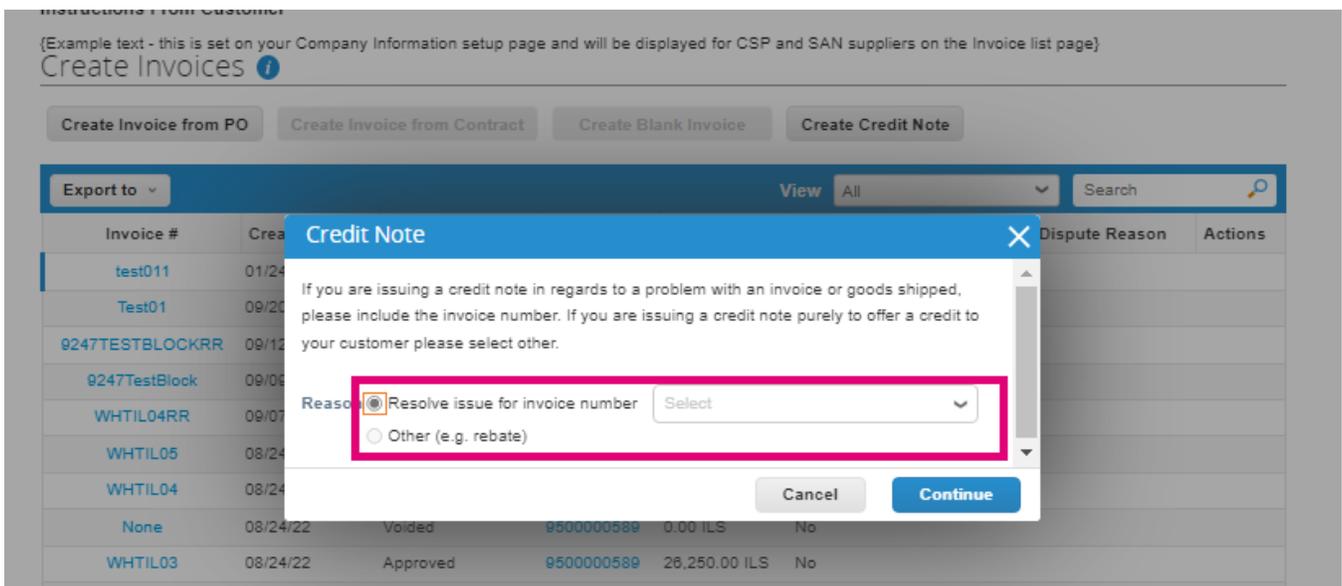
PO Number	Order Date	Comments	Payment Agreements	PO ID	Status	Total	Assigned To	Actions
9500001186	01/04/23			1186	Issued	3,000.00 EGP		

Create Credit Note

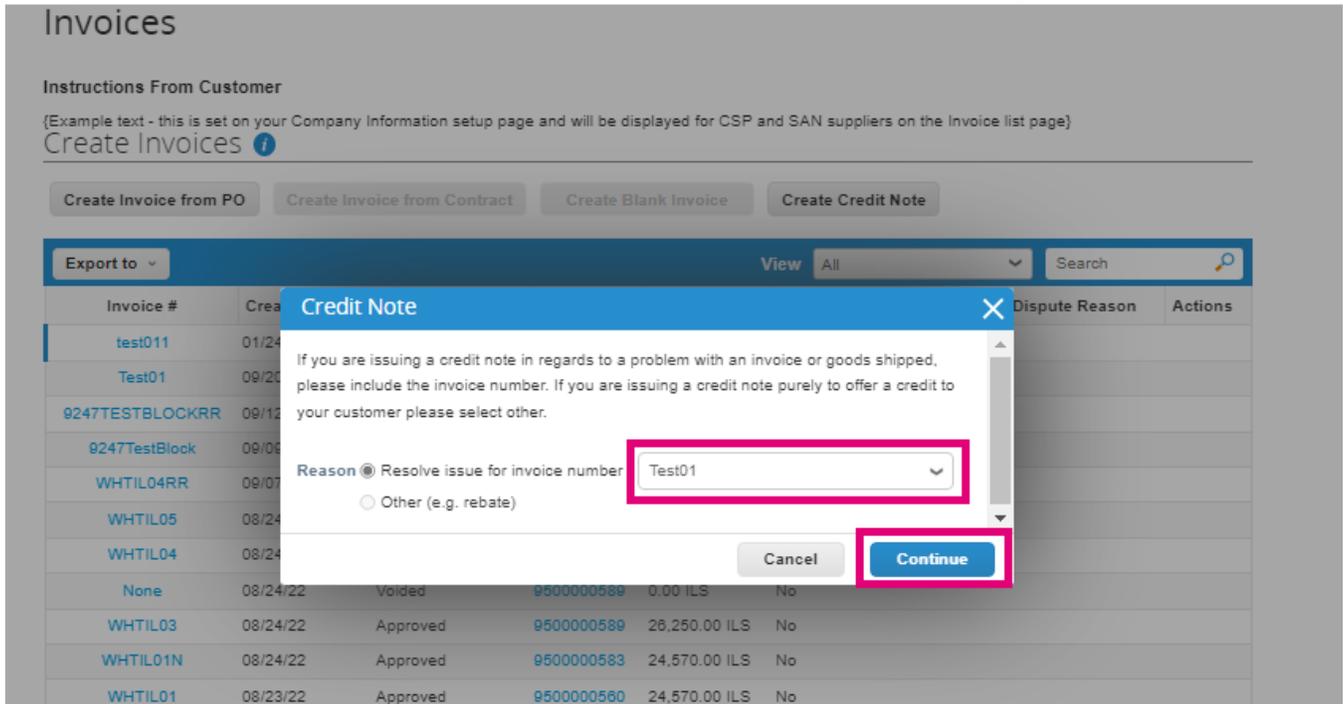
b. Pilih Invoices, Select Customer dan klik Create Credit Note



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



Jika Anda harus mengirimkan Catatan Kredit untuk Invoice tertentu, 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 #	Create	Status	Amount	Dispute Reason	Actions
test011	01/24				
Test01	09/20				
9247TESTBLOCKRR	09/12				
9247TestBlock	09/08				
WHTIL04RR	09/07				
WHTIL05	08/24				
WHTIL04	08/24				
None	08/24/22	Voided	9500000589	0.00 ILS	No
WHTIL03	08/24/22	Approved	9500000589	26,250.00 ILS	No
WHTIL01N	08/24/22	Approved	9500000583	24,570.00 ILS	No
WHTIL01	08/23/22	Approved	9500000580	24,570.00 ILS	No

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						
Test01	09/20						
9247TESTBLOCKRR	09/12						
9247TestBlock	09/08						
WHTIL04RR	09/01						
WHTIL05	08/24						
WHTIL04	08/24/22	Approved	9500000589	24,570.00 ILS	No		
None	08/24/22	Voided	9500000589	0.00 ILS	No		
WHTIL03	08/24/22	Approved	9500000589	26,250.00 ILS	No		
WHTIL01N	08/24/22	Approved	9500000583	24,570.00 ILS	No		
WHTIL01	08/23/22	Approved	9500000560	24,570.00 ILS	No		

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Credit Note

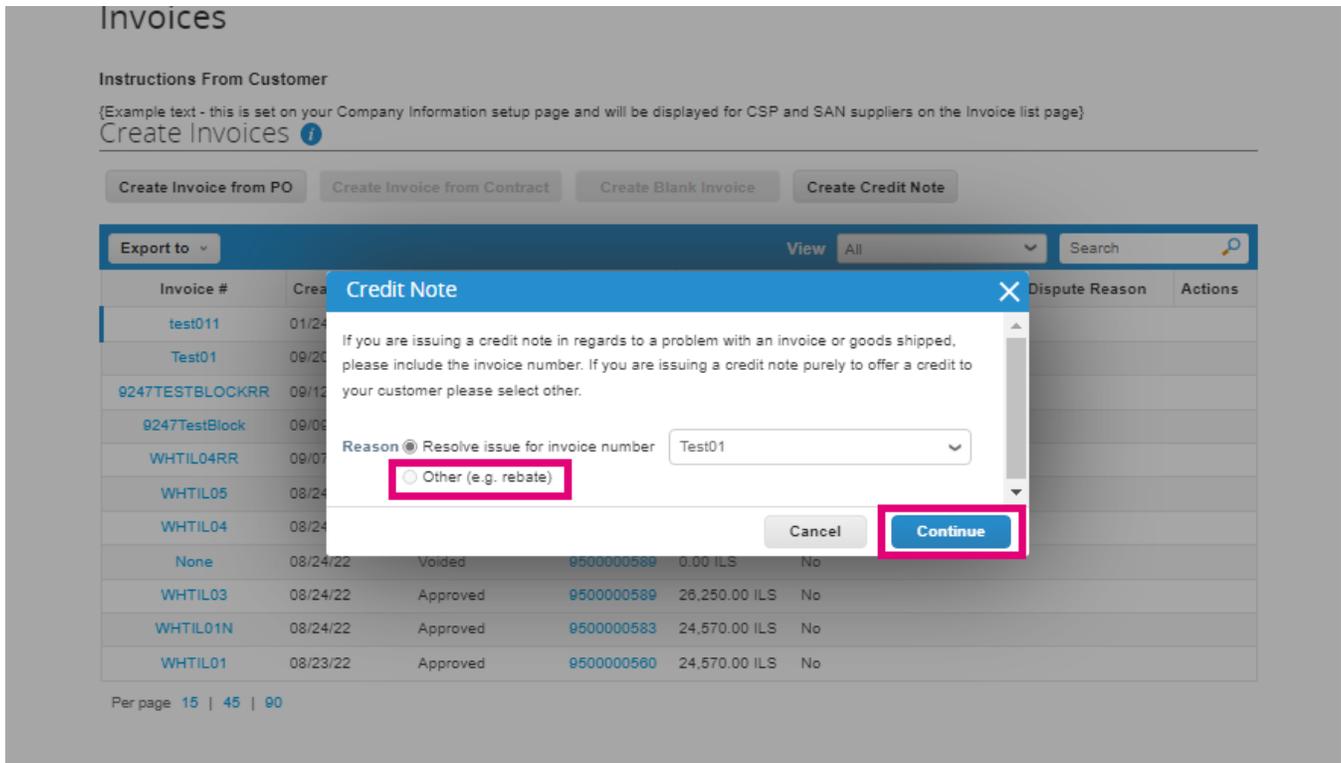
How do you want to correct invoice "Test01" ?

Completely cancel the invoice with a credit note ⓘ

Adjust invoice with a credit note ⓘ

Cancel Create

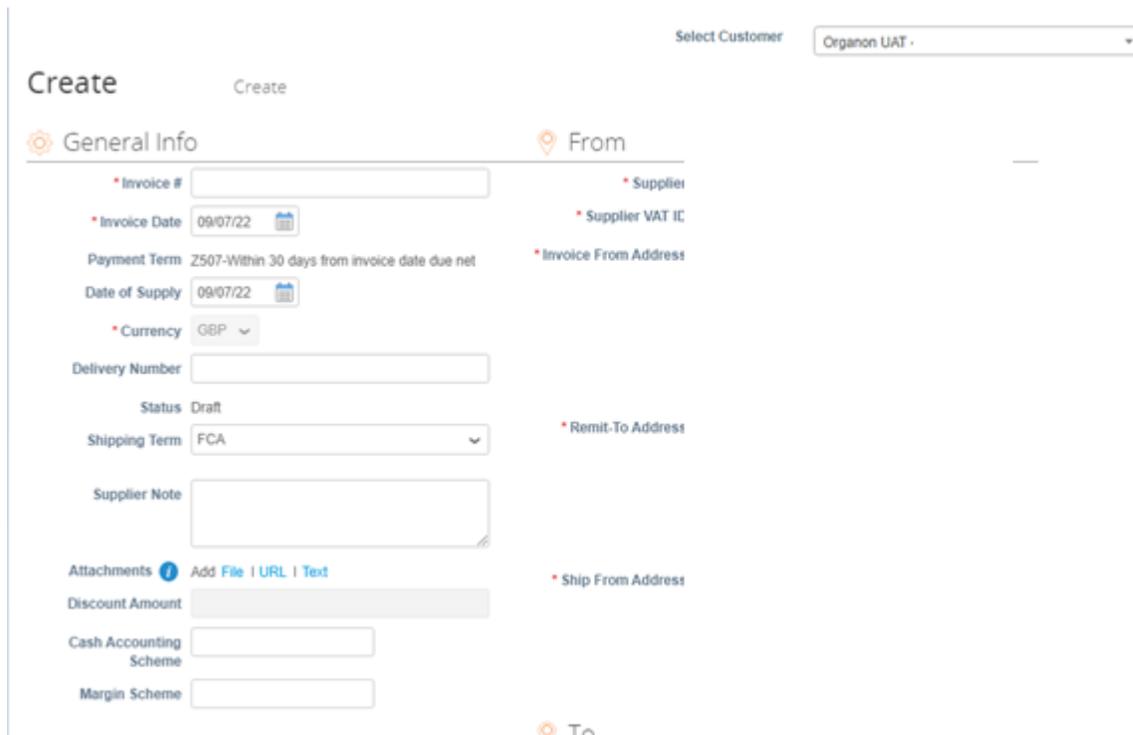
Catatan: Jika Anda tidak memiliki nomor invoice yang tepat, pilih opsi **Other (e.g., rabate)** pada layar.



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)**:

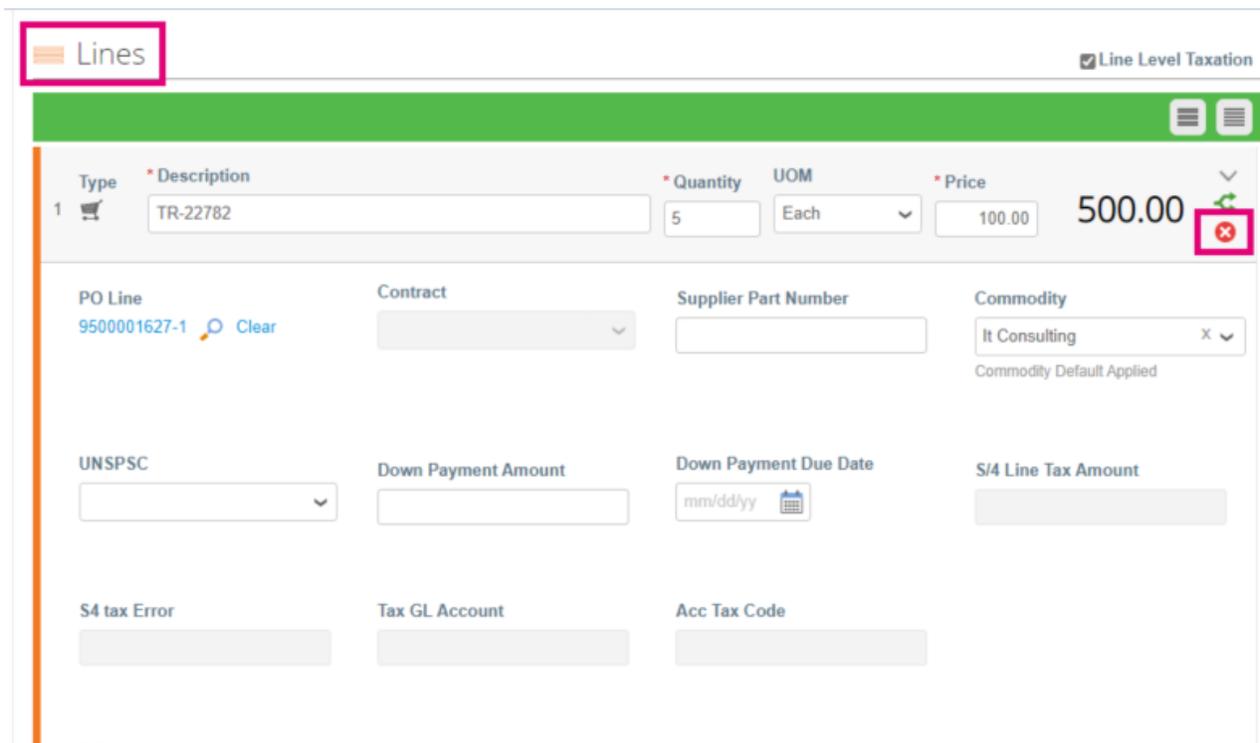
- Coupa memvalidasi data invoice sesuai dengan registrasi pajak negara vendor
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Catatan: Nomor Invoice pada Coupa harus unik dan harus cocok dengan nomor invoice dalam attachment. Jika alamat yang ada pada “From Address,” “Remit-To Address,” atau “Ship from Address” tidak muncul, maka klik kaca pembesar untuk memilih masing-masing alamat. Jika tidak ada yang dapat dipilih, berarti Anda belum menyelesaikan pengaturan e-Invoice. Jika ada beberapa invoice untuk Purchase Order, maka harus dikirimkan secara terpisah.

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.



Type	Description	Quantity	UOM	Price	Total
1	TR-22782	5	Each	100.00	500.00

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

Lines ☑ Line Level Taxation

Type	Description	Quantity	UOM	Price	Total
1	TR-22782	5	Each	100.00	500.00

PO Line: 9500001627-1 [Clear](#) Contract: Supplier Part Number: Commodity: It Consulting 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
<hr/>	
Shipping	<input type="text"/>
Tax	<input type="text"/> % <input type="text" value="0.000"/>
 Tax Reference	<input type="text" value="Enter a tax reason description."/>
<hr/>	
Handling	<input type="text"/>
Tax	<input type="text"/> % <input type="text" value="0.000"/>
 Tax Reference	<input type="text" value="Enter a tax reason description."/>
<hr/>	
Tax	<input type="text"/> % <input type="text" value="0.000"/>
	
<hr/>	
Total Tax	0.00
Net Total	9,000.00
Total	9,000.00

Delete Cancel Save as Draft Calculate **Submit**