

Electronic invoicing is available, if your company has VAT registration in one of the following countries:

Australia	Finland	Malaysia	Slovakia
Austria	France	Netherlands	South Africa
Belgium	Germany	Norway	Spain
Czech Republic	Ireland	Poland	Sweden
Denmark	Italy	Singapore	Switzerland
United Kingdom	United States		

More Details:

https://success.coupa.com/Suppliers/Integration_Resources/cXML_Compliance

Getting started with Coupa Supplier Portal (CSP)

To transact with **Airbus** using **electronic channels** you need:

1. To be invited by Airbus to join the Coupa Supplier Portal. Invitation will come from the following mailbox:
do_not_reply@supplier.coupahost.com
2. To set up an account in Coupa Supplier Portal **click the link at the bottom of the invitation**

Creating an invoice

1. Since **all electronic invoices for Airbus have to be PO-based**, you need to go into the **Orders tab** to create an invoice
2. Choose PO (check previous invoices for this PO) and click **Create** invoice icon (golden coins)
3. Populate invoice header



You need to understand

As your company joins the Coupa platform, responsible person needs to accept Coupa's Terms of Use

When you issue an electronic invoice through Coupa, this is the **one and only legal invoice**

Don't send us any duplicate of this invoice by **paper** or **PDF**

4. Review line details, which are automatically flipped from the PO

The screenshot shows the 'Lines' section of the Coupa interface. It includes a table with columns for Type, Description, Qty, UOM, Price, and Total. A 'Test PO' line is shown with a price of 100.00. Below the table, there are fields for PO Line, Contract, Billing, Supplier Part Number, and Commodity. A 'Taxes' section shows a VAT Rate of 0.00. A 'Subtotal' of 100.00 is displayed, along with a 'VAT Rate (Misc)' of 0.00 and a 'Gross Total' of 100.00. Several warning icons (#1, #2, #3, #4) are present, indicating areas that need attention.

Invoicing Important Remarks

- (!) Invoice currency has to match the PO currency
- (!) Make sure, your address details are correct
- (!) Don't attach PDF invoice to the electronic one.
- (!) If you don't want to invoice some PO lines, delete them from the Invoice

AIRBUS

Need Support?

► +33 1 57 32 48 95 - Option 3 for Click n'Buy
(Monday-Friday, Business working hours CE(S)T)

► support.customercare@airbus.com

Supplier Quick Reference Guide #1

Getting started and invoice creation

English



AIRBUS

Invoicing Important Remarks

(!) **Price cannot be 0.** Don't submit lines with 0 total. Simply, **delete the whole line**

(!) Do not choose **0% VAT rate** or **Exempt**, if your invoice is subject to VAT.

Carefully select the correct VAT rate

(!) All additional expenses are to be input under Misc. Costs

(!) An invoice can be associated only to 1 PO – if you need to invoice 2 POs, please create 2 invoices

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
C900000107	02/08/18	Issued	None	1 Each of Test PO	No	100.00 EUR	
C900000081	02/08/18	Issued	None	1 Each of TEST PO	No	1,000.00 EUR	

(!) PO-lines: it's important to read description and issue invoice against proper PO line. E.g. put correct cost vs corresponding line from a PO

Currency: EUR

Type	Description	Qty	UOM	Price	Total
	Test PO	1.000	Each	100.00	100.00

(!) Once the invoice is paid, you will receive the payment date indication in the Invoice in CSP

Paid Yes

Payment Date 03/21/18

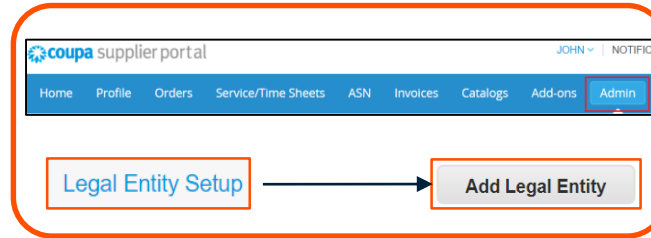
Payment Notes paid manually

Amount Paid 23,021.00



Setting up Remit-To Address

To speed-up Invoice creation in CSP, you can define your Company legal entity details:



(!) Tax registration country of your Legal entity defines the legal invoice template, including **VAT rates**.

What is your Tax ID?

Country: France

VAT ID:

VAT Rate	VAT Amount	Tax Reference
19.0%	0.00	
7.0%		
0.0%		
Exempt		
Reverse Charge		

(!) Please remember that only for **Belgium, Germany** and **South Africa** bank details in Remit-to section are mandatory. If your company is registered elsewhere – leave them blank. These fields will be matched against the Airbus Vendor Master Data which will instead be used.

(!) There is no possibility to edit existing Supplier Remit-to. If you want to change any details, deactivate existing Supplier Remit-to and create a new one.

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next. Add Remit-To

Remit-To	Banking Information	Status	Manage
Test Address Test City 1234567 France	None	Active	Manage

