



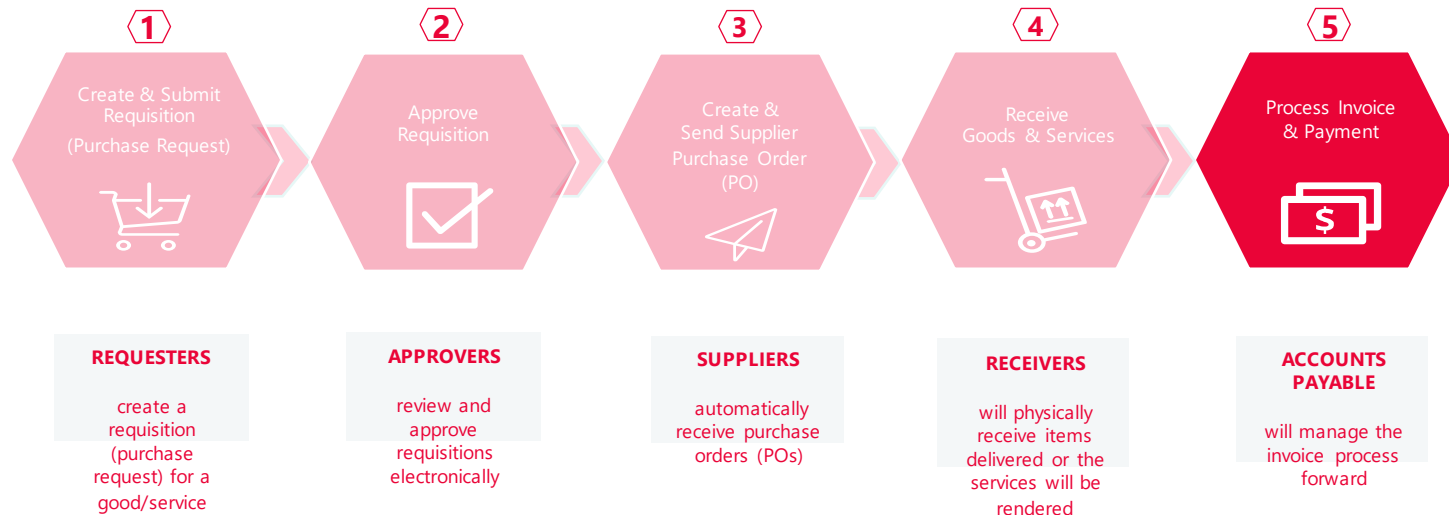
molex

Coupa Invoice

Guidance Material for Suppliers

Invoice Overview

- Invoice processing is the **end-to-end** process used by **Molex** to handle supplier invoices.
- The process begins when an invoice is received and finishes when the payment is made
- Invoices should be submitted electronically through **Coupa**. However, PDF invoices will still be received in invoices@molex.com and by paper from suppliers who are not digitally enabled. **Note:** China domestic suppliers will not be using CSP for invoice processing, Italy suppliers will continue processing invoices using SDI.
- Coupa Invoicing enables electronic invoicing by the supplier, automates exception handling workflows, and shortens cycle times, improving ability to get paid on time with automated invoice matching.



Key Terms and Concepts

Invoice

The document (usually electronic) submitted by the Supplier that itemizes what they are owed for the products or services provided to an organization. An Invoice will usually include the quantity of purchase, price of goods and/or services, date, unique Invoice number, tax information and a corresponding PO number.

Supplier PO Flip

The process of creating an Invoice pre-populated with PO information. PO Flips reduce the chance for error as Supplier, line description, quantity and pricing information is automatically matched to the original Purchase Order. Suppliers can perform this function via the Coupa Supplier Portal or Supplier Actionable Notification

PO Backed Invoicing

For purchases backed by Purchase Orders (PO), suppliers can send Electronic Invoices through cXML, CSP and SAN. For suppliers that are not able to submit an Electronic Invoice, paper invoices are accepted.

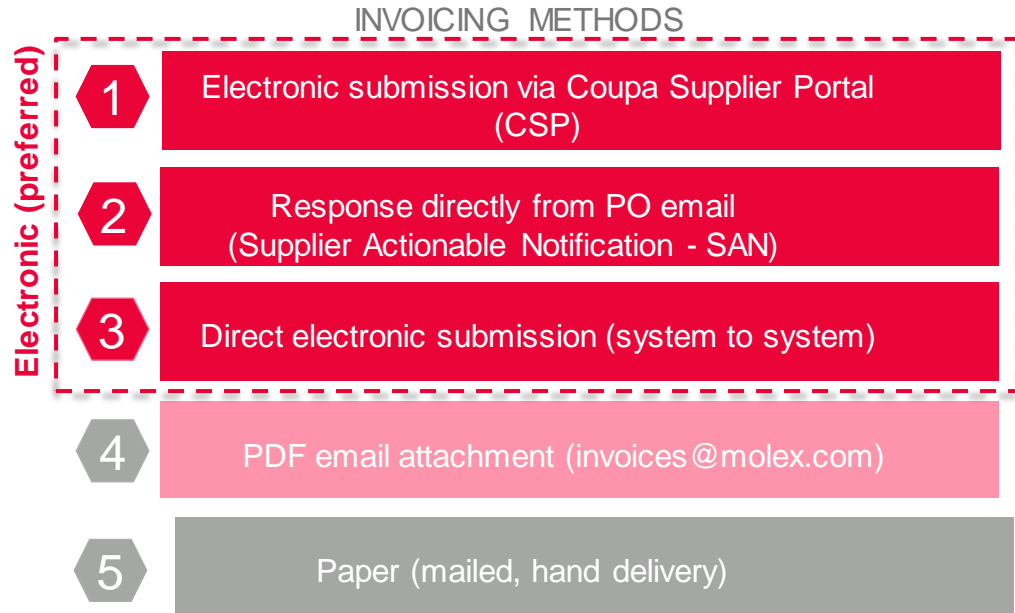


Invoicing Entry Methods

Note: China domestic suppliers will not be using CSP for invoice processing, Italy suppliers will continue processing invoices using SDI.

Five Invoice Entry Channels for Suppliers to Submit Invoices

Coupa electronic invoicing enables suppliers to “flip” Purchase Orders into invoices with just one click



A “flip” is when the purchase order is “flipped”, or converted, into an invoice electronically



1 Coupa Supplier Portal (CSP)



Electronic Submission via Coupa Supplier Portal

Background

- Suppliers can receive PO's and send invoices directly from their CSP account to Molex
- CSP is the recommended method of invoicing for all suppliers
- Suppliers can manage their POs and Invoices for all Coupa customers via the portal
- Click [here](#) to access a quick CSP Invoice video
- View additional material guidance – next 2 slides

Orders

Select Customer: Molex, Inc. [v] [Configure PO Delivery]

Purchase Orders

Click the Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
21	10/27/19	Issued	None	10 PCE of 3M respirator 10 PCE of Toothbrush	No	75.70 CNY	
20	10/27/19	Issued	None	1 PCE of cloth pocket 10 PCE of Big Cloth	No	77.60 CNY	

Invoices

Select Customer: Molex, Inc. [v]

Invoices

Create Invoices

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

Export to [v] View: All [v] Search [v]

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
2	10/28/19	Pending Approval	20	77.60 CNY	No	
1	10/28/19	Pending Approval	21	75.70 CNY	No	
None	10/28/19	Draft	21	75.70 CNY	No	
None	10/28/19	Draft	21	75.70 CNY	No	
None	10/28/19	Draft	21	75.70 CNY	No	

Per page: 15 | 45 | 90

Supplier Submission of Invoices Directly from Purchase Orders Part 1 of 2

One of the primary benefits of Coupa is the **Coupa Supplier Portal (CSP)**. Suppliers enabled by this technology will be able to directly view purchase orders that have been transmitted to them and automatically turn them into invoices. Suppliers who are not enabled by the CSP will still be able to send invoices in PDF form to invoices@molex.com or in other cases send paper invoices to your Molex site.

Molex expects all CSP enabled suppliers to use the "Create Invoice from PO" functionality first, before resorting to any other functionality.

Suppliers will go through the following steps to **Create an Invoice directly from a purchase order (PO Flip)**

1. From the Coupa supplier portal, access Invoices by clicking on the **Invoices** tab.
2. Click the **Create Invoice from PO** button
3. The Coupa Supplier Portal will direct suppliers to their **Purchase Orders** tab and direct them to find the purchase order they wish to invoice. The Supplier will then click on the 📄 icon

Note: If partial lines are being invoiced, the supplier needs to 0 out or adjust the lines to be only the ones ready to invoice now.

coupa supplier portal

Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Add-ons Admin

Select Customer Molex

Invoices

Create Invoices **2**

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	Actions
None	03/19/20	Draft	C000000864	24,000.00 USD	No	
toltest3	03/18/20	Pending Approval	C000000888	100.00 USD	No	
toltest2	03/18/20	Pending Approval	C000000866	150.00 USD	No	
toltest1	03/18/20	Pending Approval	C000000863	40,000.00 USD	No	
toltest	03/18/20	Pending Approval	C000000886	139.70 USD	No	
alitoltest	03/18/20	Pending Approval	C000000886	150.00 USD	No	

Click the 📄 Action to Invoice from a Purchase Order

View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
C000000888	03/18/20	Issued	None	5 Each of 1200x1000 Wood Pallet	No	69.85 USD	
C000000886	03/18/20	Issued	None	5 Each of 1200x1000 Wood Pallet	No	69.85 USD	
C000000885	03/18/20	Issued	None	5 Each of 1200x1000 Wood Pallet	No	69.85 USD	
C000000884	03/18/20	Issued	None	5 Each of 1200x1000 Wood Pallet	No	69.85 USD	

Supplier Submission of Invoices Directly from Purchase Orders Part 2 of 2

Submission of Invoice from Purchase Order Continued

- By using the direct **PO Flip** a supplier reduces the workload required to fill out an invoice and simultaneously reduces the likelihood of human error
- Invoice Date** Automatically populates based on current date
- Payment Term** is frozen based on Purchase Order
- Currency dropdown** allows adjustments
- Remit-To-Address** allows adjustments
- Ship from address** auto-populates (like ship to address for Requesters)
- Ship To Address** is frozen based on purchase Order
- Requester** assigned to PO is defaulted based on the Requester associated with the purchase order. When a user uses the **on-behalf-of** function, the **on-behalf-of-user** is assigned to the invoice. This reduces the manual Requester assignment by the **AP Invoice Processor**.
- Click the **Submit** button to send the invoice to Molex

The screenshot shows the 'Create Invoice' form in the Coupa Supplier Portal. The form is divided into 'General Info' and 'To' sections. Red callouts numbered 1 through 12 point to specific elements:

- 1: Coupa Supplier Portal logo
- 2: 'Create Invoice' title
- 3: 'General Info' section header
- 4: 'From' section header
- 5: Invoice # field
- 6: Invoice Date field (03/19/20)
- 7: Currency dropdown menu (USD)
- 8: Remit-To Address field (No address selected)
- 9: Ship From Address field (Arbor Industries, Inc)
- 10: Buyer Tax ID dropdown menu (36-2369491)
- 11: Ship To Address field (2222 Wellington Court)
- 12: Submit button

The 'General Info' section includes fields for Invoice #, Invoice Date, Payment Term (Within 90 days Due net-90), Currency (USD), Status (Draft), Image Scan, and Supplier Note. The 'From' section includes Supplier (031_Arbor Industries, Inc_191707), Supplier Tax ID (None), Invoice From Address (Arbor Industries, Inc), and Ship From Address (Arbor Industries, Inc). The 'To' section includes Customer (Molex), Buyer Tax ID (36-2369491), and Ship To Address (2222 Wellington Court). A summary table at the bottom shows a Total of 24,000.00. A 'Submit' button is located at the bottom right.

Field	Value
Invoice #	
Invoice Date	03/19/20
Payment Term	Within 90 days Due net-90
Currency	USD
Status	Draft
Supplier	031_Arbor Industries, Inc_191707
Supplier Tax ID	None
Invoice From Address	Arbor Industries, Inc 5750 Arbor Road Lincoln, LANCASTER 68503-0347 United States
Ship From Address	Arbor Industries, Inc 5750 Arbor Road Lincoln, LANCASTER 68503-0347 United States
Remit-To Address	No address selected
Customer	Molex
Buyer Tax ID	36-2369491
Ship To Address	2222 Wellington Court Lisle, IL 60532-3831 United States Location Code: 3160
Misc	
Total Tax	0.00
Net Total	24,000.00
Total	24,000.00

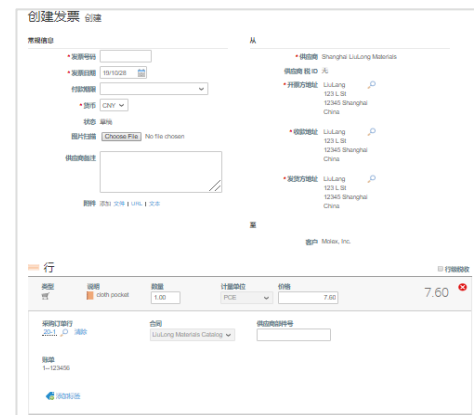
2 Supplier Actionable Notification (SAN)



Electronic Submission via email

Background

- Suppliers that are reluctant to join another “network”, remember another password, and go to another website to occasionally receive a purchase order (PO) or send an invoice can transact with their Coupa customers without having to register for or [log in](#) to the Coupa Supplier Portal (CSP) or any other website.
- Supplier Actionable Notifications (SAN) allow them to act on POs directly **from email notifications** for POs created in Coupa, having the options to acknowledge, create an invoice from, or add a comment to a PO, or create a CSP account if they want to take advantage of the benefits of working with their customers through the CSP, meaning Suppliers can receive POs via email, acknowledge the PO, and flip into an invoice directly from the PO email
- Click [here](#) to access a quick SAN Invoice tutorial video



3 cXML (Punchout Catalog)



Electronic Submission via cXML

Background

- Suppliers with cXML invoicing capability can send invoices directly to Coupa
- These invoices can be either PO or contract-backed and can refer to multiple purchase orders
- Once the cXML invoice is submitted by the supplier it will automatically transfer into the Coupa platform, triggering the matching and tolerance check

Considerations

- Only suppliers that have cXML capabilities can have punchouts in Coupa

cXML Invoicing

Allow CXML Invoicing

CXML Invoice Supplier Domain

CXML Invoice Supplier Identity

CXML Invoice Buyer Domain

CXML Invoice Buyer Identity

CXML Invoice Secret

ILLUSTRATIVE

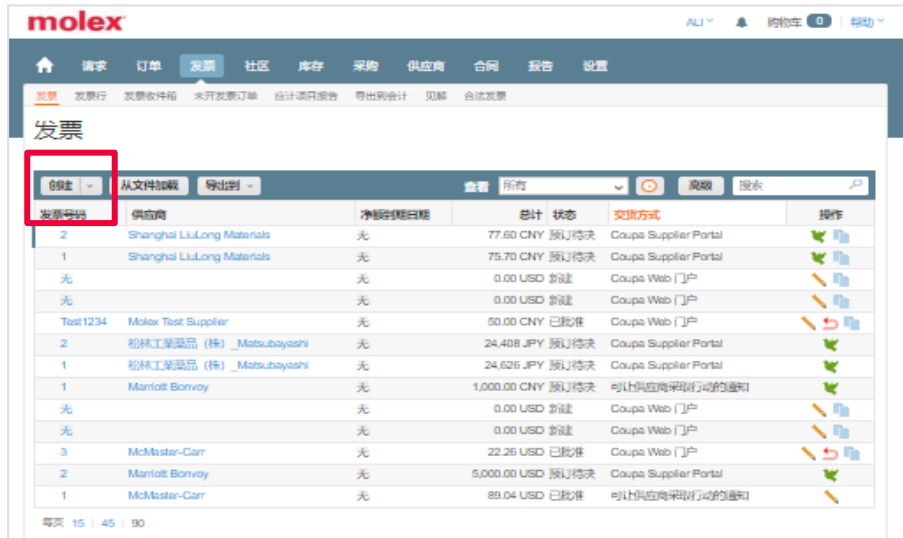
Manual Submission via PDF

Background

- PDF Invoices are still considered “paper invoices”

Considerations

- This is the method for invoice submittal for countries that do not allow electronic invoicing
- If suppliers are not leveraging the CSP, cXML or SAN to invoice Molex, they will need to send their invoice via PDF to invoices@molex.com



The screenshot shows the Molex Invoicing system interface. The top navigation bar includes 'molex' logo, user 'ALI', and '购物车 0 | 帮助'. The main menu has '请求', '订单', '发票', '社区', '库存', '采购', '供应商', '合同', '报告', '设置'. The '发票' (Invoices) section is active, showing a sub-menu with '发票', '发票行', '发票收件箱', '未开发票订单', '应付项目报告', '导出到会计', '见解', '合法发票'. The main content area is titled '发票' and features a '创建' (Create) button highlighted with a red box, along with '从文件上传' (Upload from file) and '导出到' (Export to) options. Below this is a table of invoices with columns: '供应商' (Supplier), '净额到期日期' (Net due date), '总计' (Total), '状态' (Status), '交货方式' (Delivery method), and '操作' (Action). The table contains 15 rows of invoice data.

创建	从文件上传	导出到	查看	所有	高级	显示
2	Shanghai LuLong Materials	无	77.60 CNY	预订待决	Coupa Supplier Portal	操作
1	Shanghai LuLong Materials	无	75.70 CNY	预订待决	Coupa Supplier Portal	操作
无		无	0.00 USD	新建	Coupa Web 门户	操作
无		无	0.00 USD	新建	Coupa Web 门户	操作
Test1234	Molex Test Supplier	无	50.00 CNY	已批准	Coupa Web 门户	操作
2	松林工业部品 (株) Matsubayashi	无	24,408 JPY	预订待决	Coupa Supplier Portal	操作
1	松林工业部品 (株) Matsubayashi	无	24,626 JPY	预订待决	Coupa Supplier Portal	操作
1	Marriott Bonvoy	无	1,000.00 CNY	预订待决	可向供应商采购行动的通知	操作
无		无	0.00 USD	新建	Coupa Web 门户	操作
无		无	0.00 USD	新建	Coupa Web 门户	操作
3	McMaster-Carr	无	22.26 USD	已批准	Coupa Web 门户	操作
2	Marriott Bonvoy	无	5,000.00 USD	预订待决	Coupa Supplier Portal	操作
1	McMaster-Carr	无	89.04 USD	已批准	可向供应商采购行动的通知	操作

5 Paper

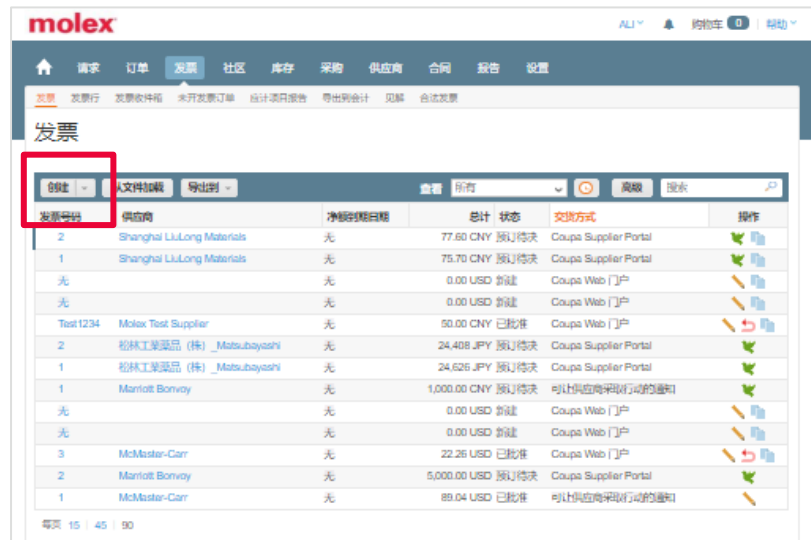
Invoices Received by Paper

Background

- Recommendation is to accept paper invoices by exception only (should have suppliers submitting electronically)
- If paper invoices are received, invoices should be scanned and sent to invoices@molex.com.
- Multiple PDFs can be sent in one email, but each attachment is treated as a separate invoice

Considerations

- Inefficient process as invoices are scanned and then entered manually



The screenshot shows the Molex Invoicing system interface. The top navigation bar includes 'molex' and 'ALI'. The main menu has '请求', '订单', '发票', '社区', '库存', '采购', '供应商', '合同', '报告', and '设置'. The '发票' (Invoices) section is active, showing a list of invoices. The '创建' (Create) button is highlighted with a red box. The table below shows the following data:

发票号码	供应商	净额/账目	总计	状态	交易方式	操作
2	Shanghai LiLong Materials	无	77.60 CNY	预订待决	Coupa Supplier Portal	
1	Shanghai LiLong Materials	无	75.70 CNY	预订待决	Coupa Supplier Portal	
无		无	0.00 USD	新建	Coupa Web 门户	
无		无	0.00 USD	新建	Coupa Web 门户	
Test 1234	Molex Test Supplier	无	50.00 CNY	已批准	Coupa Web 门户	
2	松林工业用品 (株) _ Matsubayashi	无	24,408 JPY	预订待决	Coupa Supplier Portal	
1	松林工业用品 (株) _ Matsubayashi	无	24,626 JPY	预订待决	Coupa Supplier Portal	
1	Marriott Bonvoy	无	1,000.00 CNY	预订待决	可以让供应商采纳行动的邀请	
无		无	0.00 USD	新建	Coupa Web 门户	
无		无	0.00 USD	新建	Coupa Web 门户	
3	McMaster-Carr	无	22.26 USD	已批准	Coupa Web 门户	
2	Marriott Bonvoy	无	5,000.00 USD	预订待决	Coupa Supplier Portal	
1	McMaster-Carr	无	89.04 USD	已批准	可以让供应商采纳行动的邀请	

There are few areas in which we need your support when submitting invoices...

➤ Invoice channels:

- Suppliers should submit invoices through **one channel**: via the Coupa Supplier Portal (CSP), Supplier Actionable Notification (SAN), cXML, or email.

➤ Invoicing same PO using multiple channels

- Using multiple channels to invoice the same PO delays payment process. Molex prefers any of the Coupa channels.
- If there is a local government requirement to keep a paper invoice in your country, please continue to submit by mail. Please ensure the PO number is visible on all deliveries and invoices. send invoices via PDF to invoices@molex.com

➤ Partial fulfillment and PO flip invoicing

- When the supplier flips a PO, Coupa automatically populates the entire PO for invoicing. This is fine IF all lines are ready to be invoiced.
- If partial lines are being invoiced, the supplier needs to 0 out or adjust the lines to be only the ones ready to invoice now. The impact is that we are paying sooner than we should when the supplier invoice the whole PO and should have done partial.





Additional Guidance Material

molex

Coupa Training Videos

- [Introduction to Coupa](#)
- [Orders](#)
- [Invoices](#)

Frequently Asked Questions

- [Invoices](#)
- [Orders](#)
- [Account, Login Registration](#)

Coupa Supplier Support Portal

- Visit our supplier-support site at <https://www.molex.com/coupa-supplier-support> to help with the transition and to orientate you to Coupa. The site includes material to get you started, including a README First Supplier Checklist, training material, and guidance videos.

The screenshot shows the Molex Coupa Supplier Support Site homepage. At the top, there is a navigation bar with the Molex logo and 'Suppliers QA' on the left, and a list of languages (English, 简体中文, Czech, Finnish, 日本語, 한국어, French, Deutsch, Italian, Polish, Español, Thai, Vietnamese) on the right. The main content area features a large banner image of a truck at a port at night. Overlaid on the banner is the text 'MOLEX COUPA SUPPLIER SUPPORT SITE' and 'Molex cloud platform for indirect sourcing and procurement, providing powerful capabilities for our valued supplier partners'. Below this, there are two columns of links: 'Featured Items' (Invoice Guidance, When to Expect Payment, Survey Feedback, CSP Video - Orders, SAN Video) and 'Coupa Intro and Benefits' (What is changing?). At the bottom, there is a section titled 'What are you looking to do?' with seven icons and corresponding text: 'Supplier Checklist READ Me First', 'How To Register', 'Training Material', 'Coupa Supplier Portal(CSP)', 'General Communications', 'FAQ', and 'Supplier Support'. The footer contains 'Copyright © Molex 2010' on the left and 'Home | Privacy Policy |' on the right.

Supplier Submission of Credit Note on Coupa Supplier Portal (1 of 3)

Suppliers are also able to submit **credit notes** on the Coupa Supplier Portal. These **credit notes** are often given as a refund for returned goods or services that were not rendered. Therefore, Coupa will direct Suppliers to create a credit note directly off an existing invoice (similar to a **PO Flip**). However, Suppliers are also able to create credit notes independent of an invoice.

Suppliers will go through the following steps to create a credit note:

1. From the Coupa supplier portal, access Invoices by clicking on the **Invoices** tab.
2. Click the **Create Credit Note** button.

The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Add-ons', and 'Admin'. The 'Invoices' tab is highlighted with a red box and a '1' callout. Below the navigation bar, there is a 'Select Customer' dropdown menu with 'Molex, Inc.' selected. The main heading is 'Invoices', followed by 'Create Invoices' with an information icon. Below this, there are four buttons: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. The 'Create Credit Note' button is highlighted with a red box and a '2' callout. Below the buttons is a table with columns: 'Invoice #', 'Created Date', 'Status', 'PO #', 'Total', 'Unanswered Comments', and 'Actions'. The table contains 15 rows of invoice data. At the bottom of the page, there is a pagination bar showing 'Per page 15 | 45 | 90' and a navigation bar with 'Prev', '1', '2', and 'Next' buttons.

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
Pavan_SIT_I2P_8	01/23/20	Pending Approval	None	800.00 USD	No	
None	01/22/20	Draft	None	-50.00 USD	No	
RoseS_SIT_I2P_18	01/22/20	Approved	None	50.00 USD	No	
Vicky_SIT_I2P_18 (2)	01/21/20	Approved	None	50.00 USD	No	
Vicky_SIT_I2P_18	01/21/20	Pending Approval	None	45.00 USD	No	
None	01/20/20	Draft	None	0.00 USD	No	
Brian_SIT_I2P_8	01/20/20	Approved	None	27.00 USD	No	
guinn_SIT_I2P_9	01/20/20	Pending Approval	None	999.00 USD	No	
Nadir_SIT_I2P_9	01/20/20	Pending Approval	None	99.00 USD	No	
HemantB_SIT_I2P_9_17	01/17/20	Approved	None	73.00 USD	No	
HemantB_SIT_I2P_8_17	01/17/20	Approved	None	88.00 USD	No	
None	01/16/20	Draft	None	0.00 USD	No	
None	01/16/20	Draft	None	0.00 USD	No	
Hemant_SIT_I2P_8	01/15/20	Pending Approval	None	92.00 USD	No	
Ali Non PO test	01/15/20	Pending Approval	None	1,000.00 USD	No	

Supplier Submission of Credit Notes Part 2 of 3

Once a Supplier clicks on the **Create Credit Note** button the Supplier will be asked to make two decisions:

3. The Supplier decides whether the **credit note** is meant to resolve an issue on an invoice (overcharging, refund, etc.) which would require associated with an existing invoice on Coupa. The Supplier will use the dropdown menu to select the invoice they wish to create a **credit note** for
4. The Supplier can also select **Other** for **credit notes** that do not need to be associated with existing invoices (e.g. rebates)
5. The Supplier must then decide whether the **credit note** is meant to **complete cancel** (i.e. completely refund) the invoice or if the **credit note** is meant to **adjust the invoice**. By selecting the **adjust** option, the Supplier can change the **credit note** value, otherwise it is frozen at the value of the invoice

Credit Note

If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.

Reason Resolve issue for invoice number
 Other (e.g. rebate)

Select an Option

- toltest3
- toltest2
- toltest1
- toltest
- alitoltest
- PriceTolTest
- Alitest1
- Qty tol diff
- Ali long invoice number test CSP
- TFST2020Mar13001

Credit Note

How do you want to correct invoice "toltest2" ?

Completely cancel the invoice with a credit note **i**
 Adjust invoice with a credit note **i**

Cancel Create

Supplier Submission Credit Notes 3 of 3

By creating a **credit note** directly from an invoice, the **credit note** will default all information fields that it pulls from the invoice. However, if the **credit note** is created independent of an invoice (e.g. for rebates) the **credit note template** will be much like a **Blank Invoice Template** with only basic information defaulted.

- 6. After filling out the relevant fields, the supplier will click the **Submit** button to pass the credit note to Molex.

Coupa supplier portal

Create Credit Note Create

This credit note applies to invoice [Hemant12P_7](#). When approved, the credit will fully cancel the invoice's impact to the transaction.

General Info

* Credit Note #

* Credit Note Date

Payment Term Within 90 days Due net-90

* Currency

Status Draft

Original Invoice # Hemant12P_7

Original Invoice Date 03/05/20

Image Scan

Supplier Note

Attachments [Add](#) [File](#) | [URL](#) | [Text](#)

From

* Supplier 031_Arbor Industries, Inc._191707

Supplier Tax ID None

* Invoice From Address Arbor Industries, Inc
5750 Arbor Road
Lincoln, LANCASTER 68503-0347
United States

* Remit-To Address Arbor Industries, Inc
5750 Arbor Road
Lincoln, LANCASTER 68503-0347
United States

* Ship From Address Arbor Industries, Inc
5750 Arbor Road
Lincoln, LANCASTER 68503-0347
United States

Misc	-2.000
Total Tax	0.00
Net Total	-74.10
Total	-74.10

6

Thank you for viewing! Below are some additional links to use in case you need support using Coupa

- [Coupa Supplier Support Home](#)
- [Support Request](#)