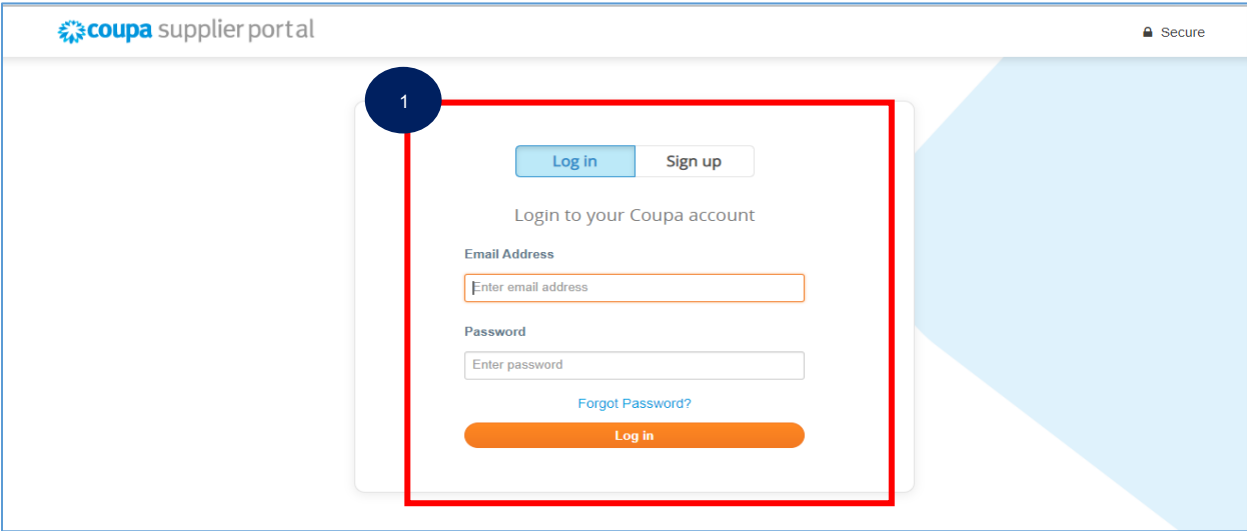


Purpose:

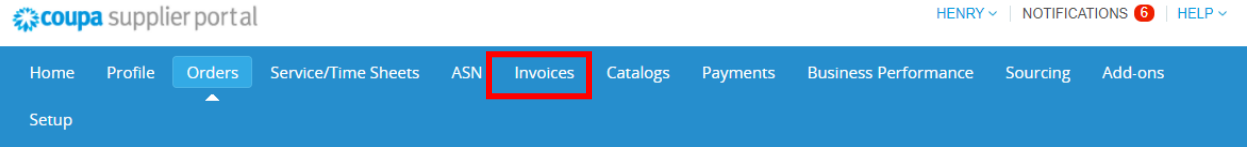
The Coupa Supplier Portal (CSP) provides suppliers with the opportunity to submit Credit Notes directly to the order and previous invoice

1. Inside the CSP

1. You will log in to the Coupa Supplier Portal <https://supplier.coupa.com/>



2. Select “Invoices” located on the top ribbon.



3. Click on the “Create Credit Note” Button

Invoices

Instructions From Customer

Novelis is now utilizing Coupa to manage invoices and to communicate with our suppliers. Below you will find information and links related to invoices for your company. Please contact your requestor or buyer if you need assistance.


Create Invoices 

4. Select the invoice that needs to be credited from the drop-down box and click “Continue”.

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)



Test-123456
Test1234

5. Select the desired option to either **completely cancel the invoice, or adjust the invoice with a Credit Note**, and click on "Create".

Credit Note✕

How do you want to correct invoice "Test-123456" ?

Completely cancel the invoice with a credit note i


Adjust invoice with a credit note i

CancelCreate

6. Make sure that all fields marked with a red asterisk are filled.

General Info

*** Credit Note #**

*** Credit Note Date** 

*** Payment Term** 0.5% 15_NET 30 (SAP-PGE)

*** Currency**

Status Draft

Original Invoice # TSB5_INV

Original Invoice Date 09/27/22

*** Image Scan** No file chosen

Supplier Note

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

Payment Order Reference

From

*** Supplier** Jay's Janitorial Services

Supplier Tax ID

*** Invoice From Address** Jay's Janitorial Services
448 COUNTY ROUTE 1A OSWEGO,
NY 13126-5962 United States
New York, 1250
United States

*** Remit-To Address** Jay's Janitorial Services
448 COUNTY ROUTE 1A OSWEGO,
NY 13126-5962 United States
New York, 1250
United States

*** Ship From Address** Jay's Janitorial Services
448 COUNTY ROUTE 1A OSWEGO,
NY 13126-5962 United States
New York, 1250
United States

7. Make the adjustments that are required for the Credit Note.

☰ Lines Line Level Taxation

Adjustment Type

Type	Description	Qty	UOM	Price	
	Test TSB1	1.0	Each	10.00	10.00 ✖

PO Line: CP002604-1 Service/Time Sheet Line: None Contract:

Supplier Part Number:

8. Click on “Calculate”, review the total and click “Submit”. **Please note that all amounts and quantities must be positive numbers.**

Total Tax	0.00
Net Total	10.00
Total	10.00

9. You will see a Pop-up asking if you are ready to send. If you’re ready to send it click on “Send Credit Note”. If it needs more editing, click on “Continue Editing”.

Are You Ready to Send? ✖

You're about to send an credit note to **Novelis Inc.** for a total amount of **10.00**. Once sent, you'll have to contact your customer directly to make changes to the credit note.

10. A second Pop-up will appear asking to make sure the tax information is correct. If it is, click on "Submit".

Warning from Novelis Inc. ✕

This Credit Note has the following warning:

- Please verify that the invoice charged tax matches the PO taxes. In case of any differences, please contact the responsible buyer in order to prevent delays in the invoice processing.

Continue Editing

Submit