

The American Cancer Society believes diversity, equity, and inclusion are vital to our life-saving mission. We are committed to providing diverse businesses opportunities to participate in our competitive procurement processes. Diverse-owned businesses interested in becoming a supplier are encouraged to complete the registration form. [Learn more.](#)

◆ **Supplier Actionable Notification (SAN)** is a method by which suppliers can transact with the American Cancer Society (ACS) electronically using their email. ACS uses Coupa as our procure-to-pay system; internally we call it ACS Marketplace.

Suppliers will receive an email from do_not_reply@cancer.coupahost.com that contains a purchase order. Suppliers can acknowledge the purchase order and create an invoice using that same email notification. Submitting your invoice electronically is easy to do and ensures accurate and faster payment.

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▶ **Access [Supplier Resources](#) for additional step guides and reference**

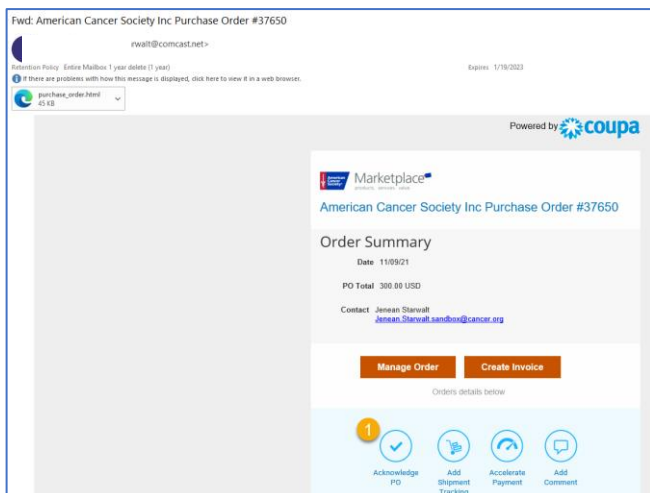
For invoice or process questions:

Phone: (877) 852-2585 (7 days a week, 7 am – 6:30 am CT) Live Chat: www.cancer.org (7 days a week, 7 am – 7pm CT)

Email: ACSSupplierSupport@cancer.org (Mon – Fri, 8 am – 4:30 pm CT)

Acknowledge the PO

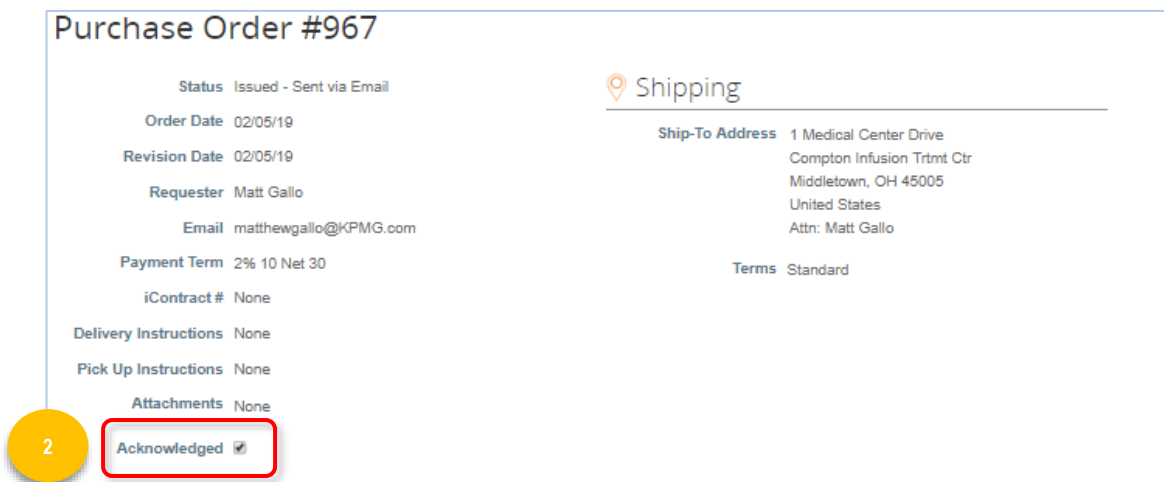
1. In the email, click Acknowledge PO.



A new window will open in your browser showing the PO details for your review, including:

- PO number
- Status
- Order date
- Revision date
- Requester name and email
- Payment terms
- iContract #
- Delivery instructions
- Pick up instructions
- Ship to address

2. Check the Acknowledged checkbox.

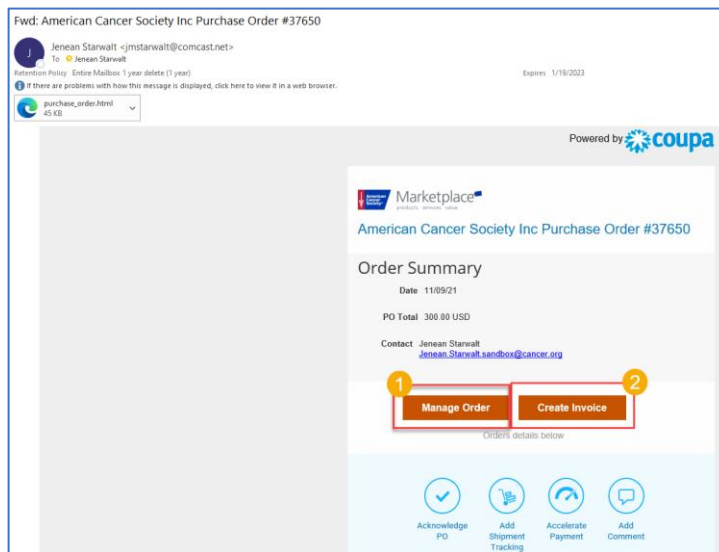


▶ Access [Supplier Resources](#) for additional step guides and reference

Create the Invoice

After you have provided the goods or services, open the PO email and follow the steps below to create your invoice.

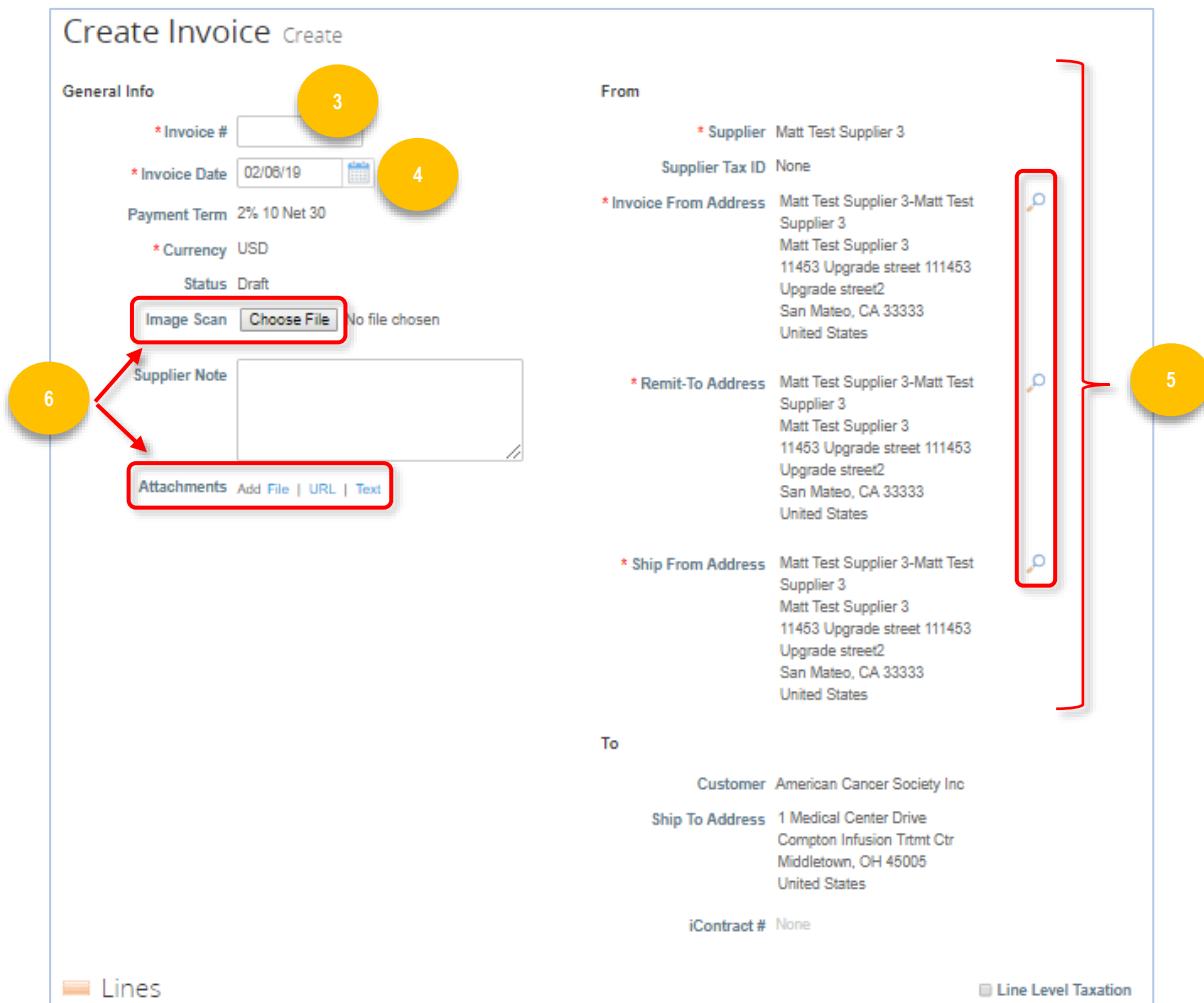
1. To review the PO prior to invoicing, click Manage Order to open a copy of the order.
2. Click Create Invoice. This will open the Invoice Template.



NOTE: If this is the first time invoicing us electronically and you see a popup box that states, “No Invoice From Addresses to choose from” you may need to create a Remit-To address. Please refer to the [Create a New Remit-To Address](#) section for details on how to do this.

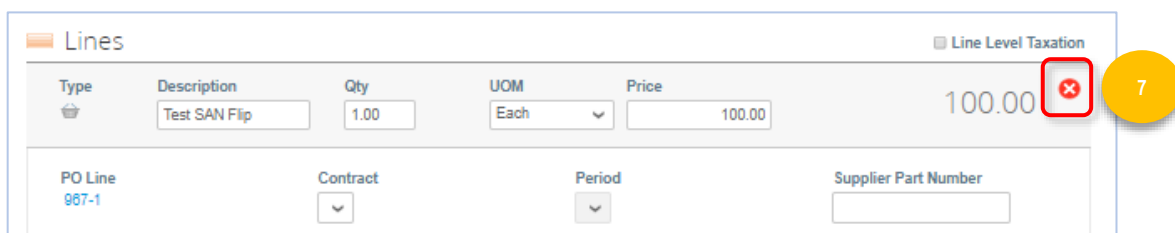
Complete the following fields to create the invoice:

3. Type in your **Invoice #**.
4. Add your **Invoice Date** by clicking the calendar icon (defaults to the current date).
5. Ensure the **Invoice From, Remit-To, and Ship From Address** are correct. If you need to update any of the addresses, click the magnifying glass next to the address.
6. **Optional:** Click **Attachments Add File** to upload a copy of your invoice, **URL** to provide a link, or **Text** to add written information.



The screenshot shows the 'Create Invoice' form with several fields highlighted by yellow circles and red boxes. Circle 3 points to the 'Invoice #' field. Circle 4 points to the 'Invoice Date' field, which includes a calendar icon. Circle 5 points to the 'From' section, which contains 'Supplier', 'Supplier Tax ID', 'Invoice From Address', 'Remit-To Address', and 'Ship From Address', each with a magnifying glass icon. Circle 6 points to the 'Attachments' section, which includes 'Add File', 'URL', and 'Text' options. A red box highlights the 'Choose File' button in the 'Image Scan' section.

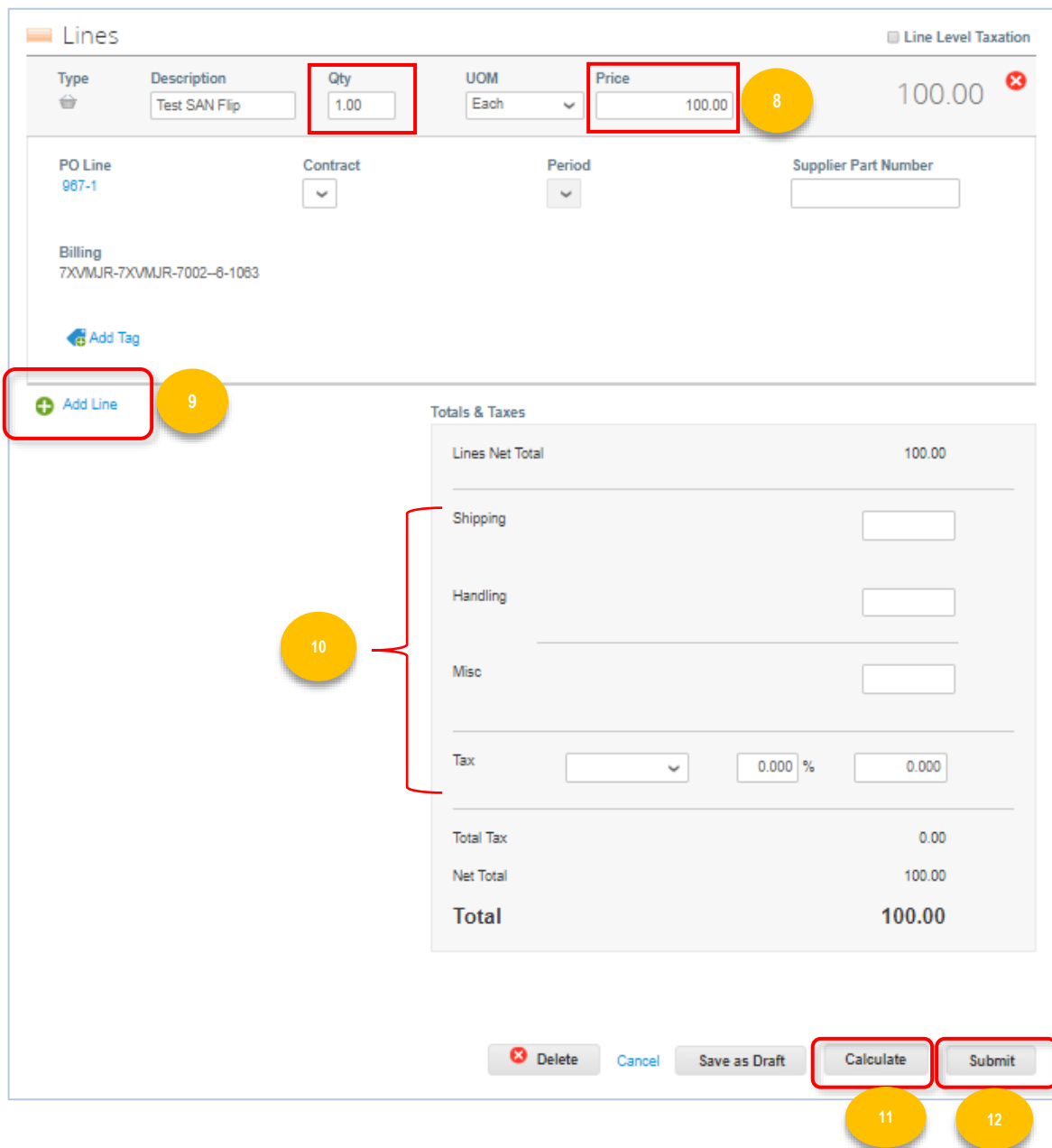
7. **Delete any lines of the purchase order you are not invoicing against by clicking the red “x”.**



The screenshot shows a table with columns: Type, Description, Qty, UOM, Price, and a red 'x' icon. The first row has 'Test SAN Flip' in the Description, '1.00' in Qty, 'Each' in UOM, and '100.00' in Price. A yellow circle with the number 7 points to the red 'x' icon. Below the table are fields for 'PO Line' (967-1), 'Contract', 'Period', and 'Supplier Part Number'.

▶ **Access [Supplier Resources](#) for additional step guides and reference**

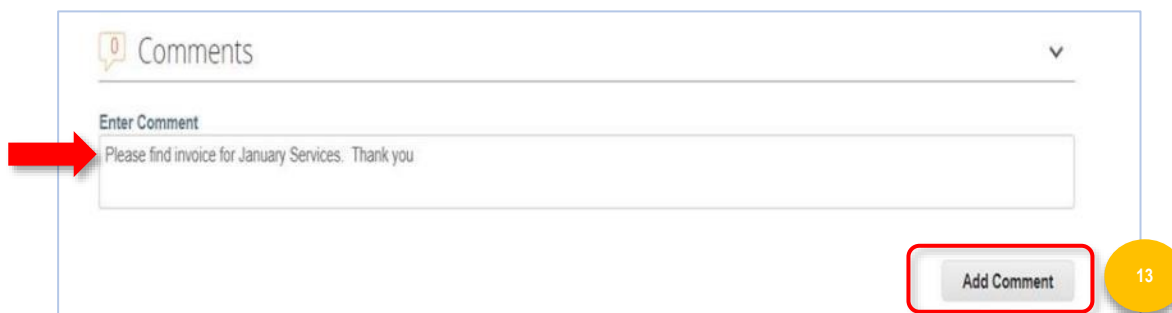
8. Verify/update the **Quantity** and/or **Price** on the line you are invoicing. **Be certain to only invoice for the qty or amount that is due on the current invoice.**
9. Click **Add Line** if the invoice requires additional lines. (**Note:** adding items to the order will require the invoice to route for review and approval before payment can occur.)
10. Enter applicable **shipping, handling, misc., and tax amounts.**
11. Click **Calculate**.
12. Click **Submit**.



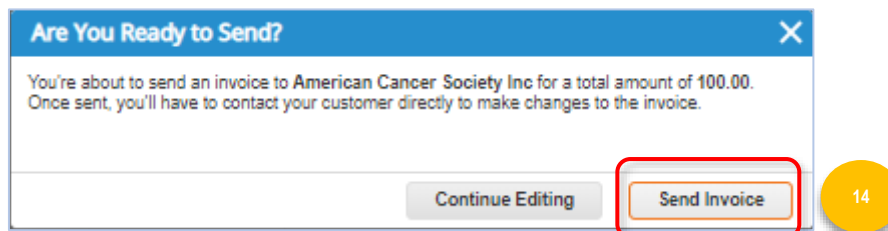
The screenshot displays the 'Lines' section of a supplier portal. At the top, there is a table with columns: Type, Description, Qty, UOM, Price, and a total value of 100.00. The 'Qty' field contains '1.00' and the 'Price' field contains '100.00'. Both fields are highlighted with red boxes and a yellow circle labeled '8'. Below the table, there are fields for 'PO Line' (987-1), 'Contract', 'Period', and 'Supplier Part Number'. A red box highlights the '+ Add Line' button, with a yellow circle labeled '9'. To the right, the 'Totals & Taxes' section shows a table with rows for Shipping, Handling, Misc, Tax, Total Tax, Net Total, and Total. A red bracket highlights the Shipping, Handling, and Misc rows, with a yellow circle labeled '10'. At the bottom, there are buttons for 'Delete', 'Cancel', 'Save as Draft', 'Calculate', and 'Submit'. The 'Calculate' and 'Submit' buttons are highlighted with red boxes and yellow circles labeled '11' and '12' respectively.

▶ [Access Supplier Resources](#) for additional step guides and reference

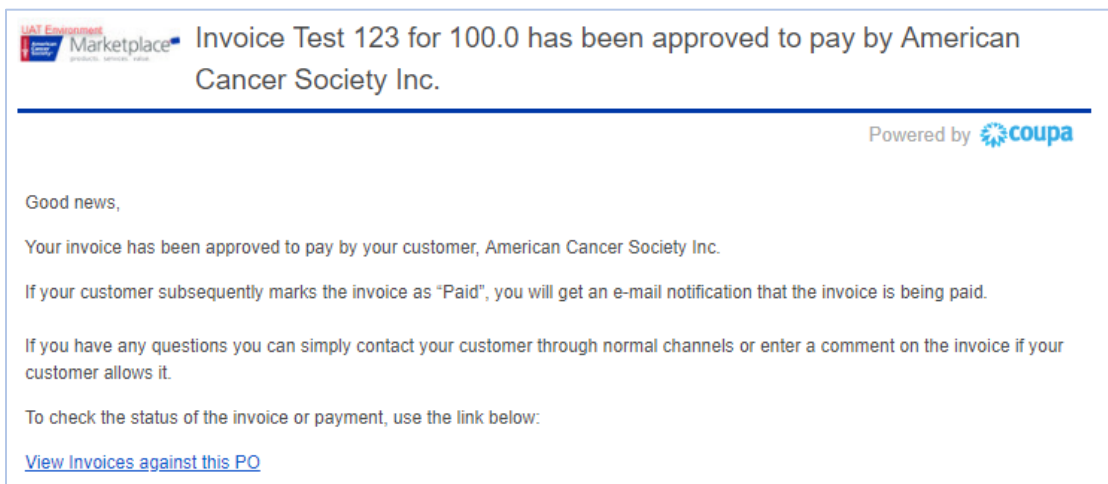
13. If you need to communicate with your ACS staff contact regarding this transaction, utilize the **Comments** section at the bottom of the invoice. This will ensure all communications remain in the document for future reference. Simply type your message in the comment field and click **Add Comment**.



14. Click **Send Invoice**.



Once the Invoice is approved, you will receive an approval notification via email.



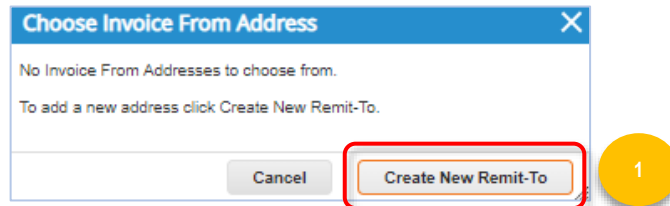
If you need to check invoice payment status, please contact customerservice@cancer.org.

▶ **Access [Supplier Resources](#) for additional step guides and reference**

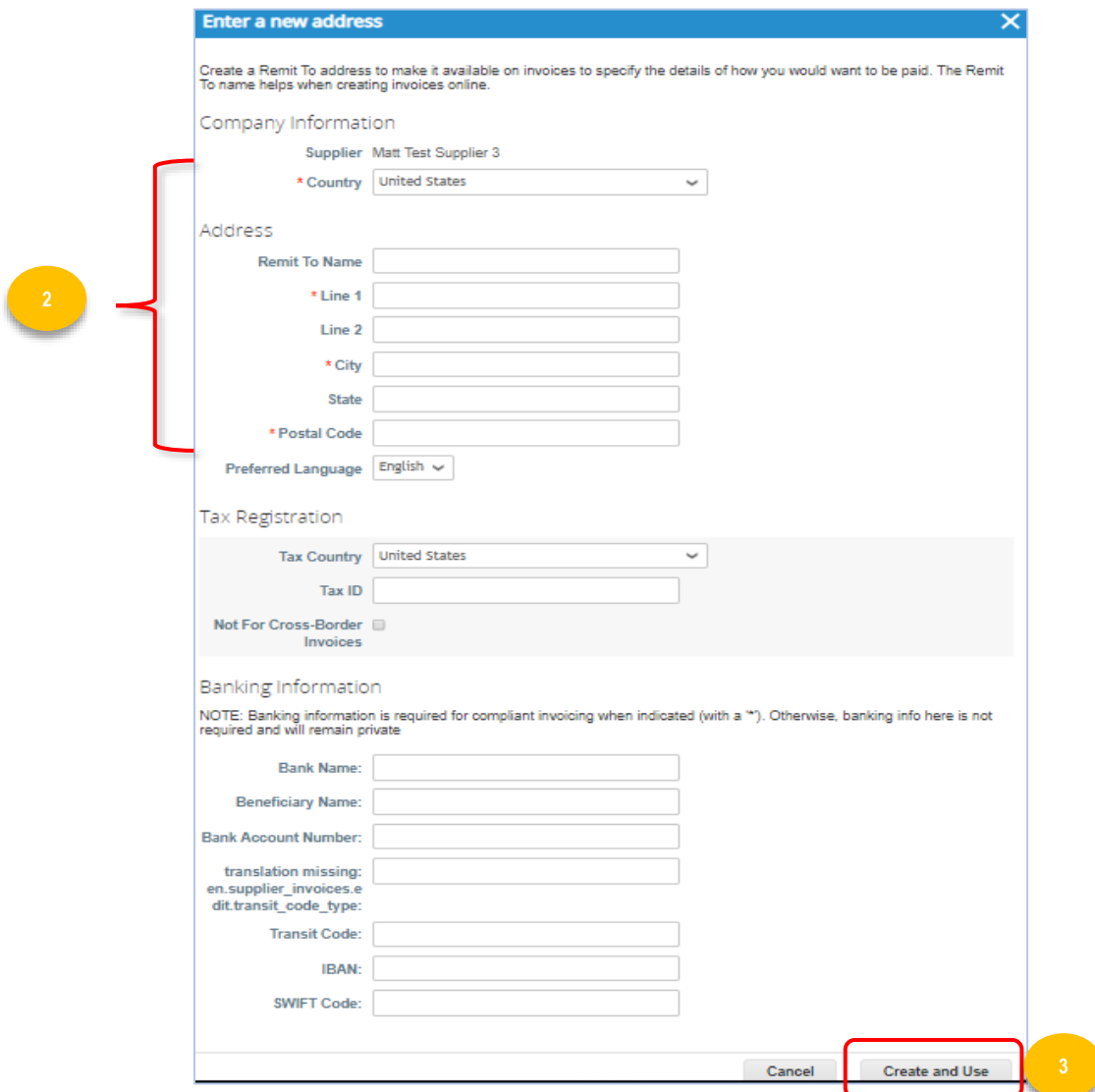
Create a New Remit-To Address

If this is the first purchase order you are flipping into an invoice from ACS, you may need to create a Remit-To address.

1. Click **Create New Remit-To**.



2. A pop-up window will appear. Complete the required fields. (Required fields are marked with a red *.)
3. Click **Create and Use**.



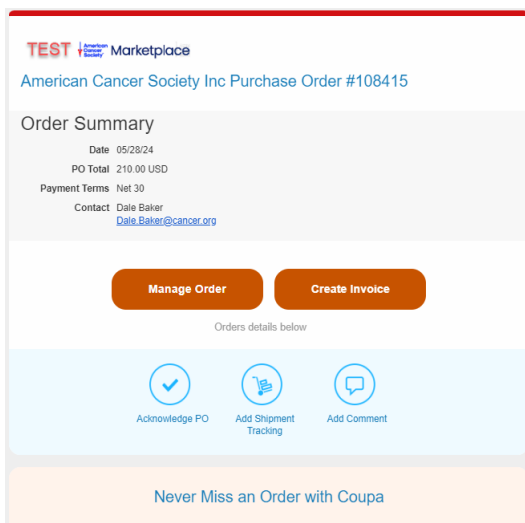
▶ **Access Supplier Resources** for additional step guides and reference

One Time Passcode- San Invoicing

When Suppliers invoice from an email notification they will be prompted to create a onetime passcode (OTP). Each passcode is good for 24 hrs and only one passcode can be created for each supplier.

This means that once a passcode is created, other users will not be able to create an invoice without the passcode. They will need to contact the user (who generated the OTP) to get the passcode, wait 24 hrs and generate a new passcode, or login to the CSP directly.

Note: This is for SAN invoicing only.

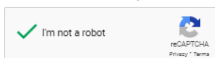


Supplier received PO email and selects Create Invoice.

Verify Your Access for Purchase Order #108415

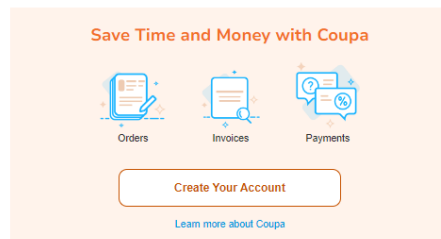
Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.

Please check the box below to proceed.



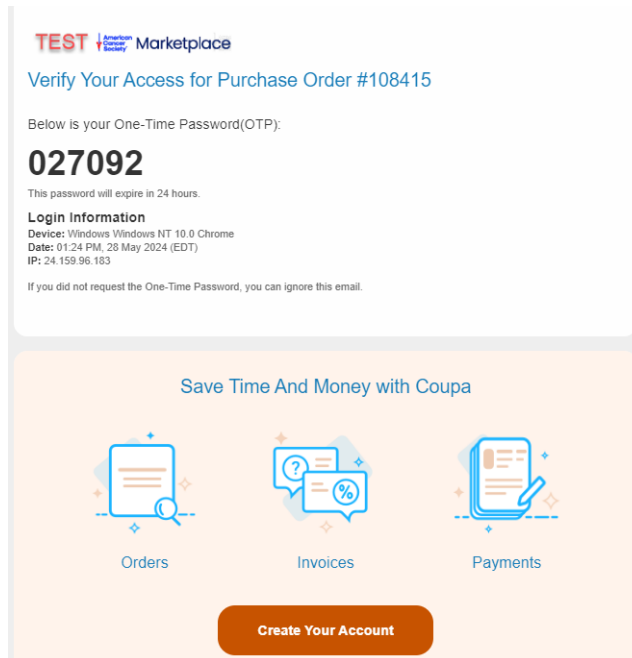
Generate One-Time Password

Already have an account? [Log in](#)



Supplier user verifies account.

▶ **Access Supplier Resources** for additional step guides and reference




One time passcode is sent via email and is good for 24 hours.

Verify Your Access for Purchase Order #108415

Enter the one-time password sent to ac*****@Gm*****.

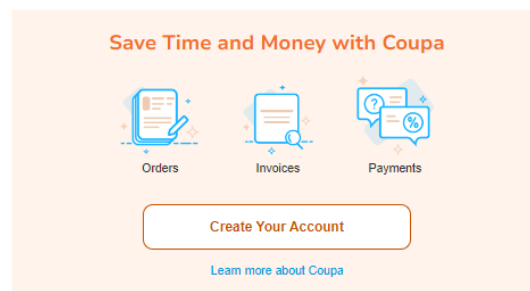
Enter One-Time Password
027092

Please check the box below to proceed.

I'm not a robot 

Verify One-Time Password

Didn't receive the code. [Resend One-Time Password.](#)



Supplier enters one time passcode.

▶ Access [Supplier Resources](#) for additional step guides and reference

Never miss an order - create your Coupa supplier account [Create Your Account](#)

TEST Marketplace Sign Out

Create Invoice Create

General Info

Invoice #

Invoice Date

Payment Term

Currency

Status

Image Scan No file chosen

Supplier Note

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

From

Supplier: SP-0038197; R30 NS Supplier 9

Invoice From Address: No address selected

Remit-To Address: No address selected

Ship From Address: No address selected

To

Customer: American Cancer Society Inc

Ship to Address: 193338 Upgrade street
193338 Upgrade street2
San Mateo, CA 11111
United States
Attn: Dale Baker

Lines

Line Level Taxation

Type	Description	Price	
	test item	250.00	250.00

PO Line 100416-1 Service/Time Sheet Line: None Contract: Period:

Supplier Part Number: Service Date: Required for compliance reporting Billing: JNANWL-JNANWL-7916-19-1074

[Add Line](#) [Pick lines from Contract](#)

Totals & Taxes

Lines Net Total	250.00
Shipping	<input type="text"/>

Supplier can create an invoice.

Note: If a different supplier user tries to invoice, they will need the One Time Passcode (OTP) created by the initial user.