American Cancer Society[®]

SAN - Create Invoice From Email

May 2024



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. <u>Learn more</u>.

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



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.

Fulchase O			
Status	Issued - Sent via Email	💛 Shipping	
Order Date	02/05/19	Ship-To Address	1 Medical Center Drive
Revision Date	02/05/19		Compton Infusion Trtmt Ctr
Requester	Matt Gallo		Middletown, OH 45005 United States
Email	matthewgallo@KPMG.com		Attn: Matt Gallo
Payment Term	2% 10 Net 30	Terms	Standard
iContract#	None		
Delivery Instructions	None		
Pick Up Instructions	None		
Attachments	None		
Acknowledged	×		

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.

Jenean Starwalt To @Jenean Starwalt etention Policy Entire Mailbox: I year delete (1 year) If there are problems with how this message is displayed, click here to view it in a web brows:	Expires 1/19/2023
purchase_order.html v 45 K8	
	Powered by
	Marketplace
	American Cancer Society Inc Purchase Order #37650
	Order Summary
	Date 11/09/21
	Contact Jenean Starwalt
	Antein Stanutt santbox(Cancer.org

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.

Access Supplier Resources for additional step guides and reference



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.

	Create Invoice Create			
	General Info	From		
	* Invoice #	* Supplier	Matt Test Supplier 3	
	* Invoice Date 02/08/19 🛗 4	Supplier Tax ID	None	
	Payment Term 2% 10 Net 30	* Invoice From Address	Matt Test Supplier 3-Matt Test Supplier 3	t _P O
	* Currency USD		Matt Test Supplier 3 11453 Upgrade street 111453	
	Status Draft		Upgrade street2	
	Image Scan Choose File No file chosen		San Mateo, CA 33333 United States	
e	Supplier Note	* Remit-To Address	Matt Test Supplier 3-Matt Tes Supplier 3 Matt Test Supplier 3 11453 Upgrade street 111453	
	Attachments Add File URL Text		Upgrade street2 San Mateo, CA 33333 United States	
		* Ship From Address	Matt Test Supplier 3-Matt Test Supplier 3 Matt Test Supplier 3 11453 Upgrade street 111453 Upgrade street2 San Mateo, CA 33333 United States	at 🔎
		То		
		Customer	American Cancer Society Inc	
		Ship To Address	1 Medical Center Drive Compton Infusion Trtmt Ctr Middletown, OH 45005 United States	
		iContract #	None	
	💻 Lines			Line Level Taxation

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

Lines				Line Level Taxation
Type	Description Test SAN Flip	Qty 1.00	UOM Price Each V 100.00	100.00
PO Line 987-1		Contract	Period	Supplier Part Number

Access Supplier Resources for additional step guides and reference

For invoice or process questions:



- 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.

Туре	Description	Qty	UOM	Price			-
÷	Test SAN Flip	1.00	Each	~	100.00	100.0	0
PO Line 967-1		Contract	Pe	eriod 🗸	Sup	plier Part Number	
Billing 7XVMJR-7)	XVMJR-70026-1063						
G Add Ta	ag						
Add Line	9		Totals & Taxes				
			Lines Net Total			100.00	
		ſ	Shipping				
			Handling				
			Misc				
			Tax		0.000 %	0.000	
			Total Tax			0.00	
			Net Total			100.00	
			Total			100.00	
			🙁 Dele	ete Cancel	Save as Draft	Calculate	Subm
						11	12



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.

Are You Ready to Send?		×
You're about to send an invoice to American C Once sent, you'll have to contact your custome	ancer Society Inc for a total r directly to make changes to	amount of 100.00. the invoice.
	,	
	Continue Editing	Send Invoice

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

Marketplace Invoice Test 123 for 100.0 has been approved to pay by American Cancer Society Inc.
Powered by 🎇 coupa
Good news,
Your invoice has been approved to pay by your customer, American Cancer Society Inc.
If your customer subsequently marks the invoice as "Paid", you will get an e-mail notification that the invoice is being paid.
If you have any questions you can simply contact your customer through normal channels or enter a comment on the invoice if your customer allows it.
To check the status of the invoice or payment, use the link below:
View Invoices against this PO

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.

Choose Invoice From Address	×
No Invoice From Addresses to choose from.	
To add a new address click Create New Ren	nit-To.
Cancel	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.

Create a Remit To address To name helps when creat	is to make it available on invoices to specify the details of how you would want to be paid. The Remit ting invoices online.
Company Informat	tion
Supplier	Matt Test Supplier 3
* Country	United States
Address	
Remit To Name	
* Line 1	
Line 2	
* City	
State	
* Postal Code	
Preferred Language	English 🗸
Transie Europeage	
Tax Registration	
Tax Country	United States
Tax ID	
Not For Cross-Border Invoices	
Banking Informatio	on
NOTE: Banking informatio required and will remain pr	on is required for compliant invoicing when indicated (with a $\hfill \hfill). Otherwise, banking info here is not rivate$
Bank Name:	
Beneficiary Name:	
Bank Account Number:	
translation missing:	
en.supplier_invoices.e	
dit.transit_code_type:	
Transit Code:	
IBAN:	
SWIFT Code:	
	Conset Constant and Una

For invoice or process questions:

American Cancer Society ◆ Supplier SAN-Create Invoice From Email May 2024

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.

TEST 🚛	Marketplace
American Ca	ncer Society Inc Purchase Order #108415
Order Sum	mary
Date	05/28/24
PO Total	210.00 USD
Payment Terms	Net 30
Contact	Dale Baker Dale Baker@cancer.org
l	Manage Order Create Invoice Orders details below
	Acknowledge PO Add Shipment Add Comment
	Never Miss an Order with Coupa

Supplier received PO email and selects Create Invoice.

Verify Your Access for Purchase Order #108415



Supplier user verifies account.

Access Supplier Resources for additional step guides and reference

For invoice or process questions:

TEST Marketplace

Verify Your Access for Purchase Order #108415

Below is your One-Time Password(OTP):

027092

This password will expire in 24 hours. Login Information Device: Windows Windows NT 10.0 Chrome Date: 01:24 PM, 28 May 2024 (EDT) IP: 24.159.96.183

If you did not request the One-Time Password, you can ignore this email.



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

Enter One-Time P	assword
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.
	Save Time and Money with Coupa
	Orders Invoices Payments
	Create Your Account

Supplier enters one time passcode.



Access Supplier Resources for additional step guides and reference

🔅 General In	fo		Prom			
* Invoice # * Invoice Date Payment Term * Currency Status	05/28/24 1 Net 45 USD Draft		* Supplie * Invoice From Addres * Remit-To Addres * Ship From Addres	r SP-0038187; R39 NS Supple s No address selected O s No address selected O s No address selected O	r 3	
Image Scar	Choose File N	lo file chosen	Custome Ship to Addres	r American Cancer Society Inc 5 193338 Upgrade street 193388 Upgrade street2 San Matrix CA 11111		
Attachments	Add File URL	Text		United States Attn: Dale Baker		
Attachments	s Add File URL scription st item	Text Pri	ice 250.00	Attr: Dale Baker	Line Level Ta 250.00	xation
Attachments Lines Type De B PO Line 108418-1 Supplier Part Num	soription st item	Text Pri Service/Time Sheet Line None Service Date Immiddayy	ice 250.00 Contract V Billing JNAYWLJNAWWLJNA	Under Steine Attr: Dale Baker Period 016–10-1074	Line Level Ta	xation S

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.

