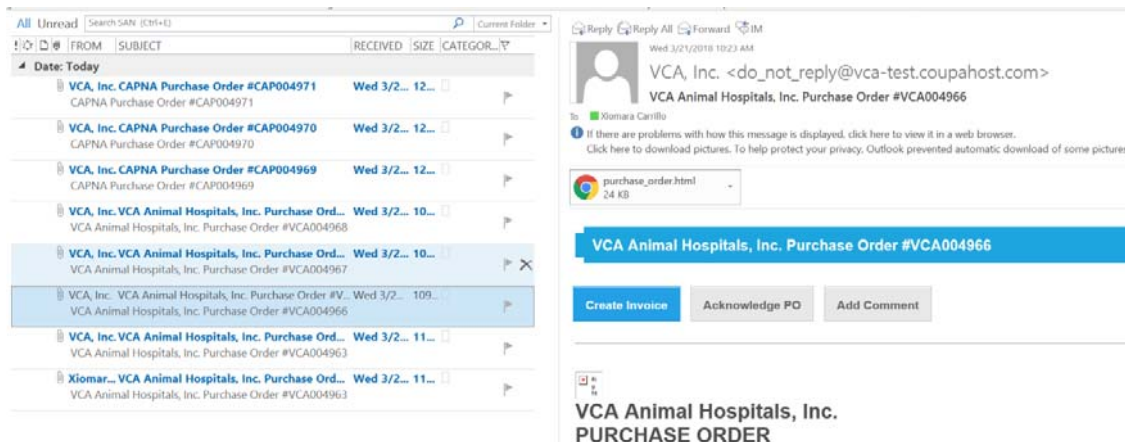


- With the help of OrderRight (Coupa), Suppliers will be able to quickly receive and acknowledge POs, and invoice against those orders via Email
- As the Supplier you will have the ability to act directly from your inbox when you receive a Purchase Order (PO) notification email
- The notification email will include action buttons so depending on what you click you will be able to Create Invoice, Acknowledge PO or Add Comment to the PO
- There is no need for suppliers to sign into another website or portal
- Suppliers who are already registered on the Coupa Supplier Portal can also take advantage of these actionable notifications
- If the Supplier email address is added in the VCA systems, the PO will be automatically emailed directly to you
- POs will be issued to a PO email address confirmed by the supplier and not to the primary contact email address (unless they are identical).
- Contact OrderRightSupport@VCA.com if unsure which email you currently have on file or need to update

1. Receive and view orders

Purchase Orders will come from **VCA, Inc.** to your Inbox

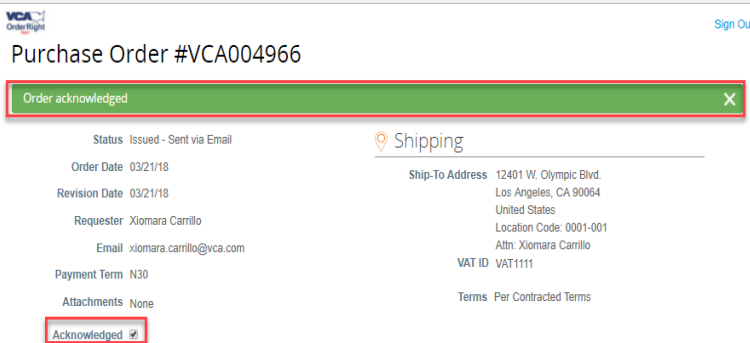
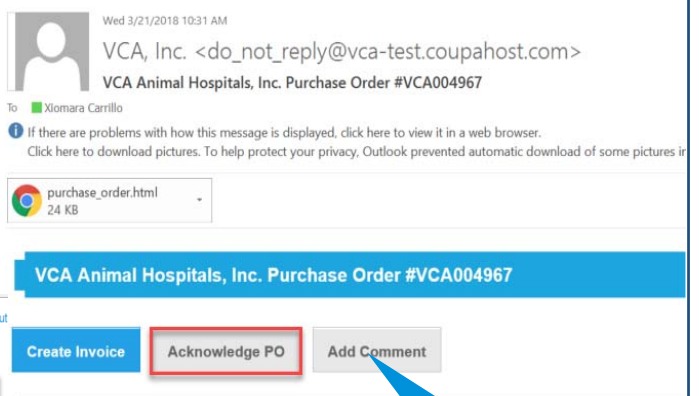
Go to your **Inbox**, open the **Email** to view the PO (see image below)



2. Acknowledge a Purchase Order via Email

Click on the **Acknowledge PO** button to notify VCA that you have received the purchase order

Coupa will open in a new browser tab or window. You will see the message **'Order Acknowledged'** at the top of the screen (see image below)

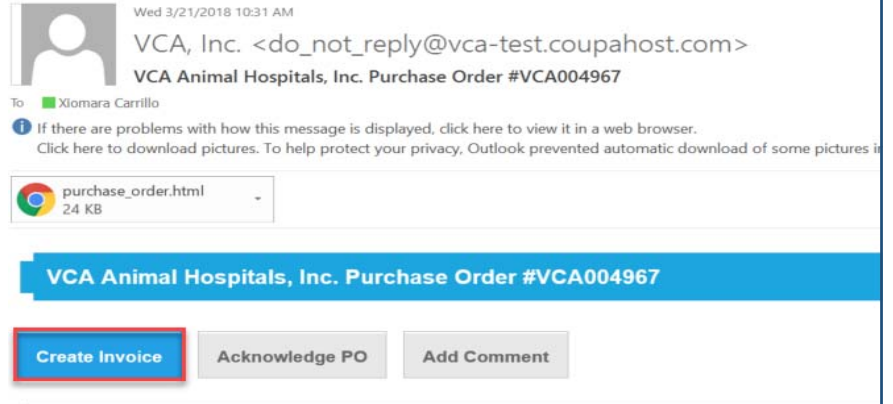


3. Create Invoices via Email

To flip this PO into an invoice, click **Create Invoice**.

Note: If you have not set up a Remit-To Address prior to creating an invoice for the first time, Coupa will ask you to create one.

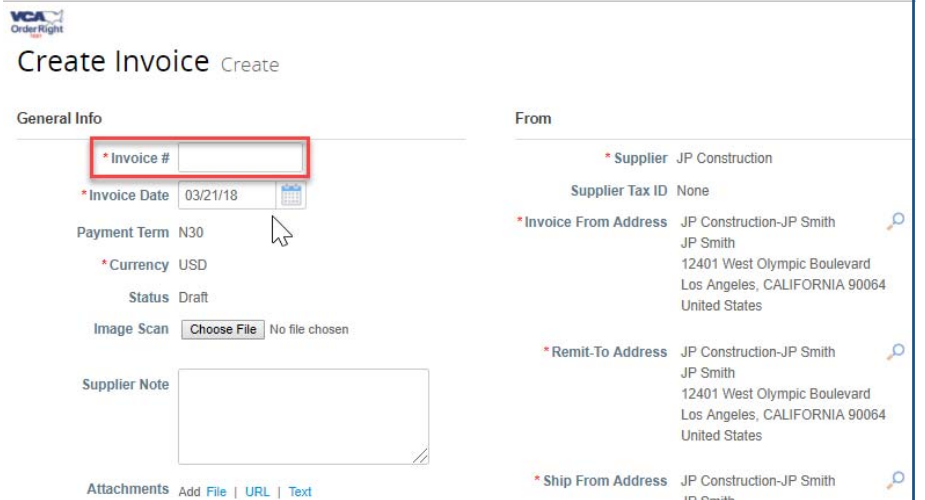
Please see Quick Reference Guide – How to set up Remit-To Address



Coupa will open a new browser tab or browser.

On the **Create Invoice** screen, input the invoice number into the Invoice # field

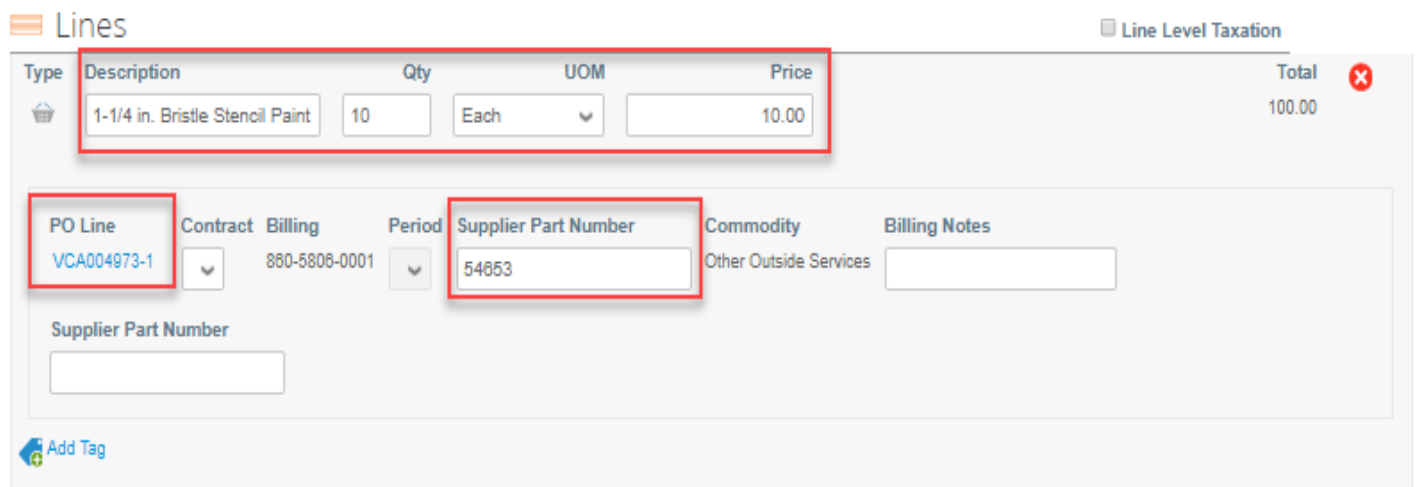
Note: An asterisk indicates all other required fields*



On the **Lines** section, ensure all details are accurate such as:

- Price
- Quantity
- Part Number
- Unit of Measure

On the **PO Line** field, you will see that the PO number is reference



On the bottom right side of the **Lines** section, you can enter **Shipping, Handling** and **Tax** fees (if applicable)
*Note: On the **Tax Description** field, you can:*

- Select a tax code from the **Tax Code** dropdown
- Manually enter a **tax percentage (middle section)**, click **calculate**
- Manually enter a **tax amount (\$)**

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	1-1/4 in. Bristle Stencil Paint	10	Each	10.00	100.00

PO Line	Contract	Billing	Period	Supplier Part Number	Commodity	Billing Notes
VCA004973-1		880-5805-0001		54653	Other Outside Services	<input type="text"/>

Supplier Part Number

Add Tag

Add Line

Subtotal	100.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax Description	0.000 0.000
Total Tax	0.00
Total	100.00

In the Comments section, enter any comments for VCA and then click **Add Comments**

Click **Submit** once you are ready to submit your invoice

Delete Cancel Save as draft Calculate Submit

Comments

Add Comment

After you click **Submit**, a pop up appears to confirm if you are ready to send the invoice.

*Note: once an invoice has been submitted, **NO** changes can be made.*

Click **Send Invoice** to complete the process.

