

One World.  Made Better.™



**Coupa Supplier Portal Supplier Manual for Supplier
Actionable Notifications**



Introduction to Supplier Actionable Notifications

- Guardian has implemented a purchase-to-pay Coupa module that is a great option for invoice processing.
- You, our valued suppliers can now create and upload your invoices directly from the Purchase Orders emails, as well as manage your own information (eg: change of address, phone numbers, etc...) Even if you are already registered on the Coupa Supplier Network, you can still take advantage of Supplier Actionable Notification (SAN) emails.
- This is a great option for suppliers who are small companies or doesn't want to enter to the Coupa supplier portal to submit their invoices.

Supplier Actionable Email Notifications

When GUARDIAN or SRG sends you a Purchase Order you will receive it via e-mail that looks like this -->

Guardian Industries Purchase Order #G000226729



Guardian Industries <do_not_reply@guardian-dev.coupahost.com>

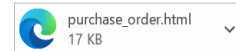
To: Madrid, Katia

Retention Policy: Standard - Inbox Cleanup - 90 (90 days)

Expires: 09/11/2022

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



jueves 11/08/2022 01:44 a.m.

Identified by an external sender

Powered by

Guardian Industries Purchase Order #G000226729

Order Summary

Date	08/11/22
PO Total	15.00 EUR
Shipping Terms	DDP

You will find these two buttons at the bottom of the email:

Manage Order

Create Invoice

- **Manage order:** this will allow you to see a detailed view of your order.
- **Create Invoice** button will take you to an invoice creation page and where you can submit your invoice to Guardian Glass or SRG Global.

To create an invoice, select the “Create Invoice” button.

Please note the following important points:

- ! You must not create your invoice until you are satisfied that the Purchase Order is correct.
- ! If there are any issues or you don’t recognize the information on the purchase order, you must engage your Guardian / SRG buyer or requestor directly to get the purchase order updated before creating an invoice.

Order Summary

Date

08/11/22

PO Total

15.00 EUR

Shipping Terms

DDP

Payment Terms

NET 60

Contact

Norberto Sanso
norberto.sanso@kochgs.com

Manage Order

Create Invoice

Guardian Industries
PURCHASE ORDER

ALVALAI S.L.
AVDA.CERVANTES, 59
BASAURI, BI E-48970
Spain
Attn: Katia Madrid
katia.madrid@kochgs.com

PO NUMBER: G000226729
ORDER DATE: 11 Aug, 2022
PAYMENT TERMS: NET 60
CURRENCY: EUR
Requestor: Norberto Sanso
Requestor Email: norberto.sanso@kochgs.com
Requestor Phone:
Buyer: Joanna Ostach
Buyer Email: joanna.ostach@guardian.com
Buyer Phone: 48 322138931
Incoterms: DDP -

Ship To
Guardian Czestochowa Sp. Z O.O Oddzial W Katowicach
Ul. Uniwersytecka 13
Katowice, 40-007
Poland
Attn: Norberto Sanso
Bill To
Guardian Czestochowa Sp. z o.o Oddzial w Katowicach
103205 Upgrade street
103205 Upgrade street2
San Mateo, CA 11111
United States

Line	Description	Quantity	Unit	Price	Item Description	Total
1	test Supplier Part Number: Need By Date: 16 Aug, 2022	1	EA - Each	15.00		15.00

Note: PO is excluding any applicable taxes.
[Terms & Conditions](#)

15.00 EUR



•Invoices that do not match the purchase order or have incorrect data would turn into a disputed/voided/abandoned status; this meaning that if you received a notification that your invoice is being disputed it's not going to be processed for payment until it gets corrected,

in the email notification you will find the reason of why it's being disputed and what would you need to adjust on your invoice.

Ex

Invoice #233084 has been abandoned, incorrect invoice.

If you want to see more details and leave a comment to your requestor you have a button that says view online. Otherwise, you can always contact your requestor if you have any questions about how you can proceed.



Invoice #233084 has been abandoned.

Hi,

Invoice 233084 has been abandoned from processing by Guardian.
Please see below for further information.

Abandon Reason: Incorrect Invoice

Additional Comments from Guardian:

Please provide an explanation for moving the invoice to disputed status.
The dispute notification with reason and any comments you provide will be sent to the supplier email listed here and any additional emails you enter.

Date: 2022-09-22

[View Online](#)

Remit-to Address

If you are not are registered in the Coupa Supplier Portal (CSP), you will need to add a **“Remit To” address** before submit your Invoice.

The **“Remit To” address** will determine what country-specific VAT codes you can see on your invoice. The “Remit To” address must be your registered company address that you have previously provided to Guardian at the beggining of our commercial transactions.

Choose Remit-To Address

You must have a Remit-To to submit an invoice. Please add one.

To add a new Remit-To, click "Manage Remit-To's" at the top of this page.

CancelCreate New Remit-To

Enter a new address

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

Company Information

Supplier

* Country/Region United States

* Registered company legal name

Address

Remit To Name

* Line 1

Line 2

* City

State Select an Option

* Postal Code

Preferred Language English

CancelCreate and Use

Fill in all required or mandatory fields. All mandatory fields are indicated with a red asterisk (*). Once information is completed, select “**Create and Use**”

NOTE: Your banking information is not required.

Enter a new address

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

Company Information

Supplier

ALVALAI S.L.

* Country/Region

United States

* Registered company legal name

Address

Remit To Name

* Line 1

Line 2

* City

State

Select an Option

* Postal Code

Preferred Language

English

Cancel

Create and Use

Tax Registration

Tax Country/Region

United States

Tax ID

Not For Cross-Border Invoices

☐

Banking Information

NOTE: Banking information is required for compliant invoicing when indicated (with a '*'). Otherwise, banking info here is not required and will remain private

Bank Name:

Beneficiary Name:

Bank Account Number:

Transit Code Type:

Transit Code:

IBAN:

SWIFT Code:

Cancel

Create and Use

If you have previously registered in the Coupa Supplier Portal, and you have created a legal entity, once you click on the “create invoice” button, it would take you to a web page where you will see that your “remit to address” is already defaulted with your company information. You will only be required to enter the remaining mandatory fields.

Manage your Guardian Industries orders and more with Coupa

Login

GUARDIAN
DEV

Create Invoice

Create

Sign Out

General Info

From

* Invoice #

* Invoice Date

08/11/22

Payment Term

NET 60

Date of Supply

08/11/22

* Currency

EUR

Delivery Number

Status

Draft

* Image Scan

Elegir archivo

No se eligió...gún archivo

Supplier Note

* Supplier

* Supplier VAT ID

* Invoice From Address

* Remit-To Address

To

Customer

Guardian Industries

* Bill To Address

Guardian Czesochowa Sp. z o.o
Oddział w Katowicach
103205 Upgrade street
103205 Upgrade street2
San Mateo, CA 11111
United States

Address Location

None

Name

* Buyer Tax ID

Ship To Address

Guardian Czesochowa Sp. Z O.O
Oddział W Katowicach
Ul. Uniwersytecka 13
40-007 Katowice
Poland

Address Location

None

Name

Procurement Specialist

None

Purchase Order

None

! We strongly recommend you to setup your Coupa Supplier Portal (CSP) account. This won't stop you from sending invoices using the SAN option but will make the process more efficient.

At the line level choose the appropriate tax rate from the “VAT Description” dropdown.

! (USA suppliers must put the tax at the **Totals & Taxes** section

! (if you are tax exempt you can choose “exempt”)

When complete, select “**Calculate**” to see the gross value of the invoice.

When are finished, select “**Submit**”.

Lines

Type

Description

Qty

UOM

Price

test

1.000000

EA - Each

15.00

15.00

PO Line

Contract

Period

Supplier Part Number

G000226729-1

PO Tax Reference

Ancillary Part Number

Tax Legal Wording (Reqd for EU)

None

Select

Billing

309-98061-02020400-GENERAL SUPPLIES-GENERAL SUPPLIES-820200000

Taxes

VAT Rate

VAT Amount

Tax Reference

Exempt

0.60

23.0%

22.0%

21.0%

20.0%

19.0%

18.0%

10.0%

8.0%

7.0%

6.0%

4.0%

Exempt

Reverse Charge

0.0%

Totals & Taxes

Lines Net Total

Lines VAT Totals

15.00

0

Totals & Taxes

Lines Net Total

Lines VAT Totals

15.00

3.00

Shipping

VAT

Tax Reference

Enter a tax reason description.

Handling

VAT

Tax Reference

Enter a tax reason description.

Misc

VAT

Tax Reference

Enter a tax reason description.

Total VAT

Net Total

Gross Total

3.00

15.00

18.00

Delete

Cancel

Save as Draft

Calculate

Submit

As always, we will be happy to help you with any questions. Please send us an email to our mailbox globalSE@guardian.com.