

Macquarie Group Supplier Guide to submitting invoices in Coupa



In order to benefit from a faster payment of your invoice Suppliers should submit a valid electronic invoice in the [Coupa Supplier Portal](#). Coupa is a free platform. There is no need to pay for additional verification by Coupa in order to be paid by Macquarie.

Please follow the guidelines below to ensure you have submitted your invoice correctly.

Ensure you have a Purchase Order

Before commencing work with Macquarie please ask your Macquarie business contact to issue you with a PO. They will raise the PO in Coupa, and once approved, you will receive an email containing the PO details and PO number to be referenced on your valid invoice. If you are supplying multiple different goods or services to Macquarie on a single invoice, please discuss with your business contact so that the PO can be raised correctly to accommodate the applicable taxability.

Note: The PO will be emailed to the email address on your supplier record. If you need to update your email, please contact Macquarie Vendor Support (vendor.support@macquarie.com).

Submitting electronic invoices in Coupa

Macquarie's preferred method for receiving invoices is by suppliers lodging electronic invoices directly into the Coupa Supplier Portal (**Coupa**).

There are two options for submitting an electronic invoice in Coupa:

Option 1: Submit your invoice in [Coupa Supplier Portal](#) (CSP) (requires registration and login/password and useful for suppliers who submit regular invoices to Macquarie); or

Option 2: Create your invoice from the link in the PO email - By clicking on the "Create Invoice" link in the email you received when the Purchase Order (**PO**) was issued (no login/registration required and useful for suppliers submitting a small number of invoices).

Option 1: Register your supplier and submit your invoice in Coupa Supplier Portal (CSP)

Supplier benefits and registration process

Suppliers can register in CSP and link to Macquarie to submit their invoices directly in the portal. The benefits of registration include:

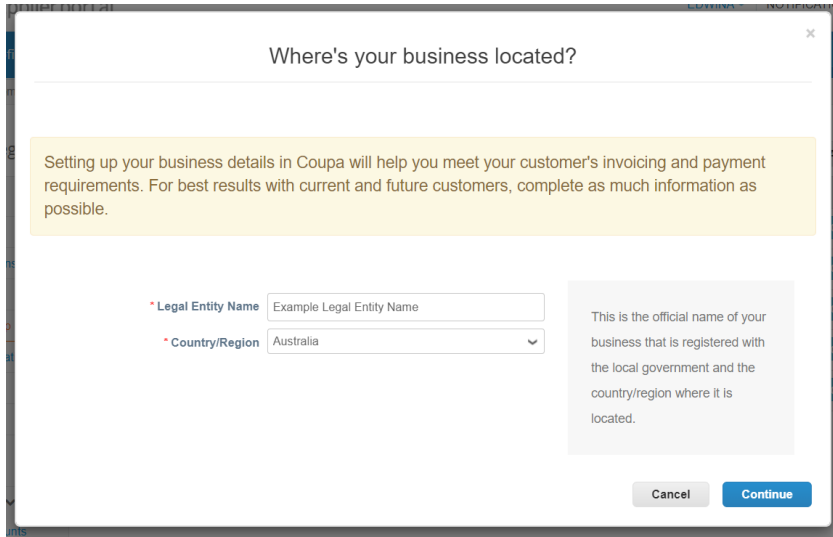
1. Visibility of all customer purchase orders issued to you;
2. Visibility of all invoices you have submitted to Macquarie, including the approval and payment status, payment amount, and payment reference number;
3. Ability to submit the invoices electronically, including ability to pre-populate critical information such as the correct Macquarie entity and address;
4. On average valid invoices submitted electronically through CSP are paid faster than invoices submitted via email.

Register in CSP and set up your Remit To

To register on CSP, simply click the link you received in invitation email from Macquarie to create your login and complete verification.

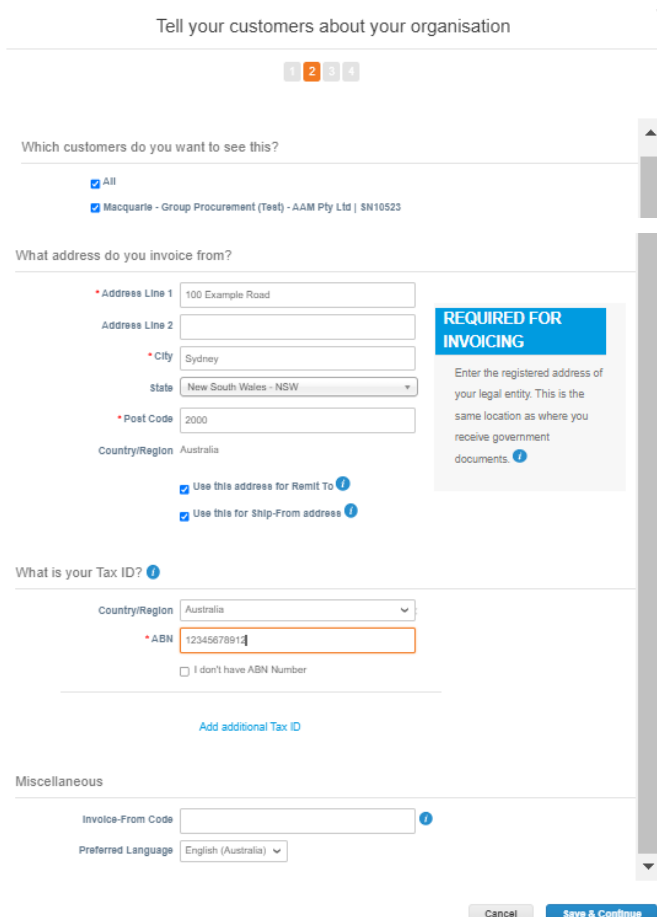
Once you have logged in, we recommend clicking “Skip Now” in the Coupa pop up window and instead follow these instructions. This will help you avoid entering the same information twice:

1. **Set up your Legal Entity:** – Click on “Setup” and “Legal Entity Setup” and “Add Legal Entity”. Complete your legal entity name and country of operation:



The screenshot shows a web form titled "Where's your business located?". It includes a yellow informational box stating: "Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible." Below this, there are two main input fields: "Legal Entity Name" with a text box containing "Example Legal Entity Name" and "Country/Region" with a dropdown menu set to "Australia". A grey tooltip box explains: "This is the official name of your business that is registered with the local government and the country/region where it is located." At the bottom right, there are "Cancel" and "Continue" buttons.

2. Complete the “Tell your customers about your organisation” page (Tip: Ensure that Macquarie is ticked as your customer)



The screenshot shows a web form titled "Tell your customers about your organisation". It features a progress indicator with steps 1, 2, 3, and 4, where step 2 is highlighted. The form is divided into several sections: "Which customers do you want to see this?" with checkboxes for "All" and "Macquarie - Group Procurement (Test) - AAM Pty Ltd | SN10523"; "What address do you invoice from?" with fields for "Address Line 1" (100 Example Road), "Address Line 2", "City" (Sydney), "State" (New South Wales - NSW), and "Post Code" (2000), along with a "Country/Region" dropdown (Australia) and checkboxes for "Use this address for Remit To" and "Use this for Ship-From address"; "What is your Tax ID?" with a "Country/Region" dropdown (Australia), an "ABN" field (1234567891), and a checkbox for "I don't have ABN Number"; and "Miscellaneous" with an "Invoice-From Code" field and a "Preferred Language" dropdown (English (Australia)). A blue callout box labeled "REQUIRED FOR INVOICING" states: "Enter the registered address of your legal entity. This is the same location as where you receive government documents." At the bottom, there are "Cancel" and "Save & Continue" buttons.

- Complete the “Where do you want to receive payment?” form. **IMPORTANT:** Macquarie pays most suppliers electronically. **Please ensure you select Payment Type “Bank Account” and enter your bank account details.** If you do not provide these as part of your remit to then your invoice payment may be delayed.

Where do you want to receive payment?

1 2 3 4

* Payment Type Bank Account

What are your Bank Account Details?

Bank Account Country/Region: Australia

Bank Account Currency: AUD

Beneficiary Name: Example Legal Entity Name

Bank Name: Example Bank Name

Account Number: 123456

Confirm Account Number: 123456

BSB: 101201

SWIFT/BIC Code:

My bank does not have a BIC code
Wire payments made to you by customers might fail

Branch Code: 201

Bank Account Type: Business

Supporting Documents Choose Files No file chosen

What is your Bank's Branch Address?

Address Line 1: 1 Test St

Address Line 2:

City: Sydney

State: New South Wales - NSW

Postcode: 2000

- Select “Next” and “Done” to complete your setup.

- Once registration is complete, save the [Coupa Supplier Portal](#) link in your favourites.

If you haven't received an email from us, please reach out to Macquarie Vendor Support (vendor.support@macquarie.com) and let us know the email address of the user who will be submitting the invoices. We will re-send an invite to the user.

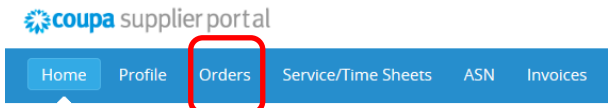
Bank Account Changes

If you change bank accounts, please notify us via email to vendor.support@macquarie.com and also make sure you update your bank account in the Coupa Supplier Portal. You can access this by clicking on “Setup” and then “Remit-To”. We recommend you disable all bank accounts that you are no longer using.

Submitting an invoice against a PO



After you have setup your Legal Entity and Remit to (including entering your bank account details) you may now submit your invoice:

1. On the CSP Home Page, click “Orders” tab.
2. The Purchase Orders page will open where you can select customers to view POs sent by a specific customer (in case you have more than 1 customers using Coupa).
3. Click the gold coins icon to start creating invoice against the desired PO (or red coins icon for Credit Note).



Select Customer

Purchase Orders

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
PO-00001088	06/12/18	Issued	None	Test PO Line CSP	No	10,000.00 AUD	 

Complete the Create Invoice page

4. Most of the fields on the invoice should be automatically populated based on values in Purchase Order. You will need to enter the Invoice Number and Invoice Date.


Tip: Please check the Invoice Date field as it is defaulted to today's date.

5. Complete the mandatory fields and upload a valid PDF Invoice copy in “Image Scan” field or in the “Attachments” field.
6. Attach supporting documents in the “Attachments” section.

Create Invoice Create

General Info

* Invoice #

* Invoice Date 06/12/18 

Payment Term 14DY

Date of Supply 06/12/18 

* Currency AUD 

Delivery Number

Status Draft

Image Scan

Supplier Note

Attachments  | |

Review/Update the section – ‘Invoice Lines’

7. Update the PO line values in section if it is a partial invoice (eg if you are not invoicing for the full PO amount).

Tip: The Description field will be pre-populated based on the purchase order details. If the invoice relates to a period of time, it is advantageous to reference the period in this field. For example, submitting an invoice for consulting fees could be “Jane Smith consulting fees for March 2021”.

8. Select the tax rate for each Invoice line and ensure the Gross Total matches with the invoice copy attached in the Image Scan section by clicking on “Calculate”.

Tip: Depending on the country you are invoicing from, some suppliers may need to tick the box “Line Level Taxation” which is found at the top of the Invoice Lines section

9. Click “Submit” (or “Save” if you want to complete at a later date)

Invoice lines (Enter 'price' excluding tax)

Type	Description	Price	
	Test PO Line CSP	10,000.00	10,000.00

PO Line: PO-00001088-1
Contract: [Dropdown]
Supplier Part Number: [Input]
Commodity: IT | IT Services | IT Consulting - Time and Materials (GL:9033003140)
HSN Code: [Input]
Billing: MBSYD-T91AUBSSVMSYDSVMOP-9033003140

Taxes

GST Rate	GST Amount	Tax Reference
10.0%	1,000.00	[Input]

+ Add Line

Totals & Taxes (AP use only)

Subtotal	10,000.00
Total GST	0.00
Gross Total	10,000.00

[Delete] [Cancel] [Save as draft] [Calculate] [Submit]

Option 2: Create your invoice from the link in the PO email

Suppliers can submit an electronic invoice against a PO issued to them by Macquarie without having to join the CSP. The option will not require you to register with Coupa and you won't need to remember a login and password, which makes it ideal if you are only submitting occasional invoices to Macquarie.

While allowing for faster payment of your invoice, this option will not give you visibility of all your POs and invoices in one place and you won't be able to track status or payment information. If you have a PO covering a long service period of time, you will need to retain the emailed PO to click on the link each time you submit an invoice.

Get Started – Each PO Macquarie sends to you will have a 'Create Invoice' button. If you just see 'View Order' button on the email, you are already registered on CSP and should click on 'View Order' button to access your CSP account. You can submit electronic invoices using CSP too.

Creating an Invoice (also known as Supplier Actionable Notification (SAN))

1. On the PO email, click "Create Invoice" button as shown in screen. This opens up a new web page 'Create Invoice'
2. You may be asked to create a Remit-To address on this page if you haven't already (one time activity)

Macquarie Global Services (USA) LLC Purchase Order #PO-000001089

Create Invoice Acknowledge PO Add Comment

Choose Remit-To Address

No Remit-To addresses to choose from.
To add a new address click Create New Remit-To.

Cancel Create New Remit-To

Complete the Create Invoice page

Please refer to steps 4-8 above for completing the details of your invoice.

Create Invoice Create

General Info

* Invoice #

* Invoice Date 06/12/18

Payment Term 14DY

Date of Supply 06/12/18

* Currency AUD

Delivery Number

Status Draft

Image Scan

Supplier Note

Attachments | |

From

* Supplier

* Supplier ABN

* Invoice From Address

* Remit-To Address

* Ship From Address

To

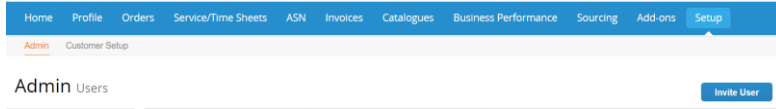
Customer

* Bill To Address

Appendix: FAQs

Q1. Can I add multiple users to the Coupa Supplier Portal (CSP)?

Yes – you can add multiple users to your company profile. When you log into the CSP, you will see the Setup tab on the top right-hand side of the page. Here you will have access to User information. To add additional users, simply click “Invite User” and enter your colleague’s name and email address. They will then receive an email asking them to register and will have to click on the link and add their details. They may have to log back into Coupa to begin viewing Macquarie as a customer.



Q2. Can I submit an invoice without a Macquarie PO?

No, to ensure invoices have the relevant pre-approvals all invoices being submitted in the CSP to be backed by a PO. The use of our PO is part of what helps speed up our payment to you.

Q3. How can I check the status of my invoices?

- You can review the status of each invoice you have submitted using Coupa in the ‘Invoices’ section by clicking on ‘Invoices’ tab
- This page will list each of your invoice with a real time status
- For paid invoices, payment details can be viewed by opening the invoice.

Q4. Do I need to attach my PDF invoice or any additional supporting documents to support my invoice?

Yes. In most countries, the fields you are entering into Coupa become the tax compliant invoice and the PDF invoice is not mandatory, however, attaching your PDF invoice and any supporting documentation often makes the approval process easier and quicker.

You may also use the comments section at the bottom of the invoice to explain anything or reference attachments.

Q5. Do I need to register for two factor authentication

Yes. Two factor authentication is an added feature of Coupa Supplier Portal and using this reduces the risk of fraudulent invoices being submitted to Macquarie.

Q6. Can I submit Credit Notes in the Coupa Supplier Portal?

Yes. If your Purchase Order is still open (Issued status), please click on the Orders tab (at the top of screen) and the red coins icon next to the PO to create your credit note. Please reference the original invoice number that you are offsetting.

If your Purchase Order is closed you may still create a credit note by clicking on Invoices Tab (at the top of the screen) and clicking the “Create Credit Note” button. Select “Other”. Note that you will be required to select the correct Macquarie “Customer Address” by clicking on the magnifying glass next to this field, so best to make sure you know which Macquarie entity you are invoicing and search for that exact name otherwise your invoice may be rejected. You will be able to see the Macquarie entity on your PO even if it is closed.

A screenshot of a 'Credit Note' form. The form has a blue header with the title 'Credit Note' and a close button. Below the header, there is a paragraph of instructions: '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.' There are two radio button options for 'Reason': 'Resolve issue for invoice number' (which is unselected) and 'Other (e.g. rebate)' (which is selected). A dropdown menu is visible next to the 'Resolve issue for invoice number' option, showing the word 'Select'. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'.

Q7. Can I add additional lines in my Invoice?

Yes. If your invoice includes some items with tax and some without, you will need to itemise these on your invoice. If your PO was raised as an all inclusive amount, you will need to add these lines in your invoice:

1. Create your invoice as per normal against a PO.
2. Click on "Add line"
3. Ensure the "Type" matches line 1 of the invoice (Tip: most will be "Amount" based – if this field doesn't match line 1 you will not be able to pick the PO line)
4. Enter the Description, Price, and GST/Tax Rate.
5. Click on the magnifying glass under PO Line

Lines

1 Type Description Price 1,000.00 ✖

Orchids with tax 1,000.00

PO Line PO-000045341-1 Clear Contract Supplier part number

Billing Australia AUD-E94AUCAAMTSYD-9051003061

Taxes

GST Rate 10.0% GST Amount 100.00

2 Type Description Price 1,000.00 ✖

Amt Roses without tax 1,000.00

PO Line None Clear Contract Supplier part number

Taxes

GST Rate 0.0% GST Amount 0.00 Tax Reference

+ Add Line + Pick lines from PO + Pick lines from Contract Total Taxes

6. Choose the PO Number and Line.

Pick order line

Invoice Line						
Line	Type	Description	UOM	Quantity	Price	Total
2	Amount	Roses without tax			1,000.00	1,000.00

PO Lines

View All Advanced Search

Match Conditions Match all conditions Add group of conditions

Filter By PO Number Filter Clause PO-000045341 ✖

Cancel Search

PO Number	Line	Item	UOM	Qty	Price	Invoiced	Actions
PO-000045341	1	Orchids	None	None	50000.00	0.00	Choose