# How do I submit an invoice?

**The fastest way to submit invoices is through the Coupa Supplier Portal (CSP) using the purchase order (PO) provided by Jazz.**

Submitting invoices this way means that they will be automatically routed for approval.

A few things to note before you start:

Make sure you have:

- A valid purchase order (PO) from Jazz
- The invoice details ready (amount, date, reference, etc.)

### Step 1: Login to the Coupa Supplier Portal

Go to the Coupa Supplier Portal and sign in using your email address and password.

### Step 2: Find your purchase order

From the main menu, select Orders

Select Jazz from the Select customer dropdown box

Find the relevant purchase order and open it.

### Step 3: Create your invoice

Click the Create Invoice button at the bottom of the page

Coupa will automatically populate many fields using the purchase order.

### Step 4: Complete the invoice details

Review the pre-populated information and complete or select any remaining required fields, including:

- Remit-to bank details / address (select this first)
- Invoice number
- Invoice date
- Quantity and amount (this may not be the entire value of the purchase order)
- Tax ID, e.g. VAT (if applicable)
- Tax rate (if applicable)

Confirm that the correct information is showing in the following fields:

- Invoice From Address
- Ship From Address

Important: The legal entity shown on the invoice **must** match the legal entity shown on the purchase order. If the legal entities do not match, your invoice may be rejected.

### Step 5: Attach your invoice

Please attach a copy of your invoice and ensure the document matches the details entered in Coupa.

#### Important

You may see additional guidance in Coupa when hovering over the information icon *i* beside the attachment field.

This is standard Coupa guidance and does **not** apply to Jazz suppliers.

### Step 6: Submit your invoice

Click Submit

You'll see a confirmation message once your invoice has been successfully submitted.

#### What happens next?

- Once your invoice has been successfully submitted, it will route for review and approval in Jazz
- If everything is correct, it will be approved for payment
- You can track the status of your invoice in CSP

### Quick tips

- Make sure all the details in your attached invoice matches the purchase order. Differences in price, quantity, currency or other details may delay processing or cause the invoice to be rejected.
- If your purchase order contains multiple lines, split the invoice amounts across the relevant PO lines in the line details section near the bottom of the invoice page, rather than combining everything into one line.

### Need help?

- For questions about Jazz's invoicing process, email accountspayable@jazzpharma.com
- Alternatively, please reach out to your Jazz representative.

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