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**Coupa Supplier Portal Supplier Manual for Supplier  
Actionable Notifications**  
AUGUST 2022

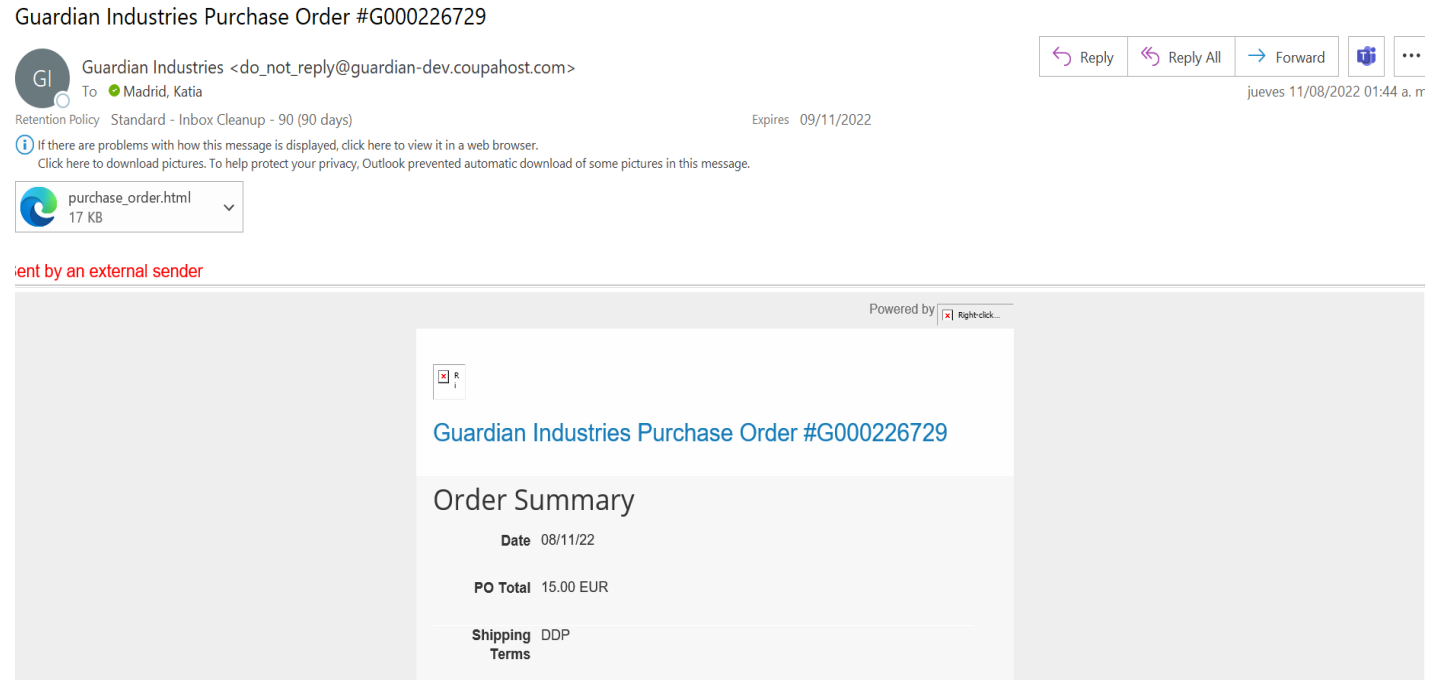


# Introduction to Supplier Actionable Notifications

- 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 -->



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](mailto: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](mailto: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](mailto:norberto.sanso@kochgs.com)  
Requestor Phone:  
Buyer: Joanna Ostach  
Buyer Email: [joanna.ostach@guardian.com](mailto: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

15.00 EUR

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



•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.

F.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 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 beginning of our commercial transactions.

The screenshot shows two parts of a web interface. The top part is a blue header titled "Choose Remit-To Address" with the text "You must have a Remit-To to submit an invoice. Please add one." Below this, it says "To add a new Remit-To, click 'Manage Remit-To's' at the top of this page." At the bottom of this section are two buttons: "Cancel" and "Create New Remit-To".

The bottom part is a blue header titled "Enter a new address" with the text "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." Below this is a "Company Information" section with fields for "Supplier" (with a black box), "Country/Region" (set to "United States"), and "Registered company legal name" (with a red border). The "Address" section includes fields for "Remit To Name", "Line 1", "Line 2", "City", "State" (with a dropdown menu), and "Postal Code". At the bottom of the form is a "Preferred Language" dropdown set to "English". At the very bottom of the form are "Cancel" and "Create and Use" buttons.

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

\* Registered company legal name

Address

Remit To Name

\* Line 1

Line 2

\* City

State

\* Postal Code

Preferred Language

Tax Registration

Tax Country/Region

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:

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 [Sign Out](#)

### Create Invoice Create

**General Info**

\* Invoice #

\* Invoice Date

Payment Term NET 60

Date of Supply

\* Currency EUR

Delivery Number

Status Draft

\* Image Scan  No se eligió... gún archivo

Supplier Note

**From**

\* Supplier

\* Supplier VAT ID

\* Invoice From Address

\* Remit-To Address

**To**

Customer Guardian Industries

\* Bill To Address Guardian Czestochowa Sp. z o.o  
Oddzial 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 Czestochowa Sp. Z O.O  
Oddzial 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.

(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

PO Line G000226729-1	Contract ▼	Period ▼	Supplier Part Number <input type="text"/>
PO Tax Reference None	Ancillary Part Number <input type="text"/>	Tax Legal Wording (Reqd for EU) Select ▼	

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

VAT Rate	VAT Amount	Tax Reference
Exempt ▼	0.60	<input type="text"/>

VAT Rate	VAT Amount	Tax Reference
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	15.00
Lines VAT Totals	0

Totals & Taxes

Lines Net Total	15.00
Lines VAT Totals	3.00

Shipping	<input type="text"/>
VAT	0.000
Tax Reference	<input type="text" value="Enter a tax reason description."/>

Handling	<input type="text"/>
VAT	0.000
Tax Reference	<input type="text" value="Enter a tax reason description."/>

Misc	<input type="text"/>
VAT	0.000
Tax Reference	<input type="text" value="Enter a tax reason description."/>

Total VAT	3.00
Net Total	15.00
<b>Gross Total</b>	<b>18.00</b>

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](mailto:globalSE@guardian.com).