



Introduction to Coupa's Supplier Actionable Notifications (SAN)

Introduction

When an employee at Mitsubishi Hitachi Power Systems Europe raises a purchase order for you, you are able to quickly receive and acknowledge POs, and invoice against those orders using Coupa's Supplier Actionable Notifications. Also referred to as SANs.

SANs are PO e-mails sent to you, and you are able to quickly flip into an invoice to return to Mitsubishi Hitachi Power Systems Europe. The process is intuitive and easy - please read the guide below to help guide you through this simple process.

- 1) **Acknowledge a PO**
- 2) **PO-backed invoice via email flip**

1. Acknowledge a Purchase Order

Mitsubishi Hitachi Power Systems Europe will communicate with you via the SAN notification using your confirmed email address.

The Purchase Order (PO) will be automatically emailed directly to your confirmed email address. POs will show as a Coupa notification in your mailbox.

1. Select and open the applicable Coupa Notification email.
2. View the PO information and click on 'Acknowledge PO' to notify Mitsubishi Hitachi Power Systems Europe that you have received the PO.

2. PO Backed Invoice via Email Flip

1. Select and open the applicable Coupa Notification email
2. To flip this PO into an invoice, click 'Create Invoice'
3. On the Create Invoice screen, input the invoice number into the Invoice # field
4. Confirm all addresses are correct
5. Scroll down to the 'Lines' section and ensure all details are accurate, specifically the Price and the Quantity.
6. Select a tax code from the Tax Code dropdown and click 'Calculate'
7. Keep the checkbox selected if you wish to receive email updates about the invoice status
8. When you complete your edits, enter any comments for Mitsubishi Hitachi Power Systems Europe and then click 'Submit'
9. After you click 'Submit', a pop-up appears to confirm if you are ready to send the invoice to Mitsubishi Hitachi Power Systems Europe. Click 'Send Invoice' to complete the process.
10. You will be notified of the status of your invoice via email.