

COUPA SUPPLIER PORTAL

Supplier Handbook

FARFETCH

WHAT IS COUPA SUPPLIER PORTAL?

Coupa Supplier Portal (CSP) makes Procurement and your life easier!

CSP allows our suppliers to follow every step of the process, creating a more interactive experience.

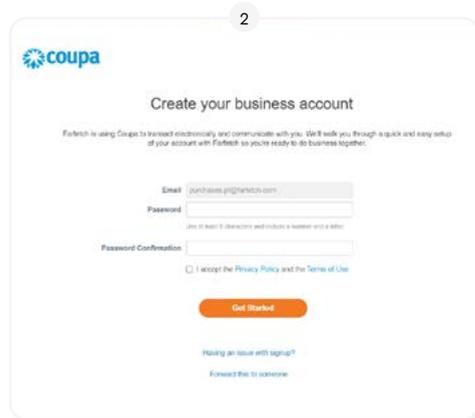
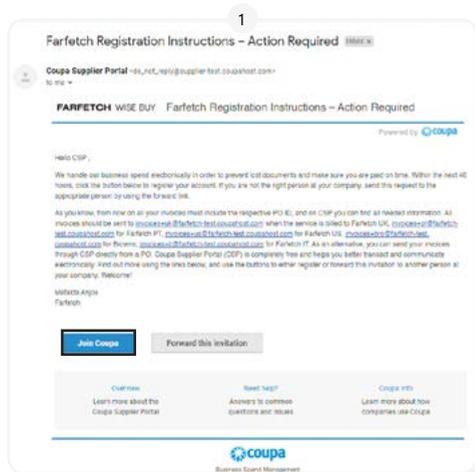
This guide will help you to understand the benefits of CSP and explain how the platform works.

THE PROCESS

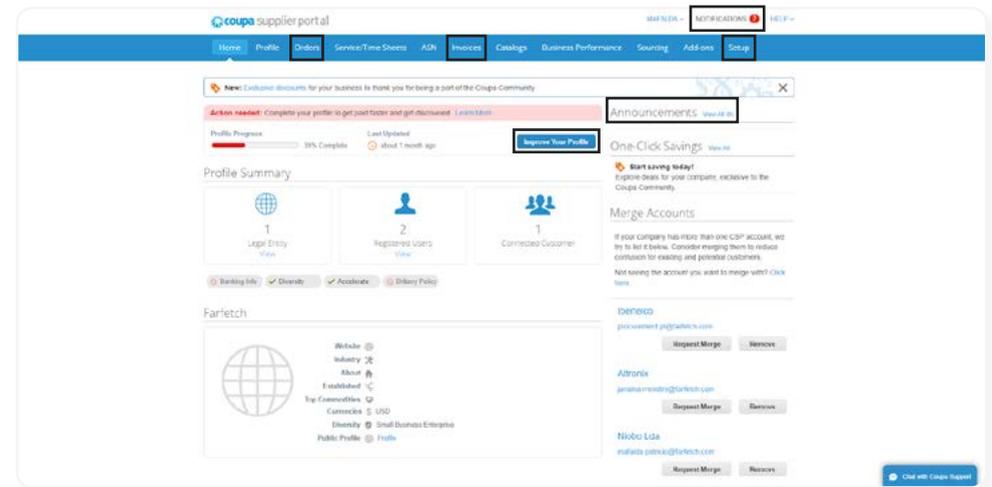
- Sign up >
- Homepage >
- Orders >
- Invoicing >
- Invoices >
- Payment >
- Setup >

SIGN UP

1. You'll receive an email with an invitation to join CSP. You should click on "Join Coupa".
2. Finish setting up your account by filling the required information.



HOMEPAGE



- Notifications: Updates to POs, invoices, etc.
- Orders: Access all POs sent by FARFETCH.
- Invoices: Access all invoices issued to FARFETCH.
- Setup: Access profile and account settings.
- Improve Your Profile: Information FARFETCH wants to share with you.

ORDERS

1. Make sure to select FARFETCH as a customer in the top right corner.
2. Check the Orders table where you can explore through the views dropdown menu and searching.
3. You can even start creating that PO's invoice right away by clicking on the yellow coins icon.
4. Open any PO to check more details.

coupa supplier portal

PROCUREMENT NOTIFICATIONS HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogues Payments Business Performance Sourcing Add-ons

Setup

Orders Order lines Returns Order Changes Order Line Changes Deliveries

You have 1 customer announcements related to Orders (Farfetch) [View All Announcements](#)

1 Select Customer Farfetch [Configure PO Delivery](#)

Purchase Orders

Click the Action to Invoice from a Purchase Order

2 All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
FPT013715	17/02/2021	Issued	None	1 Each of Chairs	No	100.00 USD	3	

4 Select Customer Farfetch [Configure PO Delivery](#)

Purchase Order #FPT013715

Status Issued - Sent via Email

Order Date 17/02/2021

Revision Date 17/02/2021

Requester Mafalda Anjos

Email 6929.staging.test@coupa.com

Payment Term 045D

Attachments None

Acknowledged

Assigned to [Select](#)

Shipping

Ship-To Address 6260 Upgrade street
6260 Upgrade street2
San Mateo, CA 11111
United States
Location Code: PT_Porto_Boavista
Attn: Mafalda Anjos

Terms None

Lines

Advanced Search Sort by Line Number: 0 - 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced
		Chairs	1	Each	100.00	100.00	0.00

Need By 29/02/2021 Part Number None Manufacturer Name None Manufacturer Part Number None

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Total USD 100.00

[Create Invoice](#) [Save](#) [Print View](#)

INVOICING

1. In an invoice, you should fill all required fields, but pay extra attention to:

- > Invoice Number which should only be alphanumeric and should match the number in the invoice attachment.
- > Invoice Date should also match with the one in the invoice attached.
- > There should be only one attachment.

2. The invoice lines will be automatically filled from the ones in the PO, but you are free to change the quantity and price if the invoiced values are different from the ordered ones.

3. At the end, and as a safety check, you should click on "Calculate" to ensure that the total invoiced value is correct. After the value is confirmed, click on "Submit".

4. The invoice will be reviewed by FARFETCH's Accounts Payable team. In case there are any actions to be taken, you'll receive notifications in the CSP portal and through email.

Create Invoice Create

General Info

*** Invoice #**

*** Invoice Date** 31/03/2021

Payment Term 045D

*** Currency** USD

Status Draft

Invoice Attachment No file chosen

Supplier Note

Attachments

From

*** Supplier** CSP

*** Invoice-From Address** CSP
Street X
City Y, 126482
United States

*** Remit-To Address** CSP
Street X
City Y, 126482
United States

*** Ship-From Address** CSP
Street X
City Y, 126482
United States

Lines

Type	Description	Qty	UOM	Price	
<input type="checkbox"/>	Chairs	1.000000	Each	100.00	100.00 <input type="button" value="x"/>

PO Line **Contract**

Supplier part number

Billing
BU01 FN0110 437 PTOPO2

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	0.000	0.00	<input type="text"/> <input type="button" value="+"/>

Total Taxes

Lines Net Total	100.00
Lines Tax Totals	0.00
<hr/>	
Total Tax	0.00
Net Total	100.00
Total	100.00

INVOICES

1. You can check the status of any of the invoices submitted.

> “Approved” means there’s no need for action. The invoice will be paid based on payment terms.

> “Disputed” is when FARFETCH has asked to change certain information.

> “Pending Approval” happens when the invoice is being validated by FARFETCH.

> “Processing” means that the invoice is being sent to FARFETCH. This usually lasts only a few minutes after submission.

> “Voided” is when FARFETCH or the supplier has cancelled the invoice.

2. For instance, if there is a disputed invoice, you can click “Resolve” and then check why it was disputed.

3. You can then select “Correct Invoice” and edit certain fields and resubmit, or “Void” which will permanently cancel the invoice.

Invoices

Create Invoices ⓘ

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
None	31/03/2021	Draft	FPT013715	100.00 USD	No		✏️ ❌
None	31/03/2021	Draft	FPT013715	100.00 USD	No		✏️ ❌
None	31/03/2021	Draft	FPT013715	100.00 USD	No		✏️ ❌
None	31/03/2021	Draft	FPT013715	100.00 USD	No		✏️ ❌
None	31/03/2021	Draft	FPT013715	100.00 USD	No		✏️ ❌
None	31/03/2021	Draft	FPT013715	100.00 USD	No		✏️ ❌
123456	17/02/2021	Pending Approval	FPT013715	100.00 USD	No		✏️ ❌
123456	17/02/2021	Voided	FPT013715	110.00 USD	No	Price different from PO/Contract or Catalog	✏️ ❌

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Invoices

Create Invoices ⓘ

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

Invoice # (no special characters allowed)	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
123456	02/17/21	Disputed	FPT013715	110.00 USD	No	Price different from PO/Contract or Catalog	📄

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Totals & Taxes

Lines Net Total		110.00
Lines Tax Totals	0%	0.00
<hr/>		
Total Tax		0.00
Net Total		110.00
Total		110.00

Void Correct Invoice

PAYMENT

1. In the Invoices table, choose the view called "Payment Information".

2. You'll be able to check every invoice payment terms, invoice date and supply date.

Invoices

Create Invoices ¹

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View Payment Information Search

Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	123456	Pending Approval	17/02/2021	045D	17/02/2021	
No	FFT013715	123456	Voided	17/02/2021	045D	17/02/2021	

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Invoices

Create Invoices ¹

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View Payment Information Search

Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	None	Draft	31/03/2021	045D	31/03/2021	
No	FFT013715	123456	Pending Approval	17/02/2021	045D	17/02/2021	
No	FFT013715	123456	Voided	17/02/2021	045D	17/02/2021	

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SETUP

1. You can change information such as:

- > Users
- > Merge Requests
- > Legal Entity Setup
- > Fiscal Representatives
- > Remit-To
- > Terms of Use
- > Payment Preferences
- > Static Discounting

2. Also, you can invite other people from your organization to have access to CSP.

Admin Users ² Invite User

Users	Permissions	Customer Access
Procurement Farfetch purchases.pt@farfetch.com Status: Active Edit	ASNs Admin Business Performance Catalogues Invoices Order Changes Orders Pay Me Now Payments Profiles Service/Time Sheets Sourcing	Farfetch

Users

- Merge Requests
- Legal Entity Setup
- Fiscal Representatives
- Remit-To
- Terms of Use
- Payment Preferences
- Static Discounting
- SFTP Accounts
- cXML Errors
- SFTP Errors

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