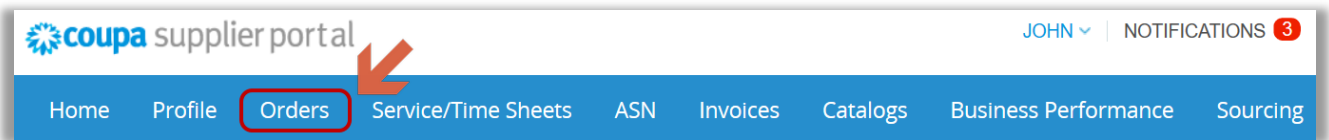
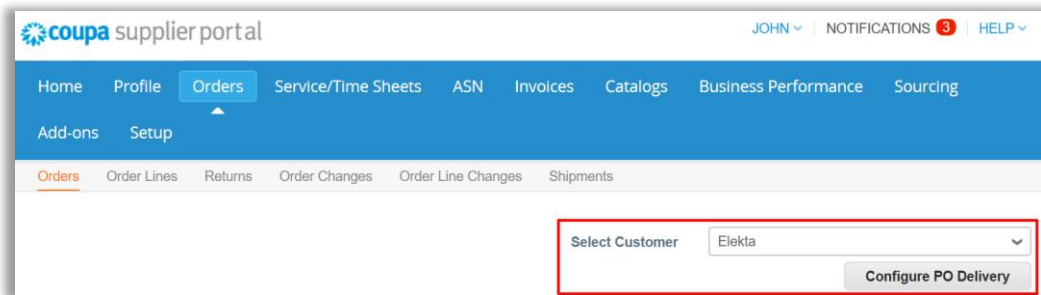




STEPS

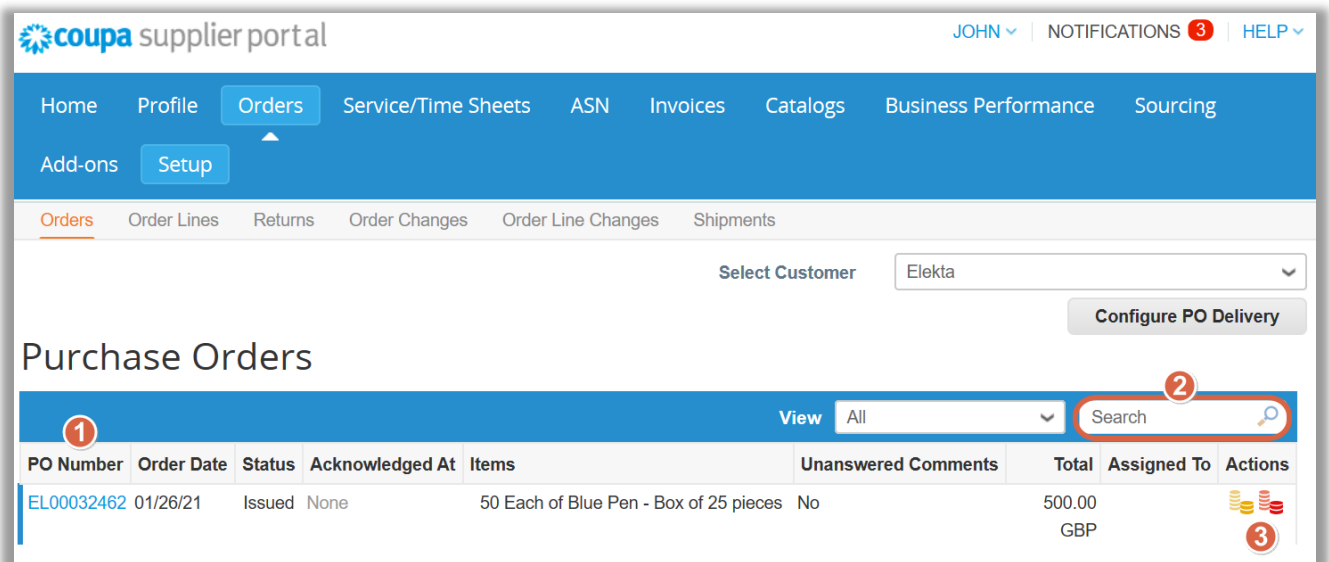
1. Log in to Coupa Supplier Portal (CSP). Go to the navigation bar at the top and click on **Orders**.



2. After opening **Orders**, you can see all the orders sent to your company. Ensure that Elekta is a selected customer.



Purchase orders can be found in the **PO Number** column (1) or by searching for the order number using the search bar (2). After finding the order for which you want to create an invoice, click on  in the **Action** column to start creating a credit note ( is used for invoice creation).



3. The credit note creation has started. In that page:
- a) As a minimum, complete the mandatory fields:
- 1) **Credit Note #** - a unique invoice number issued by your company to Elekta
 - 2) **Credit Note Date**
 - 3) **Original Date of Supply** – the date of the original invoice you are crediting
 - 4) **Currency**
 - 5) **Original Invoice #** - the name of the original invoice you are crediting
 - 6) **Image Scan** – **IMPORTANT**: Do NOT attach any credit note copy as a legal PDF credit note will be generated in Coupa after you click 'Submit'. This PDF credit note will be the legal invoice.
 - 7) **Credit Reason** – the reason of the credit note creation
 - 8) **Cash Accounting Scheme & Margin Scheme** - These fields are not used by Elekta
 - 9) **Exchange Rate** – the field will appear if the credit note is in a currency other than PO. In this case, enter the exchange rate
 - 10) **Supplier VAT ID, Invoice/Remit-to/Ship From** addresses are taken from the company information you provided to the system. The magnifying glass icon (🔍) allows you to change the information.

- b) It is required to fill in the **Buyer VAT ID** field (Elekta's VAT ID) from the drop-down list. The Buyer VAT ID must indicate the country of delivery.

c) Below you can find all lines that can be credited. Review which lines you want to credit and delete unnecessary by pressing **X**.

You can adjust:

- 1) Adjustment Type – decides which fields will impact amount on credit note (Quantity/Price/Other)
- 2) **Qty** – The number of items you want to credit. For credit notes the **value should be negative**. (some POs may not have this field present. In that case, the **PRICE** should be negative).
- 3) (Net) **Price - Important:** It is extremely important to check the price/quantity to ensure you are crediting the correct amount. You can partially credit by editing these values.
- 4) **Total net line price** – calculated based on **Qty** (if present) and **Price** fields. The value updates after pressing the **Calculate** button at the bottom of the screen.
Important: Total net amount need to be negative (**Qty** OR **Price** need to be negative)
- 5) **Taxes (VAT Rate)** – select the Tax Rate here

Lines

Adjustment Type: Quantity

Type	Description	Qty	UOM	Price	Total
	Light Bulb - 60W	-20.0	Each	8.00	160.00

PO Line: EL00032463-1

Contract: [dropdown]

Supplier Part Number: [input]

Billing Notes: [input]

Billing: 5930-0-OT11--1201200--1NONP

Taxes

VAT Rate	VAT Amount	Tax Reference
[dropdown]	[input]	[input]

d) At the bottom of the screen you can find the summary of the entire credit note, with place to include **Shipping Cost** and **Tax Rate for Shipping Cost**.

Once you have finished creating the credit note, click **Submit** button to send the invoice to Elekta.

Totals & Taxes

Lines Net Total	-40.00
Lines VAT Totals	0.00

Shipping: [input]

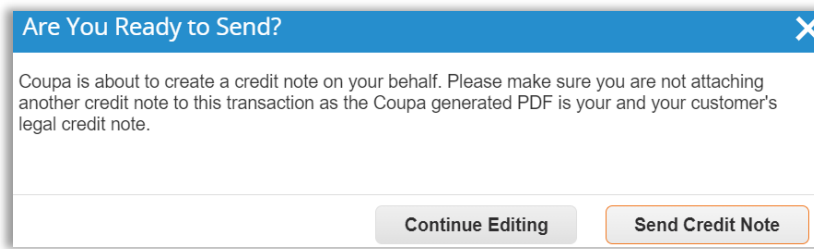
VAT: [dropdown] 0.000

Tax Reference: [input] Enter a tax reason description.

Total VAT	0.00
Net Total	-40.00
Gross Total	-40.00

Buttons: Delete, Cancel, Save as Draft, Calculate, Submit

- e) The system requires confirmation of the invoice creation. To confirm this action, press the "**Send Credit Note**" button. The credit note is now in the Elekta overview and its status can be checked at the top in the **Invoices** section.



4. To write or review invoice comments, scroll down to the Comment section. Supplier should only write messages to the Elekta Accounts Payable team. To tag the Accounts Payable team, write "@" + **Accounts Payable** and select a group from the drop-down list. **Please note that we only allow tagging of Accounts Payable members/groups. Other users/teams should not be contacted through CSP.**

Depending on your region, you should contact the correct team:

- **Accounts Payable EBS** – suppliers from all countries except China, Japan, and Korea
- **Accounts Payable CN** – Chinese suppliers (depending on the Company you are invoicing)
- **Accounts Payable JP155** – Japanese suppliers
- **Accounts Payable KR485** – Korean suppliers