



**Coupa Supplier Portal (CSP)
Supplier Actionable Notification
(SAN/Email)**

October 2023

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An aerial, top-down view of a blue propeller aircraft flying over a large body of water. The aircraft is centered in the frame, with its wings extending horizontally. The water is a deep blue-green color. In the background, a dam structure is visible, along with a forested hillside and some buildings. The overall scene is bright and clear.

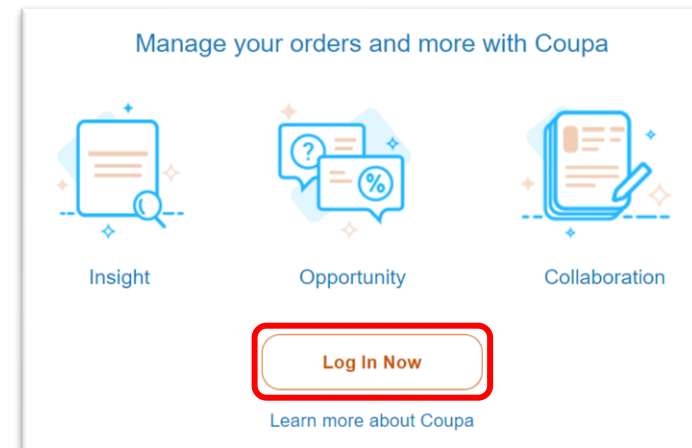
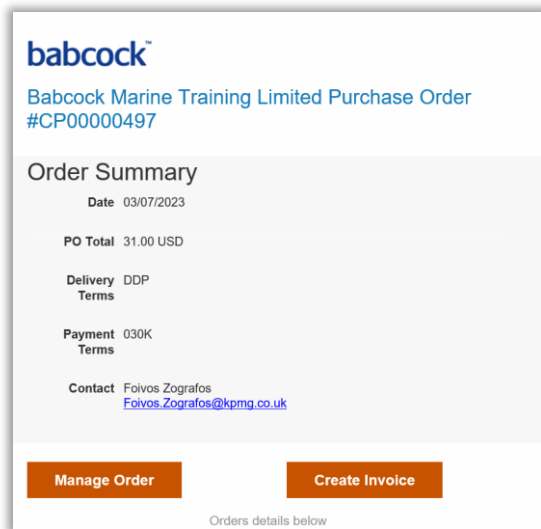
Purchase Order Overview (SAN)

Overview (1/2)

Your PO email address will be assigned to your supplier record in Coupa. When Babcock requestors order something from you, a Purchase Order with actionable buttons will be sent to your email address.

Click into the email and you can see the Order Summary and actionable options at the top.

Scroll down, the “**Log In Now**” button allows you to login to or create a Coupa Supplier Portal (CSP) account. Please reference to CSP training deck on how to set up your CSP account.



Overview (2/2)

Keep scrolling down in the email, you can find the order details as well as open and download the **“PDF order”** at the bottom.

FZtest
 Attn: F Z
 foivos.zografos@kpmg.co.uk
 Company Registration Number: 56565656

Babcock Marine Training Limited
TEST PURCHASE ORDER

PO NUMBER: CP00000497
 DATE: 03/07/2023
 PAYMENT TERMS: 30 days from date of invoice
 SHIPPING TERMS: Delivered Duty Paid
 CURRENCY: USD
 CONTRACT: 191
 CONTACT: Foivos Zografos
 Foivos.Zografos@kpmg.co.uk

Ship To
 Babcock Marine Training Limited
 Helimed House Hangar
 14 Gambling Close
 Norwich , NR6 6EG
 United Kingdom
 GB-261
 Attn: Foivos Zografos

Bill To
 Babcock Marine Training Limited
 1000 Lakeside
 North Harbour, Western Road
 Portsmouth, Hampshire PO6 3EN
 United Kingdom
 Attn: Helpdesk Support
 VAT ID: GB747881776

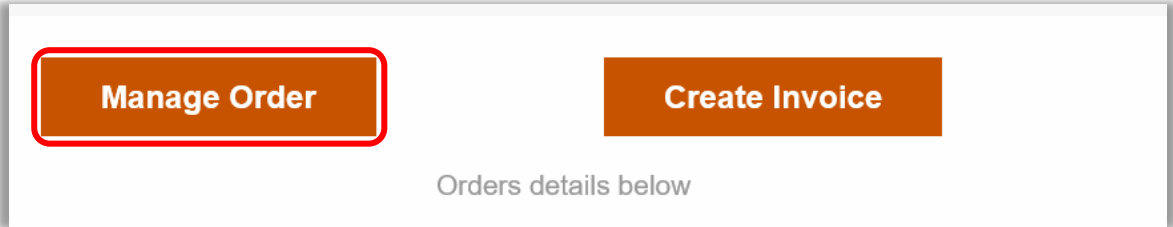
Line	Description	Need By Date	Qty	Unit	Price	Total
1	Asus Keyboard A Please select the small required keyboard size	05/07/2023	1	each	31.00	31.00
31.00 USD						

An aerial, top-down view of a blue biplane flying over a large, greenish-blue lake. The plane is centered in the frame, with its wings spread wide. The background shows a dam structure on the left side of the lake, surrounded by lush green trees and a clear sky. The text "Manage Purchase Orders" is overlaid in a white box in the center of the image.

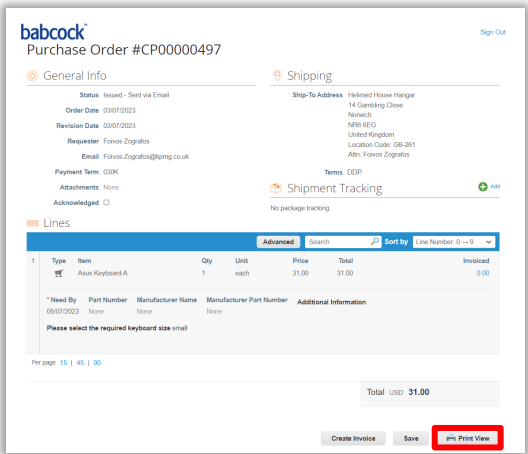
Manage Purchase Orders

Manage Purchase Orders (1/4)

- Click the **“Manage Order”** button in the PO email and a new page of the purchase order will be opened you can view the full PO here



- Click on the **“Print View”** button at the bottom to view, save and print the PDF version of the PO. Babcock’s PO T&Cs can be found in the print view



Manage Purchase Orders (2/4)

- Click the “**Acknowledged**” check box under the General Info section at the top to confirm receiving PO
 - Please only acknowledge if there is no issues otherwise please go back to Babcock about the PO.

babcock™ Purchase Order #CP00000497 [Sign Out](#)

General Info

Status: Issued - Sent via Email

Order Date: 03/07/2023

Revision Date: 03/07/2023

Requester: Foivos Zografos

Email: Foivos.Zografos@kpmg.co.uk

Payment Term: 030K

Attachments: None

Acknowledged

Shipping

Ship-To Address: Helimed House Hangar, 14 Gambling Close, Norwich, NR6 6EG, United Kingdom, Location Code: GB-261, Attn: Foivos Zografos

Terms: DDP

Shipment Tracking: No package tracking.

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
	Asus Keyboard A	1	each	31.00	31.00	0.00

* Need By: 05/07/2023

Part Number: None

Manufacturer Name: None

Manufacturer Part Number: None

Additional Information: Please select the required keyboard size small

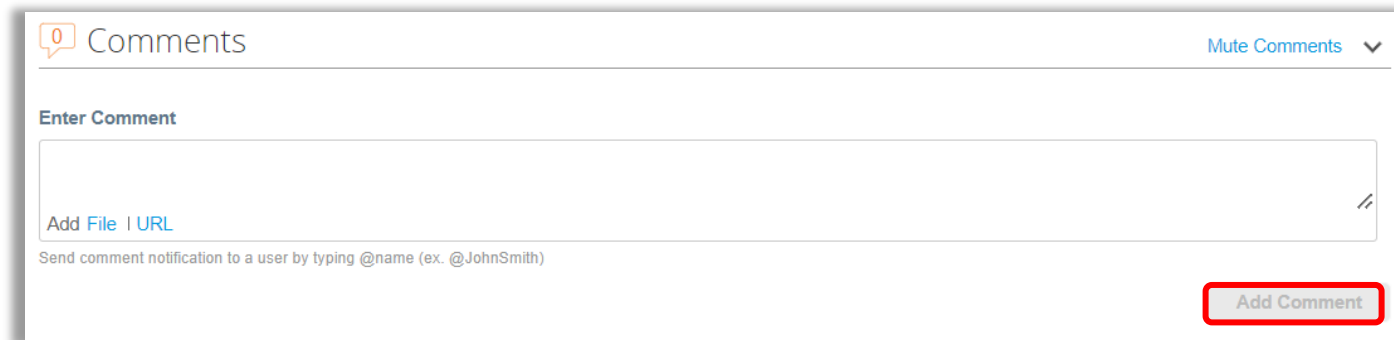
Per page: 15 | 45 | 90

Total USD **31.00**

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

Manage Purchase Orders (3/4)

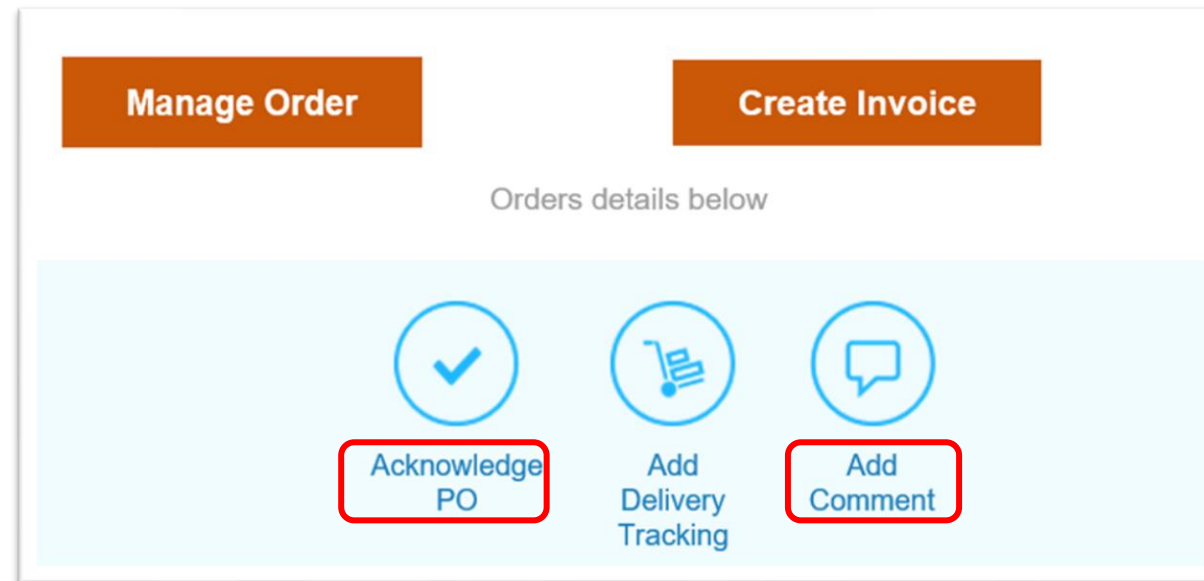
- To add a comment, scroll down to the bottom of the PO page and enter comments in the Comments section
 - To send the notification to a user, type “@name” and an automatic lookup list will be displayed
 - You can also attach files or URLs in the Comments section
 - Then click “**Add Comment**” to add a comment to the PO



The screenshot shows a 'Comments' section with a header 'Comments' and a 'Mute Comments' dropdown. Below the header is a text input field labeled 'Enter Comment'. Underneath the input field is a link 'Add File | URL' and a small icon of a document with a slash. Below that is a note: 'Send comment notification to a user by typing @name (ex. @JohnSmith)'. At the bottom right of the section is a red-bordered button labeled 'Add Comment'.

Manage Purchase Orders (4/4)

- You can also complete the actions via the actionable buttons in the PO emails directly.
 - **“Acknowledge PO”**
 - **“Add comment”**

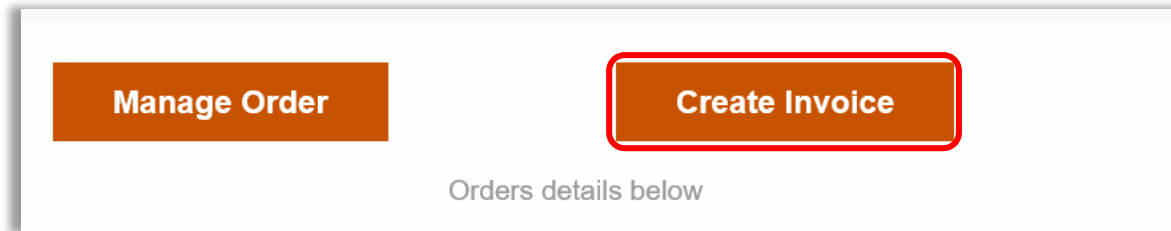




Invoicing via Supplier Actionable Notification

Invoicing via Supplier Actionable Notification (1/13)

- You can flip the SAN PO into an invoice via the actionable button in the email PO: Create Invoice.
 - Or, via clicking Create Invoice in the new PO window that opens when you view the PO.



The screenshot shows the Babcock Purchase Order #CP00000497 interface. It includes sections for General Info, Shipping, and Lines. The 'Create Invoice' button is highlighted with a red border.

babcock™ Purchase Order #CP00000497 Sign Out

General Info

- Status: Issued - Sent via Email
- Order Date: 03/07/2023
- Revision Date: 03/07/2023
- Requester: Foivos Zografos
- Email: Foivos.Zografos@kpmg.co.uk
- Payment Term: 030K
- Attachments: None
- Acknowledged:

Shipping

Ship-To Address: Helimed House Hangar, 14 Gambling Close, Norwich, NR8 6EG, United Kingdom, Location Code: GB-261, Attn: Foivos Zografos

Terms: DDP

Shipment Tracking: No package tracking.

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
1	Asus Keyboard A	1	each	31.00	31.00	0.00

* Need By: 05/07/2023, Part Number: None, Manufacturer Name: None, Manufacturer Part Number: None, Additional Information: Please select the required keyboard size small

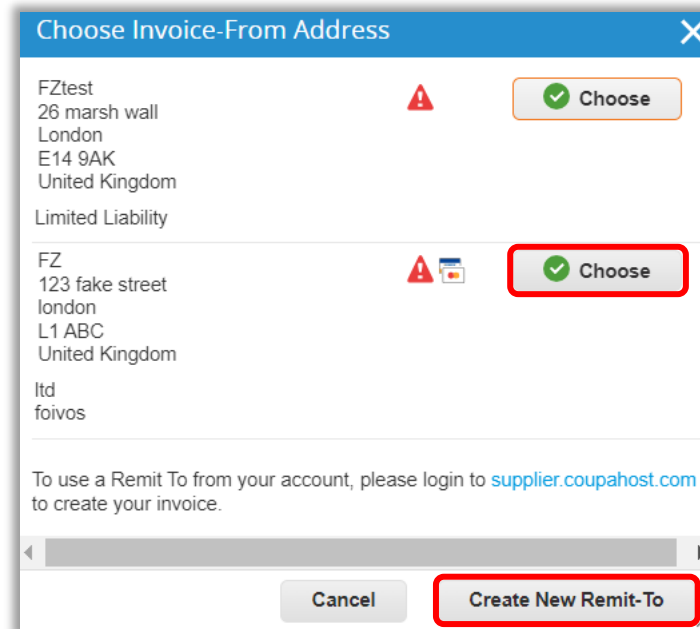
Per page: 15 | 45 | 90

Total USD 31.00

Create Invoice Save Print View

Invoicing via Supplier Actionable Notification (2/13)

A new tab of the invoice template with the PO information will appear. If this is the first time you have used SAN to create an invoice, there will be a pop up window which asks you to **“Create New Remit-To”**. Click it and you can add Remit-to Address information. Alternatively **“Choose”** an existing address.



Invoicing via Supplier Actionable Notification (3/13)

- Complete the Remit-To Address information:

- Company Information
- Address
- Tax Registration
- Banking information

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 FZtest

* Country/Region United Kingdom

* Registered company legal name Company x

* Type of Company limited

▲ Must be present on United Kingdom compliant invoice

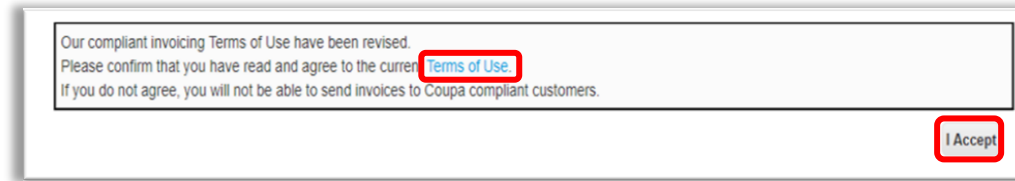
Board of Directors

- Scroll down and click **“Create and Use”**. A pop up window will then ask you to accept the Coupa E-invoicing Terms of Use before preceding with the invoice creation.

Cancel Create and Use

Invoicing via Supplier Actionable Notification (4/13)

- Click **“Terms of Use”** to read the Coupa terms of using Coupa to send compliant invoices. Click **“I Accept”** to accept the Terms of Use
 - This is mandatory to accept before creating and issuing electronic invoices via Coupa



For Coupa compliant e-invoicing countries: From a VAT perspective, this means that the PDF generated by Coupa is your legal invoice (and Babcock’s evidence for VAT recovery). You must archive this invoice in line with your legal retention periods and requirements. Please do not attach (or issue to Babcock) an invoice from your system if the “Image Scan” field is not marked as mandatory, after signing up to these terms. Please refer to Appendix for Coupa compliant e-invoicing country list. For non-Coupa compliant e-invoicing countries, the “Image Scan” field will be mandatory and you will need to attach a copy of an invoice generated from your system. The document you attach will be the invoice supporting your sale to Babcock. Coupa E-Invoicing is designed to enable compliance with regulatory requirements imposed on sending / receiving electronic invoices by the respective tax jurisdictions in the aforementioned supported countries.

Invoicing via Supplier Actionable Notification (5/13)

- Your Remit-To address will be automatically filled in the From section at the header level of the invoice. Pick the correct **“Supplier VAT ID”** from the drop down if you have multiple

The screenshot displays the 'Create Invoice' interface in the Babcock system. The 'From' section is highlighted, showing the 'Supplier VAT ID' dropdown menu set to 'GB123456789'. Other fields in the 'From' section include 'Supplier' (FZtest), 'Invoice-From Address', 'Remit-To Address', and 'Ship-From Address', all of which are populated with the same company details: 'Company x', 'street 1', 'London', 's', 'United Kingdom', 'limited'. The 'To' section shows the 'Customer' as 'Babcock International - Development Environment', with 'Bill-To Address' and 'Buyer VAT ID/VAT' (GB747881776) also populated. The 'Ship To Address' is 'Helimed House Hangar', '14 Gambling Close', 'Norwich', 'NR6 6EG', 'United Kingdom', 'Location Code: GB-261'. The 'General Info' section on the left includes fields for 'Invoice #', 'Invoice Date', 'Payment Term', 'Date of Supply', 'Currency', 'Delivery Number', 'Status', 'Shipping Term', 'Image Scan', 'Supplier Note', 'Attachments', 'Cash Accounting Scheme', 'Margin Scheme', and 'Exchange Rate'.

Invoicing via Supplier Actionable Notification (6/13)

- If your “**Invoice-From Address**,” “**Remit-To Address**” and “**Ship-From Address**” are different, you can add multiple addresses by clicking on any of the magnifying glass icons and “**Create New Remit-To**”.
- If you make a mistake after saving a Remit-To info, you cannot change it. You have to “**Create New Remit-To**”.

* Supplier FZtest
* Supplier VAT ID GB123456789

* Invoice-From Address Company x street 1 London United Kingdom limited

* Remit-To Address Company x street 1 London United Kingdom

* Ship-From Address Company x street 1 London United Kingdom

Choose Invoice-From Address

- Blue Sky Limited GB Market Street 1007 Manchester M1 7QQ United Kingdom Limited
- Blue Sky Limited UK UK01 MTC HOUSE SALFORD M2 3UU United Kingdom Limited
- Blue Sky Limited Manchester UK02 St Peter's Square floor 2 Manchester M2 7YY United Kingdom Limited
- Blue Sky Limited Manchester UK03 Blackfriars Road #11 Manchester M3 8UU United Kingdom Limited

Cancel Create New Remit-To

Choose Ship from address

- Blue Sky Limited GB Market Street 1007 Manchester M1 7QQ United Kingdom Limited

To use a Remit To from your account, please login to supplier.coupahost.com to create your invoice.

Cancel Create New Remit-To

- Slide 13-17 are only required the first time an invoice is created by the supplier. Once set up, these will not need to be repeated.

Invoicing via Supplier Actionable Notification (7/13)

- Complete header level required fields and non-mandatory fields as needed at General Info section:
 - Invoice number: enter the invoice number generated in your own ERP system.
 - Invoice Date: Set automatically at time of submission.
 - Payment Terms: These are the payment terms from the PO.
 - Currency: This is the currency from the PO.
 - Delivery Number: Provide if applicable.
 - Status: current status of this invoice.

The screenshot shows the 'General Info' section of an invoice form. The top portion of the form, including fields for Invoice #, Invoice Date, Payment Term, Date of Supply, Currency, and Delivery Number, is highlighted with a red border. Below this highlighted section, there are fields for Shipping Term (DDP), Image Scan (Choose File), Supplier Note, Attachments (Add File | URL | Text), Cash Accounting Scheme, Margin Scheme, and Exchange Rate.

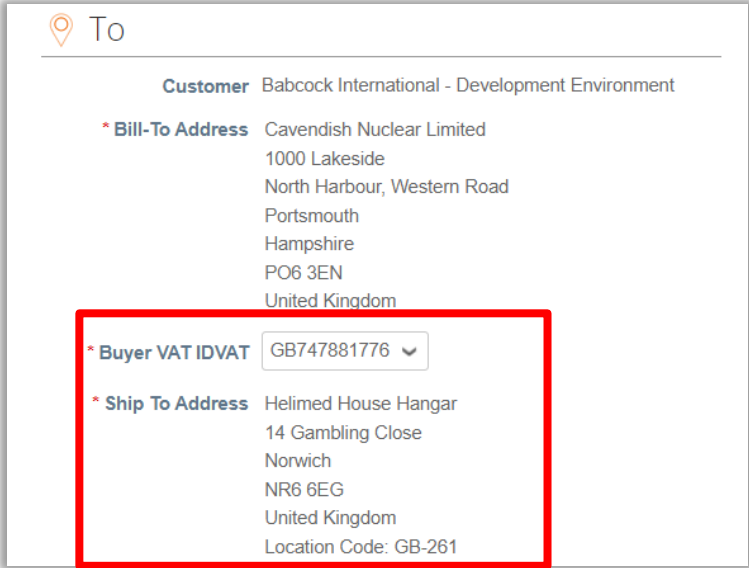
Invoicing via Supplier Actionable Notification (8/13)

- Complete header level required fields and non-mandatory fields as needed in General Info section:
 - Image Scan: Do NOT attach a copy of your invoice from your system, as per the Terms of Use agreed, Coupa will issue the legal invoice on your behalf.
 - Supplier Note: Enter any notes for Babcock
 - Attachments: Attach supporting documentation; all types of attachments are supported.
 - Cash Accounting Scheme & Margin Scheme: Leave blank if not relevant.

The screenshot shows the 'General Info' section of a Coupa invoice form. The form includes several fields: 'Invoice #' (required), 'Invoice Date' (required, dd/mm/yyyy), 'Payment Term' (030K), 'Date of Supply' (dd/mm/yyyy), 'Currency' (USD), 'Delivery Number', and 'Status' (Draft). A red box highlights the following fields: 'Image Scan' (with a 'Choose File' button and 'No file chosen' text), 'Supplier Note' (a text area), 'Attachments' (with a blue 'Add' button and links for 'File', 'URL', and 'Text'), 'Cash Accounting Scheme', 'Margin Scheme', and '* Exchange Rate' (with a blue help icon).

Invoicing via Supplier Actionable Notification (9/13)

- Complete header level fields – To:
 - The information under the To section at the invoice header are flipped from the PO.
 - Refer to the Tax Guidance section for instructions on VAT ID and Babcock VAT ID



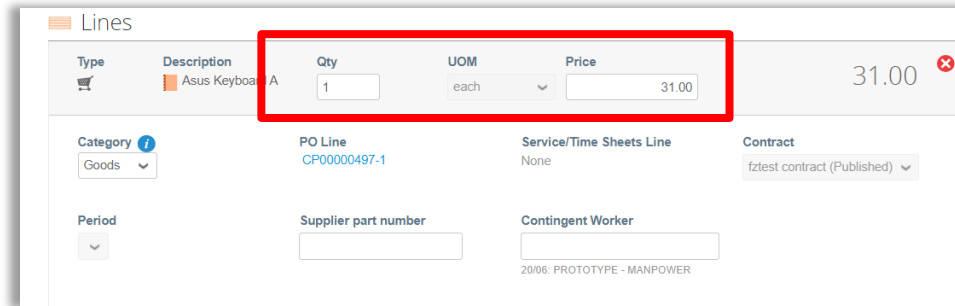
The screenshot shows the 'To' section of an invoice header. It includes a location pin icon and the text 'To'. Below this, the following information is displayed:

- Customer:** Babcock International - Development Environment
- * Bill-To Address:** Cavendish Nuclear Limited
1000 Lakeside
North Harbour, Western Road
Portsmouth
Hampshire
PO6 3EN
United Kingdom
- * Buyer VAT ID/VAT:** GB747881776 (with a dropdown arrow)
- * Ship To Address:** Helimed House Hangar
14 Gambling Close
Norwich
NR6 6EG
United Kingdom
Location Code: GB-261

A red rectangular box highlights the 'Buyer VAT ID/VAT' field and the 'Ship To Address' section.

Invoicing via Supplier Actionable Notification (10/13)

- Complete line level information. Here you may edit the “Qty” or “Price” if you are sending a partial invoice.



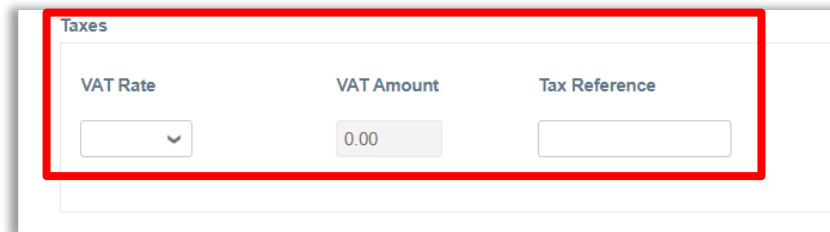
The screenshot shows a 'Lines' form with the following fields:

Type	Description	Qty	UOM	Price	
Asus Keyboard	A	1	each	31.00	31.00

Below the table, there are sections for:

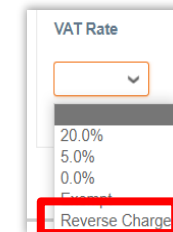
- Category: Goods
- PO Line: CP00000497-1
- Service/Time Sheets Line: None
- Contract: fztst contract (Published)
- Supplier part number: [empty]
- Contingent Worker: 20/06: PROTOTYPE - MANPOWER

- Taxes: Add a “VAT Rate” for each line level item. VAT rates available will be driven by your invoicing country.
- Tax Reference: For the “Reverse Charge” tax rate, Coupa will require you to enter a relevant reference or any indication for these items to indicate that Babcock is required to account for any VAT due.



The screenshot shows a 'Taxes' form with the following fields:

VAT Rate	VAT Amount	Tax Reference
[dropdown]	0.00	[text box]

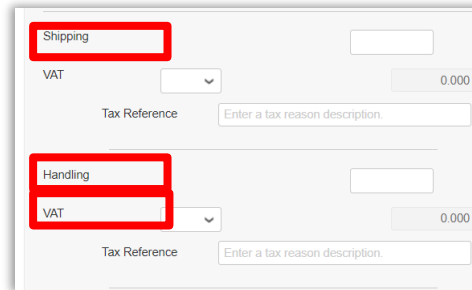


The screenshot shows a 'VAT Rate' dropdown menu with the following options:

- 20.0%
- 5.0%
- 0.0%
- Reverse Charge


Invoicing via Supplier Actionable Notification (11/13)

- Scroll down and complete invoice summary information. Here you may add any agreed “**Shipping**” and “**Handling**” charges which have not already been included in the line item price for the goods on the invoice
- You will need to add “**VAT**” to Shipping charges if applicable. The VAT rate applied should match the VAT rate applied to the goods being shipped on this invoice



The screenshot shows a form with two sections: 'Shipping' and 'Handling'. Each section has a text input field, a 'VAT' dropdown menu, and a 'Tax Reference' input field. The 'VAT' dropdowns in both sections are highlighted with red boxes. The 'VAT' dropdowns currently show '0.000'.

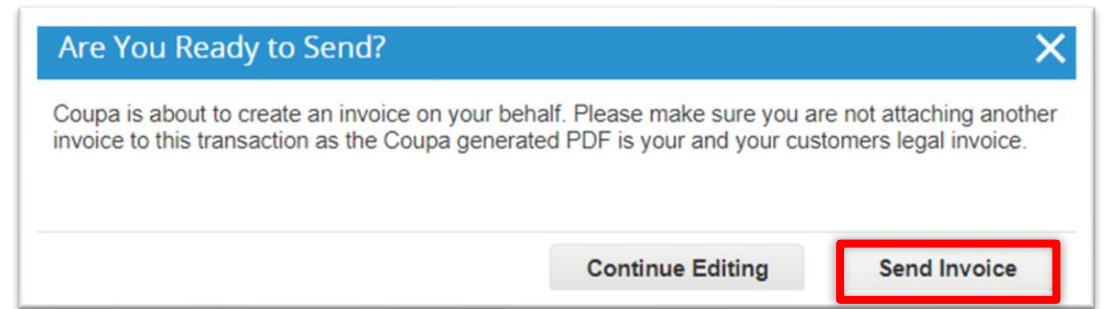
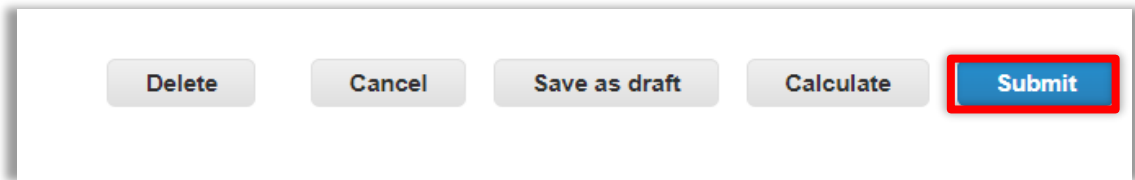
- Then click on Calculate to work out the new total on the invoice
- If you want to save the invoice for later, click “**Save as draft**”



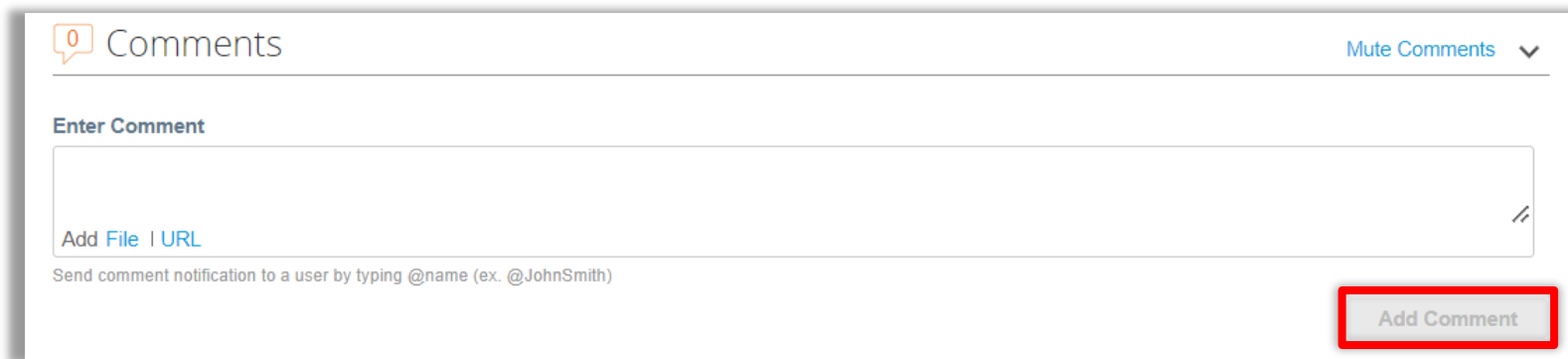
The screenshot shows a row of five buttons: 'Delete', 'Cancel', 'Save as draft', 'Calculate', and 'Submit'. The 'Save as draft' and 'Calculate' buttons are highlighted with red boxes.

Invoicing via Supplier Actionable Notification (12/13)

- If you are ready to submit the invoice, click Submit and then click Send Invoice in the pop-up window



- To add a comment for Babcock, enter your comment in the Enter Comment box and then click Add Comment



Invoicing via Supplier Actionable Notification (13/13)

- The Invoices page will open up with all your invoice status with that same Babcock “PO”. You can also find the invoice instructions from Babcock on the top at the Instructions From Customer field

FZtest invoice #22 is processing

Instructions From Customer

Babcock International Group and all its subsidiaries is committed to pay all suppliers on time, every time. To allow us to process and pay your invoices to the agreed payment terms, please ensure all information entered is correct, and in line with the Babcock invoice requirements. Details of these requirements, as well as information on how to contact us for support, can be found on our Supplier Information web page. Please copy and paste the link below into your browser to access. <https://www.babcockinternational.com/who-we-are/suppliers/>

Create Invoices

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

View table x Search

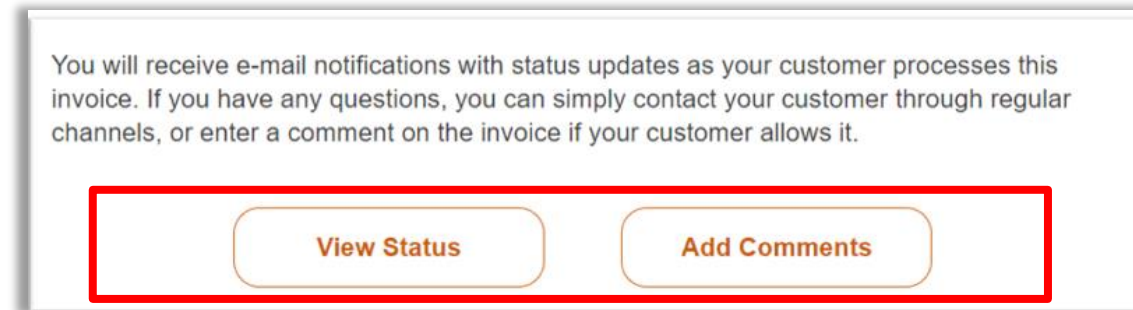
Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
None	04/07/2023	Draft	CP00000497	31.00 USD	No		
None	04/07/2023	Draft	CP00000497	31.00 USD	No		
None	08/07/2023	Draft	CP00000497	31.00 USD	No		
None	06/07/2023	Draft	CP00000497	31.00 USD	No		
None	06/07/2023	Draft	CP00000497	31.00 USD	No		
None	06/07/2023	Draft	CP00000497	31.00 USD	No		
None	06/07/2023	Draft	CP00000497	31.00 USD	No		
None	06/07/2023	Draft	CP00000497	31.00 USD	No		
None	09/07/2023	Draft	CP00000497	31.00 USD	No		
22	09/07/2023	Processing	CP00000497	31.00 USD	No		

An aerial, top-down view of a blue biplane flying over a large, greenish-blue lake. In the background, a dam is visible on the left side of the lake, surrounded by lush green trees and vegetation. The biplane's propellers are blurred, indicating it is in motion. A white rectangular box is centered over the image, containing the text 'SAN Invoice Status Notifications' in white, bold, sans-serif font.

SAN Invoice Status Notifications

SAN Invoice Status Notifications (1/3)

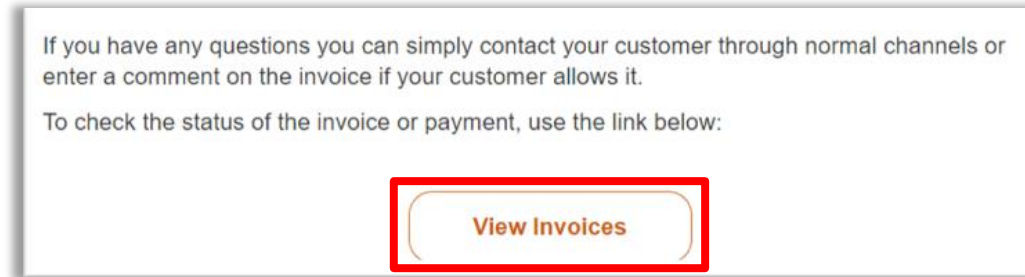
- You will be notified of the status change of your invoice via email if you ticked the checkbox for email updates when you submitted the invoice.
- Click into the email, you can choose to “**View Status**” or “**Add Comments**” to. Add Comments works the same way as PO and Invoice Comments.



- Click View Status
 - A new page will open with the Status of all your invoices against the same PO that you flipped the invoice from

SAN Invoice Status Notifications (2/3)

- When an invoice gets approved, you will receive an email notification. Should you wish to, you may click and open the email.
- Then click on **“View invoices”**



You can then see all the invoices against that PO. Click on the approved invoice.

22	09/07/2023	Pending Approval	CP00000497	31.00 USD	No
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- Then a new internet page will open with the print view of your invoice. It would be your legal invoice, if the invoicing country is one of the Coupa compliant e-invoicing countries.
- Click on download at the top, you will be able to download the legal invoice for archiving.

SAN Invoice Status Notifications (3/3)

You can then see all the invoices against that PO. Click on the approved invoice.

- Then a new internet page will open with the print view of your invoice. It would be your legal invoice, if the invoicing country is one of the Coupa compliant e-invoicing countries.
- Click on download at the top, you will be able to download the legal invoice for archiving.

Invoices

Instructions From Customer
Kingfisher is committed to pay all suppliers on time, every time. To allow us to process and pay your invoices to the agreed payment terms, please ensure all information entered is correct, and in line with the KF invoice requirements. Details of these requirements, as well as information on how to contact us for support, can be found on our Supplier Information web page. Please copy and paste the link below into your browser to access. Link: <https://www.kingfisher.com/en/index.html>
[Create Invoices](#)

[Create Invoice from PO](#) [Create Invoice from Contract](#) [Create Blank Invoice](#) [Create Credit Note](#)

View: All Search

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
INV458-2	11/04/2022	Approved	BQ10000458	4,332.00 GBP	No		
None	11/04/2022	Draft	BQ10000458	3,600.00 GBP	No		
None	11/04/2022	Draft	BQ10000458	3,600.00 GBP	No		
None	11/04/2022	Draft	BQ10000458	3,600.00 GBP	No		

Per page 15 | 45 | 90

INVOICE #INV458-2

General Info **Bill To & Ship To** **GB**

Invoice # INV458-2
Invoice Date 11/04/2022
Payment Term None
Delivery Date 11/04/2022
Currency GBP
Delivery Number None
Status Approved
Shipping Term None

Supplier Blue Sky Limited
Invoice From Blue Sky Limited GB
Market Street 1007
Manchester
M1 7QQ
United Kingdom
Type of Company Limited
Remit To Blue Sky Limited GB
Market Street 1007
Manchester
M1 7QQ

Legal Invoice [download](#)

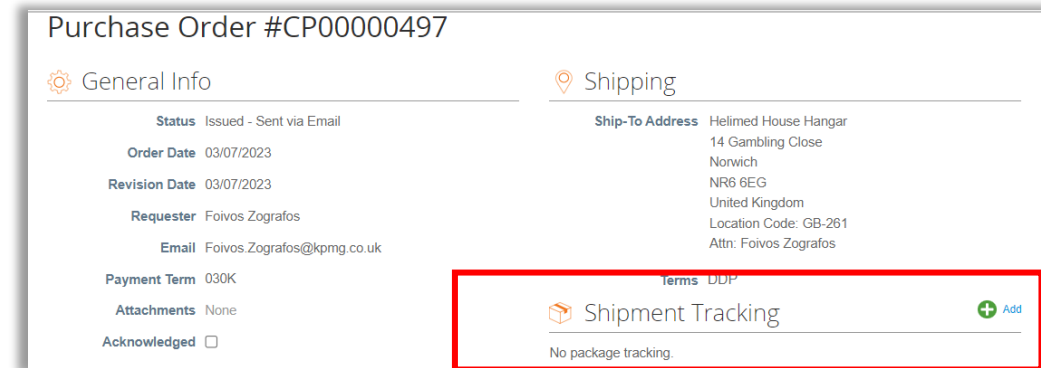
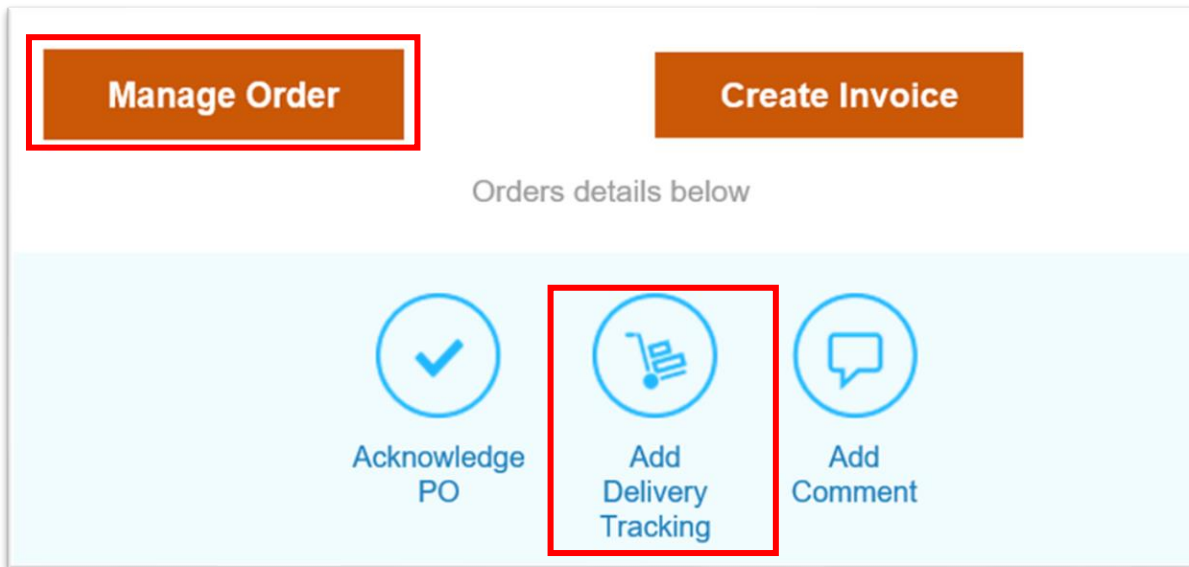
An aerial, top-down view of a blue propeller aircraft flying over a large body of water. The aircraft is centered in the frame, with its wings spread wide. The water is a deep blue-green color. In the background, a dam structure is visible, along with a forested hillside and some buildings. The overall scene is bright and clear.

Additional Actions via SAN

Additional Actions via SAN (1/2)

If you wish to provide shipping information for this entire PO. Click on **“Add Delivery Tracking”** from your SAN Purchase Order email and a new page will be opened.

Or, you can click on **“Manage Order”** and in the new tab with the PO, click on **“Add”** at **“Shipment Tracking”** section.



Additional Actions via SAN (2/2)

A Create Shipment Tracker window will pop. Enter Tracking Number and select a Carrier from the drop down list. Put a Note for the requester if needed.

- Click **“Save”**
- **“Shipment Tracking”** will be added to the PO

Create Shipment Tracker

Enter tracking number for entire PO. To ship PO partially, create ASN.

* Tracking Number

* Carrier

Note

Cancel **Save**

Tracker #352 has been added!

General Info

Shipping

Status Issued - Sent via Email

Order Date 03/07/2023

Revision Date 03/07/2023

Requester Foivos Zografos

Email Foivos.Zografos@kpmg.co.uk

Payment Term 030K

Attachments None

Acknowledged

Ship-To Address Helimed House Hangar
14 Gambling Close
Norwich
NR6 6EG
United Kingdom
Location Code: GB-261
Attn: Foivos Zografos

Terms DDP

Shipment Tracking (1) **Add**

352 **Status Error** **Remove** **Edit**



Tax Guidance

Guidance on choosing the correct supplier VAT ID

Supplier VAT ID: Your VAT ID in the legal invoice that Coupa creates on your behalf will be driven from your Remit to Address setup in CSP.

Therefore, if your business is VAT registered in multiple countries you need to ensure that you set up the correct VAT ID against each remit to address in Coupa.

Please see below some high-level guidance on selecting the correct VAT ID.

Where VAT is applicable

If you are **charging VAT** on your supply (including VAT at a reduced or zero-rate):

- Your VAT ID should match the country where VAT is being charged (for example, if you have imported goods into the UK and you will charge UK VAT, then please put your UK VAT ID)

Where VAT is not applicable

If you are not charging VAT:

- If goods are being supplied to a customer located in a different country, your VAT ID (if applicable) normally matches the country where the goods are being shipped from
- If services are being provided, your VAT ID country will normally match the country where your establishment providing the services is located

If you are not sure of the correct VAT ID to use for your supply, seek help from your tax team or the local tax authorities as appropriate.

Guidance on choosing the correct VAT rates

You should ensure that the correct VAT is charged on your invoice. The VAT rates that are available to choose in CSP when you create invoices are driven by your invoicing country.

Please ensure that there is only one applicable VAT rate per purchaser order line, for example, 20% or 5%. Where you are supplying items where different VAT rates are applicable to the same PO line, please split these onto multiple invoices.

If a shipping charge has been agreed and is not included in the price of your goods, please enter this at the invoice header/summary level and put the appropriate VAT against them. The VAT rate for the shipping charge should be the same as that applied to the goods being supplied on the invoice.

Please note that there are 3 different “Zero” tax treatments in Coupa and each have different meanings. Please see below compliance requirements for them on invoices.

- a) Zero rated transactions: These are transactions which are subject to VAT, but the VAT rate is 0%. Please note that Coupa will require you to add a “relevant reference or any indication” to show why these goods are zero rated (e.g. VAT zero-rate: International freight).
- b) Exempt transactions: These are transactions that are exempt from VAT. Please note that Coupa will require you to add a “relevant reference or any indication” to show why these goods are Exempt (e.g. VAT Exempt: Insurance).
- c) Self-accounted VAT (reverse charge): These are transactions where Babcock is liable to self-account for any due tax. This typically relates to exported services but may apply to specific types of goods supplied in the UK. Please add the reference “Reverse Charge or locally required text” to indicate that the reverse charge is applicable.

A worker wearing a full-body yellow protective suit, a white hood, and gloves is leaning over a desk in a laboratory or industrial setting. The worker is interacting with a computer monitor and keyboard. The background is filled with complex machinery, pipes, and equipment. A large grey cylindrical component is visible on the right side of the frame. The text "Additional Information" is overlaid in a white box in the center of the image.

Additional Information

Coupa Compliant E-Invoicing Country List

Coupa compliant e-invoicing country list
Australia
Austria
Bahrain
Bangladesh*
Belgium
Brazil*
Bulgaria
Canada
Colombia*
China*
Croatia
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece

Coupa compliant e-invoicing country list
Hong Kong
Hungary*
India
Ireland
Italy
Japan
Latvia
Lithuania
Luxembourg
Malaysia
Malta
Mexico
Montenegro
Myanmar*
Namibia
Netherlands
New Zealand

Coupa compliant e-invoicing country list
Norway
Pakistan*
Poland
Romania
Saudi Arabia
Serbia
Singapore
Slovakia
Slovenia
South Africa
South Korea*
Spain
Sweden
Switzerland
United Arab Emirates
UK
USA

Notes

List correct as of 05/2023

* Validation only invoice - Invoice content checks; Coupa does not create the legal invoice on behalf of the supplier; No support for digital signatures and Trustweaver archiving.

babcockTM