Populate the PO Backed Coupa Bulk Upload File – Invoice Header 1.

Access the Purchase Order





Job Aid – Supplier: PO Backed Coupa Bulk Upload File – Coupa Tool

PO Backed Coupa Bulk Upload File

Populate the PO Backed Coupa Bulk Upload File – Invoice Line(s)

9. Copy the "PO Number" from the Purchase Order Header and apply to the invoice line



10. Copy the "PO Line Number" in which this invoice line is invoicing against and enter in "PO Line Number" field



	Need By	Part Number	Manufacturer Nam	e Manuf et tax Cert Norther	Comi Comi	nesentresso v		
11		200	None None	None	(09/06/22	09/09/22	
V								
V								
	10	말作5 45 90						
						Tota	al USD 1,700.00	

11. DO NOT CHANGE THE VALUES IN THESE FIELDS: "Supplier Name," "Supplier Number"

สถาสสารการสุดทางการการการการการการการการการการการการการก	Susalin Mumbraset on we burnie a Rate to	<u>a populati na</u> ma	w.Eutomitinationpound	ipping Amount Uppdl	ling Ampanta lingdaalJasthistoo
March Control	ad another and the state of the	and the firm of the second second	ierriteiteeteeti (1990) jeleenit	Real Frank Contraction	m:
	ຟ າທານັກເ ພາະແຫຼງແຫຼງດີດີດີດີດີດີສະຫຼະຫະກະຫຼາກກາ	ല ്ലാള ം മുറും വരെപ്പം പാപുറതി	TRACTOR OF THE PROPERTY OF THE PROPERTY OF	កាត់ ពិធីមក្ខវិនុស្សដំដែ ន ^ដ ំព្រំ	<u>מתרשת המתרכן איי איין היו היו הראו המרוי היו ה</u>
1200	DVA - 234923487	1 Invoice Line	234234987 Janitorial Services	325319	1 Monthly Cleaning - Facility 1

Revised 02/14/2023 For questions contact DaVitaCoupaSuppliers@davita.com



Adding Multiple Invoices to the PO Backed Coupa Bulk Upload File

- 1. To add multiple invoices to one PO Backed Bulk Upload File please follow this structure:
 - a) Invoice Header 1
 - 1. Invoice Line 1
 - 2. Invoice Line 2
 - 3. Invoice Line 3
 - b) Invoice Header 2
 - 1. Invoice Line 1
 - 2. Invoice Line 2
 - 3. Invoice Line 3
- 2. REMEMBER: Copy the following static values to their applicable lines to decrease processing errors for payment:
 - a) Invoice Header: "Supplier Name", "Supplier Number", "Submit for Approval", "Line level Taxation", "Remit To Code"
 - b) Invoice Line(s): "Supplier Name", "Supplier Number"
- 3. Here is a screenshot of what this would look like this woulk b)c (r)3.7 (r)21.7 (o)2 (r)21.7 n6-1 (i)0.5 (c38.2 0