Quick Reference Guide – Removing an Invoice Line

How to Remove/De-select a Purchase Order Line during the Invoice Process

This guide will cover how to remove PO lines during the Invoice Creation process. A current Purchase Order is necessary. If you do not already have access to the Coupa Supplier Portal please send an e-mail to supplierinquiries@mgmresorts.com including the contact information for the primary contact who will receive the invitation.

Removing Lines from an Invoice

The ‘Remove Line” function is only applicable on a Purchase Order that has multiple lines. For Purchase Orders that only have one line item this process will not be necessary.

1. Begin by locating the Purchase Order that you will be invoicing. To start the Invoice process select the Gold Coins.

2. Enter the Invoice Number and Invoice date into the correct field.

3. This section provides a description of what the line was created for.

4. This section will tell you which PO line is being used.

5. After reviewing the different lines, you can remove the lines that are not being invoiced currently by selecting the Red X symbol.

6. If there are any Taxes, Freight or Misc. charges be sure to add them in the correct fields.

7. Once you have de-selected the correct line(s) and are ready to submit the Invoice, first click the Calculate button and then click Submit.