

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.

Purchase Orders

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
C10037986	06/15/17	Issued	None	Multi Line PO 1 Multi Line PO 2 Multi Line PO 3 Multi Line PO 4	No	379.77	

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.

* Invoice #

* Invoice Date

Payment Terms NET30

* Currency USD

Status Draft

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Supplier Note

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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.

Type	Description	Price	Total
	Multi Line PO 1	100.00	100.00
	Multi Line PO 2	125.00	125.00
	Multi Line PO 3	89.99	89.99
	Multi Line PO 4	64.78	64.78

PO Line	Contract	Billing	Ship Via
C10037986-1	<input type="text"/>	517-900-91916-4540-1110	Ship: Ground
C10037986-2	<input type="text"/>	517-900-91916-4540-1110	Ship: Ground
C10037986-3	<input type="text"/>	517-900-91916-4540-1110	Ship: Ground
C10037986-4	<input type="text"/>	517-900-91916-4540-1110	Ship: Ground

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.

Subtotal	164.78
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax Description	<input type="text"/> 0 0.00
Total Tax	0.00
Total	164.78

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.