



Quick Reference Guide – Invoicing with Deposits

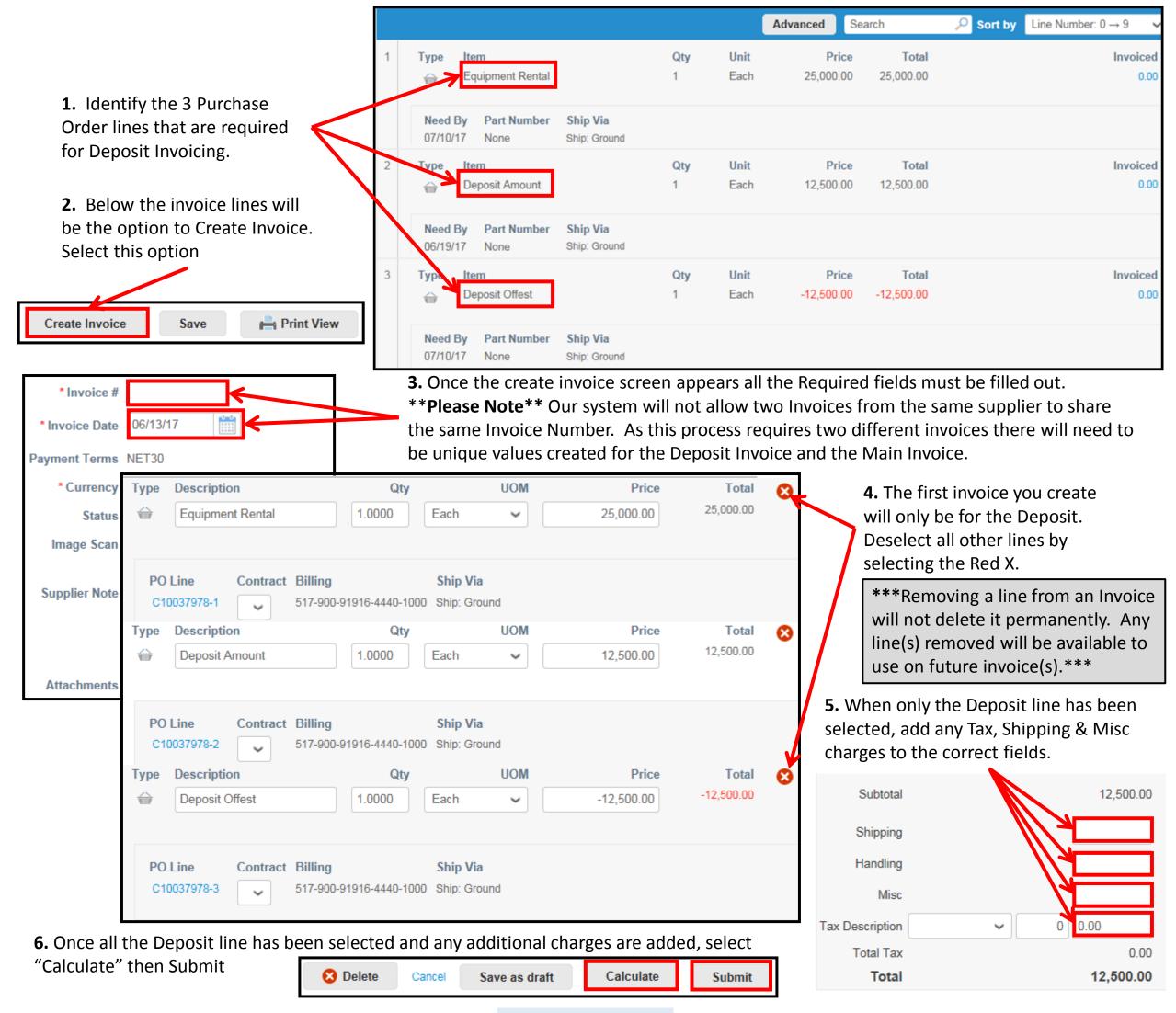
Invoicing for Purchase Orders with deposits through the Coupa Supplier Portal

This guide will cover the process of how to properly create invoices from a Purchase Order that includes a deposit. This process involves creating multiple invoices from the PO. In order to follow along with this guide you will need access to the Coupa Supplier Portal as well as a Purchase Order that includes a Deposit. If you do not already have access to the Coupa Supplier Portal please send an e-mail to supplierinquiries@mgmresorts.com with the contact info for the primary contact asking for an invite to be sent.

Verifying the Purchase Order

PLEASE NOTE In order to properly submit invoices from a PO with Deposits there will need to be at least 3 lines on the PO

- 1. A line for the goods or service. (There could be one line or many different lines used for this category.)
- 2. A line for the deposit amount.
- 3. A line for the deposit offset amount. (This amount MUST be a negative amount)





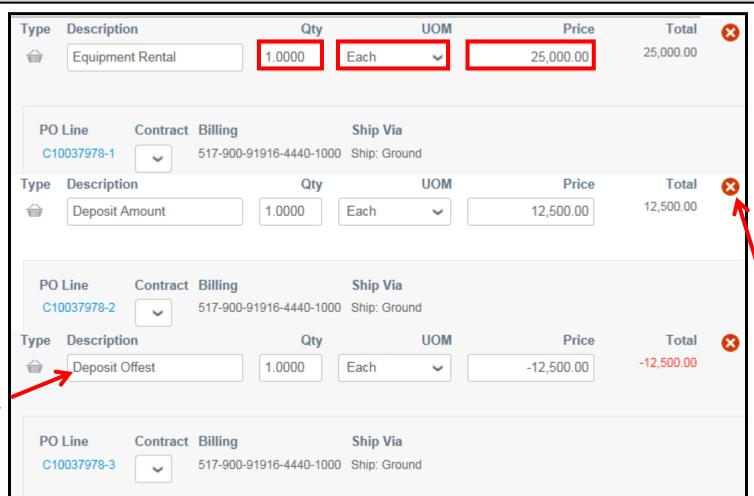


Quick Reference Guide – Create and Schedule a Report

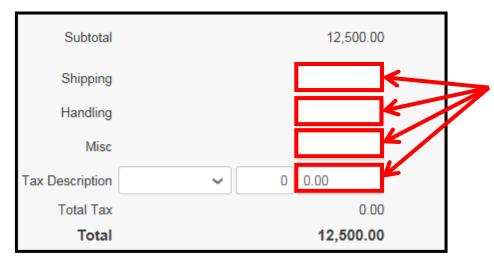
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By creating an invoice for just the deposit amount, MGM Suppliers are able to receive the deposit and then submit invoices as they fulfill the Purchase Order. It can be one invoice for all the remaining items on the PO, or if it can be multiple invoices for smaller amounts as the good or services are provided.

- **6.** When you are ready to submit the next invoice, open the PO again. Review and change the Quantity, Unit of Measurement and Price as needed.
- **8.** It is imperative that you include the Deposit Offset line on the Invoice, but do not alter the Qty., UOM or Price.



7. When you are ready to submit your next invoice be sure that the Deposit line has been removed. Remove lines that should not be included on this invoice by selecting the Red X.



9. When the Main line and the Deposit offset line has been selected, add any Tax, Shipping & Misc. charges to the correct fields.

10. Once all the lines you would like to invoice have been selected, and any additional charges are added, select "Calculate" then Submit.

