

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)

1. Identify the 3 Purchase Order lines that are required for Deposit Invoicing.

2. Below the invoice lines will be the option to Create Invoice. Select this option

Type	Item	Qty	Unit	Price	Total	Invoiced
1	Equipment Rental	1	Each	25,000.00	25,000.00	0.00
2	Deposit Amount	1	Each	12,500.00	12,500.00	0.00
3	Deposit Offset	1	Each	-12,500.00	-12,500.00	0.00

3. Once the create invoice screen appears all the Required fields must be filled out. ****Please Note**** Our system will not allow two Invoices from the same supplier to share the same Invoice Number. As this process requires two different invoices there will need to be unique values created for the Deposit Invoice and the Main Invoice.

* Invoice #
 * Invoice Date
 Payment Terms NET30
 * Currency
 Status
 Image Scan
 Supplier Note
 Attachments

4. The first invoice you create will only be for the Deposit. Deselect all other lines by selecting the Red X.

*****Removing a line from an Invoice will not delete it permanently. Any line(s) removed will be available to use on future invoice(s).*****

Type	Description	Qty	UOM	Price	Total
Equipment Rental	Equipment Rental	1.0000	Each	25,000.00	25,000.00
Deposit Amount	Deposit Amount	1.0000	Each	12,500.00	12,500.00
Deposit Offset	Deposit Offset	1.0000	Each	-12,500.00	-12,500.00

5. When only the Deposit line has been selected, add any Tax, Shipping & Misc charges to the correct fields.

Subtotal	12,500.00
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	12,500.00

6. Once all the Deposit line has been selected and any additional charges are added, select "Calculate" then Submit

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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.

Type	Description	Qty	UOM	Price	Total
	Equipment Rental	1.0000	Each	25,000.00	25,000.00
PO Line	Contract	Billing	Ship Via		
C10037978-1		517-900-91916-4440-1000	Ship: Ground		
	Deposit Amount	1.0000	Each	12,500.00	12,500.00
PO Line	Contract	Billing	Ship Via		
C10037978-2		517-900-91916-4440-1000	Ship: Ground		
	Deposit Offset	1.0000	Each	-12,500.00	-12,500.00
PO Line	Contract	Billing	Ship Via		
C10037978-3		517-900-91916-4440-1000	Ship: Ground		

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.

Subtotal	12,500.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax Description	<input type="text"/> 0.00
Total Tax	0.00
Total	12,500.00

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.