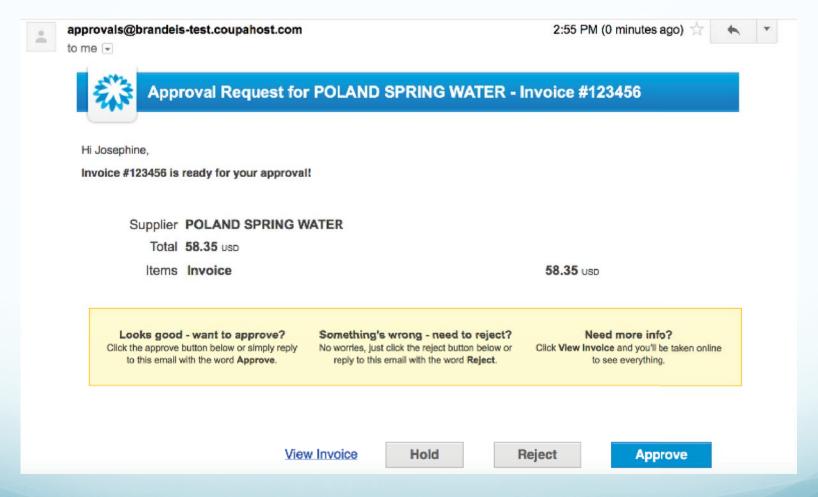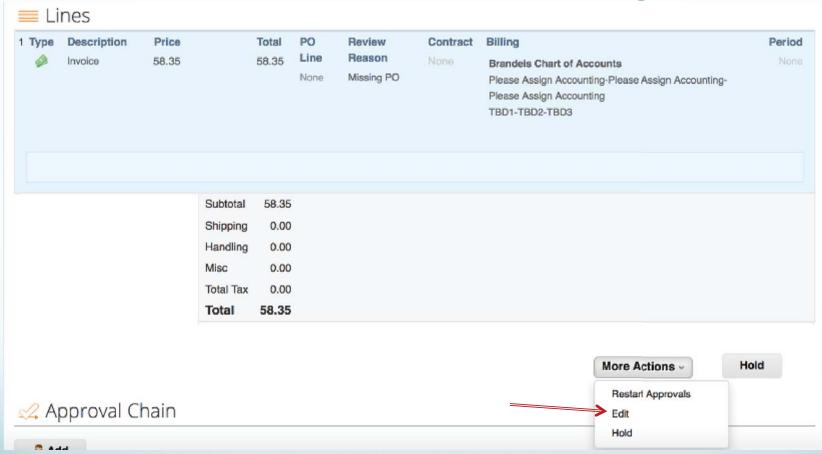# Invoices: Email Notification

When you receive an invoice, an email will be sent to you providing the ability to View, Hold, Reject, or Approve the invoice.
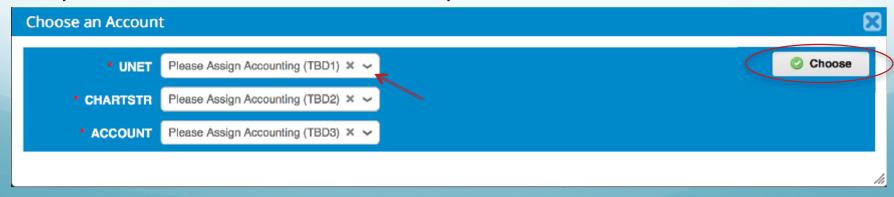
Invoices: Editing

Selecting View will direct you to the invoice in Coupa. Once there, scroll down and select More Actions and then Edit to update the invoice as needed.

Invoices: Editing

To input or update chart string information, scroll down to Lines and select the magnifying glass to the right of TBD1-TBD2-TBD3.

Next, select the appropriate UNET, Chart string and Account for the invoice in question, and select Choose to input the information.

Invoices: Comments

When viewing an invoice, you can scroll down to the comment section pictured below to view and/or add any handling instructions for the invoice in question.