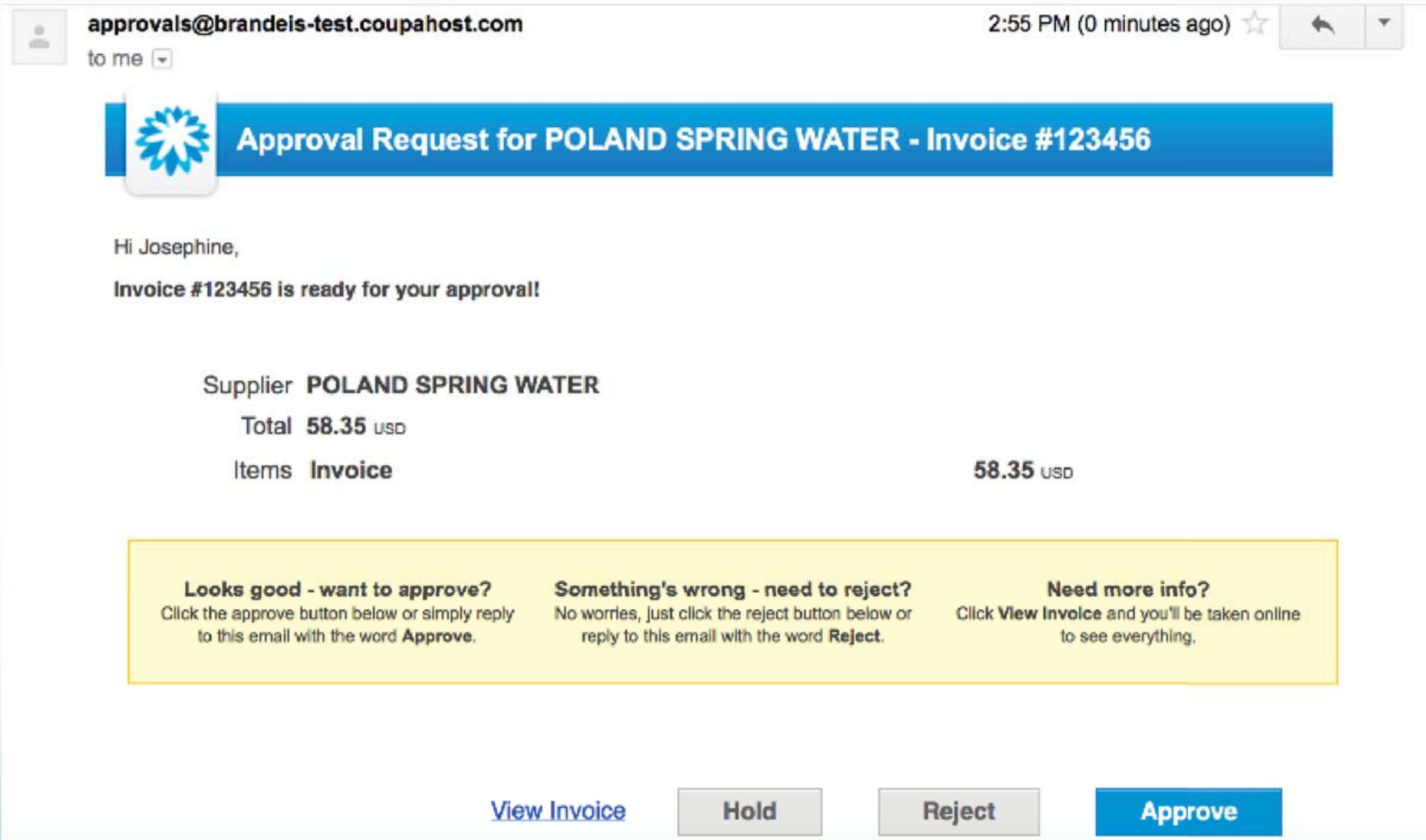
Invoices: Email Notification



approvals@brandeis-test.coupahost.com 2:55 PM (0 minutes ago)
to me

Approval Request for POLAND SPRING WATER - Invoice #123456

Hi Josephine,

Invoice #123456 is ready for your approval!

Supplier	**POLAND SPRING WATER**	
Total	**58.35** USD	
Items	**Invoice**	**58.35** USD

Looks good - want to approve?
Click the approve button below or simply reply to this email with the word **Approve**.

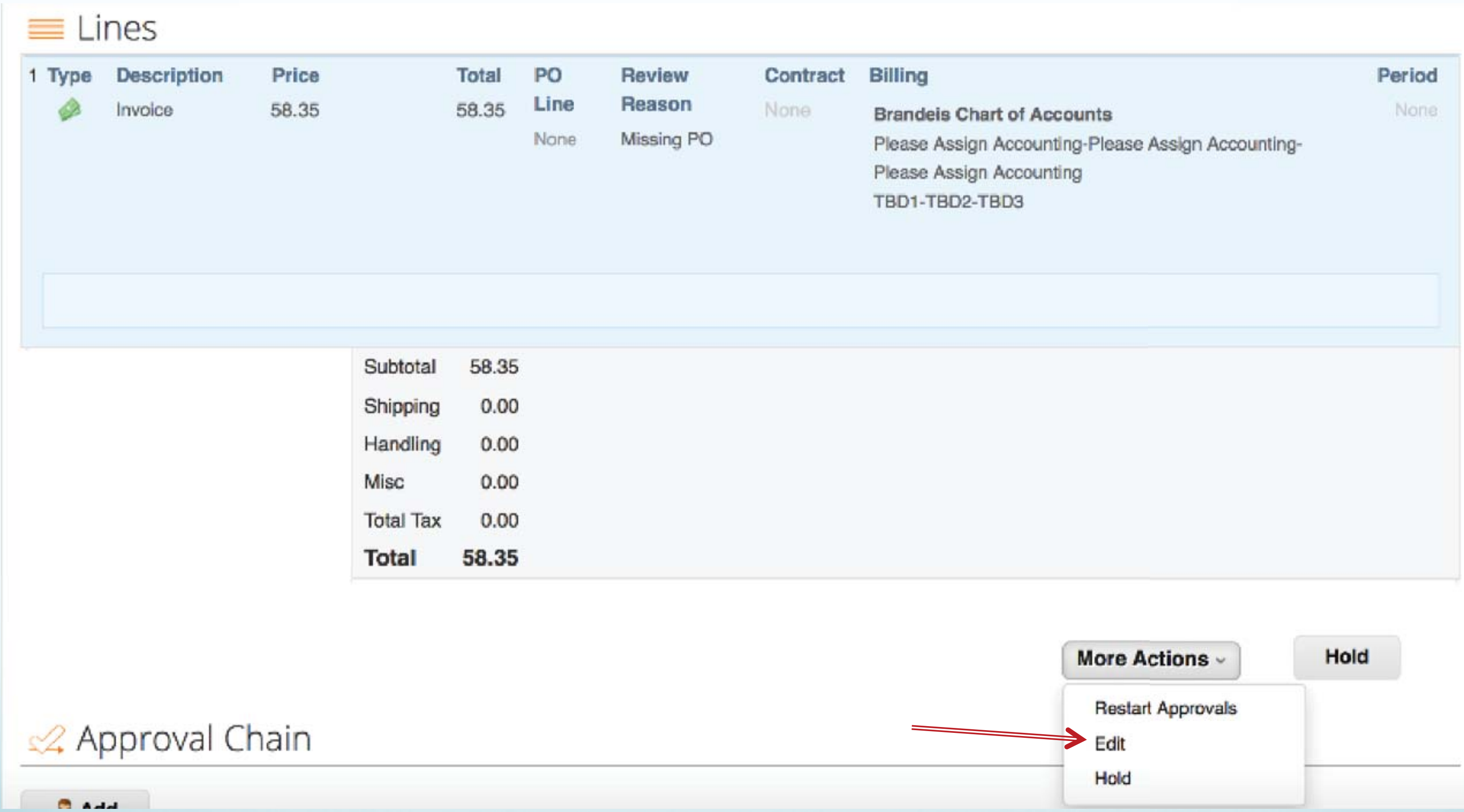
Something's wrong - need to reject?
No worries, just click the reject button below or reply to this email with the word **Reject**.

Need more info?
Click **View Invoice** and you'll be taken online to see everything.

View Invoice | Hold | Reject | Approve

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

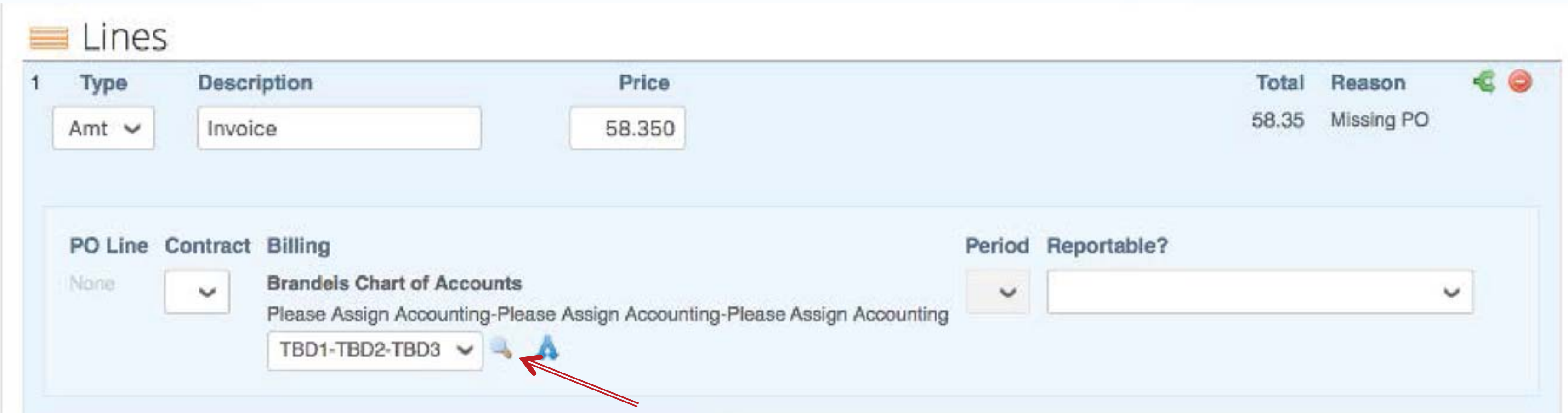
Invoices: Editing



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.