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.