

## Glossary

### A – C

- **Approval Chain:** The sequence of people who must approve a purchase requisition or invoice.
- **Catalog:** A digital list of goods/services including pricing available for purchase
- **Credit Note / Credit Memo:** A document issued by a supplier to reduce or cancel an invoice (for returned goods, pricing error, etc.).
- **Coupa Supplier Portal (CSP):** An online platform where suppliers register as a Ledcor supplier and can manage POs, submit invoices, and track payment status.

### D – F

- **DDQ (Due Diligence Questionnaire):** A form that suppliers complete during onboarding to provide business information and compliance data, e.g., modern slavery.
- **E-Invoice (Electronic Invoice):** An invoice submitted and processed electronically through CSP or cXML, not via email/PDF.

### G – I

- **Goods Receipt:** Confirmation that goods or services have been received.
- **Invoice:** A document from the supplier requesting payment for goods or services.
- **Invoice Status:** The current state of an invoice (e.g., submitted, approved, paid, rejected).

### L – O

- **Non-E-Invoice:** Invoices submitted manually (e.g., via PDF/email) and not electronically integrated with Coupa.
- **PO Transmission Method:** The way Ledcor sends POs to suppliers (e.g., email, CSP, cXML).
- **Order Acknowledgement:** Supplier confirmation of receipt and acceptance of a Purchase Order (PO).

### P – S

- **Payment Terms:** Agreed period of time for when Ledcor will pay the supplier's invoice (e.g., Net 30 = 30 days after invoice approval).
- **PO (Purchase Order):** A formal document issued by Ledcor requesting goods or services from a supplier, suppliers should ensure they include the PO Number on all invoices for ease of payment.
- **Remit-To Address:** The supplier's address where payments are sent.
- **SAN (Supplier Actionable Notifications):** Automated emails from Coupa that let you take quick actions — like acknowledging POs or creating invoices — directly from the email without logging into the Coupa Supplier Portal (CSP).
- **Shipping Notice (ASN / Advance Shipping Notice):** Notification from the supplier that goods have shipped.
- **SIM (Supplier Information Management):** A process in Coupa that allows suppliers to provide, update, and maintain their company information (such as address, tax details, and banking info) through secure online forms during onboarding or when updates are required.

## T – Z

- **Tax ID:** A unique number assigned to a business for tax purposes
- **User Management:** The ability to add or remove users (team members) in the Coupa Supplier Portal.
- **Vendor:** Another word for supplier — the party providing goods or services.
- **Void Invoice:** Cancelling an invoice that has been submitted but not yet processed.