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This guide walks you through managing purchase orders and submitting invoices in the Coupa Supplier Portal (CSP) and through Supplier Actionable Notifications (SAN), so you can acknowledge orders and get paid faster. Select a topic below to jump to it.

1. Locate and Acknowledge Purchase Orders (CSP)

Find and confirm purchase orders sent to you directly within the Coupa Supplier Portal.

2. Manage and Acknowledge Purchase Orders (SAN)

Review and acknowledge purchase orders straight from your email using Supplier Actionable Notifications.

3. Create a Purchase Order-Backed Invoice (CSP)

Turn an existing purchase order into an invoice in the portal to request payment.

4. Create a Purchase Order-Backed Invoice (SAN)

Generate an invoice from a purchase order directly through email notifications.

5. Create a Blank Invoice, Non-PO Backed (CSP)

Submit an invoice in the portal when no purchase order is associated with the charge.

Need help? Book a Microsoft Teams meeting with [Supplier Enablement Support](#).



Coupa Supplier Portal (CSP)

Locate and Acknowledge Purchase Orders



Getting started!

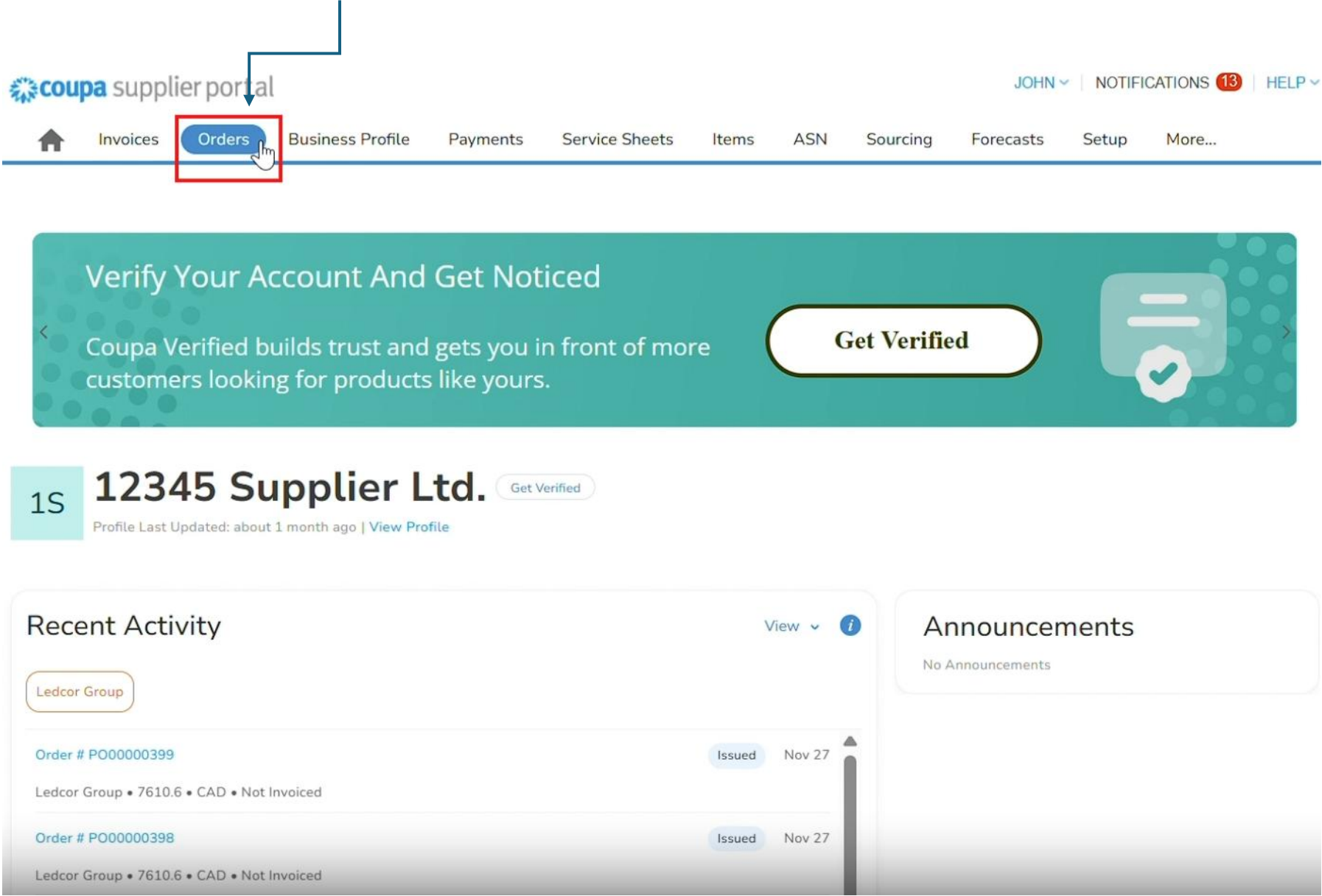
Coupa Supplier Portal (CSP) gives you the ability to track and manage all your transactions with Ledcor.

We will guide you to:

- View Purchase Order details
- Acknowledge Purchase Orders
- Provide Shipping Information, and
- Communicate with the Requestor in Coupa.



Step 1: Log into the CSP and click on the Orders tab from the home page



The screenshot shows the Coupa Supplier Portal interface. At the top, the header includes the 'coupa supplier portal' logo on the left, and user information 'JOHN', 'NOTIFICATIONS 13', and a 'HELP' link on the right. Below the header is a navigation bar with several tabs: 'Invoices', 'Orders', 'Business Profile', 'Payments', 'Service Sheets', 'Items', 'ASN', 'Sourcing', 'Forecasts', 'Setup', and 'More...'. The 'Orders' tab is highlighted with a red rectangular box, and a blue arrow points from the text 'Step 1' to this tab. Below the navigation bar is a teal banner with the text 'Verify Your Account And Get Noticed' and a 'Get Verified' button. Underneath the banner is a section for '1S 12345 Supplier Ltd.' with a 'Get Verified' button and a note that the profile was last updated about 1 month ago. The main content area is divided into two columns. The left column, titled 'Recent Activity', shows a list of orders from 'Ledcor Group', including 'Order # PO00000399' and 'Order # PO00000398', both marked as 'Issued' on 'Nov 27'. The right column, titled 'Announcements', shows 'No Announcements'.

coupa supplier portal

JOHN | NOTIFICATIONS 13 | HELP

Home Invoices **Orders** Business Profile Payments Service Sheets Items ASN Sourcing Forecasts Setup More...

Verify Your Account And Get Noticed

Coupa Verified builds trust and gets you in front of more customers looking for products like yours.

Get Verified

1S 12345 Supplier Ltd. Get Verified

Profile Last Updated: about 1 month ago | [View Profile](#)

Recent Activity View ⓘ

Ledcor Group

Order # PO00000399 Issued Nov 27

Ledcor Group • 7610.6 • CAD • Not Invoiced

Order # PO00000398 Issued Nov 27

Ledcor Group • 7610.6 • CAD • Not Invoiced

Announcements

No Announcements



Step 2: Make sure that Ledcor Group is selected as your active customer



JOHN NOTIFICATIONS 14 | [HELP](#) 

[Invoices](#)[Orders](#)[Business Profile](#)[Payments](#)[Service Sheets](#)[Items](#)[ASN](#)[Sourcing](#)[Forecasts](#)[Setup](#)[More...](#)

[Orders](#)[Order Lines](#)[Returns](#)[Order Changes](#)[Order Line Changes](#)[Order Confirmations](#)[Order Confirmation Lines](#)[More...](#)

Select customer

Ledcor Group



Ledcor Group

All (Offer by Advanced)

Purchase Orders

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Accept the Purchase Order and Create an Invoice using its data



The table contains details such as the PO number, Order date, Items Ordered, Order Total and quick Action Shortcuts.

You will now see a list of Purchase Orders that you have received from Ledcor in the table.

Step 3: To view the full details of a Purchase Order, click the PO number.

Export to View All Search 									
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions	
PO00000400	11/27/25	Issued	None	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD			
PO00000399	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD			
PO00000398	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD			
PO00000396	11/27/25	Issued	None	15 Each of Barricade Panel - 8' Reflective	No	877.50 CAD			
PO00000395	11/27/25	Issued	None	15 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	No	734.25 CAD			



The *PO detail page* provides detailed information related to the selected Purchase Order.

IMPORTANT:

Step 4: Make sure to use this **Bill To** address for your invoice as well.

If you are not sure or have questions related to the Bill To Address, contact the Requester

Select customer

Ledcor Group

Purchase Order #PO00000400

General Info

Status

Issued - Pending Manual

Order Date

11/27/25

Revision Date

11/27/25

Requester

Ledcor User

Email

ledcortestings+41@gmail.com

Payment Term

None

* Bill To:

Ledcor Construction Ltd.

Bill To (cXML):

Ledcor Construction Ltd.

Attachments

None

Acknowledged

☐

Assigned to

Select

Shipping

Ship-To Address

PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms

None

Shipment Tracking

+ Add

No shipment tracking.

Lines

Advanced

Search

Sort by

Line Number: 0 → 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00	0.00



Acknowledge the Purchase Order to help the requestor know that you received and will process the PO.

Purchase Order #PO00000400

The **Ship to Address** is display on header level of your PO.

Step 5: Check the Acknowledged box



General Info

Status Issued - Pending Manual

Order Date 11/27/25

Revision Date 11/27/25

Requester Ledcor User

Email ledcortestings+41@gmail.com

Payment Term None

* Bill To: Ledcor Construction Ltd.

Bill To (cXML): Ledcor Construction Ltd.

Attachments None

Acknowledged ☒

Assigned to

Shipping

Ship-To Address PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms None



Shipment Tracking



No shipment tracking.

Lines

Advanced Search Sort by Line Number: 0 → 9						
1	Type	Item	Qty	Unit	Price	Total
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00
						Invoiced 0.00



Step 6: Once the order is shipped, enter the tracking details in the Shipment Tracking section.

Select customer

Ledcor Group

Purchase Order #PO00000400

General Info

Status

Issued - Pending Manual

Order Date

11/27/25

Revision Date

11/27/25

Requester

Ledcor User

Email

ledcortestings+41@gmail.com

Payment Term

None

* Bill To:

Ledcor Construction Ltd.

Bill To (cXML):

Ledcor Construction Ltd.

Attachments

None

Acknowledged

☒

Assigned to

Select

Shipping

Ship-To Address

PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms

None

Shipment Tracking

+ Add

No shipment tracking.

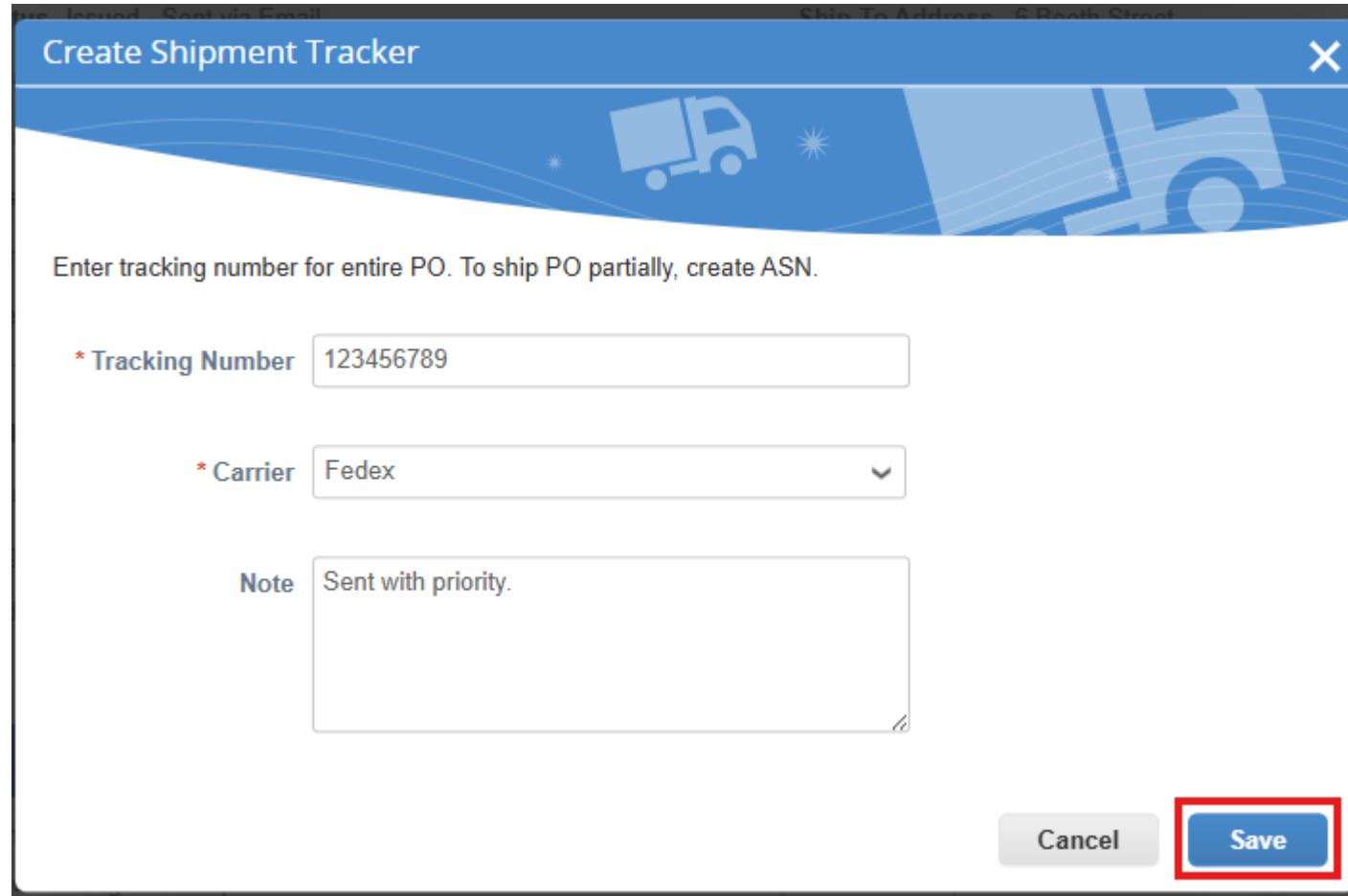
This will keep the requestor informed that the order has been shipped.

Click *Add*

Lines

Advanced Search Sort by Line Number: 0 → 9						
1	Type	Item	Qty	Unit	Price	Total
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00
						Invoiced 0.00

Step 7: A new window will open where you will need to complete the mandatory fields marked with a red asterisk (*): **Tracking Number** and **Carrier**. You may also add **Notes** if needed.



Create Shipment Tracker

Enter tracking number for entire PO. To ship PO partially, create ASN.

* Tracking Number 123456789

* Carrier Fedex

Note Sent with priority.

Cancel Save

Once the tracking information has been entered, click **Save**

You can confirm that the shipment tracking has been saved when the tracking information appears in the **PO details** section.

Purchase Order #PO00001365

 General Info

Status

 Issued - Sent via Email

Order Date

 2026-01-15

Revision Date

 2026-01-15

Requester

 Ana Valles

Email

 Ana.Valles@ledcor.com

Payment Term

 None

* Bill To:

 125-Ledcor Projects Eastern Limited

Bill To (cXML):

 125-Ledcor Projects Eastern Limited

Attachments

 None

Acknowledged

☒

Assigned to

Select

 Shipping

Ship-To Address

 6 Booth Street
Ottawa, ON K1R 6K8
Canada
Location Code: 1304287
Attn: Ana Valles

Terms

 None

Shipment Tracking (1)

 123456789

Status In Transit



 Lines

Advanced Search Sort by Line Number: 0 → 9						
1	Type	Item	Price	Total	Invoiced	
☐		Water Damage Cleanup	2,000.00	2,000.00	0.00	
Service Sheet Required		Worker Assignment	Service Start Date	Pending Approval	Received via Service Sheet	
No		+ Add	2026-01-17	0.00	0.00	



Step 8: Scroll down to see the Purchase Order lines section and save your updates.

Lines

Advanced							Search	Sort by	Line Number: 0 → 9
1	Type	Item	Qty	Unit	Price	Total	Invoiced		
		Electrical wire cable	10	Each	20.00	200.00	0.00		
	Need By	Supplier Part Number	Supplier Auxiliary Part Number	Manufacturer Name	Manufacturer Part Number				
	2026-01-17	None	None	None	None				

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See the Need by date or Service dates, quantity, price, part numbers and invoiced amount in the PO lines section.

Total CAD 200.00

Create Invoice Save Print View

Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Click *Print View* to print the PO.

Click *Save* to save the PO acknowledgment or tracking details.

Step 9: Communicate with the requestor.

Use the *Comments* section to attach files or add links (URLs) to share relevant information with the requestor or request changes to the Purchase Order.

Type the details
or your request
in the box.

Click *File* or *URL*.

The screenshot shows a 'Comments' section with a header '0 Comments' and a 'Mute Comments' link. Below is a text input field labeled 'Enter Comment' containing the text 'Price is incorrect, please update the price to \$1550.' Below the input field are two links: 'Add File' and 'Add URL'. A blue arrow points from the text 'Click File or URL.' to the 'Add File' link. Another blue arrow points from the same text to the 'Add URL' link. Below the links is a small text hint: 'Send Comment notification to a user by typing @name (ex. @JohnSmith)'. To the right of the input field is a red-bordered 'Add Comment' button. At the bottom right is a right-pointing chevron '>'. Two callout boxes are shown: one for 'Add File' showing a 'Browse' button and a 'Drop files here' area; another for 'Add URL' showing a text input with 'www.mycompanypricedetails.com' and an 'Add' button. Both 'Browse' and 'Add' buttons are highlighted with red boxes.

When your
comment is ready
click *Add Comment*



Step 10: Communicate with the requestor.

Once submitted, your comment will appear in the *Comments* section, where you will also be able to view the requestor’s reply.

1

Comment

Mute Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Participants: Ana Valles

from supplier

Ana Valles

2026-03-05 at 5:17 PM

Price is incorrect, please update price to \$1550.

Original_Quote.pdf

www.mycompanypricedetails.com

History



Thank you for Managing your POs in the CSP!

If you need any additional support, please contact the Ledcor Supplier Enablement Team
at: supplier.enablement@ledcor.com.

You can also book a Microsoft Teams meeting with the Supplier Enablement team:
[Supplier Enablement Support](#).

 **coupa** supplier portal



Supplier Actionable Notifications (SAN)

Manage and Acknowledge Purchase Orders

 **coupa** supplier portal



Getting started!

Supplier Actionable Notifications (SAN) are email notifications that allow you to receive and act on your Purchase Orders (POs) without needing to create a Coupa Supplier Portal (CSP) account.

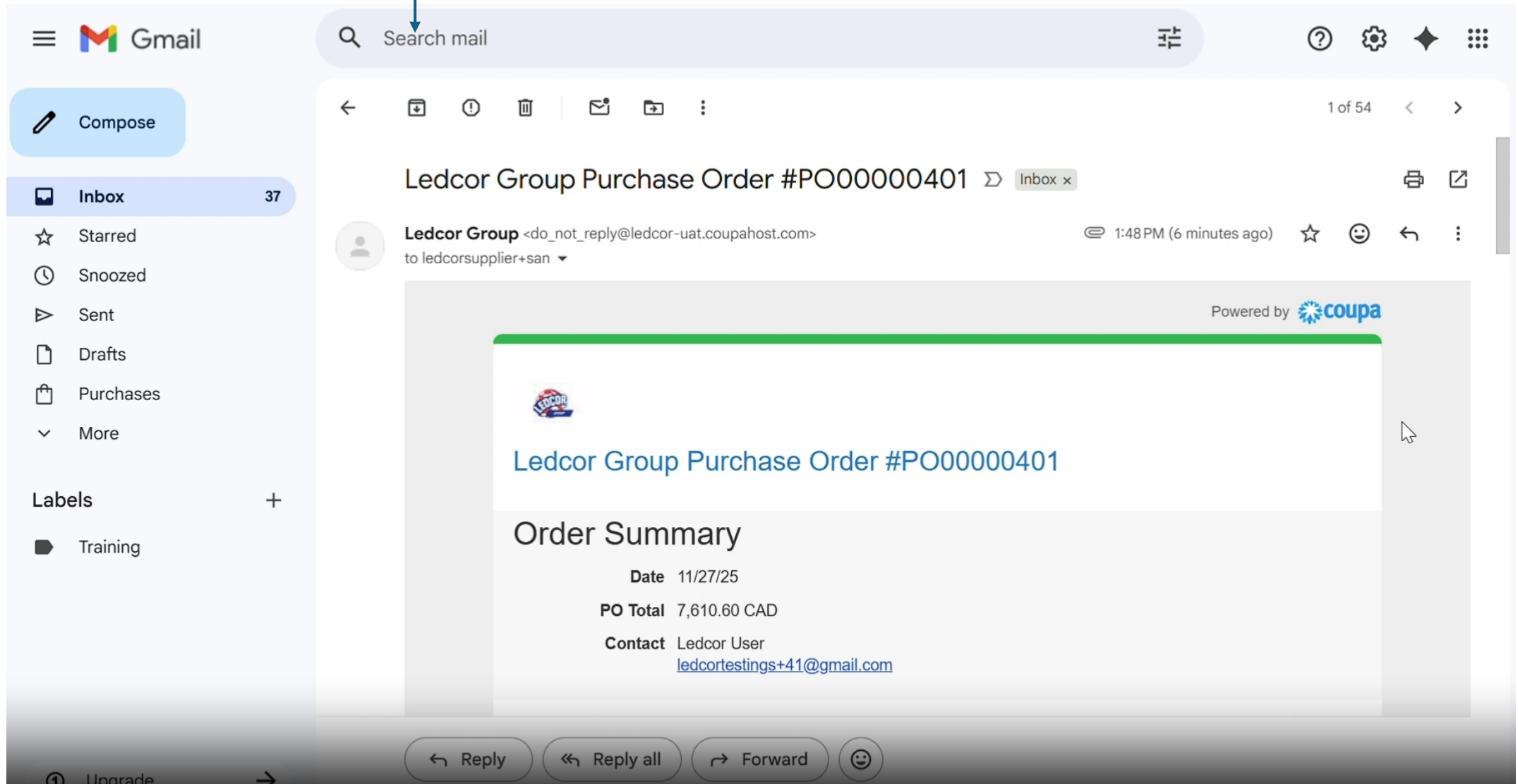
When Ledcor issues a PO, you will receive an email containing all the key details of the order.

If your company already has a CSP account, the SAN email will list your CSP admins, and you can request access if needed.

The email is sent to the Purchase Order email address you provided in the Supplier Questionnaire. If you need to update this email address, please contact us at supplier.enablement@ledcor.com. *



Step 1: Receive your Purchase Order via email with all the key details.



The screenshot shows a Gmail interface. On the left is a sidebar with navigation options: Compose, Inbox (37), Starred, Snoozed, Sent, Drafts, Purchases, More, Labels (+), and Training. The main area displays an email from 'Ledcor Group' with the subject 'Ledcor Group Purchase Order #PO00000401'. The email content includes a 'Powered by coupa' header and a section titled 'Ledcor Group Purchase Order #PO00000401' followed by an 'Order Summary' table.

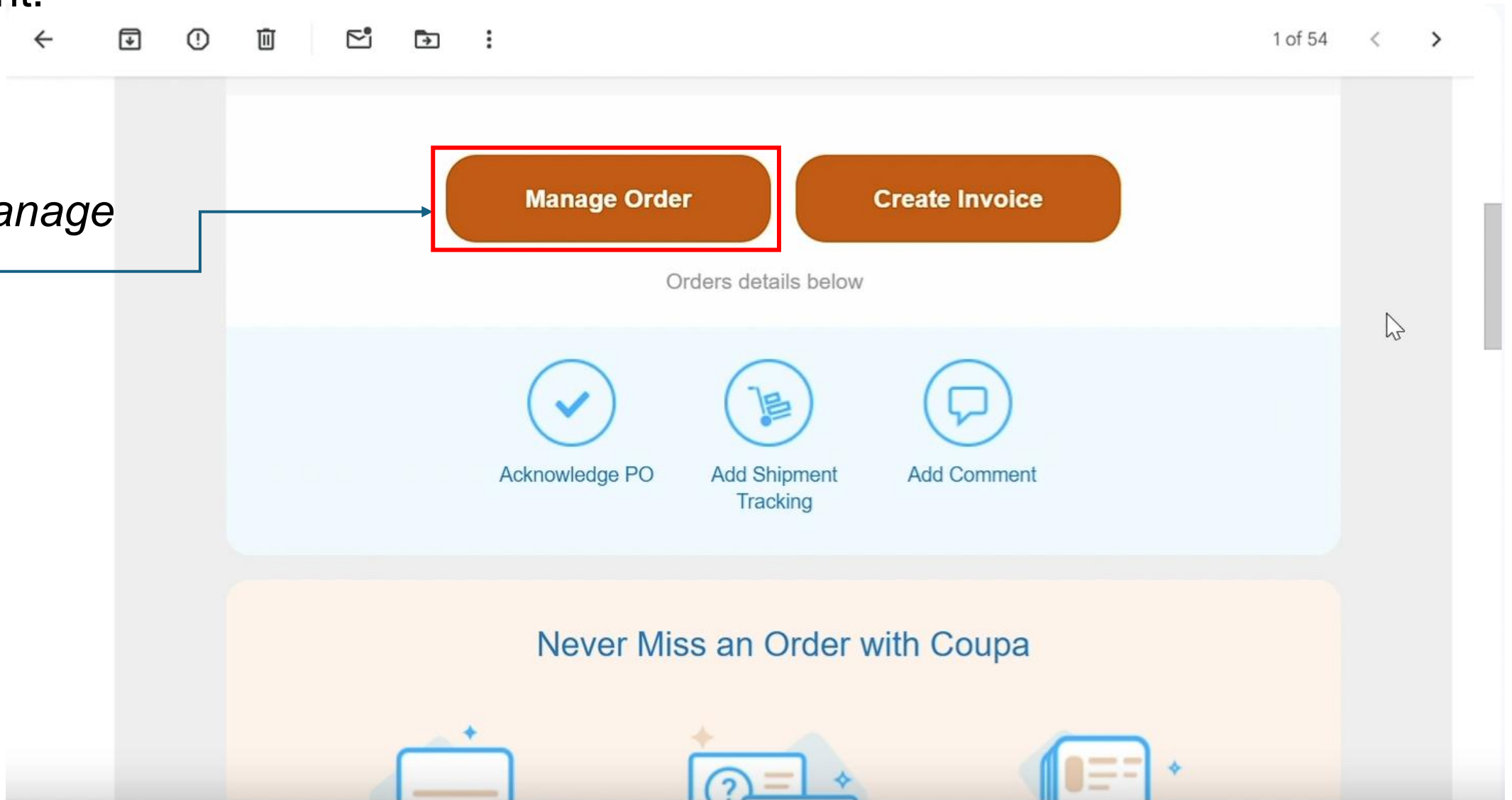
Order Summary	
Date	11/27/25
PO Total	7,610.60 CAD
Contact	Ledcor User ledcortestings+41@gmail.com

At the bottom of the email view are buttons for 'Reply', 'Reply all', 'Forward', and a smiley face icon. A blue arrow points from the 'Step 1' text to the search bar at the top of the Gmail interface.



Step 2: From the email you can acknowledge the order, create an invoice, add shipment tracking or add comments to the PO, without needing to create a CSP account.

Click *Manage Order*



You will be directed to a Coupa screen to generate a One-Time Password that will be sent to your email.

Step 3: Click
*Generate One-Time
Password.*

Verify Your Access for Purchase Order #PO00000401

Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.

Generate One-Time Password

Already have an account? [Log in](#)

Save Time and Money with Coupa



Orders



Invoices



Payments

Create Your Account

[Learn more about Coupa](#)



Step 4: Enter the password, then check the *I'm not a robot* box to continue.

Step 5: Click *Verify One-Time Password* to access the *PO detail page*.

Verify Your Access for Purchase Order #PO00000401

Enter the one-time password sent to le*****@gm*****.

Enter One-Time Password

780305

Please check the box below to proceed.

 I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Verify One-Time Password

Didn't receive the code. [Resend One-Time Password.](#)

Save Time and Money with Coupa



The *PO detail page* provides detailed information related to the selected Purchase Order.

IMPORTANT:

Step 6: Make sure to use this **Bill To** address for your invoice as well.

If you are not sure or have questions related to the Bill To Address, contact the Requester

Select customer

Ledcor Group

Purchase Order #PO00000400

General Info

Status

Issued - Pending Manual

Order Date

11/27/25

Revision Date

11/27/25

Requester

Ledcor User

Email

ledcortestings+41@gmail.com

Payment Term

None

* Bill To:

Ledcor Construction Ltd.

Bill To (cXML):

Ledcor Construction Ltd.

Attachments

None

Acknowledged

☐

Assigned to

Select

Shipping

Ship-To Address

PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms

None

Shipment Tracking

+ Add

No shipment tracking.

Lines

Advanced

Search

Sort by

Line Number: 0 → 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00	0.00

22

Acknowledge the Purchase Order to help the requestor know that you received and will process the PO.

Purchase Order #PO00000400

The **Ship to Address** is display on header level of your PO.

Step 7: Check the Acknowledged box



General Info

Status Issued - Pending Manual

Order Date 11/27/25

Revision Date 11/27/25

Requester Ledcor User

Email ledcortestings+41@gmail.com

Payment Term None

* Bill To: Ledcor Construction Ltd.

Bill To (cXML): Ledcor Construction Ltd.

Attachments None

Acknowledged ☒

Assigned to

Shipping

Ship-To Address PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms None

Shipment Tracking

No shipment tracking.

Lines

Advanced Search Sort by Line Number: 0 → 9						
1	Type	Item	Qty	Unit	Price	Total
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00
						Invoiced 0.00



Step 8: Once the order is shipped, enter the tracking details in the Shipment Tracking section.

Select customer

Ledcor Group

Purchase Order #PO00000400

General Info

Status

Issued - Pending Manual

Order Date

11/27/25

Revision Date

11/27/25

Requester

Ledcor User

Email

ledcortestings+41@gmail.com

Payment Term

None

* Bill To:

Ledcor Construction Ltd.

Bill To (cXML):

Ledcor Construction Ltd.

Attachments

None

Acknowledged

☒

Assigned to

Select

Shipping

Ship-To Address

PO Bag 16, Highway 15
Fort Saskatchewan, AB T8L2P4
Canada
Location Code: 1197707
Attn: Ledcor User

Terms

None

Shipment Tracking

+ Add

No shipment tracking.

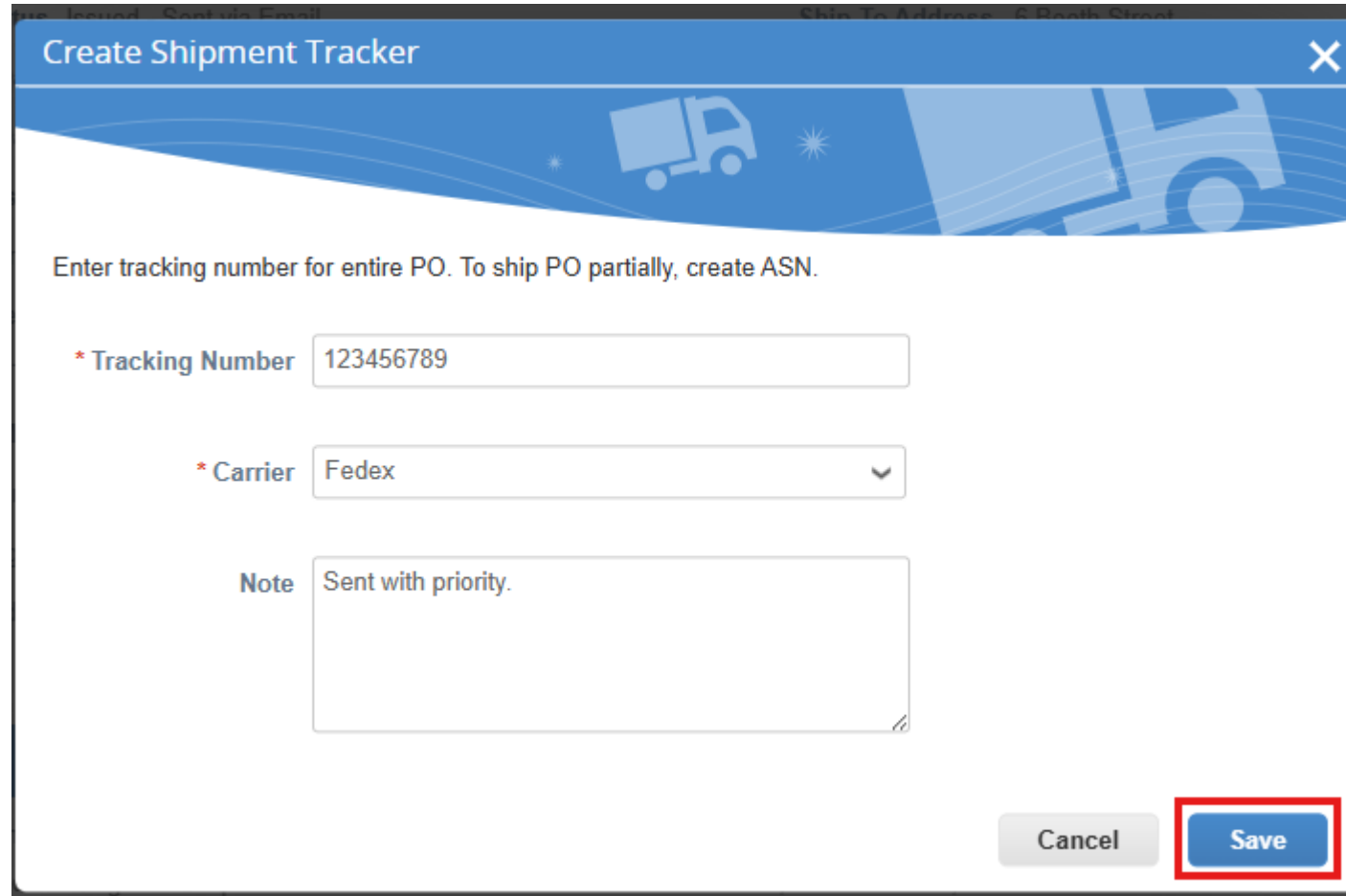
This will keep the requestor informed that the order has been shipped.

Click *Add*

Lines

Advanced Search Sort by Line Number: 0 → 9						
1	Type	Item	Qty	Unit	Price	Total
		4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20	Each	48.95	979.00
						Invoiced 0.00

Step 9: A new window will open where you will need to complete the mandatory fields marked with a red asterisk (*): **Tracking Number** and **Carrier**. You may also add **Notes** if needed.



Create Shipment Tracker

Enter tracking number for entire PO. To ship PO partially, create ASN.

* Tracking Number 123456789

* Carrier Fedex

Note Sent with priority.

Cancel Save

Once the tracking information has been entered, click **Save**

You can confirm that the shipment tracking has been saved when the tracking information appears in the *PO details* section.

Purchase Order #PO00001365

 General Info

Status

 Issued - Sent via Email

Order Date

 2026-01-15

Revision Date

 2026-01-15

Requester

 Ana

Email

 Ana @ledcor.com

Payment Term

 None

* Bill To:

 125-Ledcor Projects Eastern Limited

Bill To (cXML):

 125-Ledcor Projects Eastern Limited

Attachments

 None

Acknowledged

☒

Assigned to

Select

 Shipping

Ship-To Address

 6 Booth Street
Ottawa, ON K1R 6K8
Canada
Location Code: 1304287
Attn: Ana

Terms

 None

 Shipment Tracking (1) 

 123456789  

Status In Transit

 Lines

Advanced Search Sort by Line Number: 0 → 9					
1	Type	Item	Price	Total	Invoiced
☐		Water Damage Cleanup	2,000.00	2,000.00	0.00
	Service Sheet Required	Worker Assignment	Service Start Date	Pending Approval	Received via Service Sheet
	No	+ Add	2026-01-17	0.00	0.00



Step 10: Scroll down to see the Purchase Order lines section and save your updates.

Lines

Advanced							Search	Sort by	Line Number: 0 → 9
1	Type	Item	Qty	Unit	Price	Total	Invoiced		
		Electrical wire cable	10	Each	20.00	200.00	0.00		
	Need By	Supplier Part Number	Supplier Auxiliary Part Number	Manufacturer Name	Manufacturer Part Number				
	2026-01-17	None	None	None	None				

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See the Need by date or Service dates, quantity, price, part numbers and invoiced amount in the PO lines section.

Total CAD 200.00

Create Invoice Save Print View

Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Click *Print View* to print the PO.

Click *Save* to save the PO acknowledgment or tracking details.

Step 11: Communicate with the requestor.

Use the *Comments* section to attach files or add links (URLs) to share relevant information with the requestor or request changes to the Purchase Order.

Type the details
or your request
in the box.

Click *File* or *URL*.

The screenshot shows a 'Comments' section with a header '0 Comments' and a 'Mute Comments' link. Below the header is a text input field labeled 'Enter Comment' containing the text 'Price is incorrect, please update the price to \$1550.' Below the input field are two links: 'Add File' and 'Add URL'. A blue arrow points from the text 'Type the details or your request in the box.' to the input field. Another blue arrow points from the text 'Click File or URL.' to the 'Add File | URL' links. Below the links is a small text hint: 'Send Comment notification to a user by typing @name (ex. @JohnSmith)'. To the right of the input field is a red-bordered 'Add Comment' button. Below the input field, there are two modal windows. The left modal is titled 'Add File | URL' and has a red-bordered 'Browse' button and a 'Drop files here' area. The right modal is also titled 'Add File | URL' and has a text input field containing 'www.mycompanypricedetails.com' and a red-bordered 'Add' button. A blue arrow points from the 'Add File | URL' links to the left modal, and another blue arrow points from the 'Add' button in the right modal to the 'Add Comment' button.

When your
comment is ready
click *Add Comment*



Step 12: Communicate with the requestor.

Once submitted, your comment will appear in the *Comments* section, where you will also be able to view the requestor’s reply.

1

Comment

Mute Comments

Enter Comment

Add

File

|

URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Participants: Ana

from supplier

Ana

2026-03-05 at 5:17 PM

Price is incorrect, please update price to \$1550.

Original_Quote.pdf

www.mycompanypricedetails.com

History



Thank you for Managing your POs in the CSP!

If you need any additional support, please contact the Ledcor Supplier Enablement Team
at: supplier.enablement@ledcor.com.

You can also book a Microsoft Teams meeting with the Supplier Enablement team:
[Supplier Enablement Support](#).

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Create a Purchase Order-Backed Invoice



Getting started!

Coupa Supplier Portal (CSP) gives you the ability to track and manage all your transactions with Ledcor.

We will guide you to generate an invoice from a Purchase Order to create invoices using Coupa and track their status.

Please note that only service suppliers will be able to submit invoices in Coupa without using a Purchase Order.



Step 1: Log into the CSP and click on the Orders tab from the home page

coupa supplier portal

JOHN | NOTIFICATIONS 13 | HELP

Home Invoices **Orders** Business Profile Payments Service Sheets Items ASN Sourcing Forecasts Setup More...

Verify Your Account And Get Noticed

Coupa Verified builds trust and gets you in front of more customers looking for products like yours.

Get Verified

12345 Supplier Ltd. Get Verified

Profile Last Updated: about 1 month ago | [View Profile](#)

Recent Activity View ⓘ

Ledcor Group

Order # PO00000399 Issued Nov 27

Ledcor Group • 7610.6 • CAD • Not Invoiced

Order # PO00000398 Issued Nov 27

Ledcor Group • 7610.6 • CAD • Not Invoiced

Announcements

No Announcements



Step 2: Make sure that Ledcor Group is selected as your active customer.



JOHN ▾NOTIFICATIONS 14 | HELP ▾

🏠

Invoices

Orders

Business Profile

Payments

Service Sheets

Items

ASN

Sourcing

Forecasts

Setup

More...

Orders

Order Lines

Returns

Order Changes

Order Line Changes

Order Confirmations

Order Confirmation Lines

More...

Select customer

Ledcor Group

Ledcor Group

All (Offer by Advanced)

Purchase Orders

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the 📄 Action to Accept the Purchase Order and Create an Invoice using its data



The table contains details such as the PO number, Order date, Items Ordered, Oder Total and quick Action Shortcuts to Create an Invoice or to create a Credit Note.

A list of Purchase Orders that you have received from Ledcor will display.

Locate the Purchase Order than needs to be invoiced.

Export to View All Search 									
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions	
PO00000400	11/27/25	Issued	None	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		 	
PO00000399	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		 	
PO00000398	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		 	
PO00000396	11/27/25	Issued	None	15 Each of Barricade Panel - 8' Reflective	No	877.50 CAD		 	
PO00000395	11/27/25	Issued	None	15 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	No	734.25 CAD		 	



Step 3: Locate your Purchase Order to Invoice.

You can use the tab *View* to select and filter to see all the **Orders not invoiced** available.

Or use the *Search* function to find the specific Purchase Order that you are looking to invoice.

Purchase Orders

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to 						
View 						
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered	Assigned To
PO00000400	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	No	
				24 Each of 4X8X3/ 8inch OSB		
				18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD		
				22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD		
				24 Each of Barricade Leg - O-Frame - White, Plastic		
				40 Each of Barricade Panel - 8' Reflective		
PO00000399	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	No	

Click enter or the search icon to continue.

Once you locate the correct Purchase Order:

Step 4: Click the Gold coin icon under actions Create Invoice.



Invoices

Orders

Business Profile

Payments

Service Sheets

Items

ASN

Sourcing

Forecasts

Setup

More...

Orders

Order Lines

Returns

Order Changes

Order Line Changes

Order Confirmations

Order Confirmation Lines

More...

Select customer Ledcor Group ▾

Purchase Orders

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page}

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

Export to ▾

View All ▾

400

Showing results for 400 x

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions <>
PO00000400	11/27/25	Issued	11/27/25	20 Each of 4X8X1 / 4inch (6MM) GIS FIR PLYWOOD 24 Each of 4X8X3/ 8inch OSB 18 Each of 4X8X1/ 2 inch STD FIR PLYWOOD 22 Each of 4x8x3 / 4inch (18.5MM) STD FIR SE PLYWOOD 24 Each of Barricade Leg - O-Frame - White, Plastic 40 Each of Barricade Panel - 8' Reflective	No	7,610.60 CAD		 

Click
Create Invoice.



The invoice creation screen is divided in five sections, and most fields are auto filled from the Purchase Order.

Step 5: Enter the required details marked with a red asterisk (*).

In the **General Info** section, you need to:

- Enter the **Invoice Number** exactly as it appears on your invoice PDF.
- Attach the PDF of your invoice.
- You can add notes and supporting documents to your **Coupa invoice** in the **Attachments** section.

Create Invoice Create

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

General Info

* Invoice # INV_400

Invoice Date Set automatically at time of submission

Payment Term

* Currency CAD

Status Draft

Image Scan Choose File No file chosen

Supplier Note

Attachments Add File | URL | Text

From

* Supplier 12345 Supplier Ltd.-1503763

Supplier GST/HST ID 123456789

* Invoice From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Remit-To Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Ship From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

To

Customer Ledcor Group

Bill To Address 1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E 2E9
Canada

Ship to Address PO Bag 16, Highway 15



Step 6: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.

Create Invoice [Create](#)

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

General Info

* Invoice #

INV_400

✓

Invoice Date

Set automatically at time of submission

Payment Term

* Currency

CAD

Status

Draft

Image Scan

Choose File

No file chosen

Supplier Note

Attachments

Add [File](#) | [URL](#) | [Text](#)

From

* Supplier

12345 Supplier Ltd.-1503763

Supplier GST/HST ID

123456789

* Invoice From Address

12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Remit-To Address

12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Ship From Address

12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

To

Customer

Ledcor Group

Bill To Address

1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E 2E9
Canada

Ship to Address

PO Bag 16, Highway 15

You can edit the fields in the **From** section with the addresses from your Coupa Legal Entities.

IMPORTANT:

The **Bill To** must match your **invoice PDF**, if you have questions or want to make sure, please reach out to the requestor indicated in the Purchase Order.

Then *scroll down* to continue.

Step 7: In the **Lines** section, confirm or Edit the line details.

In the **Lines** section, you need to:

- Ensure the line details match those on your invoice PDF, including the quantity, items listed, and tax amounts.

Lines

☐ Line Level Taxation

Type	Description	Qty	UOM	Price	
	4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20.00	Each	48.95	979.00
PO Line PO00000400-1 Contract Credit Line None Supplier Part Number					
Billing 2115029-41-9951918					

Type	Description	Qty	UOM	Price	
	4X8X3/ 8inch OSB	24.00	Each	31.90	765.60
PO Line PO00000400-2 Contract Credit Line None Supplier Part Number					
Billing 2115029-41-9951918					



Step 7: In the **Lines** section, confirm or Edit the line details.

Check the **Line Level Taxation** box the enable taxed in the item lines.

Lines

Type	Description	Qty	UOM	Price	
	4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20.00	Each	48.95	979.00
PO Line PO00000400-1 Clear Contract Credit Line None Supplier Part Number Billing 2115029-41-9951918					
	4X8X3/ 8inch OSB	24.00	Each	31.90	765.60
PO Line PO00000400-2 Clear Contract Credit Line None Supplier Part Number Billing 2115029-41-9951918					

Type inside the **Qty** field to edit the item quantity.

Click the red **X** mark to delete the line from this invoice.



Step 7: For single-line Purchase Orders issued by Ledcor, invoice against the existing PO line only. Enter the applicable quantity on that line and **do not create any additional invoice lines in Coupa.**

Type	Description	Qty	UOM	Price	
	Barricade Panel - 8' Reflective	40.00	Each	58.50	2,340.00
PO Line: PO00000400-6 Clear Contract: Credit Line: None Supplier Part Number:					
Billing: 2115029-41-9951918					

Add Line

Pick lines from PO

Pick lines from Contract

Totals & Taxes

Lines Net Total7,610.60



Step 7: In the **Lines** section, if necessary, you can **pick lines from a different Purchase Order** related to the invoice, **pick lines from a Contract**, or **add a line** for items that are not associated with a Purchase Order issued by Ledcor.

Type	Description	Qty	UOM	Price	
	 Barricade Panel - 8' Reflective	40.00	Each	58.50	2,340.00 
PO Line PO00000400-6  Clear		Contract 		Credit Line None 	Supplier Part Number
Billing 2115029-41-9951918					

 Add Line

 Pick lines from PO

 Pick lines from Contract

Totals & Taxes

Lines Net Total	7,610.60
-----------------	----------



Then *scroll down* to the Totals & Taxes section.

Step 8: In the **Totals & Taxes** section, enter additional charges like Shipping, Handling and Tax information.

Totals & Taxes

Lines Net Total7,610.60

Shipping

Tax

%0.000

Tax Reference

Enter a tax reason description.

Handling

Tax

%0.000

Tax Reference

Enter a tax reason description.

Handling

Tax

%0.000

Tax Reference

Enter a tax reason description.

Misc

Tax

%0.000

Tax Reference

Enter a tax reason description.

Tax

0.000%

0.00

Total Tax0.00

Net Total7,610.60

Total7,610.60

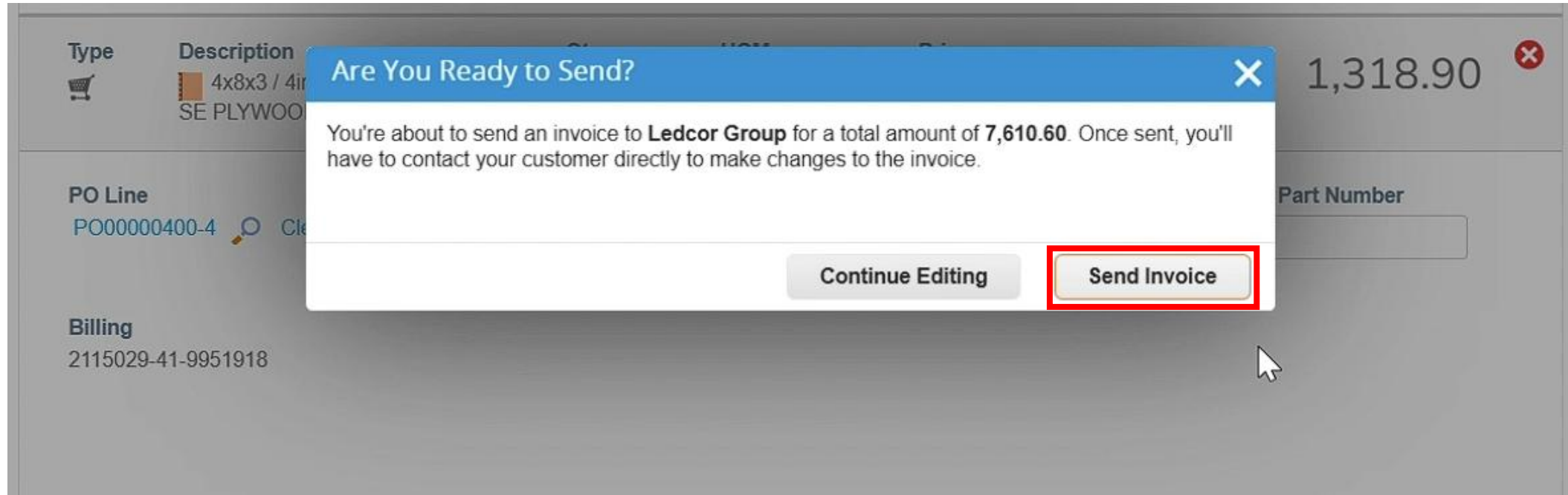
Click **Calculate** and confirm the **Total amount** of Coupa Invoice matches the total amount of your Invoice PDF.

Once everything looks correct, Click **Submit**.



DeleteCancelSave as DraftCalculateSubmit

Step 9: A confirmation box will appear, click **Send Invoice** to complete the process.



Step 10: A bar message notification should appear to confirm that your invoice has been sent successfully.

Select customer

Ledcor Group

Invoices

12345 Supplier Ltd.-1503763 invoice #INV_400 is processing

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices

Create Invoice from POCreate Invoice from Service SheetCreate Invoice from ContractCreate Blank InvoiceCreate Credit Note

Export to

View All

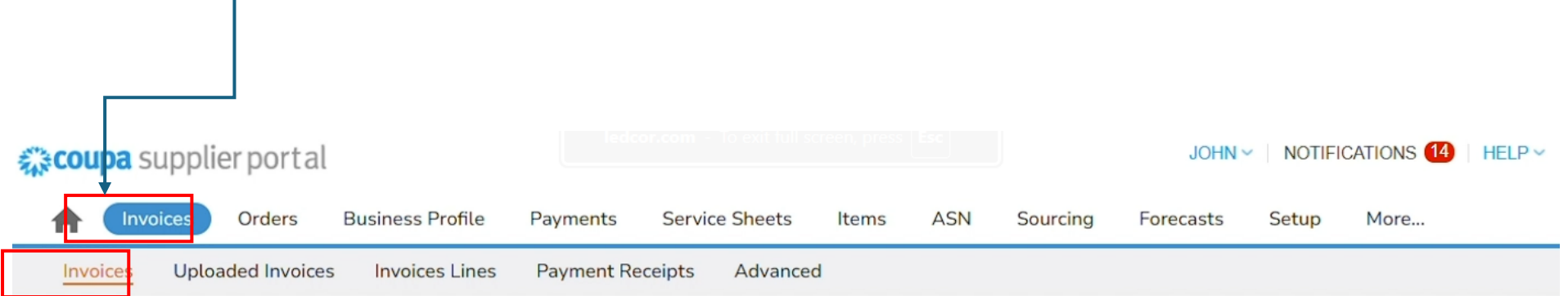
Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
INV_400	11/27/25	Processing	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_4001122	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV-002-11072025	11/07/25	Pending Approval	PO00000312	345.00 USD	No		
INV-001-11072025	11/07/25	Approved	PO00000314	15,434.68 USD	No		

Per page 15 | 45 | 90



Step 10: To check the status of your invoices, go to the **Invoices** tab.



Invoices

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices

- Create Invoice from PO
- Create Invoice from Service Sheet
- Create Invoice from Contract
- Create Blank Invoice
- Create Credit Note

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
INV_400	11/27/25	Pending Approval	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_4001122	11/27/25	Voided	PO00000400	7,610.60 CAD	No		

Per page 15 | 45 | 90

The table displays the invoice creation date and status.

Make sure to have Ledcor Group as your active customer.



Thank you for Invoice your POs in the CSP!

If you need any additional support, please contact the Ledcor Supplier Enablement Team
at: supplier.enablement@ledcor.com.

You can also book a Microsoft Teams meeting with the Supplier Enablement team:
[Supplier Enablement Support](#).

 **coupa** supplier portal



Supplier Actionable Notifications (SAN)

Create a Purchase Order Backed Invoice

 **coupa** supplier portal



Getting started!

Supplier Actionable Notifications (SAN) are email notifications that allow you to receive and act on your Purchase Orders (POs) without needing to create a Coupa Supplier Portal (CSP) account.

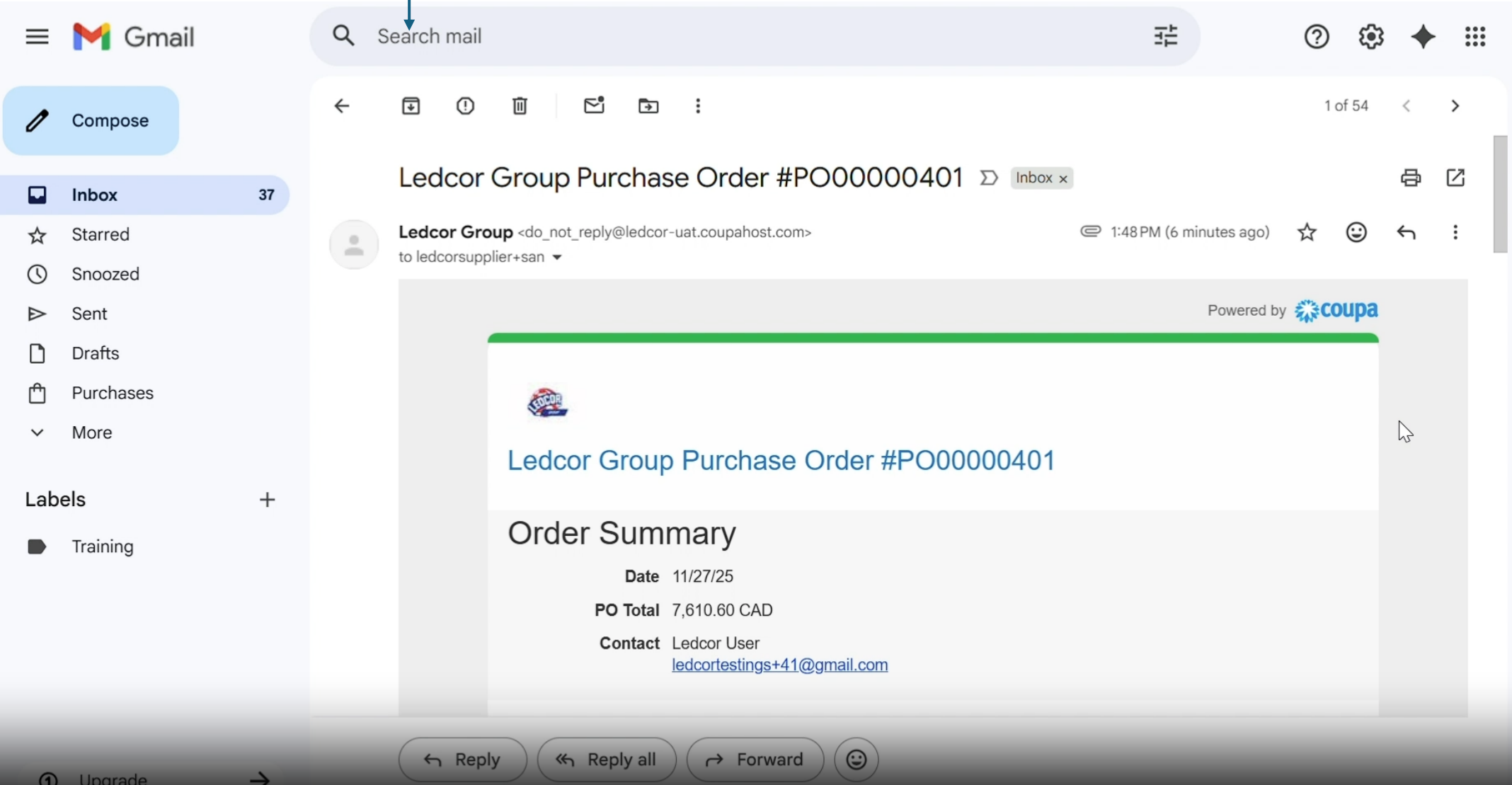
When Ledcor issues a PO, you will receive an email containing all the key details of the order.

If your company already has a CSP account, the SAN email will list your CSP admins, and you can request access if needed.

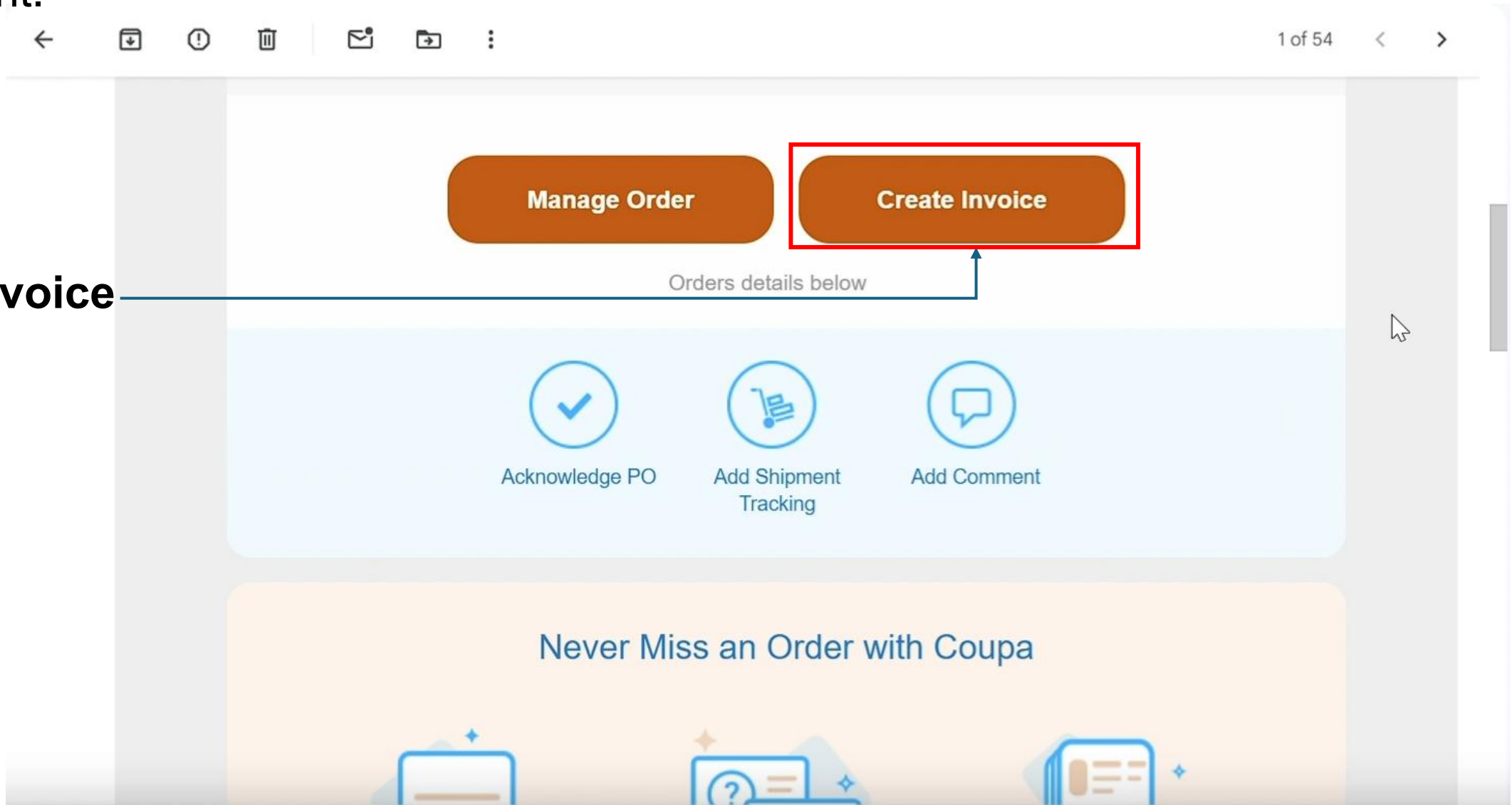
The email is sent to the Purchase Order email address you provided in the Supplier Questionnaire. If you need to update this email address, please contact us at supplier.enablement@ledcor.com. *



Step 1: Receive your Purchase Order via email with all the key details and scroll down.



Step 2: From the email you can acknowledge the order, create an invoice, add shipment tracking or add comments to the PO, without needing to create a CSP account.



Click
Create Invoice



You will be directed to a Coupa screen to generate a One-Time Password that will be sent to your email.

Step 3: Click
*Generate One-Time
Password.*

Verify Your Access for Purchase Order #PO00000401

Your access to this page has expired. Please click on the button below. You will receive an email with the one-time password (OTP), using which you can access this page.

Generate One-Time Password

Already have an account? [Log in](#)

Save Time and Money with Coupa



Orders



Invoices



Payments

Create Your Account

[Learn more about Coupa](#)



Step 4: Enter the password, then check the *I'm not a robot* box to continue.

Step 5: Click *Verify One-Time Password* to access the *PO detail page*.

Verify Your Access for Purchase Order #PO00000401

Enter the one-time password sent to le*****@gm*****.

Enter One-Time Password

Please check the box below to proceed.

☒ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Verify One-Time Password

Didn't receive the code. [Resend One-Time Password.](#)

Save Time and Money with Coupa



The invoice creation screen includes five sections, and most fields are auto filled from the Purchase Order.

Most fields are automatically populated based on the **Purchase Order** details. However, you must enter your **company information** for each invoice in the **From** section.



Never miss an order - create your Coupa supplier account [Create Your Account](#)

Create Invoice [Create](#)

General Info

* Invoice #

Invoice Date Set automatically at time of submission

Payment Term

* Currency CAD 

Status Draft

Image Scan No file chosen

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

From

* Supplier SAN Supplier

* Invoice From Address No address selected 

* Remit-To Address No address selected 

* Ship From Address No address selected 

To

Customer Ledcor Group

Bill To Address 1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E 2E9
Canada

Ship to Address c/o 1000,1066 West Hastings
Vancouver, BC V6E 3X1
Canada
Location Code: 21662

[Sign Out](#)

55

The invoice creation screen is divided in five sections, and most fields are auto filled from the Purchase Order.

Step 6: Enter the required details marked with a red asterisk (*).

In the **General Info** section, you need to:

- Enter the **Invoice Number** exactly as it appears on your invoice PDF.
- Attach the PDF of your invoice.
- You can add notes and supporting documents to your **Coupa invoice** in the **Attachments** section.

Create Invoice Create

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

General Info

* Invoice # INV_400

Invoice Date Set automatically at time of submission

Payment Term

* Currency CAD

Status Draft

Image Scan Choose File No file chosen

Supplier Note

Attachments Add File | URL | Text

From

* Supplier 12345 Supplier Ltd.-1503763

Supplier GST/HST ID 123456789

* Invoice From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Remit-To Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Ship From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

To

Customer Ledcor Group

Bill To Address 1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E 2E9
Canada

Ship to Address PO Bag 16, Highway 15



Step 7: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.

Create Invoice [Create](#)

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold. X

General Info

* Invoice #

INV_400

✓

Invoice Date

Set automatically at time of submission

Payment Term

* Currency

CAD

Status

Draft

Image Scan

Choose File

No file chosen

Supplier Note

Attachments

Add

File

URL

Text

From

* Supplier

12345 Supplier Ltd.-1503763

Supplier GST/HST ID

123456789

* Invoice From Address

12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Remit-To Address

12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Ship From Address

12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

To

Customer

Ledcor Group

Bill To Address

1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E 2E9
Canada

Ship to Address

PO Bag 16, Highway 15

You can edit the fields in the **From** section with the addresses from your Coupa Legal Entities.

IMPORTANT:

The **Bill To** must match your **invoice PDF**, if you have questions or want to make sure, please reach out to the requestor indicated in the Purchase Order.

Then *scroll down* to continue.

Step 8: In the **Lines** section, confirm or Edit the line details.

In the **Lines** section, you need to:

- Ensure the line details match those on your invoice PDF, including the quantity, items listed, and tax amounts.

Lines

Line Level Taxation

Type	Description	Qty	UOM	Price	
	4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20.00	Each	48.95	979.00
PO Line PO00000400-1 Clear Contract ▼ Credit Line None Supplier Part Number 					
Billing 2115029-41-9951918					

Type	Description	Qty	UOM	Price	
	4X8X3/ 8inch OSB	24.00	Each	31.90	765.60
PO Line PO00000400-2 Clear Contract ▼ Credit Line None Supplier Part Number 					
Billing 2115029-41-9951918					



Step 9: In the **Lines** section, confirm or Edit the line details.

Check the **Line Level Taxation** box the enable taxed in the item lines.

Lines

Type	Description	Qty	UOM	Price	
	4X8X1 / 4inch (6MM) GIS FIR PLYWOOD	20.00	Each	48.95	979.00
PO Line PO00000400-1 Clear Contract Credit Line None Supplier Part Number Billing 2115029-41-9951918					
	4X8X3/ 8inch OSB	24.00	Each	31.90	765.60
PO Line PO00000400-2 Clear Contract Credit Line None Supplier Part Number Billing 2115029-41-9951918					

Type inside the **Qty** field to edit the item quantity.

Click the red **X** mark to delete the line from this invoice.



Step 10: In the **Lines** section, if necessary, you can **pick lines from a Contract** or **add a line** for items that are not associated with a Purchase Order issued by Ledcor.

Type	Description	Qty	UOM	Price	2,340.00
	Barricade Panel - 8' Reflective	40.00	Each	58.50	
PO Line	Contract	Credit Line	Supplier Part Number		
PO00000400-6		None			
Billing					
2115029-41-9951918					
Add Line Pick lines from Contract					
Totals & Taxes					
Lines Net Total					7,610.60



Then *scroll down* on the section.

Step 11: In the **Totals & Taxes** section, enter additional charges like Shipping, Handling and Tax information.

Totals & Taxes

Lines Net Total	7,610.60
Shipping	
Tax	% 0.000
Tax Reference	Enter a tax reason description.
Handling	
Tax	% 0.000
Tax Reference	Enter a tax reason description.
Misc	
Tax	% 0.000
Tax Reference	Enter a tax reason description.
Tax	0.000 % 0.000
Total Tax	0.00
Net Total	7,610.60
Total	7,610.60

Click **Calculate** and confirm the **Total amount** of Coupa Invoice matches the total amount of your Invoice PDF.

Once everything looks correct, Click **Submit**.

Email me status updates for invoices I create this way ☒

You can opt in to receive email status updates for your invoices.



Thank you for creating your invoice via SAN!

If you need any additional support, please contact the Ledcor Supplier Enablement Team
at: supplier.enablement@ledcor.com.

You can also book a Microsoft Teams meeting with the Supplier Enablement team:
[Supplier Enablement Support](#).

 **coupa** supplier portal



Coupa Supplier Portal (CSP)

Create a Blank Invoice (Non – PO Backed)



Getting started!

As of **March 16, 2026**, Ledcor will transition to Coupa for invoice processing. Please review the guidelines below to ensure invoices are submitted through the correct method based on the purchase order date.

- Invoices related to **Purchase Orders from our previous system**, sent by Ledcor before the go-live date March 16th, 2026, must be sent to the usual method of invoicing.
- Invoices related to **new Purchase Orders from Coupa**, (created on March 16th or after), can be invoice in Coupa.
- Invoices **non-Purchase Order** related, can be invoice in Coupa after the go-live date on March 16th without a PO, going to the tab Invoices-> Create Blank Invoice.



When to Submit a Non-PO Invoice.

Examples of common scenarios where a non-PO invoice may be submitted include:

- . Government entities or regulatory payments
- . Professional service fees
- . Utility invoices
- . Donations or sponsorships
- . Other services or payments where issuing a PO is not practical

Currently, Ledcor does not enforce a strict “No PO, No Pay” policy, therefore non-PO invoices are permitted when appropriate.

Following the Coupa go-live, Ledcor may review non-PO invoice usage and work with departments to reduce them where feasible and encourage the use of Purchase Orders where appropriate. However, some business groups may continue to use non-PO invoicing depending on operational needs.

Suppliers should ensure that all required invoice details and appropriate internal contact information are included when submitting a non-PO invoice to support efficient processing and approval.



Step 1: Log into the CSP and click on the Invoices tab from the home page.

coupa supplier portal

Upgrade ANA | NOTIFICATIONS 0 | HELP

Home Invoices Orders Business Profile Payments Service Sheets Items ASN Sourcing Forecasts Setup More...

Save Time Managing Invoices

< Automate invoice collections and integrate with QuickBooks for seamless financial operations. **Register for Trial** >

SO Store of very good supplies Get Verified

Profile Last Updated: 14 days ago | View Profile

Recent Activity View ⓘ

ledcor-test

No activity found for ledcor-test.

Announcements

No Announcements



Step 2: Make sure that Ledcor Group is selected as your active customer.



Invoices

Select customer

ledcor-test

ledcor-test

All (Offered by Advanced)

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices

Create Invoice from PO

Create Invoice from Service Sheet

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Export to ▾

View

All

Search



Invoice #

Created Date

Status

PO #

Gross Total

Unanswered Comments

Dispute Reason

Actions





Select customer

ledcor-test ▾

Invoices

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices i

Create Invoice from PO

Create Invoice from Service Sheet

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Export to ▾	View		All ▾	Search			
Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute Reason	Actions
113992	2026-02-27	Pending Approval	PO00001365	1,000.00 CAD	No		
430169	2026-01-16	Approved	PO00001362	193.00 CAD	No		
None	2026-01-16	Draft	PO00001365	2,000.00 CAD	No		 
430168	2026-01-16	Pending Approval	PO00001364	1,000.00 CAD	No		
11399	2026-01-15	Approved	PO00001364	1,552.50 CAD	No		

Per page 15 | 45 | 90

Step 3: Click
Create Blank Invoice.



Step 4: The next window will open; fill out the mandatory fields marked with a red asterisk (*).

The image displays two screenshots of the 'Choose Invoicing Details' window in Coupa. The left screenshot shows the initial state with three mandatory fields marked with a red asterisk (*): 'Legal Entity', 'Remit-To', and 'Ship From Address', all set to 'Select'. A red box highlights the dropdown arrow for 'Legal Entity', and a callout shows the list of entities: 'Store of very good supplies', 'STORE OF VERY GOOD SUPPLIES (ONTARIO)', and 'STORE OF GOOD SUPPLIES INC'. The right screenshot shows the 'Legal Entity' set to 'STORE OF VERY GOOD SUPPLIES (ONTARIO)', which has populated the 'Invoice From' address. A yellow banner at the top states 'customer offers payment by Credit Card, Bank Account or Digital'. The 'Save' button is highlighted with a blue arrow.

Select the **Legal Entity** from your list of entities in Coupa to display its associated addresses.

Click **Save** to continue.



The invoice creation screen is divided in five sections.

Step 5: Enter the required details marked with a red asterisk (*).

In the **General Info** section, you need to:

- Enter the **Invoice Number** exactly as it appears on your invoice PDF.
- Attach the PDF of your invoice (250 mb size limit).
- You can add notes and supporting documents to your **Coupa invoice** in the **Attachments** section.



Create Invoice Create

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold.

General Info

* Invoice # INV_400

Invoice Date Set automatically at time of submission

Payment Term

* Currency CAD

Status Draft

Image Scan Choose File No file chosen

Supplier Note

Attachments Add File | URL | Text

From

* Supplier Store of very good supplies-1517578

Supplier GST/HST ID 123456789

* Invoice From Address STORE OF VERY GOOD SUPPLIES (ONTARIO)
Highway 401
Lakeshore, ON v3b 4v4
Canada

* Remit-To Address STORE OF VERY GOOD SUPPLIES (ONTARIO)
Highway 401
Lakeshore, ON v3b 4v4
Canada

* Ship From Address STORE OF VERY GOOD SUPPLIES (ONTARIO)
Highway 401
Lakeshore, ON v3b 4v4
Canada

To

Customer None

Bill To Address No address selected

Ship to Address No address selected

* Requester Email

* Requester Name

Bill To: None

Zip Code

for USA only

Step 6: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.

Create Invoice Create

Creating your first invoice? Just enter in your invoice number. Check the line details, make any necessary changes and put in any extra charges. Once you are ready, click Submit. You'll be notified if the invoice is approved or placed on hold. X

General Info

* Invoice # INV_400 ✓

Invoice Date Set automatically at time of submission

Payment Term

* Currency CAD

Status Draft

Image Scan

Choose File

 No file chosen

Supplier Note

Attachments

Add

File

 |

URL

 |

Text

From

* Supplier 12345 Supplier Ltd.-1503763

Supplier GST/HST ID 123456789

* Invoice From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Remit-To Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

* Ship From Address 12345 Supplier Ltd.
1269 West Hastings Street
Vancouver, BC V6E 4S8
Canada

To

Customer Ledcor Group

Bill To Address 1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E 2E9
Canada

Ship to Address PO Bag 16, Highway 15

The **From** section will have the addresses you selected in the previous window from your Coupa Legal Entities.

Edit the From addresses clicking the **Search** icon.

Then *scroll down* to continue.

Step 7: In the **From** and **To** sections, check the information to verify your company's information and Ledcor's details.

 **To**

Customer None

Bill To Address

1500 - 1055 West Hastings Street
Vancouver, British Columbia V6E2E9
Canada



Ship to Address No address selected 

* Requester Email

* Requester Name

Bill To: None

Zip Code

for USA only

Always select the **Bill To** Address *1500 - 1055 West Hastings Street, Vancouver, BC V6E 2E9 Canada*, for Ledcor invoices.

Click the search icon in the **Ship To** Address field to view and select from the list of Ledcor addresses.

Type the requestor's contact and then *scroll down* to continue.



Step 8: In the **Lines** section, edit the line details to match your invoice pdf.

For material invoices select **Type Qty** and enter Unit of Measurement and Price per unit.

Lines Line Level Taxation

Type Qty	Description	Qty 1.000	UOM \$1000s of Sal	Price 0.00	0.00
PO Line None		Contract ▼	Supplier Part Number		

For service invoices select **Type Amt** and enter Description and Price.

Lines Line Level Taxation

Type Amt	Description	Price 0.00	0.00
PO Line None		Contract ▼	Supplier Part Number



Step 8: In the **Lines** section, edit the line details to match your invoice pdf.

Check the **Line Level Taxation** box
the enable taxed in the item lines.

Lines

Type Amt ▾	Description Car Rental	Price 560	0.00	☐ Line Level Taxation
PO Line None Clear	Contract ▾	Supplier Part Number		

+ Add Line

+ Pick lines from PO

+ Pick lines from Contract

Click the red **X** mark to delete the line from this invoice.

Then *scroll down* to the Totals & Taxes section.



Step 9: In the **Totals & Taxes** section, enter additional charges like Shipping, Handling and Tax information.

Totals & Taxes

Lines Net Total

7,610.60

Shipping

Tax

%

0.000

Tax Reference

Enter a tax reason description.

Handling

Tax

%

0.000

Tax Reference

Enter a tax reason description.

Misc

Tax

%

0.000

Tax Reference

Enter a tax reason description.

Tax

%

0.000

Total Tax

0.00

Net Total

560.00

Total

560.00

Once everything looks correct, Click **Submit**.

Click **Calculate** and confirm the **Total amount** of Coupa Invoice matches the total amount of your Invoice PDF.

Delete

Cancel

Save as Draft

Calculate

Submit



Step 9: A confirmation box will appear, click **Send Invoice** to complete the process.

Lines

Type

Amt

Description

Car Re

Price

560.00

Line Level Taxation

PO Line

None

Clear

Are You Ready to Send?

You're about to send an invoice to **None** for a total amount of 560.00. Once sent, you'll have to contact your customer directly to make changes to the invoice.

Continue Editing

Send Invoice

+ Add Line

+ Pick lines from PO

+ Pick lines from Contract

Totals & Taxes



Step 10: A bar message notification should appear to confirm that your invoice has been sent successfully.

Select customer

Ledcor Group

Invoices

12345 Supplier Ltd.-1503763 invoice #INV_400 is processing

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices

Create Invoice from POCreate Invoice from Service SheetCreate Invoice from ContractCreate Blank InvoiceCreate Credit Note

Export to

View All

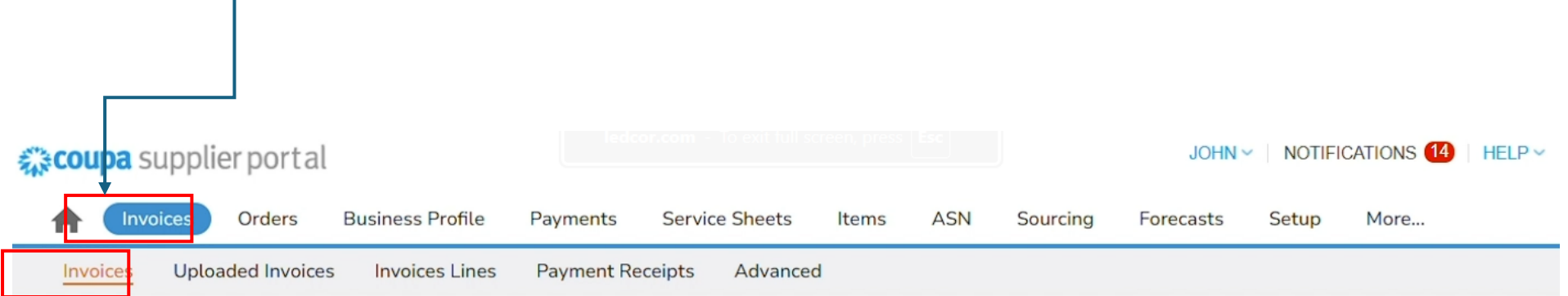
Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
INV_400	11/27/25	Processing	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_4001122	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV-002-11072025	11/07/25	Pending Approval	PO00000312	345.00 USD	No		
INV-001-11072025	11/07/25	Approved	PO00000314	15,434.68 USD	No		

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Step 10: To check the status of your invoices, go to the **Invoices** tab.



Invoices

Instructions From Customer

Please refer to the purchase order when creating your invoice to ensure that the correct Ledcor legal entity is being billed.

Create Invoices

- Create Invoice from PO
- Create Invoice from Service Sheet
- Create Invoice from Contract
- Create Blank Invoice
- Create Credit Note

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
INV_400	11/27/25	Pending Approval	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_400112233	11/27/25	Voided	PO00000400	7,610.60 CAD	No		
INV_4001122	11/27/25	Voided	PO00000400	7,610.60 CAD	No		

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The table displays the invoice creation date and status.

Make sure to have Ledcor Group as your active customer.



Thank you for using the CSP to submit your invoices!

If you need any additional support, please contact the Ledcor Supplier Enablement Team at: supplier.enablement@ledcor.com.

You can also book a Microsoft Teams meeting with the Supplier Enablement team: [Supplier Enablement Support](#).

 **coupa** supplier portal

