

How it works

- A user (requester) places an order for goods / services from your company
- The Purchase Order (PO) is sent to you directly via the email on file
- You have 3 options from the email
 - Acknowledge PO
 - Add Comment
 - Create Invoice
 - Please do not send paper invoice if submitting via SAN.

Cadence Design Systems, Inc. <do_not_reply@cadence-temp-test.coupa.com> 11:07 AM (0 minute)
to coupaCadence+0071234567

 Cadence Design Systems, Inc. Purchase Order #490119088

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[Create Invoice](#) [Acknowledge PO](#) [Add Comment](#)

[Create Account](#)



SAN Options

- Acknowledge PO:
 - Selecting this lets the requester know that you received the PO
- Add Comment:
 - Comments made here will go to the requester on the PO
 - Two way communications are not available in SAN
- Create Invoice:
 - Do not create invoice until goods / services have been rendered
 - Once an invoice is ready to be sent, click on the Create Invoice icon
 - You will be prompted to create a Remit-To Address



Create Remit-To Address:

- Populate address information only
- Please do not populate banking information. To update banking information, please email Corporate_Supplier_Management@cadence.com

Enter a new address [X]

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

Company Information

Supplier: ABC Widgets
* Country: United States

Address

Remit To Name: []
* Line 1: 2655 Seely Ave
Line 2: []
* City: San Jose
State: Ca
* Postal Code: 95134
Preferred Language: English

Tax Registration

Tax Country: United States
Tax ID: Leave Blank
Not For Cross-Border Invoices:

Banking Information

NOTE: Banking information is required for compliant invoicing when indicated (with a *). Otherwise, banking info here is not required and will remain private.

Bank Name: []
Beneficiary Name: []
Bank Account Number: []
Transit Code Type: []
Transit Code: []
IBAN: []
SWIFT Code: []

Do Not enter Banking information. These fields are not mapped to our system. To update please contact Corporate_Supplier_Management@cadence.com

Cancel Create and Use

Creating Invoice

cadence
Create Invoice [Create](#)

[Sign Out](#)

General Info **From**

* Invoice # **Add your invoice # and invoice Date**

* Invoice Date

Payment Term NT45

* Currency

Status

Shipping Term

Image Scan **Attach PDF of invoice**

Supplier Note

Attachments [Add](#) [File](#) | [URL](#) | [Text](#) **Add any additional documents.**

* Supplier ABC Widgets (100-0071234567)

Supplier Tax ID None

* Invoice From Address ABC Widgets (100-0071234567)
2655 Seely Ave
San Jose, Ca 95134
United States

* Remit-To Address ABC Widgets (100-0071234567)
2655 Seely Ave
San Jose, Ca 95134
United States

* Ship From Address ABC Widgets (100-0071234567)
2655 Seely Ave
San Jose, Ca 95134
United States

To

Customer Cadence Design Systems, Inc.

* Header Text
Use * if you want this text to appear on the payment.



Creating Invoice (Cont.)

- Verify the totals one last time to ensure it matches what you have in your system. Don't forget to include tax and any shipping charges.

Totals & Taxes

Lines Net Total			875.00
Shipping	<input type="text"/>		
Tax	Leave Blank	<input type="text"/> %	0.000
Tax Reference	<input type="text" value="Enter a tax reason description."/>		
Misc	<input type="text"/>		
Tax	Leave Blank	<input type="text"/> %	0.000
Tax Reference	<input type="text" value="Enter a tax reason description."/>		
Tax	<input type="text"/>	<input type="text"/> %	<input type="text"/>
Total Tax			0.00
Net Total			875.00
Total			875.00

Check this box if you want to receive payment and status notifications about this invoice

Email me status updates for invoices I create this way


Updates via Email

- If you selected to get updates

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 Invoice test has been received successfully

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 Invoice test for 1055.94 has been approved to pay by Cadence Design Systems, Inc..

Powered by 

- Please contact ***@cadence.com if you have further questions about the invoice.

Additional Features Available

- Like what you see and want more insight? Join the Coupa Supplier Portal, which allows you to see all of your purchase orders and invoices in one place.
- Click on Create Account to join the CSP.
 - Please email NA_eInvoice@cadence.com with any questions about CSP

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