



## Supplier Actionable Notification (“SAN”) User Guide

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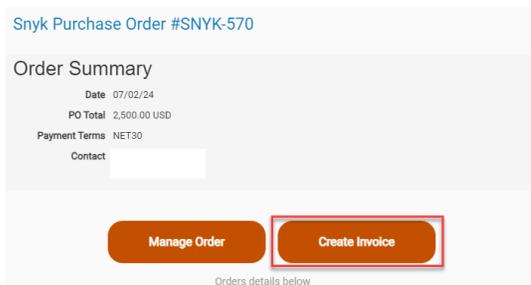


# Supplier Actionable Notifications (“SAN”)

Supplier Actionable Notifications is another way to submit invoices to Snyk by “flipping” a Purchase Order to an invoice directly from the email notification. This is useful to quickly submit an invoice and/pr if you are doing just one time business with Snyk.

## How to Create an invoice from SAN

1. In the email sent from Snyk with the PO, choose the **Create Invoice** button:



2. Log in if you have used Coupa before:

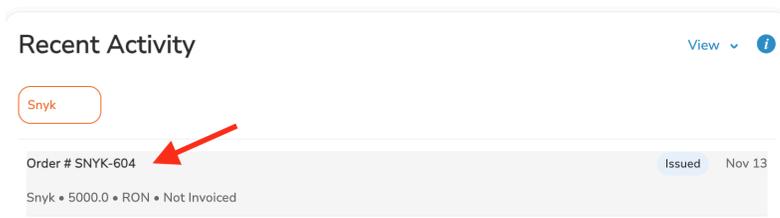
Verify Your Access for Purchase Order #SNYK-594

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.



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

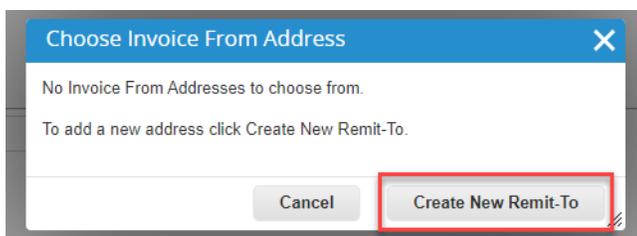
3. Once Logged in, select the PO you want to issue the invoice against:



4. Click on Create Invoice:



5. Select your **Invoice From** Address or click **Create New Remit-To** if you have not used Coupa before:



6. Complete the Remit-To if needed including all key information shown with a red asterisk \* and click **Create and Use**



Address

Remit To Name

\* Line 1

Line 2

Line 3

Line 4

\* City

State

\* Postal Code

Preferred Language

Tax Registration

Tax Country/Region

Tax ID

Not For Cross-Border  Invoices

1. On the **Create Invoice** page, complete all mandatory information (marked with a red asterisk **\***) at the header level including **Invoice #**, and **Buyer VAT ID** if required..

Create Invoice Create

General Info Fr

\* Invoice #

\* Invoice Date

\* Payment Term

Date of Supply

\* Currency

Delivery Number

Status

Image Scan  Invoice.pdf

Supplier Note

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

\* Ship

2. Attach a PDF version of your invoice by choosing **Image Scan**.

At the **Lines** section place review the information prepopulated and choose a tax rate if required. Click **Calculate** to show the final gross amount, then **Submit**:

Total VAT	500.00
Net Total	2,500.00
<b>Gross Total</b>	<b>3,000.00</b>

Click **Send Invoice** at the **Are You Ready to send?** Prompt to submit the invoice to Snyk:

Are You Ready to Send? ✕

Coupa is about to create an invoice on your behalf. Please make sure you are not attaching another invoice to this transaction as the Coupa generated PDF is your and your customers legal invoice.

Note: On successful submission, you will see a green confirmation banner.



## Invoices

1 invoice #TEST-WD1 is pending approval

### Instructions From Customer

{Example text - this is set on your Company Information setup page and will be  
Create Invoices [?](#)

Create Invoice from PO   Create Invoice from Contract   Create