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## Introduction

Cadence Design Systems, Inc. wants to connect with you on Coupa. Once registered you can do things with Cadence Design Systems, Inc. (and your other buying organizations that use Coupa) like view purchase orders, create invoices, manage POs and invoices, get real-time SMS alerts, and much more.

Coupa's Supplier Portal is completely free and helps you better transact and communicate electronically.



# 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 address on file
- Register for Coupa Supplier Portal by clicking on the Create Account icon.

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

Powered by 

Create Invoice

Acknowledge PO

Add Comment

Create Account

# Cadence Specific Requirements

- Attach a PDF copy of the invoice in the Image Scan field.
  - Any other backup documentation can be added via attachments
- For Service performed note in Item Description
  - Name of Person or Services provided
  - Time Frame (W/E 02/02/20, Month of February)
  - Number of Hours for contractors / consultants
    - \*John Doe W/E 02/02/20 40hrs
    - \*Window Cleaning San Jose Feb 2020
- Header Text Field
  - For Service copy same information as Item Description.
  - For Goods, please just put in the invoice #.
- All Invoices / Credit Notes must be positive.

\*Should the requirements not be met, the applicable invoice may be returned without payment issued until it is fixed and resubmitted.



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## Cadence Specific Requirements

- Stop sending invoice to [accountspayable@cadence.com](mailto:accountspayable@cadence.com)
- If you have any question of issues please email [NA\\_eInvoice@cadence.com](mailto:NA_eInvoice@cadence.com) and someone will get back to you.

