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.



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 <u>Corporate Supplier Management@cadence.com</u>

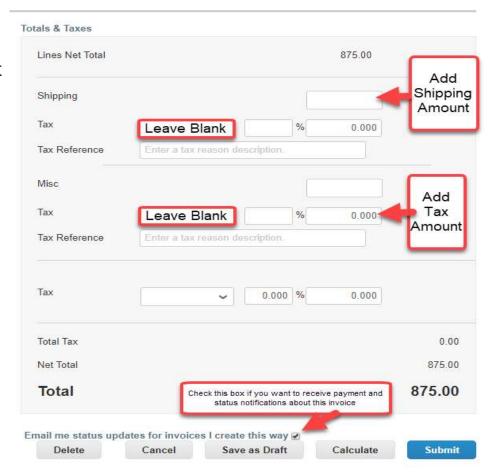


Creating Invoice



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.





Updates via Email

If you selected to get updates

Cadence Design Systems, Inc. <do_not_reply@cadence-temp-test.coupahost.com>
to coupaCadence+0071234567 ▼

cadence* Invoice test has been received successfully

Powered by Coupa

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

Powered by Coupa

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 <u>NA elnvoice@cadence.com</u> with any questions about CSP

