

# Supplier Invoicing Instructions

As a Supplier of Atlassian, you have the option to electronically submit your invoice directly to Atlassian's invoicing system, Coupa, as an E-Invoice. This is a more convenient way for you to request for the payment of your invoice and even gives you visibility to the payment status of your invoice submitted through this channel.

## There are a couple of ways to initiate this process:

1. **Supplier-initiated:** This is applicable to Supplier with existing Coupa Supplier Portal (CSP) Login. Once you log in to CSP, you can start creating e-invoices for
  - a. PO backed
  - b. Non-PO backed invoices
2. **Customer-initiated (Atlassian):** This is applicable to Supplier with or without CSP Log in but for PO-backed invoices only.
  - a. **With CSP:** Check out for the PO Email with Widgets for **Login to CSP and view orders and create Invoices**
  - b. **Without CSP:** Check out for the PO email with Widgets for **Create Invoice**

Refer to the instructions below on how to submit your invoice.

## Supplier- Initiated

Note: Prior to the invoice creation, you have to set up your account to enable the E-invoicing option.

- Go to Admin > E-Invoicing and update the **Accounting and Remit To** details as prompted by CSP
- Then start with the invoice creation

### A. PO backed Invoice

- Go to **Select Customer** and choose Atlassian
- Click the **Orders** Tab, it will result in all open POs with Atlassian
- Create an invoice from the PO by clicking on the **Yellow Coins** icon (**Red Coins** is for Credit Memo) or
- Go to **Invoices** Tab and click **Create Invoice From PO**

### B. Non-PO backed Invoice

- Go to Select Customer and choose Atlassian
- Go to **Invoices** Tab and click **Create Blank Invoice**
- Make sure that you provide the name of your Atlassian contact in the **Requester** field

## Customer-Initiated (Atlassian)

Note: For PO-backed invoice only

### A. With CSP Log-in

- The registered Email Contact that you provided in your CSP account will receive an email from Atlassian notifying you of the PO information and the option to create the invoice in CSP
- Using the **Login** widget, proceed to your CSP account and the **Customer** should default to Atlassian and will show the available POs
- Create an invoice from the PO by clicking on the **Yellow Coins** icon (**Red Coins** is for Credit Memo) or
- Go to **Invoices** Tab and click **Create Invoice From PO**

### B. Without CSP Log-in

- The registered Email Contact that you provided in your CSP account will receive an email from Atlassian notifying you of the PO information and the option to create the invoice in CSP
- Using the **Create Invoice** widget, it will direct you to the Coupa invoicing system where all the pertinent details about the invoice should be provided

## Important Notes:

1. If you are doing business with multiple Atlassian Subsidiaries (e.g. Atlassian Pty Ltd., Atlassian, Inc.), select the corresponding Atlassian entity first relating to your transaction by selecting from the correct entity from the dropdown list under **Select Customer** field.
2. Expect that you will receive notifications whenever these following actions are executed. All Notifications can be viewed under **Notifications** in CSP.
  - a. When a new PO is created
  - b. When Invoice is approved
  - c. Any comments made addressed to the supplier
  - d. Any changes on the Invoices in Atlassian instance
  - e. When payment has been processed for the invoice that has been submitted