

Notice to Suppliers



Updated Invoicing Guidance Documents for Coupa

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For the attention of the Managing Director and supplier Accounts Receivable Team

Scope/Applicability:

All suppliers who invoice through Coupa

Dear Supply Partner,

Introduction:

Please note that our 'Coupa Supplier Training' and 'How to get paid on time' documents have been updated in order to provide better support and clarity around invoicing through Coupa, specifically in relation to ensuring that all invoices submitted are VAT compliant. It is imperative for all parties that invoices are right first time and compliant from a VAT perspective to avoid any delays, additional work, and to ultimately ensure payment on time. For this reason we have added detail based on lessons learned to aid in preventing reoccurrence of compliancy issues.

Action Required:

Please familiarise yourselves with the updated documents which can be found via the links below;

[Coupa Supplier Training](#)
[How To Get Paid On Time](#)

NTS Category:

General Information / Communication

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