

ALLIANCE VENDOR WEBINAR -- Countdown to NVoicepay



AGENDA

- What is NVoicepay?
- NVoicePay Next Steps
- Coupa FAQs
- Question and Answer

WHAT IS NVOICEPAY

Electronic Payment, Options include:

- Direct Deposit / ACH: Payments go directly to your bank account
- Card Payments (Mastercard, Visa, Amex): Payments are transferred to a card under your name

Benefits Include:

- Expedited payments
- No lost checks
- Reduced bank fees

NVOICEPAY NEXT STEPS

- **Go Live:** July 1
- **Enroll in electronic payment:**
 - Fill out [this form](#)
 - Already enrolled? Thank you! We will send out email confirmation next week
- **Verify Contact Information Via Email:**
 - Alliance will send communication next week

COUPA FREQUENTLY ASKED QUESTIONS

COUPA REVIEW

Email



You can act directly from your email inbox, receive purchase orders, and create invoices. All POs will be emailed to the address we have on file, to clarify which one we have email coupa@laallaince.org.

Coupa Supplier Portal (CSP)

With this option, we will send you an email invite to register on the CSP. You can log in to the CSP to view purchase orders as well as create and send invoices electronically.

EMAIL

Alliance College Ready Public Schools - Test Purchase Order #149 Coupa PO Test Messages x

 **Alliance College Ready Public Schools - Test** <do_not_reply@laalliance-test.coupa.com>
to me ▾ 

Alliance College Ready Public Schools - Test Purchase Order #149

Create Invoice

Acknowledge PO

Add Comment



Alliance College Ready Public Schools - Test PURCHASE ORDER

Test Contract Supplier
Attn: Supplier 1 User
alliancecoupa+12@gmail.com

PO NUMBER 149
DATE 01/19/18
PAYMENT TERMS
SHIPPING TERMS
CURRENCY USD
CONTRACT
CONTACT

POC name and email

Ship To
Alliance College Ready Public Schools - Test
Alliance Leadership Middle Academy
2941 West 70th Street
Los Angeles, CA 90043
United States

Bill To
Alliance College Ready Public Schools - Test
601 S. Figueroa Street
4th Floor
Los Angeles, CA 90017
United States
Attn: Accounts Payable

EMAIL



[Sign Out](#)

Create Invoice Create

General Info

*** Invoice #**

*** Invoice Date**

Payment Term

*** Currency** USD

Status Draft

Image Scan No file chosen

Supplier Note

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

From

*** Supplier** Test Contract Supplier

Supplier Tax ID

*** Invoice From Address** Test Contract Supplier
test
test
12345
United Kingdom
test

*** Remit-To Address** Test Contract Supplier
test
test
12345
United Kingdom

*** Ship From Address** Test Contract Supplier
test
test
12345
United Kingdom

To

Customer Alliance College Ready Public Schools - Test

Lines

Line Level Taxation

EMAIL

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	Test for COA change	1.00	EACH	100.00	100.00

PO Line	Contract	Billing	Period	Supplier Part Number	Commodity
149-1		62-9112-0-1201-4000-9517-009	FY 2017-2018		None

[Add Tag](#)
[Add Line](#)

Subtotal	100.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax Description	<input type="text"/> 0.00 0.000
Total Tax	0.00
Total	100.00

Email me status updates for invoices I create this way

Delete Cancel Save as draft Calculate Submit

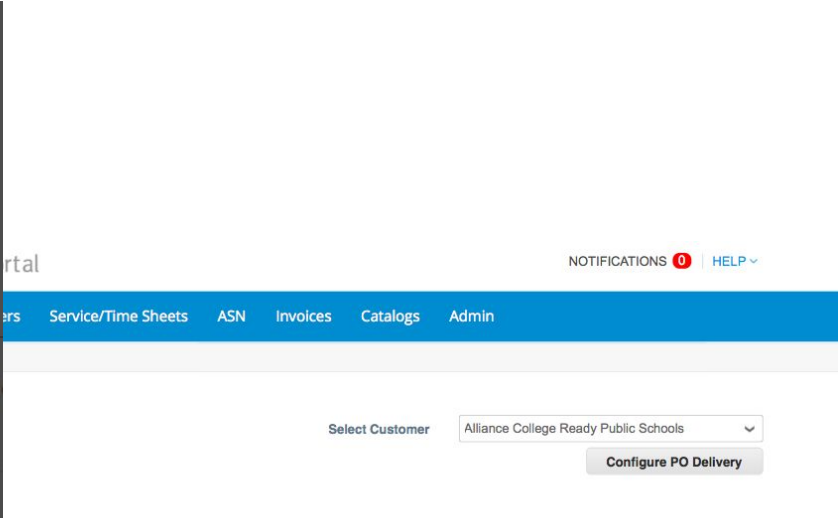
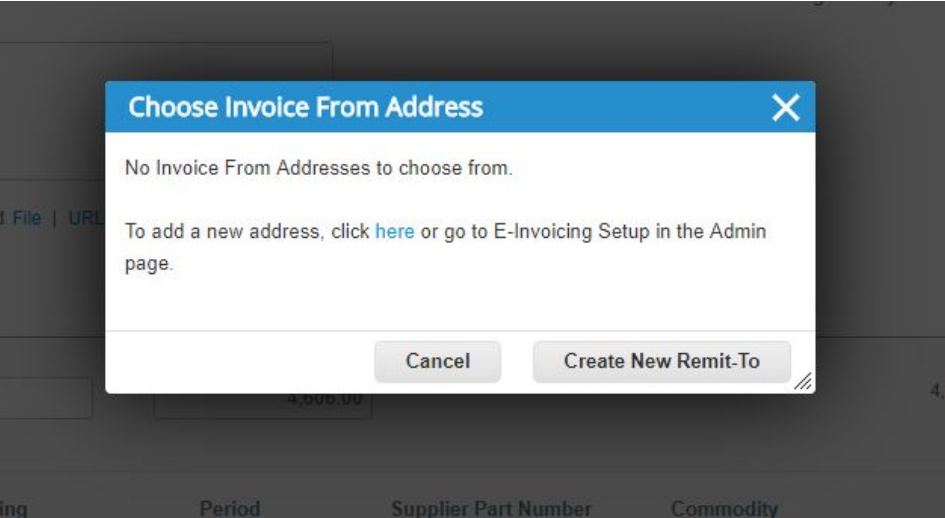
0 Comments

Are You Ready to Send? ✕

You're about to send an invoice to **Alliance College Ready Public Schools - Test** for a total amount of **100.00**. Once sent, you'll have to contact your customer directly to make changes to the invoice.

Continue Editing Send Invoice

REMIT TO ADDRESSES/ LEGAL ENTITY ERROR



Please fix the errors below

General Info

- * Invoice #
- * Invoice Date [Calendar Icon]
- Payment Term 30
- * Currency USD
- Status Draft
- Image Scan no file selected
- Supplier Note
- Attachments Add [File](#) | [URL](#) | [Text](#)

From

- * Supplier
- * Invoice From Address No address selected [Clear]
- * Remit-To Address No address selected [Clear]
Can't be blank
- * Ship From Address No address selected [Clear]

To

Customer Alliance College Ready Public Schools

ADD LEGAL ENTITY

- Did you get this error?
- Live walkthrough of how to fix
- Instructions on the Procurement page of the Alliance Website
> Additional Resources > [Download the Legal Entity Fix PDF](#)

ADD ANOTHER USER TO YOUR SUPPLIER PORTAL

- Do you have separate PO and billing email address?
 - Invite them to the Supplier Portal
- Live walkthrough
- Instructions on the Procurement page of the Alliance Website
 - > Additional Resources > [Download the Coupa Supplier Portal PDF](#) > Page 6

QUESTIONS

- Type questions into the chat and Kelly will answer them in the order they were received

