

## Coupa Supplier Portal for Swiss Re suppliers

Swiss Re highly recommends and prefers to receive invoices electronically, via electronic invoicing channels – **Coupa Supplier Portal**. Electronic invoicing, or shortly **e-Invoicing** is a form of electronic billing which ensures high compliance.

With e-Invoicing, the invoice is issued, transmitted, and received in a structured data format which allows for its automatic and electronic processing.

### Coupa Supplier Portal (CSP)

The CSP is an open, **web-based** supplier portal which provides convenient and easy access and **transparency** to all invoices and approved purchase orders. You can convert order data into billing information/invoice (**PO-Flip method**) and create credit notes.

CSP requires **one-time, free registration** without need for additional hardware or software installations.

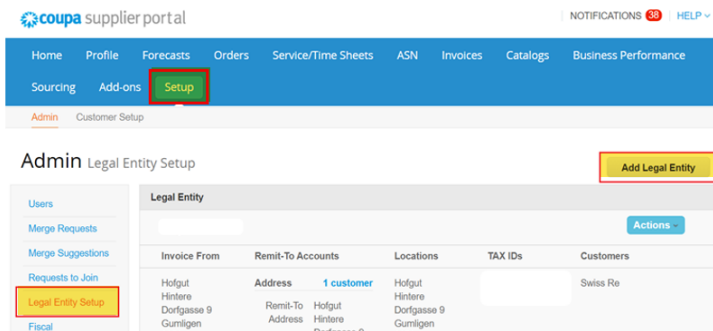
### What can you expect?

1. We will send you system invitation to your email. The invitation is sent from email address *Coupa Supplier Portal*.
2. Follow the instructions and create your account on CSP. If you already use CSP with another customer, you do not need to re-register.
3. Once you create your account, `Swiss Re` is visible in your customer drop down list. From this time, you relate to Swiss Re data and have overview of all approved Purchase Orders, your submitted invoices and invoice payment status.
4. You are notified about each activity on your account e. g. Purchase Order approved, Invoice approved, etc.

### Before you submit your first invoice

Before submitting your first invoice, you need to provide your details in **Legal Entity setup** – this is one-time activity only.

1. Login to [Coupa Supplier Portal \(couphost.com\)](http://couphost.com) with your credentials.
2. Choose *Setup* on the top bar, follow to *Legal Entity Setup* and *Add Legal Entity*.
3. Enter your information, after that you will be ready to submit your invoices.

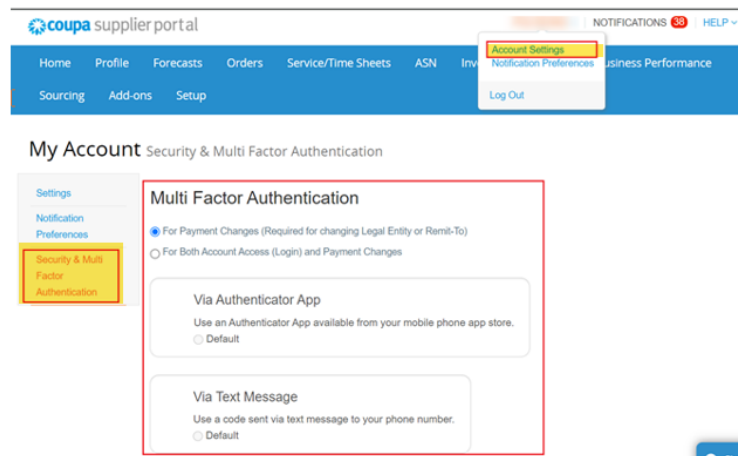


The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with 'Setup' highlighted. Below it, the 'Admin' section is visible, with 'Legal Entity Setup' selected. A table titled 'Legal Entity' shows details for a customer named 'Swiss Re'.

Invoice From	Remit-To Accounts	Locations	TAX IDs	Customers
Hofgut Hintere Dorfasse 9 Gumliggen 4072	Address Remit-To Address Dorfasse 9	1 customer Hofgut Hintere Dorfasse 9 Gumliggen 4072		Swiss Re

Another activity before the first invoice submission is set up of **Multi Factor Authentication (MFA)** – this is also one-time activity only.

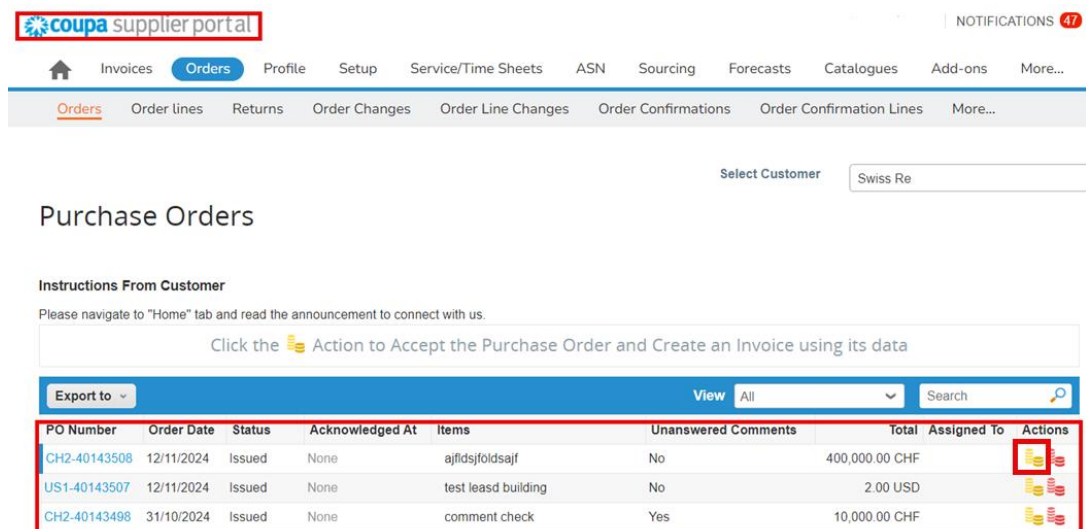
Select Account Setting on your account, follow to Security & Multi Factor Authentication. Set up MFA based on your preferences.



## How to submit your invoice?


In the Coupa Supplier Portal (CSP) under `Orders` you will find all our Purchase Orders.




1. Login to [Coupa Supplier Portal \(copenhost.com\)](https://copenhost.com) with your credentials.
2. Under tab `Orders` you will find all our approved Purchase Orders.
3. To flip our PO into your compliant invoice, just click on the "yellow coins" Icon (printscreen below).



**Instructions From Customer**

Please navigate to "Home" tab and read the announcement to connect with us.

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
CH2-40143508	12/11/2024	Issued	None	ajfidsjfoldsajf	No	400,000.00 CHF		
US1-40143507	12/11/2024	Issued	None	test lead building	No	2.00 USD		
CH2-40143498	31/10/2024	Issued	None	comment check	Yes	10,000.00 CHF		

New window will open with **`Create Invoice`**

- a. Type in your invoice number and invoice date
- b. Attach your PDF invoice
- c. Only in case of partial invoicing, you need to adjust the description and the amount
- d. Select VAT rate, click Calculate and then Submit.

**Create Invoice** Create

**General Info**

\* Invoice # 123456789 ✓

\* Invoice Date 15/11/2024 📅

Payment Term: SAP/BIS-2001-30 Days Net

Date of Supply 15/11/2024 📅

\* Currency: CHF ▼

Delivery Number:

Status: Draft

Image Scan: Choose File No file chosen

Supplier Note:

**From**

\* Supplier:

\* Supplier VAT ID: CHE-105.862.771MWST ▼

\* Invoice-From Address:

\* Remit-To Address:

\* Ship-From Address: Polydoro AG1 IFC01

**Lines**

Type	Description	Price	
	Invoice December	30000	400,000.00 ✖

PO Line: CH2-40143508-1 Clear | Service/Time Sheet Line: None | Contract:

Supplier part number:

Additional Information:  | Billing Note:  | Billing: KB13-SAP\_4420309000-4420305000-CCS-KB13\_SOKJEY

**Taxes**

VAT Rate: 8.1% ▼	VAT Amount: 2,430.00	Tax Reference: <input type="text"/>
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Net Total	0.00 CHF	100.00 USD
<b>Gross Total</b>	<b>0.00 CHF</b>	<b>107.70 USD</b>

Delete Cancel Save as Draft Calculate Submit

You can also watch this short video on how to:

Create Invoice from PO: <https://player.vimeo.com/video/363804257>

For more information and detailed guideline, reach out [Ordering & Invoicing Instructions](#) .

Do you have other questions? Email us at: [SwissRe\\_vendors@swissre.com](mailto:SwissRe_vendors@swissre.com).

*THANK YOU FOR SUBMITTING YOUR INVOICES VIA COUPA SUPPLIER PORTAL*