



Effective March 8, 2021, ALL PO-Backed Invoices submitted through the Coupa Supplier Portal (CSP) that do NOT match the Purchase Order (PO) will be **auto disputed**. The Invoice will be in **Disputed** status with a comment explaining that the Invoice does not match the PO total or quantities. If your Purchase Order DOES NOT match the Invoice Total/Qty, you MUST **request a change** to the PO prior to invoicing.

### Invoices

#### Instructions From Customer

Invoices should be billed with only one activity period per calendar month. All invoices must clearly reference the following items, if applicable. \* PO# \* Platform Name \* AFE / Well Code / Distribution Code All invoices should include a copy of the following items, if applicable. \* Approved Requisition / PO \* Bill of Lading \* Proof of Delivery \* Daily Reports \* Timesheets Invoices submitted without an approved Requisition / PO, Proof of Delivery or missing information may be rejected.

Create Invoices

Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Export to

View All

testing1456

Showing results for testing1456 x

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
<a href="#">testing145669</a>	01/25/21	Disputed	38397	2,130.03	Yes	Invoice submitted total is greater than PO total.	

Please see below for detailed instructions on how to **Request a Change** to your Purchase Order.

Open your Purchase Order and click the "Request Change" button on the bottom of the PO.

### Purchase Order #40286

Status Issued - Pending Manual

Order Date 02/02/21

Revision Date 02/02/21

Requester Stephanie Gerdson

Email stephanie.gerdson@fwelc.com

Payment Term Net 60

Rush Order? No

Attachments None

Acknowledged

Assigned to

#### Shipping

Ship-To Address 5491 Upgrade street  
5491 Upgrade street2  
San Mateo, CA 11111  
United States  
Attn: Stephanie Gerdson

Terms CPT

#### Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
1	DATA MANAGEMENT SERVICES PRODUCTION	1	Each	50.00	50.00	0.00

Part Number None Manufacturer Name None Manufacturer Part Number None Attachments

Per page 15 | 45 | 90

Total USD **50.00**

Create Invoice **Request Change** Save

Clicking the “Request Change” button will open the Purchase Order for editing.

1. Make the change(s) to the **Qty** and/or **Price** of each Line item as needed
2. Select a “**Reason for Change**” from the drop down list
3. Enter a **Comment** explaining the Change Request (required for “Other”)
4. Click on “Submit Change Request”

### Lines

Type	Item	1 * Qty	Unit	1 * Price	Total
1	DATA MANAGEMENT SERVICES PRODUCTION	1	Each	52.00	50.00

Need By Date  
mm/dd/yy

Attachments  
Coupa\_-\_Reports\_and\_Views\_KB\_Rvw...

Total 50.00 USD

\* Reason for Change 2  
Other

\* Comment (required for "Other") 3  
Incorrect Pricing

Cancel Request PO Cancellation Save Change Request **Submit Change Request** 4

Change Requests will route through Approval Chains and once final approved, re-issue a corrected PO to the Supplier. Once this updated Purchase Order is received, you can submit your Invoice.