



## Invoicing Options for Boyd Gaming Suppliers

## The Benefits of the Coupa Supplier Portal

The Coupa Supplier Portal (CSP) is a **100% free tool** for suppliers to easily conduct business with Boyd Gaming. The CSP makes managing customers and transactions easy. Suppliers can manage content and settings on a customer-by-customer basis, including:

- Receive and view purchase orders, and acknowledge receipt of orders
- Create, view, and send invoices
- Create and manage customer-specific electronic catalogs
- Manage public and customer-specific company profiles and remit-to information
- Check the status of transactions with customers

The CSP benefits suppliers in several ways. By participating, suppliers can:

- Gain access to a zero cost, high volume order channel
- Increase order-taking efficiency, and reduce mistakes and delays fulfilling orders
- Reduce lags in payment receipt to get paid more quickly
- Create reports for orders and invoices across clients
- Maintain a better presence with key customers

Invoicing via the CSP

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# Invoicing via the CSP

- Click on the “Orders” tab on the main menu to navigate to customer purchase orders. If you do not see your Boyd Gaming purchase orders, please ensure that you have selected the right customer from the drop down in the top right corner.

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Payments Business Performance Sourcing Add-ons

Setup

Orders Order Lines Returns Order Changes Order Line Changes Shipments

Select Customer Boyd Gaming - Meyer Painting Co LLC

## Purchase Orders

**Instructions From Customer**

Please acknowledge that you have received the Purchase Order and are capable of filling the order.

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

Export to View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
BG0000706	02/25/22	Issued	None	1 EACH of test item	No	10.00		
BG0000512	02/10/22	Issued	None	Painting services	No	500.00		

Click on the PO number to view purchase order details

Alternatively, you can create an invoice straight from the orders table by selecting the yellow coin stack (red coin stack for credit memos)

# Invoicing via the CSP: Acknowledge Orders

- You can acknowledge receipt of the order by checking the “Acknowledge” box and include fulfillment comments on the PO details page:

## Purchase Order #BG0000512

**General Info**

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**Status** Issued - Sent via Email

**Order Date** 02/10/22

**Revision Date** 02/10/22

**Requester** Gregg Lowe

**Email** glowetest@coupa.com

**Payment Term** NET60

**Attachments** None

**Acknowledged**

**Shipping**

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**Ship-To Address** 777 Belterra Drive  
Florence, IN 47020  
United States  
Location Code: 010  
Attn: Gregg Lowe

**Terms** FOB VENDOR

**Shipment Tracking**

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No shipment tracking.

+ Add



If you wish to add shipment tracking information, you can do so here

# Invoicing via the CSP

- Once the order has been reviewed, you can create an invoice by select “Create Invoice” at the bottom. Details of the purchase order (line information, etc.) will copy over to the invoice. You can also add shipping charges and tax charges to the invoice as needed.
- Once finished, select “Submit”.

Part Number	Manufacturer Name	Manufacturer Part Number	Estimated Service Date
None	None	None	02/28/22

Per page [15](#) | [45](#) | [90](#)

Total USD **500.00**

Create Invoice
Save
Print View

Net Total	500.00
<b>Total</b>	<b>500.00</b>

Delete
Cancel
Save as Draft
Calculate
Submit

Invoicing via Supplier Actionable Notifications (SAN)

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# Invoicing via SAN

- If you choose to invoice via the SAN method, orders will be sent to the provided email address. When you are ready to invoice for the order, you can select “Create Invoice” in the email:

Boyd Gaming (TEST) Purchase Order #BG0000722 Inbox x

**Boyd Gaming** <do\_not\_reply@boydgaming-test2.coupa.com>  
to me ▾

Power

**BOYD<sup>PP</sup>**  
PROCURE TEST

Boyd Gaming (TEST) Purchase Order #BG0000722

Order Summary

**Date** 03/01/22  
**PO Total** 21.44 USD  
**Shipping Terms** FOB VENDOR  
**Payment Terms** NET60  
**Contact** Ryan Donofrio  
[ryan.donofrio@thehackettgroup.com](mailto:ryan.donofrio@thehackettgroup.com)

**Manage Order** **Create Invoice**

# Invoicing via SAN

- Once you select “Create Invoice”, you will be taken to the invoice details entry screen. Details from the purchase order will be carried over, and you will have the ability to edit as needed (add tax, shipping, etc.). After adding an Invoice # and reviewing, you can send the invoice by selecting the blue “Submit” button.
- If a Remit-To address is not on file, you will be prompted to create one.

## Create Invoice Create

General Info

**\* Invoice #**

**Invoice Date** Set automatically at time of submission

**Payment Term** NET60

**\* Currency** USD

**Status** Draft

**Image Scan**  No file chosen

**Supplier Note**

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

**Choose Invoice From Address** ✕

No Invoice From Addresses to choose from.

To add a new address click [Create New Remit-To](#).

Total	21.44
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Additional Resources

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