

Transaction Manual using Coupa Supplier Portal

<Supplement>

This manual provides an overview of the operation image.

2024.05

三菱重工業株式会社

1. Notes on Operations
2. How to receive Pos
3. How to send Invoices

1. Notes on Operations

Please note the following points regarding new business operations using Coupa.
Thank you for your understanding and cooperation.

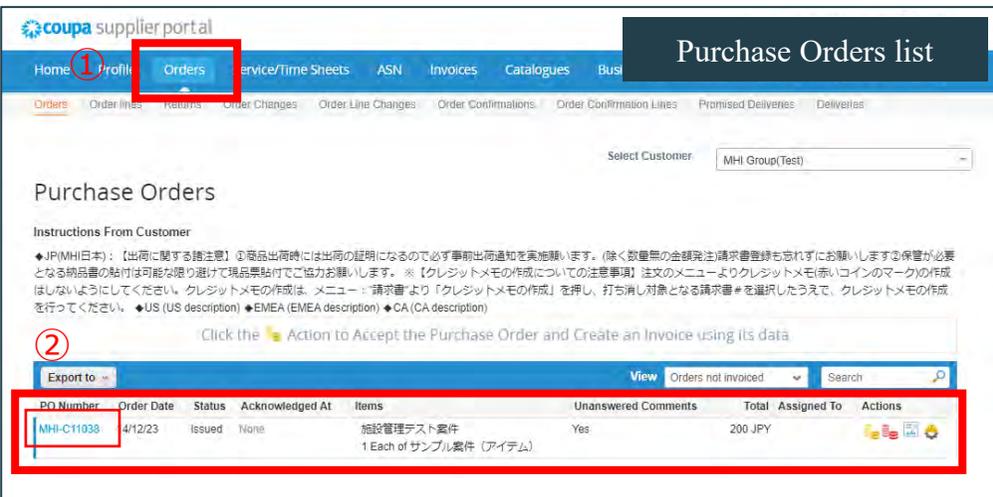
No.	Notes	Content
1	Contents to be written on the receipt/delivery slip	<p>To carry out the acceptance inspection process smoothly, please include the following information on the receipt:</p> <ul style="list-style-type: none">• PO Number *Refer to P5• Location to ship *Refer to P5
2	Pre-registration of payment bank account	<p>For the bank account information, we will pre-register in Coupa the bank account information with the one which we currently have transactions.</p> <p>If you would like to change the bank account information, please contact our company person in charge in advance.</p>

2. How to receive POs

Please confirm orders from MHI on CSP.

① Select the 「Orders」 tab to display the screen of Purchase Orders list

② Click the 「PO number」 (hyperlink) on the screen of Purchase Orders list to display the Purchase Order.



The screenshot shows the Coupa Supplier Portal interface. The 'Orders' tab is selected and highlighted with a red box and a circled '1'. Below the navigation bar, the 'Purchase Orders list' is displayed for 'MHI Group(Test)'. A red box highlights the 'PO Number' column, with 'MHI-C11038' selected. Below the table, a red box highlights the instruction: 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'.

Purchase Orders list

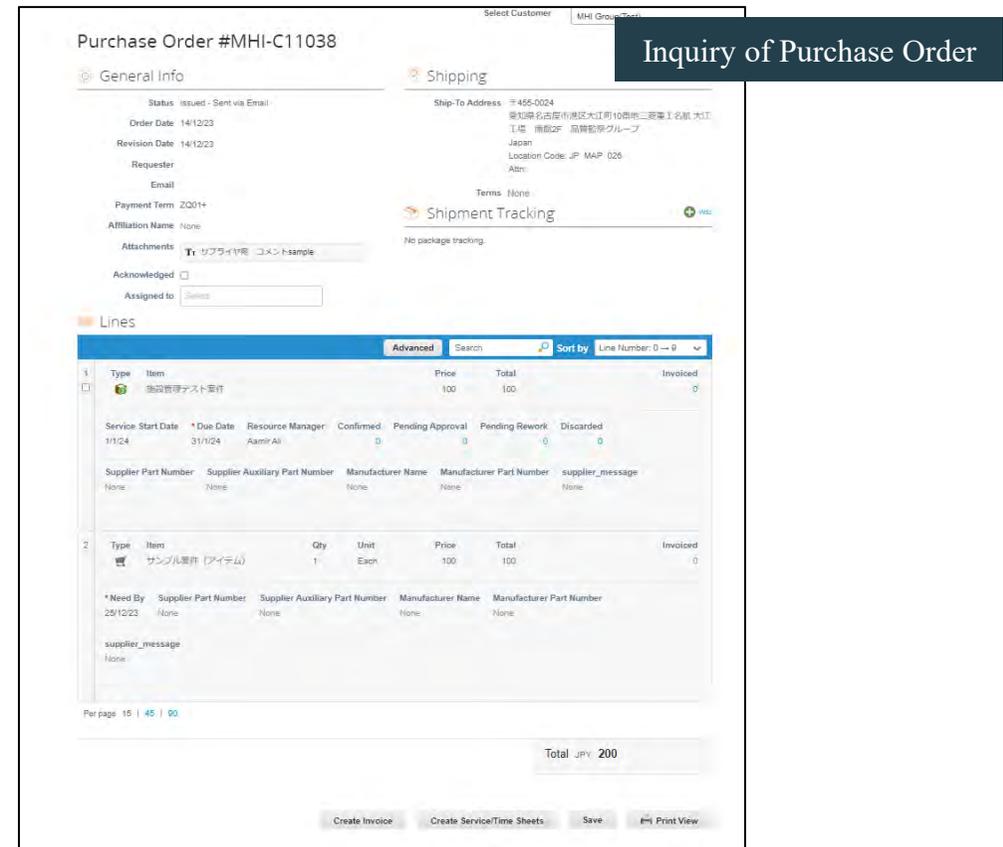
Select Customer: MHI Group(Test)

Instructions From Customer

◆JPMHI(日本): 【出荷に関する諸注意】 ①商品出荷時には出荷の証明になるので必ず事前出荷通知を実施願います。(除く数量等の金額発注請求書登録も忘れずにお願います)保証が必要となる物品書の貼付は可能な限り遅らせて現品票貼付でご協力お願いします。 ※【クレジットメモの作成についての注意事項】 注文のメニューよりクレジットメモ(赤いコインのマーク)の作成はしないようにしてください。クレジットメモの作成は、メニュー「請求書」より「クレジットメモの作成」を押し、打ち消し対象となる請求書#を選択したうえで、クレジットメモの作成を行ってください。 ◆US (US description) ◆EMEA (EMEA description) ◆CA (CA description)

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
MHI-C11038	4/12/23	Issued	None	施設管理テスト案件 1 Each of サンプル案件 (アイテム)	Yes	200 JPY		



The screenshot shows the 'Purchase Order #MHI-C11038' inquiry screen. The 'General Info' and 'Shipping' sections are visible. The 'Lines' section shows a table with one line item: '施設管理テスト案件' (Facility Management Test Case) with a quantity of 1 and a price of 100 JPY. The 'Total' is 200 JPY.

Purchase Order #MHI-C11038

Inquiry of Purchase Order

General Info

Status: Issued - Sent via Email

Order Date: 14/12/23

Revision Date: 14/12/23

Requester: [Redacted]

Email: [Redacted]

Payment Term: ZQ01+

Affiliation Name: None

Attachments: サブプライヤ用 コメントsample

Acknowledged:

Assigned to: [Redacted]

Shipping

Ship-To Address: 〒486-0024 愛知県名古屋市中港区大江町10番地三菱重工業名古屋工場 工場 南船2F 品質管理グループ
Japan
Location Code: JP_MAP_026
Attn: [Redacted]

Terms: None

Shipment Tracking: No package tracking

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
1	施設管理テスト案件	1	Each	100	100	0

* Need By: 25/12/23

supplier_message: None

Total: JPY 200

Create Invoice Create Service/Time Sheets Save Print View

2. How to receive POs PO Layout

Purchase Orders can be printed as PDF on CSP.

 三菱重工

三菱重工業株式会社
PURCHASE ORDER

(株) Customer name

Order to
(Supplier address)

Stock PO: 3593

DATE 2023/12/14

PAYMENT TERMS

SHIPPING TERMS

CURRENCY JPY

CONTRACT

CONTACT

User information

Ship To
455-0024
愛知県名古屋港区大江町10番
地
三菱重工株式会社
三菱重工名航 大江工場 南館2F
品質監察グループ

Bill To
100-8332
東京都千代田区丸の内三丁目2番
3号
三菱重工株式会社

Orderer information, telephone number

Note
サプライヤ宛 コメントsample

Line	Description	Need By Date	Qty	Unit	Price	Total
1		2024/01/31				
2	Product name information	2023/12/25	1			

JPY

1. 本注文内容につき、本書受領後7日以内に請求書を文書にてご通知下さい。通知がない場合は了承されたものと致します。
2. 税率に応じて支払金額には法定税率(消費税、地方消費税額)を加算してお支払い致します。
3. 本注文書に取り決めの無い項目については、本注文書(または注文書)の「備考」欄に記載の通りとなります。
4. 納品物に関しては、納入先の各事業(本)場から適宜の品目確認を取らせて頂く。造りからの納品に限らせて頂きます。
5. 本書にて個別に取り決めなき事務に関しては、別途締結の取引基本契約により行います。
6. 検査完了日：納入後7日以内(別途定めのある場合を除く)
7. CSPを利用されている場合は、御請求はCoupa Supplier Portalで処理頂きますようお願いいたします。
8. CSP、CXMLを利用して請求書を登録されている場合は、Coupaにて登録される消費税金額を正とします。

Notes No.1 (Location to ship: xxxx)

The above information is indicating the location of our company. If this information is included, please **put (location to ship: xxxx) on the receipt/delivery slip** attached to the product.

Notes No.1 (PO Number)

For smooth acceptance inspection process, please **write the PO Number on the receipt/delivery slip** attached to the product.

Sample

3. How to send Invoices

You can send an invoice on CSP. ※Processed in units of PO.

① Select the 「Orders」 tab to display the screen of Purchase Orders list

② Click the  icon on the screen of Purchase Orders list to display the screen of Invoice registration

coupa supplier portal

purchase orders list

Home **Orders** Service/Time Sheets ASN Invoices Catalogues Bus

Select Customer: MHI Group(Test)

Purchase Orders

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
MHI-C11038	14/12/23	Issued	None	施設管理テスト案件 1 Each of サンプル案件 (アイテム)	Yes	200 JPY		

Create Invoice Create

Invoice registration

General Info

* Invoice # Invoice number

* Invoice Date 10/4/24 Invoice date

Supplier MHI_0104413

Supplier ABN T1234567890123

Payment Term ZQ01+

Date of Supply 10/4/24

Currency JPY

Type Description Price

Coupa / 111-1 13,571,200.00

13,571,200

PO Line MHI C1305802.12

Service/Time Sheet Line None

Contract

Credit Line None

Supplier part number

supplier_message

Billing QMHI-IOX: QJDX25-57C0-Other - Professional Services-272465000-QJK410

Taxes

CT Rate CT Rate

CT Amount

Tax Reference

+ Add Line + Pick lines from Contract

Total Taxes

Delete Cancel Save as draft **3** Calculate **Submit**

③ Input the Invoice number, Invoice Date, and CT Rate, then click the 「Send」 button.

MOVE THE WORLD FORWARD

**MITSUBISHI
HEAVY
INDUSTRIES
GROUP**