



# Electronic Invoicing at Zalando

Updated: September 2021



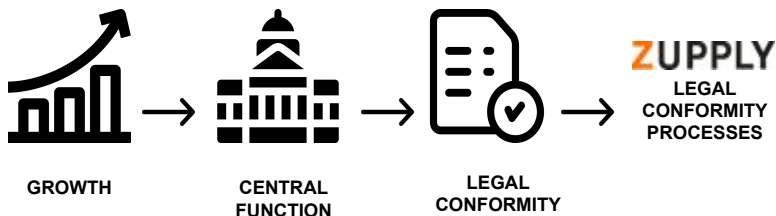
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# Zalando e-Invoicing

Zupply bundles all of our procurement processes and is a tool available for everyone at Zalando. Therefore, Zupply enables all Zalandos to order according to our Policy.

After the Zalando sends out the order, you as our business partner receive this order via email, CSP or cXML. To provide a smooth process, we now want to enable the compliant e-Invoicing function for you.



# What is e-Invoicing

## Definition

Compliant e-Invoicing is a secure and easy electronic billing method, which ensures a compliance check (in accordance with §§ 14 par. 4, 14a Value Added Tax Act).

## What is our goal?

Compliant eInvoicing seeks to increase automation within invoice handling, accelerate process costs and time and exclusively creates invoices on the basis of your shared data and your explicit approval.

## Which channel can be used?

- CSP (Coupa Supplier Portal)
- SAN (invoice generation via E-Mail)
- cXML (invoice generation via Code)

## What are your advantages?

- Guaranteed transfer of the invoice within seconds
- Higher process security for invoicing
- Incorrect invoices can be minimized (e.g. pre-check of tax info)
- Legally compliant documentation (digitally signed PDF document)
- Transparency over current invoice status on CSP
- Electronic communication channel for questions about invoice
- Invoice creation exclusively on basis of your shared data and your explicit approval

# Zalando e-Invoicing

## 1. Coupa Supplier Portal (CSP)

- Comfortable and user-friendly access to all your invoices
- Automatic transfer of order data into invoice data (PO-Flip)
- Status overview and transparency of your invoices
- One-time free registration
- Recommended for partners that send us more than one invoice per week

## 2. Supplier Actionable Notification (SAN)

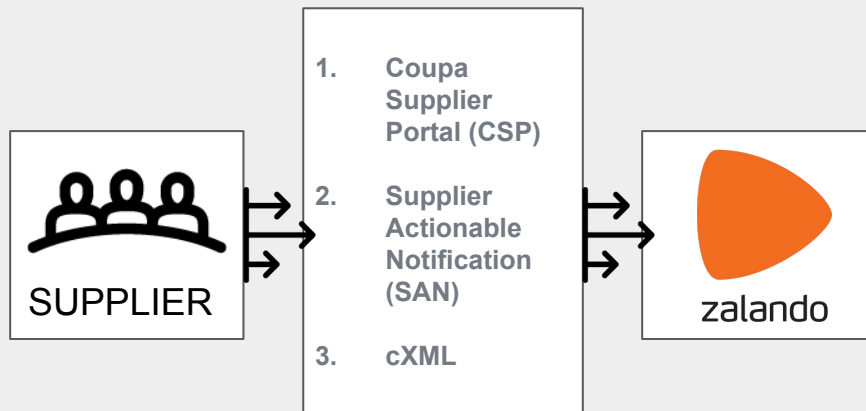
- Invoice creation directly from PO Email received from Zalando
- No registration needed
- One click on "Create Invoice" button in PO email from Zalando
- Recommended for business partners who send us invoices sporadically and do not want to register on CSP

## 3. cXML

Electronic direct connection, which allows the automatic electronic exchange of invoice data.

Recommendation: For strategic business partners, who send us more than 100 invoices per month. You have the option to integrate your pre-systems.

## Compliant electronic Invoicing



# 1. Coupa Supplier Portal

---

# Follow this steps to use CSP

## 1. Register

### Registration to the Portal

Upon request, you will receive an individual invitation via email. In the lower part of this invitation email you will find the link to confirm your registration. Please click on the provided link to log in to the CSP.

**zalando** TEST / QA Z SUPPLY Zalando SE Registration Instructions - Action Required

Powered by **coupa**

Hello [REDACTED]

We handle all our business spend electronically in order to prevent lost documents and make sure you are paid on time. Within the next 48 hours, click the button below to register your account. If you are not the right person at your company, send this request to the appropriate person by using the forward link.

Note: not registering in a timely manner may impact your ability to do business with us. Let us know if you are unable to register for any reason.

Stephany Weber  
Zalando SE

[Join Coupa](#) [Forward this invitation](#)

[Overview](#)  
Learn more about the Coupa Supplier Portal

[Need Help?](#)  
Answers to common questions and issues

[Coupa Info](#)  
Learn more about how companies use Coupa

**coupa**  
Business Spend Management

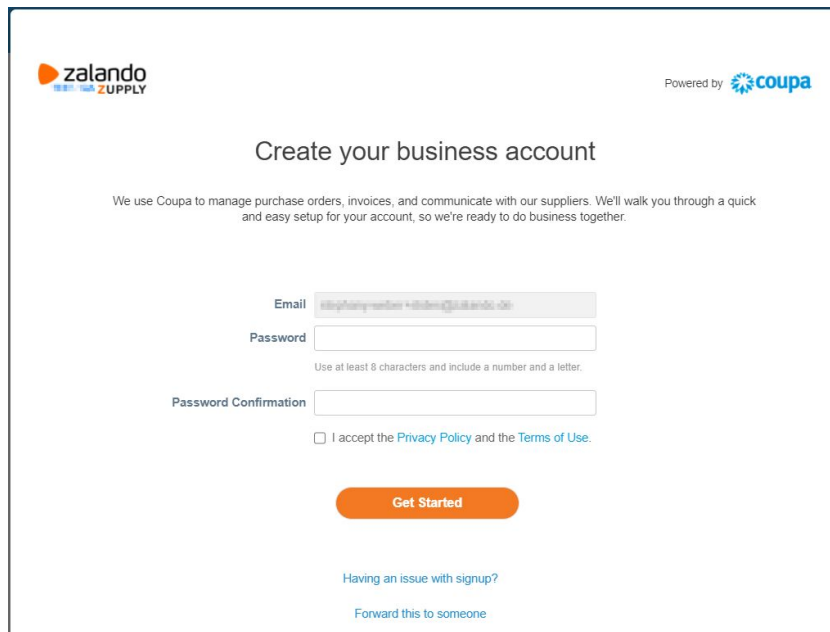
# Follow this steps to use CSP

1. Register

2. Login

The **registration link** will forward you directly to the login mask on the Coupa Supplier Portal.

Please, fill out all mandatory fields marked with an asterisk, check the box to accept privacy policy and terms of use. Then, click on the button „submit“ to login and continue.



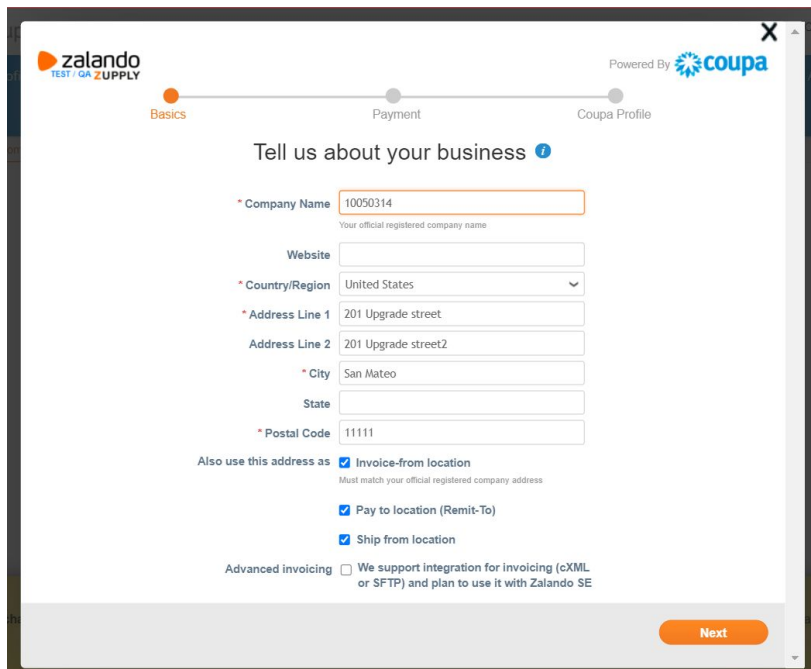
The screenshot shows the 'Create your business account' page on the Coupa Supplier Portal. At the top left is the Zalando Supply logo, and at the top right is the 'Powered by Coupa' logo. The main heading is 'Create your business account'. Below this is a paragraph: 'We use Coupa to manage purchase orders, invoices, and communicate with our suppliers. We'll walk you through a quick and easy setup for your account, so we're ready to do business together.' The registration form includes three input fields: 'Email' (with a placeholder 'stefany.winter@zalando.de'), 'Password', and 'Password Confirmation'. Below the password fields is a checkbox for 'I accept the Privacy Policy and the Terms of Use.' At the bottom of the form is an orange 'Get Started' button. Below the button are two links: 'Having an issue with signup?' and 'Forward this to someone'.

# Follow this steps to use CSP

1. Register

2. Login

3. **Setting up  
your Profile**



The screenshot shows a web form titled "Tell us about your business" with a progress indicator at the top showing "Basics" (active), "Payment", and "Coupa Profile". The form includes the following fields and options:

- Company Name:** 10050314 (with a note: "Your official registered company name")
- Website:** (empty text field)
- Country/Region:** United States (dropdown menu)
- Address Line 1:** 201 Upgrade street
- Address Line 2:** 201 Upgrade street2
- City:** San Mateo
- State:** (empty text field)
- Postal Code:** 11111

Below the address fields, there are three checked options under "Also use this address as":

- Invoice-from location (with a note: "Must match your official registered company address")
- Pay to location (Remit-To)
- Ship from location

At the bottom, there is an unchecked option:  We support integration for invoicing (cXML or SFTP) and plan to use it with Zalando SE.

A "Next" button is located at the bottom right of the form.

## First time information request

Once in the Portal, Coupa guides you through setting up your profile.

**Please close this window, we will continue the complete setup via the Setup tab**



# Follow this steps to use CSP

1. Register

2. Login

3. Setting up your Profile

coupa supplier portal

TEST | NOTIFICATIONS 0 | HELP

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

Setup

Admin Customer Setup

Please make sure to go to the **Setup** tab to begin setting up your profile

Admin Legal Entity Setup

Add Legal Entity

- Users
- Merge Requests
- Legal Entity Setup
- Fiscal Representatives
- Remit-To
- Terms of Use
- Payment Preferences
- Static Discounting
- SFTP Accounts
- cXML Errors
- SFTP Errors

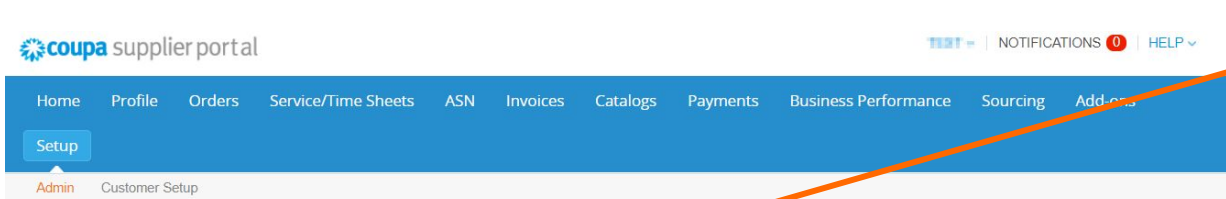
Legal Entity			
Invoice From	Remit-To Accounts	Locations	Customers
201 Upgrade street 201 Upgrade street2 San Mateo 11111 United States	<b>Address</b> <b>1 customer</b> Remit-To Address 201 Upgrade street 201 Upgrade street2 San Mateo 11111 United States Active	201 Upgrade street 201 Upgrade street2 San Mateo 11111 United States	Zalando SE

# Follow this steps to use CSP

1. Register

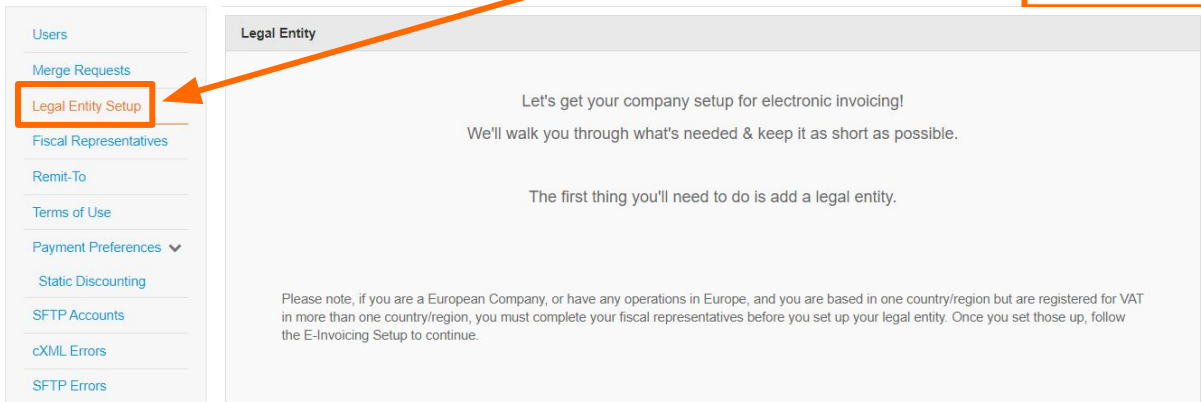
2. Login

3. Setting up  
your Profile



1. Click on **Legal Entity Setup** to Manage and Edit your Companies Information
2. Click on **"Add Legal Entity"**.

Admin Legal Entity Setup



# Follow this steps to use CSP

1. Register

2. Login

3. **Setting up  
your Profile**

Where's your business located? ×

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name

Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

1. Add your companies legal **name**
2. And specify the **Country**

# Follow this steps to use CSP

1. Register

2. Login

3. **Setting up  
your Profile**

### Miscellaneous Information

1 2 3 4

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

* Legal Entity Name	<input type="text" value="10050314"/>	
Country/Region	<input type="text" value="Germany"/>	
* Board of Directors	<input type="text"/>	
* Legal type of company	<input type="text"/>	
* Registered seat	<input type="text"/>	
* Chairman of the Board	<input type="text"/>	
* Court of registration	<input type="text"/>	
* Commercial Register & Number	<input type="text"/>	
Remark if company in liquidation	<input type="text"/>	

On this slide, enter the information for the mandatory fields and click on "Save and Continue".

# Follow this steps to use CSP

## 1. Register

## 2. Login

## 3. Setting up your Profile

Which customers do you want to see this?

- All
- Zalando SE

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City


State

\* Postal Code

Country/Region Germany

- Use this address for Remit-To 
- Use this for Ship From address 

### REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. 

What is your Tax ID? 

Country/Region  

\* VAT ID

I don't have a VAT/GST Number

[Add additional Tax ID](#)

1. In here, please enter the details of your **invoicing address**. Please mark this as your **Remit-To Address and Ship-From address** if this applies.
2. Next, enter your VAT ID, where you can also add additional ones if desired (**please make sure** to avoid any extra spaces or characters)
3. The miscellaneous section can be left blank

# Follow this steps to use CSP

1. Register

2. Login

3. **Setting up  
your Profile**

Where do you want to receive payment? ×

1 2 **3** 4

\* Payment Type Bank Account ▾

What are your Bank Account Details? ⓘ

Bank Account Germany ▾

Country/Region:

Bank Account Currency: EUR ▾

Beneficiary Name: 10050314

Bank Name:

\* IBAN:  ⓘ

Confirm IBAN:

SWIFT/BIC Code:  ⓘ

Bank Account Type: Business ▾

Please do not forget to enter your **banking details** here. These are not mandatory Coupa Fields (except for the IBAN), but is a **Zalando mandatory requirement** for your invoice to be approved. This will be visible at your generated invoice

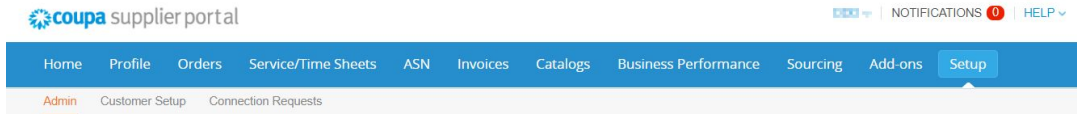


# Follow this steps to use CSP

1. Register

2. Login

3. Setting up your Profile



Admin Users

The screenshot shows the "Admin Users" page. On the left is a sidebar menu with options like "Merge Requests", "Legal Entity Setup", "Fiscal Representatives", "Remit-To", "Terms of Use", "Payment Preferences", "Static Discounting", "SFTP Accounts", "cXML Errors", and "SFTP Errors". The main area contains a table with columns: "Users", "Permissions", and "Customer Access". A single user is listed with "Status: Active" and "Zalando SE" as the customer access. An "Edit" button is next to the user's name. An "Invite User" button is located in the top right corner of the table area. Two orange arrows point to the "Edit" button and the "Invite User" button.

Note, that you can invite/add more users to access the portal and create invoices/edit company information.

- Go to tab User, **Invite User** and determine the users permissions
- Or edit existing users permission and/or **deactivate** them (e.g in case they leave the company)

The screenshot shows the "Invite User" dialog box. It has a title bar with a close button. The form contains three input fields for "First Name", "Last Name", and "Email". Below these are two sections: "Permissions" and "Customers". The "Permissions" section has a list of checkboxes: "All" (checked), "Admin" (checked), "Orders" (checked), "Restricted Access to Orders" (radio button), "All" (radio button, selected), "Invoices" (checked), "Catalogs" (checked), "Profiles" (checked), "ASNs" (checked), "Service/Time Sheets" (checked), "Restricted Access to Service/Time Sheets" (radio button), "All" (radio button, selected), "Payments" (checked), "Order Changes" (checked), "Pay Me Now" (checked), "Business Performance" (checked), and "Sourcing" (checked). The "Customers" section has a list of checkboxes: "All" (checked) and "Zalando SE" (checked). At the bottom right are "Cancel" and "Send Invitation" buttons.



# Follow this steps to use CSP

1. Register

2. Login

3. Setting up your Profile

4. Purchase Order Overview

coupa supplier portal

STEPHANY | NOTIFICATIONS 7 | HELP

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 Zalando SE

Configure PO Delivery

## Purchase Orders

Click the Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
ZY88403	07/06/21	Issued	None	1 Each of test vat 2	No	2,000.00 EUR		
ZY88384	06/17/21	Issued	None	1 Each of something fancy	No	50,000.00 EUR		
ZY88368	06/08/21	Issued	None	1 Each of test	No	100.00 EUR		
ZY88268	05/05/21	Issued	None	1 Each of Very fancy item	No	6,000.00 EUR		
ZY81656	01/27/21	Issued	None	Crowd Test - Competitive Benchmarking // Offer...	No	49,710.00 EUR		
ZY77499	11/20/20	Issued	03/22/21	Crowd Test - Competitive Benchmarking // Offer...	No	10,010.00 EUR		
ZY75467	10/22/20	Issued	10/23/20	Crowd Test - Competitive Benchmarking // Offer...	No	19,140.00 EUR		
ZY73135	09/15/20	Issued	None	90 Each of Pilot Project Outsourcing of Test Orders	No	5,896.00 EUR		

On the **Order** tab you'll find all Purchase Orders with your linked companies. Make sure Zalando is on the top right Select Customer field to see the list.

To create an **Invoice** click on the **yellow** coins under **Actions**

# Follow this steps to use CSP

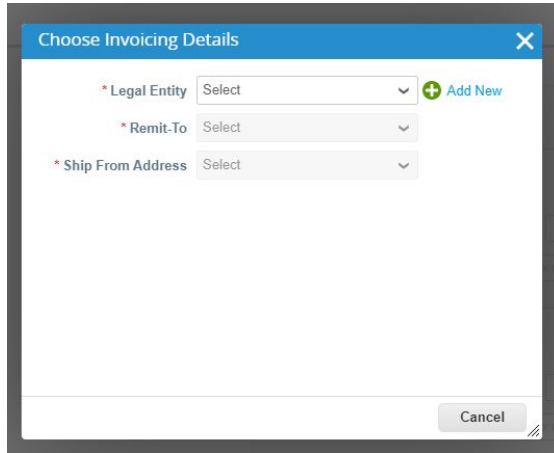
1. Register

2. Login

3. Setting up your Profile

4. Purchase Order Overview

5. **Creating an Invoice**



The screenshot shows a dialog box titled "Choose Invoicing Details" with a close button (X) in the top right corner. Inside the dialog, there are three dropdown menus, each with a red asterisk indicating a required field:

- \* Legal Entity: Select (with a green plus icon and "Add New" link to the right)
- \* Remit-To: Select
- \* Ship From Address: Select

At the bottom right of the dialog, there is a "Cancel" button.

From your Legal Entity Setup you did at the beginning, you'll be asked to select it here. Remit-To and Ship-From Address will be defaulted, due to your initial setup.

This comes handy in case you add additional legal entities or remit-to addresses in the future. Then, click on **Save**.

# Follow this steps to use CSP

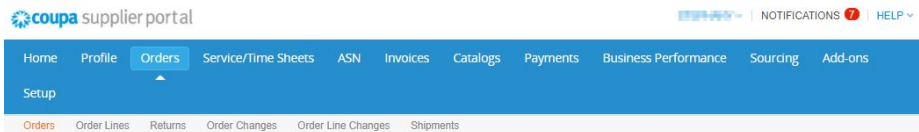
1. Register

2. Login

3. Setting up your Profile

4. Purchase Order Overview

5. Creating an Invoice



Create Invoice [Create](#)

The screenshot shows the 'Create Invoice' form in the Coupa Supplier Portal. The form is divided into two main sections: 'General Info' and 'From'. The 'General Info' section contains several fields, with four of them highlighted by a red box and numbered 1 through 4. Field 1 is the 'Invoice #' field. Field 2 is the 'Invoice Date' field, which is currently set to 08/02/21. Field 3 is the 'Payment Term' field, which is currently set to '30 Days net'. Field 4 is the 'Currency' field, which is currently set to 'PLN'. The 'From' section contains fields for 'Supplier', 'Supplier VAT ID', 'Invoice From Address', 'Remit-To Address', 'Beneficiary Name', 'IBAN', 'SWIFT Code', and 'Ship From Address'. The 'Supplier' field is currently set to '10061363'. The 'Supplier VAT ID' field is currently set to 'DE111222444'. The 'Invoice From Address' field is currently set to 'Testbird Gmbh, Teststr. 6, 09091 Berlin, Germany'. The 'Remit-To Address' field is currently set to 'Testbird Gmbh, Teststr. 6, 09091 Berlin, Germany'. The 'Beneficiary Name' field is currently set to 'Testbird Gmbh'. The 'IBAN' field is currently set to '\*\*\*\*\*4437'. The 'SWIFT Code' field is currently set to '\*\*\*\*\*2323'. The 'Ship From Address' field is currently set to 'Testbird Gmbh, Teststr. 6, 09091 Berlin, Germany'. The 'Exchange Rate' field is highlighted with a red box and a blue '1' icon, indicating it is a mandatory field.

Fill out the mandatory fields:

1. Invoice # → you can add your own invoice number
2. Invoice Date will be defaulted by the date you are creating the invoice
3. Payment Terms will be defaulted from the P.O
4. Currency is defaulted by your Legal Entity Country

**Please note** that if your currency is not EUR, you'll need to enter an exchange rate below.

**Please note** that even if you have a EUR bank account set up, if your legal entity is elsewhere in Europe, that will be the default currency

# Follow this steps to use CSP

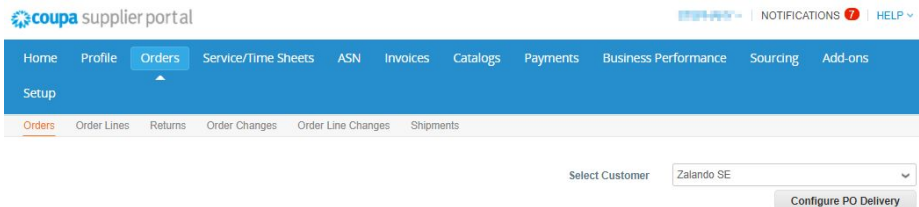
1. Register

2. Login

3. Setting up your Profile

4. Purchase Order Overview

5. Creating an Invoice



Create Invoice Create

The screenshot shows the 'Create Invoice' form in the Coupa Supplier Portal. The form is divided into two main sections: 'General Info' and 'From'. The 'General Info' section includes fields for: Invoice #, Invoice Date (08/02/21), Payment Term (30 Days net), Date of Supply (08/02/21), Currency (PLN), Delivery Number, Status (Draft), Image Scan (Choose File), Supplier Note, Attachments (Add File | URL | Text), Margin Scheme, and Exchange Rate. The 'From' section includes: Supplier (10061363), Supplier VAT ID (DE111222444), Invoice From Address (Testbird GmbH, Teststr. 6, 09091 Berlin, Germany), Remit-To Address (Testbird GmbH, Teststr. 6, 09091 Berlin, Germany), Beneficiary Name (Testbird GmbH), IBAN (\*\*\*\*\*4437), SWIFT Code (\*\*\*\*\*2323), and Ship From Address (Testbird GmbH, Teststr. 6, 09091 Berlin, Germany). An orange arrow points from a text box on the right to the 'From' section of the form.

Information on the right side in From is defaulted from your Legal Entity Setup

# Follow this steps to use CSP


1. Register

2. Login

3. Setting up your Profile

4. Purchase Order Overview

5. **Creating an Invoice**

 To

Customer Zalando SE


\* Bill To Address Zalando Stores GmbH & Co. KG  
Tamara-Danz-Str. 1  
10243 Berlin  
Germany


\* Buyer VAT ID

Ship To Address Große Packhofstr. 4-8  
Indirect good via Zupply  
30159 Hannover  
Germany

KID/OCR

This holds the payment reference code. (e.g. KID for Norway, OCR for Sweden)

Start of Service Period  

End of Service Period  

Scrolling down you'll find the **To** section, this will be defaulted from the PO with the Zalando Entity Information, **no To Do's for you**

Please enter **Start and End of Service Period** even though these are not mandatory fields. These are Accounting mandatory fields for processing

# Follow this steps to use CSP

1. Register

2. Login

3. Setting up your Profile

4. Purchase Order Overview

5. **Creating an Invoice**

Lines

Type	Description	Qty	UOM	Price
1	Test Document Transfe	0	Each	3,500.00

PO Line: ZY95475-1  
Contract: [Dropdown]  
Supplier Part Number: [Input]

Billing: --1003200--010302-4710040000-Opex

Taxes

Tax Description	Tax Rate	Tax Amount	Tax Reference
[Dropdown]		0.00	

- DE: (E0) innergemeinschaftlicher Erwerb 16% - E0 - 0.0%
- DE: (E8) innergemeinschaftlicher Erwerb 19% - E8 - 0.0%
- DE: (S1) Regelsteuersatz 16% - S1 - 16.0%
- DE: (S2) ermäßigter Steuersatz 5% - S2 - 5.0%
- DE: (S7) EU-Dienstleistung 13b - S7 - 0.0%
- DE: (S8) Reverse Charge (in Germany 13b UStG) Drittland (non EU country) DE - S8 - 0.0%
- DE: (U2) EU-Dienstleistung 13b - U2 - 0.0%
- DE: (U3) Reverse Charge (in Germany 13b UStG) Drittland (non EU country) DE - U3 - 0.0%
- DE: (V0) nicht steuerbar (sonstige); steuerfrei (sonstige) - V0 - 0.0%
- DE: (V1) Regelsteuersatz 19% - V1 - 19.0%
- DE: (V2) ermäßigter Steuersatz 7% - V2 - 7.0%
- DE: (VF) tax free - VF - 0.0%
- DE: (XP) for elnv OPEX Vorsteuer Regelsteuersatz PL 23% - XP - 23.0%
- DE: (XU) for elnv V - FR - Regelsteuersatz 20% - XU - 20.0%
- DE: NO - nicht in SAP - NO - 19.0%
- DE: V6 (landwirtschaftliche Betriebe) - V6 - 10.7%

1. If needed, you can change the **description** of the item in the Invoice.
  - a. If it was a **quantity**-based PO, here's you'll have the chance to enter the quantity you are invoicing for (e.g partial invoice)
  - b. **Unit of Measure** can also be changed, if needed, the total price will then be calculated (see next slide)
2. Please also add the **tax** for that line from the drop down. This will be also calculated and appear in "Tax Amount" (see next slide)

**Note:** Please do not add additional lines, as we do not accept non-PO backed lines

# Follow this steps to use CSP

1. Register

2. Login

3. Setting up your Profile

4. Purchase Order Overview

5. **Creating an Invoice**

Totals & Taxes

Lines Net Total	3,500.00
Lines Tax Totals	560.00

---

Shipping

Tax  %  0.000

Tax Reference

---

Handling

Tax  %  0.000

Tax Reference

---

Misc

Tax  %  0.000

Tax Reference

---

Total Tax	560.00
Net Total	3,500.00
<b>Total</b>	<b>4,060.00</b>

Delete Cancel Save as Draft Calculate Submit

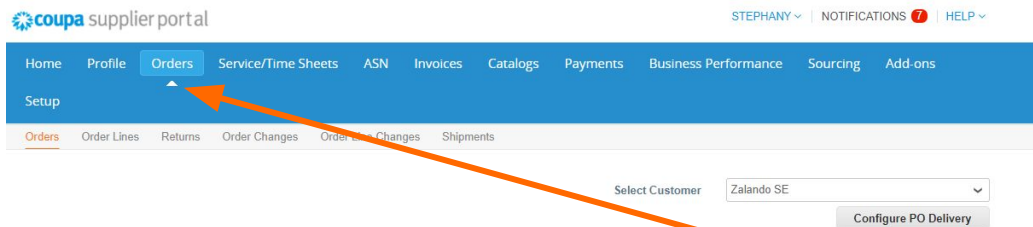
The final step is to add any additional taxes in terms of

- 1) Shipping
- 2) Handling
- 3) Miscellaneous

Then click on "**Calculate**" This will calculate the Amount on the lines (previous slide) and the final gross Amount.

# Follow this steps to use CSP

1. Register
2. Login
3. Setting up your Profile
4. Purchase Order Overview
5. Creating a Credit Note



## Purchase Orders

Click the Action to Invoice from a Purchase Order

Export to  View All

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
ZY88403	07/06/21	Issued	None	1 Each of test vat 2	No	2,000.00 EUR		
ZY88384	06/17/21	Issued	None	1 Each of something fancy	No	50,000.00 EUR		
ZY88368	06/08/21	Issued	None	1 Each of test	No	100.00 EUR		
ZY88268	05/05/21	Issued	None	1 Each of Very fancy item	No	6,000.00 EUR		
ZY81656	01/27/21	Issued	None	Crowd Test - Competitive Benchmarking // Offer...	No	49,710.00 EUR		
ZY77499	11/20/20	Issued	03/22/21	Crowd Test - Competitive Benchmarking // Offer...	No	10,010.00 EUR		
ZY75467	10/22/20	Issued	10/23/20	Crowd Test - Competitive Benchmarking // Offer...	No	19,140.00 EUR		
ZY73135	09/15/20	Issued	None	90 Each of Pilot Project Outsourcing of Test Orders	No	5,896.00 EUR		

On the **Order** tab you'll find all Purchase Orders with your linked companies. Make sure Zalando is on the top right Select Customer field to see the list.

To create a **Credit Note** click on the **red** coins under **Actions**



# Follow this steps to use CSP

1. Register


2. Login

3. Setting up your Profile


4. Purchase Order Overview

5. **Creating a Credit Note**


## Create Credit Note Create

 General Info

**1** \* Credit Note #

\* Credit Note Date 09/09/21  **2**

Payment Term 30 Days net

**3** \* Currency EUR 

Delivery Number

Status Draft

\* Original Invoice # **4**



\* Original Invoice Date **5** dd/yy 

Image Scan  No file chosen

Supplier Note

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

Same as with the Invoice add:

- 1) Credit Note Nr. (you can add your own)
- 2) Date
- 3) Currency
- 4) The Nr. of the original invoice
- 5) The Original Invoice Date

# Follow this steps to use CSP

1. Register

2. Login

3. Setting up your Profile

4. Purchase Order Overview

5. **Creating a Credit Note**

Lines

Adjustment Type Quantity

Type	Description	Qty	UOM	Price	
	Test Document Transfe	-1	Each	3,500.00	-3,500.00

PO Line ZY95475-1 Contract Supplier Part Number

Lines

Adjustment Type Price

Type	Description	Qty	UOM	Price	
	Test Document Transfe	0.000	Each	3,500.00	-3,500.00

PO Line ZY95475-1 Contract Supplier Part Number

Also same as within the invoice, you'll see the lines.

Please note you have to enter either

- a) Negative quantity or (price is greyed out)
- b) Negative net amount (quantity is greyed out)

If not, you'll be creating a wrong positive credit note that will be rejected.

# Follow this steps to use CSP

1. Register

2. Login

3. Setting up your Profile

4. Purchase Order Overview

5. **Creating a Credit Note**

Totals & Taxes

Lines Net Total	-3,500.00
Lines Tax Totals	-560.00

---

Shipping

Tax  %  0.000

Tax Reference

---

Handling

Tax  %  0.000

Tax Reference

---

Misc

Tax  %  0.000

Tax Reference

---

Total Tax	-560.00
Net Total	-3,500.00
<b>Total</b>	<b>-4,060.00</b>

The final step is to add the taxes (please also include them as negative amounts)

- 1) Shipping
- 2) Handling
- 3) Miscellaneous

Then click on “**Calculate**” This will calculate the negative Amount on the lines (previous slide) and the final gross Amount.

## 2. Supplier Actionable Notification

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## 2. Supplier Actionable Notification

You'll receive an Email entitled with the name of Zalando SE followed by the PO Number, always beginning with a ZY.

Just click on "**Create Invoice**" and you'll be redirected automatically.

Zalando SE Purchase Order #ZY95618 External Inbox X



Regulatory & Compliance <regulatory@zalando-ga.coupa.com>  
to regulatory@zalando-ga.coupa.com



Zalando SE Purchase Order #ZY95618

Powered by coupa

Create Invoice

Acknowledge PO

Add Comment

Create Account

Create Invoice

Acknowledge PO

Add Comment

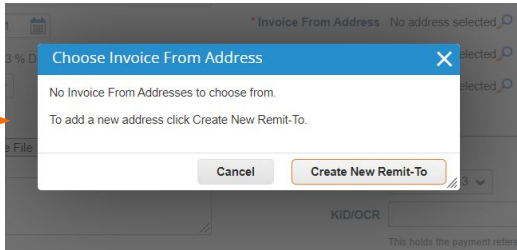
Create Account



Business Spend Management

## 2. Supplier Actionable Notification

1. First step is to create your Remit-To and billing information. This information will be saved for future invoices that you create via SAN.



2. Enter your country, company's address and preferred language. 

Scrolling down you'll need to fill out your Bank Details and Tax Registration.

Then click on "**Create and Use**"

A screenshot of a web form titled "Enter a new address". The form has a blue header bar with a close button (X). Below the header is a brief instruction: "Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online." The form is divided into sections: "Company Information" with fields for "Supplier" (with a dropdown), "Country/Region" (dropdown), and "Registered company legal name" (text input); "Address" with fields for "Remit To Name", "Line 1", "Line 2", "City", "State" (dropdown), and "Postal Code"; and "Tax Registration" with a "Country/Region" dropdown. At the bottom, there are "Cancel" and "Create and Use" buttons.A screenshot of a web form titled "Enter a new address", showing the "Banking Information" section. It includes a "Preferred Language" dropdown, "Tax Registration" section with "Tax Country/Region" (dropdown) and "Tax ID" (text input), and a "Banking Information" section with a "Not For Cross-Border Invoices" checkbox and a "NOTE: Banking information is required for compliant invoicing when indicated (with a '\*'). Otherwise, banking info here is not required and will remain private." Below the note are fields for "Bank Name", "Beneficiary Name", "Bank Account Number", "Transit Code Type", "Transit Code", "IBAN", and "SWIFT Code". At the bottom, there are "Cancel" and "Create and Use" buttons.

*Please Refer to slides 19 to 22 on how to fill out the invoice details*