



# ELECTRONIC INVOICING AT ZALANDO

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2018-12-03



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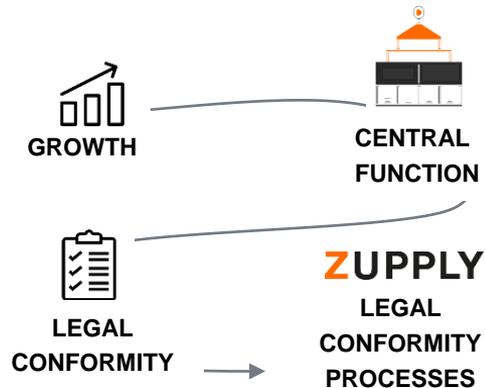
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## ZALANDO ELECTRONIC PROCUREMENT: ZUPPLY

Supply is a tool for everybody at Zalando, which bundles our procurement processes. Therefore, Supply 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 eInvoicing function for you.



## WHAT IS ELECTRONIC INVOICING?

### DEFINITION

Compliant eInvoicing 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 AIM?

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)

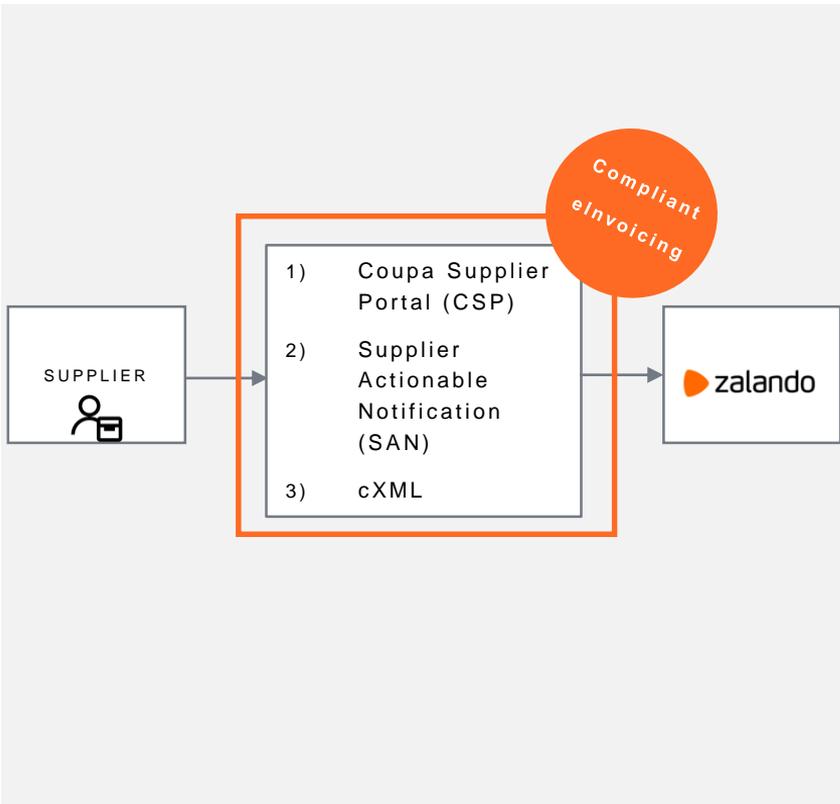


### WHAT ARE YOUR ADVANTAGES?

- 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
- 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



## COMPLIANT E-INVOICING: WAYS OF INVOICING



### 1) Coupa Supplier Portal (CSP)

- Comfortable and user-friendly access to all your invoices
- Transfer order data into invoice data (PO-Flip)
- Status overview and transparency of your invoices
- Need to register once for free

**Recommendation:** For business partners, which send us more than one invoice per week

### 2) Supplier Actionable Notification (SAN)

- Create the invoice directly in the received order per mail from Zalando
- No registration needed
- eInvoice created by one click on create invoice button in PO email from Zalando

**Recommendation:** 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.

# REGISTER ON THE COUPA SUPPLIER 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.

To confirm this request, please click the link below:

<https://supplier-test.coupa.com/signup/141842d1-2718-416c-bd8a-2044eb54f024>

# REGISTER ON THE COUPA SUPPLIER PORTAL



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.

Eventually, please click on the button „submit“ to login and continue.

The screenshot shows the 'Join the Coupa Supplier Portal' registration page. At the top, there is a blue header with the Coupa logo and the text 'coupa supplier portal'. Below the header, the main content area has a title 'Join the Coupa Supplier Portal' and a sub-header 'Validate the information below and create the password for your account. Click here for help.' The form contains several input fields, each with a red asterisk indicating it is mandatory: 'First Name', 'Last Name', 'Company', 'Email', 'Password', and 'Password Confirmation'. The 'Password' field has a note below it: 'Use at least 8 characters and include a number and a letter.' Below the 'Password Confirmation' field, there is a checkbox labeled 'I accept the Privacy Policy and the Terms of Use.' and a blue 'Submit' button.

# REGISTER ON THE COUPA SUPPLIER PORTAL



The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Add-ons, and Admin (highlighted with a red box and a '1' badge). Below the navigation bar, the page title is 'Admin E-Invoicing Setup'. On the left side, there is a sidebar menu with the following items: Users, Merge Requests, E-Invoicing Setup (highlighted with a red box and a '2' badge), Fiscal Representatives, Remit-To, Terms of Use, Coupa Accelerate, and Preferences. The main content area is titled 'Legal Entity' and contains the following text: 'Let's get your company setup for electronic invoicing! We'll walk you through what's needed & keep it as short as possible. The first thing you'll need to do is add a legal entity.' Below this text, there is a note: 'Please note, if you are a European Company, or have any operations in Europe, and you are based in one country but are registered for VAT in more than one country, you must complete your fiscal representatives before you set up your legal entity. Once you set those up, follow the E-Invoicing Setup to continue.' In the top right corner of the main content area, there is a button labeled 'Add Legal Entity' (highlighted with a red box and a '3' badge).

When you successfully registered in CSP, you must create your “Legal Entity” profile in “Admin” tab:

1. Go to “Admin” tab
2. Click on “E-Invoicing Setup”
3. Create a new Legal Entity by clicking on “Add new Entity”

# REGISTER ON THE COUPA SUPPLIER PORTAL

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Where's your business located? ✕

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\* Legal Entity Name

\* Country

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

1. Fill in the information in full and click „Continue“.

# REGISTER ON THE COUPA SUPPLIER PORTAL

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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="supplier's legal entity name"/>	Conducting business in certain countries requires your invoice to contain specific information about your company.
Country	<input type="text" value="Germany"/>	
* Board of Directors	<input type="text" value="supplier's input"/>	
* Legal type of company	<input type="text" value="supplier's input"/>	
* Registered seat	<input type="text" value="supplier's input"/>	
* Chairman of the Board	<input type="text" value="supplier's input"/>	
* Court of registration	<input type="text" value="supplier's input"/>	
* Commercial Register & Number	<input type="text" value="supplier's input"/>	
Remark if company in liquidation	<input type="text" value="supplier's input if any"/>	

2. Now, fill in the rest of the information and then click on „Save and continue“ below.

# REGISTER ON THE COUPA SUPPLIER PORTAL



Tell your customers about your organization



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

**REQUIRED FOR INVOICING**

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

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

# REGISTER ON THE COUPA SUPPLIER PORTAL



## Banking information

Bank Account Country:

Bank Account Currency:

Bank Name:

Beneficiary Name:

Routing (Bank Code) Number:

Account Number:  

Account Number Confirm:

\* IBAN:  

SWIFT/BIC Code:  

Bank Account Type:

### RECOMMENDED

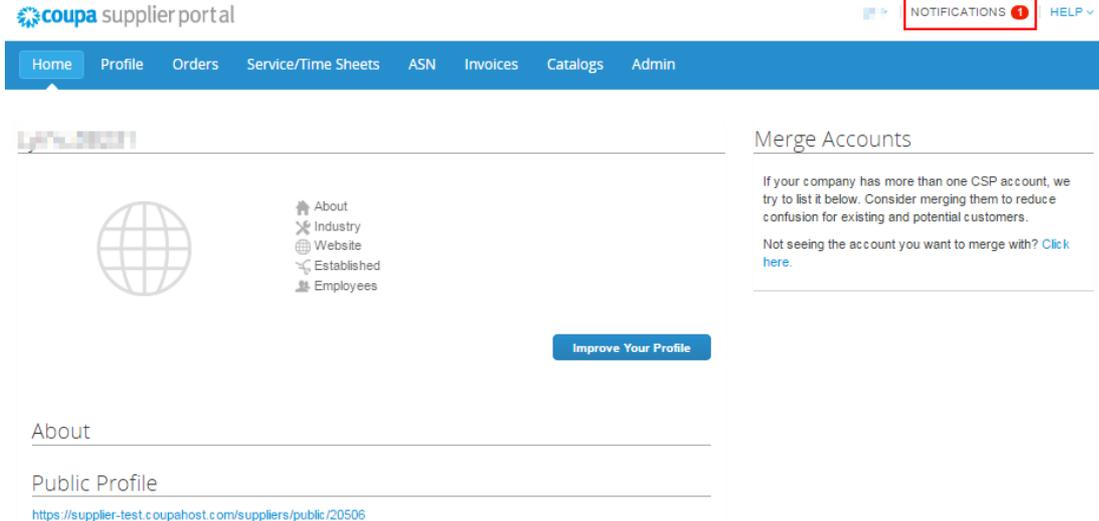
Note: Banking info added here is NOT automatically sent to your customer(s). If they don't have it already - please use their payment info change process (which may be outside of Coupa for some buying organizations). 

Please provide your actual banking information that will be used by Zalando for the invoicing.

# CREATING AN INVOICE IN THE COUPA SUPPLIER PORTAL

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View Order



coupa supplier portal

NOTIFICATIONS 1 HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Admin

Profile

About  
Industry  
Website  
Established  
Employees

Improve Your Profile

About

Public Profile

<https://supplier-test.coupahost.com/suppliers/public/20506>

Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

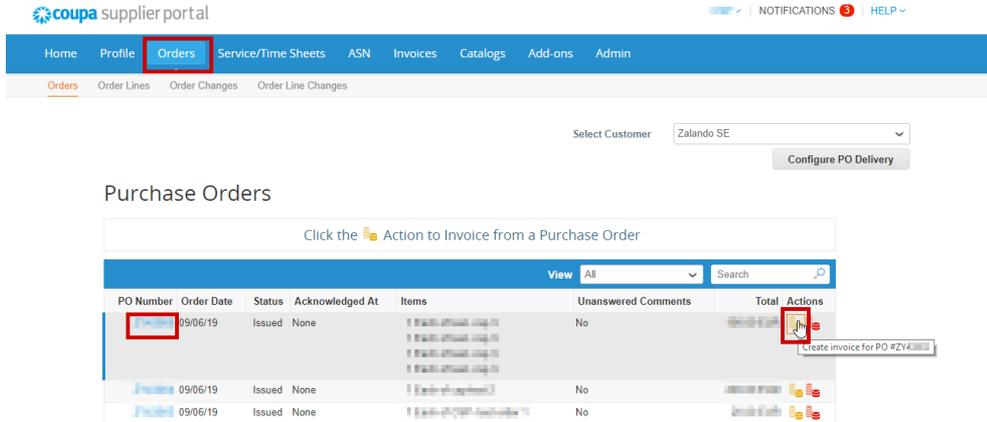
Not seeing the account you want to merge with? [Click here.](#)

When you receive an order, you can view and manage it in the window on the top right by clicking on „Notifications“.

# CREATING AN INVOICE IN THE COUPA SUPPLIER PORTAL



1. The menu option „orders“ will show the history of your orders from which you can create invoices. Click on a purchase order or the create invoice button.



coupa supplier portal

NOTIFICATIONS 3 HELP

Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Orders Order Lines Order Changes Order Line Changes

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	Actions
	09/06/19	Issued	None	  	No		 
	09/06/19	Issued	None		No		 
	09/06/19	Issued	None	 	No		 

Create invoice for PO #ZY4J883

# CREATING AN INVOICE IN THE COUPA SUPPLIER PORTAL



**General Info**

\* Invoice #

\* Invoice Date

Payment Term 60 Days net

Date of Supply

\* Currency

Delivery Number

Status Draft

Image Scan  Keine ausgewählt

Supplier Note

Attachments Add File | URL | Text

Cash Accounting Scheme

Early Payment Provisions   
Must be present on Germany compliant invoice

Margin Scheme

Self Billing Reference

Start of Service Period

End of Service Period

Please, fill out the mandatory fields marked with an asterisk and choose the „service period“.

Please, also enter an early payment provision. In case, you don't have such a provision, please enter „N/A“.

# CREATING AN INVOICE IN THE COUPA SUPPLIER PORTAL



Lines

Type	Description	Qty	UOM	Price	
		1	Bag	10.00	10.00 

PO Line:  Contract:  Supplier Part Number:  Commodity: Office consumables

Billing  
Opex-1004000-999-120101-6498000000

Taxes

VAT Rate	VAT Amount	Tax Reference
19.0% 	1.90	<input type="text"/>

 [Add Tag](#)

Please, fill in the following attributes and check the pre-filled fields.

You can remove unnecessary lines via the red cross. You can adjust the quantity with the field „Qty“ With this option you can create a partial bill.

Also, check the VAT amount and select the correct tax rate.

# CREATING AN INVOICE IN THE COUPA SUPPLIER PORTAL



[+ Add Line](#)

### Totals & Taxes

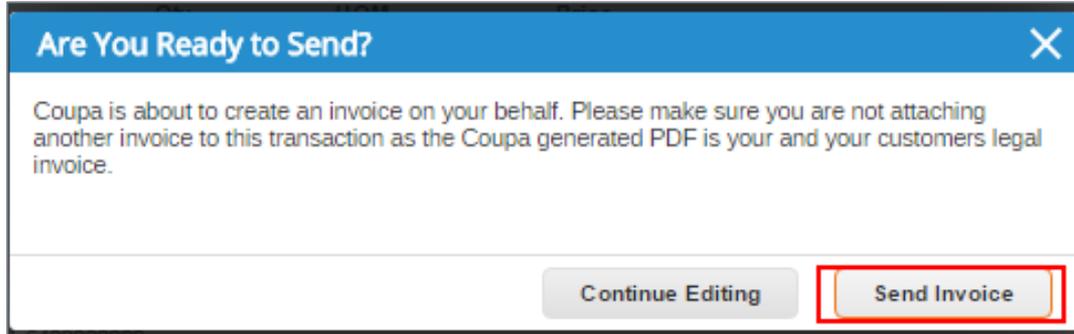
Subtotal	10.00
Shipping	<input type="text"/>
VAT Rate (Shipping)	<input type="text" value="0.000"/>
Handling	<input type="text"/>
VAT Rate (Handling)	<input type="text" value="0.000"/>
Misc	<input type="text"/>
VAT Rate (Misc)	<input type="text" value="0.000"/>
Total VAT	1.90
<b>Gross Total</b>	<b>11.90</b>

When all items have been checked and selected, press „Submit“.

The button „Calculate“ gives the possibility to calculate the total value.

# CREATING AN INVOICE IN THE COUPA SUPPLIER PORTAL

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When you have finished editing the invoice, please, click on „Send Invoice“ to transfer it to Zalando.

If you do not want to submit the invoice yet, you can continue editing the invoice by clicking on „Continue Editing“.

# CREATING AN INVOICE IN THE COUPA SUPPLIER PORTAL



In the menu bar select „Invoices“ and you will now see all invoices as well as the corresponding invoice status.

### Invoices

31000500 invoice #1 is processing

Export to  View All  Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
	08/28/18	Processing			No	

Per page 15 | 45 | 90

Invoice Against Contract

# CREATING A CREDIT NOTE IN THE COUPA SUPPLIER PORTAL



Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Admin

Select Customer Zalando SE

## Invoices

Export to View All Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Actions
Ly Inv1	08/28/18	Pending Approval	ZY23297	11.90 EUR	No	

Per page 15 | 45 | 90

Invoice Against Contract

In the CSP, go to the menu bar and select „Invoices“. Here, you can see the status of the individual invoices as well as the „Credit note“ button.

## CREATING A CREDIT NOTE IN THE COUPA SUPPLIER PORTAL



The „Credit note“ button will automatically open the „Credit note“ window. Here, please select one of the two reasons for creating the note. In this example we will choose the first option.

**Credit Note** ✕

If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.

Reason  Resolve issue for invoice number

Other (e.g. rebate)

# CREATING A CREDIT NOTE IN THE COUPA SUPPLIER PORTAL



Now please, choose the invoice for your credit note. In this example we select the invoice „Ly Inv1“.

**Credit Note** ✕

If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.

Reason  Resolve issue for invoice number  Other (e.g. rebate)

Ly Inv1

Ly Inv1

Cancel Continue

## CREATING A CREDIT NOTE IN THE COUPA SUPPLIER PORTAL



Now, choose whether you want to fully or partially balance the invoice with the credit note and click „Create“ to create the credit note within the selected options.

**Credit Note** ✕

How do you want to correct invoice "Ly Inv1" ?

- Completely cancel the invoice with a credit note i
- Adjust invoice with a credit note i

Cancel Create



# CREATING A CREDIT NOTE IN THE COUPA SUPPLIER PORTAL



Lines

Adjustment Type: Quantity

Type	Description	Qty	UOM	Price	
	Invoice Item	-1	Bag	10.00	-10.00

PO Line: ZY23297-1      Contract: fsdf      Supplier Part Number: 234      Commodity: Office consumables

Billing: Opex-1004000-999-120101-6498000000

Taxes

VAT Rate	VAT Amount	Tax Reference
19.0%	-1.90	

2. Please, fill in the amount of credit and all other details, such as the VAT rate, carefully.

# CREATING A CREDIT NOTE IN THE COUPA SUPPLIER PORTAL



Totals & Taxes

Subtotal		-10.00
Shipping		0.000
VAT Rate (Shipping)	<input type="text" value=""/>	0.000
Handling		0.000
VAT Rate (Handling)	<input type="text" value=""/>	0.000
Misc		0.000
VAT Rate (Misc)	<input type="text" value=""/>	0.000
Total VAT		-1.90
<b>Gross Total</b>		<b>-11.90</b>

Once all items have been checked and selected, the credit note can be sent via the „Submit“ button.

You can also save the credit note draft, here.

## CREATING AN INVOICE WITH SAN

Open The  
Order Email

Open the purchase order email and click on the „Create Invoice“ button to generate the invoice. You will automatically be forwarded to a separate page in your browser. On this page, you can easily and digitally create the invoice from the corresponding order.

Zalando SE Purchase Order #ZY

Create Invoice Acknowledge PO Add Comment

**zalando**  
Zalando SE

**PURCHASE ORDER**

P.O. number: [redacted]  
Payment Terms: 60 Days net  
Shipping Terms: DDP

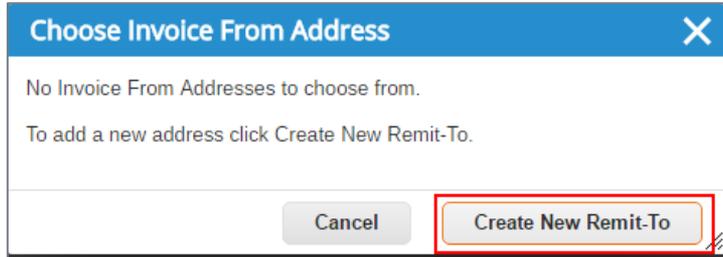
TO:  
[redacted]  
[redacted]  
[redacted]  
United States

SHIP TO:  
[redacted]  
[redacted]  
[redacted]  
United States

BILL TO:  
[accounting\\_services@zalando.de](mailto:accounting_services@zalando.de)  
Zalando SE  
[redacted]  
[redacted]

Dear Sir or Madam,

## CREATING AN INVOICE WITH SAN



1. If you have not yet entered your payment information, then please, create enter your payment information via the button „Create New Remit-To“.

## CREATING AN INVOICE WITH SAN



### Enter a new address

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.

#### Company Information

Supplier Adolf Würth GmbH & Co. KG

\* Country

#### Address

Remit To Name

\* Line 1

Line 2

\* City

State

\* Postal Code

Preferred Language

2. Enter all information marked with an asterisk and then scroll down to enter more information.

## CREATING AN INVOICE WITH SAN



**Tax Registration**

Tax Country:

Tax ID:

Not For Cross-Border Invoices

**Banking Information**

NOTE: Banking information is required for compliant invoicing when indicated (with a "\*"). Otherwise, banking info here is not required and will remain private

Bank Name:

Beneficiary Name:

Bank Account Number:

Routing Number (ABA):

IBAN:

Sort Code:

SWIFT Code:

3. Now, enter your bank and tax details in full and click on the button „Create and use“.

## CREATING AN INVOICE WITH SAN



Now you can easily create the invoice.

**zalando**  
TEST FOR SUPPLY

### Create Invoice Create

**General Info**

\* Invoice #

\* Invoice Date  date

Payment Term 30 Days 2 % Discount - 60 Days net

\* Currency

Delivery Number

Status Draft

Image Scan  Keine ausgewählt

Supplier Note

Attachments ?  | [URL](#) | [Text](#)

**From**

\* Supplier

Supplier Tax ID

\* Invoice From Address  location

\* Remit-To Address  location

Bank Name:

Bank Account Number:

Sort Code:

\* Ship From Address  location

**To**

Customer

\* Bill To Address  location

This is an example of the mask for digitally creating an invoice.

# CREATING AN INVOICE WITH SAN



Lines  Line Level Taxation

Type	Description	Qty	UOM	Price
	Test Item for Invoice	1	Bag	10.00

PO Line: ZY23299-1    Contract: Testly    Period:    Supplier Part Number: 23423

Commodity: Construction Hardware

Billing: Opex-1004000-999--110403-6478000000

**Taxes**

Tax Description	Tax Rate	Tax Amount	Tax Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+

Add Tag

You can add a tax field to each order line by ticking the „line level taxation“ option.

## CREATING AN INVOICE WITH SAN



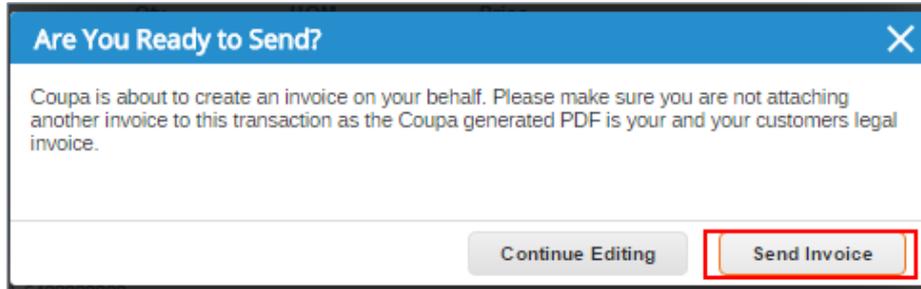
**Totals & Taxes**

Subtotal		10.00
Shipping		<input type="text"/>
Tax Description (Shipping)	<input type="text"/> <input type="text"/>	<input type="text"/> 0.000
Handling		<input type="text"/>
Tax Description (Handling)	<input type="text"/> <input type="text"/>	<input type="text"/> 0.000
Misc		<input type="text"/>
Tax Description (Misc)	<input type="text"/> <input type="text"/>	<input type="text"/> 0.000
Total Tax		0.00
<b>Total</b>		<b>10.00</b>

Email me status updates for invoices I create this way

If all items have been checked and selected, click on the button „Submit“ to transfer the invoice to Zalando.

## CREATING AN INVOICE WITH SAN



When you have finished editing the invoice, please, click on „Send Invoice“ to transfer it to Zalando.

If you do not want to submit the invoice yet, you can continue editing the invoice by clicking on „Continue Editing“.



## YOU STILL HAVE QUESTION?

If you have any questions, would like to be called back or would like to be invited to the CSP, send us an e-mail to:

[eInvoicing@zalando.de](mailto:eInvoicing@zalando.de)

Or have a look at our website:

<https://eprocurement.zalando.com/>