theTradeDesk®

Invoice Guide

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General Invoicing Requirements

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THE TRADE DESK INVOICE GUIDE

General Invoicing Requirements

The Trade Desk's standard invoice format is **PDF 'Text' Document** for non-compliant invoicing and US based suppliers.

- [x] Invoice Date
- [x] Invoice Number
- [x] Full name and Address
- [x] Remittance Address
- [x] Supplier Bank Details
- [x] The Trade Desk Legal Entity
- [x] Payment Terms
- [x] Invoice Description
- [x] Service dates, if applicable
- [x] Amount Due
- [x] Currency and Foreign Currency rate, when applicable.
- [x] Valid PO Number (when applicable)
- [x] Project Number (when applicable)
- [x] The Trade Desk contact person

If the invoice does not contain all the required information, it will be rejected by the Accounts Payable team and returned to you.

Payments will not be made on statements, quotes, estimates or pro-forma invoices.

Invoice billing entity **MUST** match billing entity set up on the PO or as per The Trade Desk signing entity on the work order/SoW/contract.

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THE TRADE DESK INVOICE GUIDE

Invoicing Requirements - APAC

Billing **The Trade Desk** Asia-Pacific **entities require the following information**.

- Invoice Date
- Invoice Number
- Full name and Address
- Remittance Address
- Supplier Bank Details
- The Trade Desk Legal Entity
- Date of payment (if prepayment required
- VAT, GST or Tax Number of The Trade Desk Entity purchasing
- VAT, GST or Tax Number of Supplier if liable for VAT, GST or Tax
- "Reverse Charge" text, when applicable
- Good or Service provided including quantity and unit price
- Net and gross amount charged
- Amount Due
- Currency and Foreign Currency rate, when applicable.
- VAT/GST or Tax amount payable and currency
- VAT/GST or Tax percentage rate applied
- Valid PO Number
- Project Number, when applicable
- The Trade Desk contact person
- Payments will not be made on statements, quotes, estimates or pro-forma invoices.

If the invoice does not contain all the required information, it will be rejected by the Accounts Payable team and returned to you.

Invoice billing entity **MUST** match billing entity set up on the PO or as per The Trade Desk signing entity on the work order/SoW/contract.

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02

Non-PO Backed Invoice and Credit Note

Submission Guide

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Non - PO Backed Invoice and Credit Note Submission

Invoice's and **Credit Memo's** which **do not** have a Purchase Order can be submitted to The Trade Desk Accounts Payable email.

The Trade Desk requests a **PDF 'Text' document** be submitted for processing when submitting an invoice or credit memo via email.

Billed to The Trade Desk International entities:

- ap.uk@thetradedesk.com

Billed to The Trade Desk United States entity:

- ap@thetradedesk.com

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03

PO Backed Invoice or Credit Note

Submission Guide

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PO Backed Invoice Submission

Purchase Order Invoices and **Credit Notes** can be submitted in multiple different methods. How the invoice is submitted depends on if the supplier is electronically enabled.

- **Coupa Supplier Portal (CSP)** – Suppliers can manage their account, view POs, and create invoices/credit notes.
- **Supplier Actionable Notifications (SAN)** – Suppliers not registered through CSP can create an invoice from a PO email.
- **Direct Connection (cXML)** – Punchout suppliers
  - Reach out to purchasing@thetradedesk.com if you would like more information on Punchout integrations.
- **Accounts Payable Email** – A PDF 'Text' document is needed when submitting your invoice via email.
  - Billed to The Trade Desk International entity's:
    - ap.uk@thetradedesk.com
  - Billed to The Trade Desk United States entity:
    - ap@thetradedesk.com

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PO Backed Invoice or Credit Note

Coupa Supplier Portal (CSP)

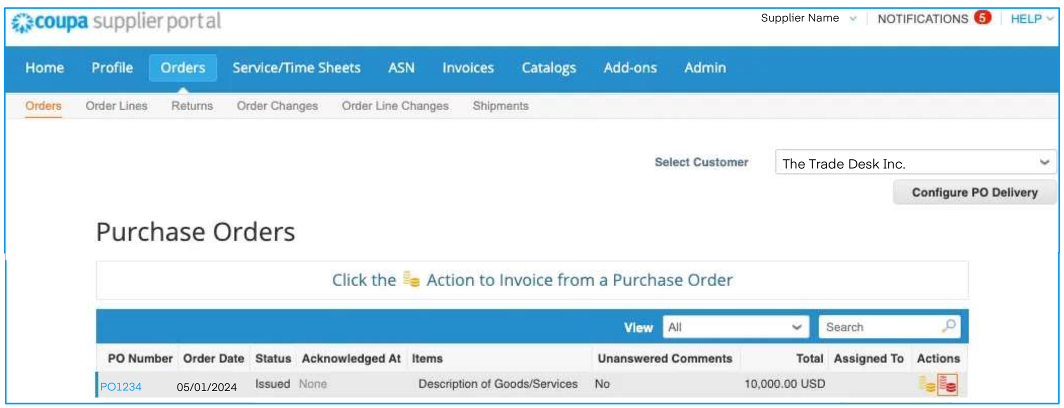
Create an Invoice or Credit Note and View Status in Coupa Supplier Portal (CSP)

Suppliers who receive **purchase orders (PO)**, can **generate an invoice or credit note from your Coupa Supplier Portal**.

If you do not receive a PO, you will not be able to submit an invoice from the CSP. Please submit via email to our Accounts Payable teams:

- Billed to The Trade Desk International entity's:
  - ap.uk@thetradedesk.com
- Billed to The Trade Desk United States entity:
  - ap@thetradedesk.com

Create an Invoice or Credit Note in CSP



Once logged in to your CSP, click on the **Orders** tab to view your available POs with The Trade Desk.

Find the PO you need to **invoice** against and click on the **gold coins** icon to create an invoice.

To create a **credit note**, click on the **red coins** icon.

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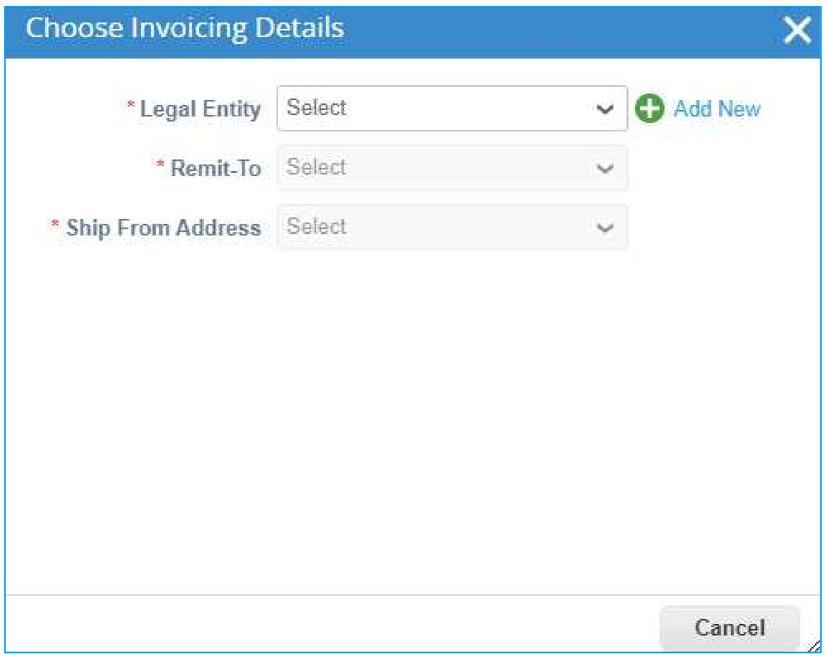
Create an Invoice in CSP



Choose Invoicing Details will appear if you have not created a legal entity.

Select your legal entity name in the drop-down.

IMPORTANT: For suppliers with multiple **Remit-To**, please be sure to select your **Remit-To** that aligns with the bank account you intend to receive payment **before** entering invoice details. If you do not select your Remit-To, the submission will fail, and your invoice entry form will be reset to blank.

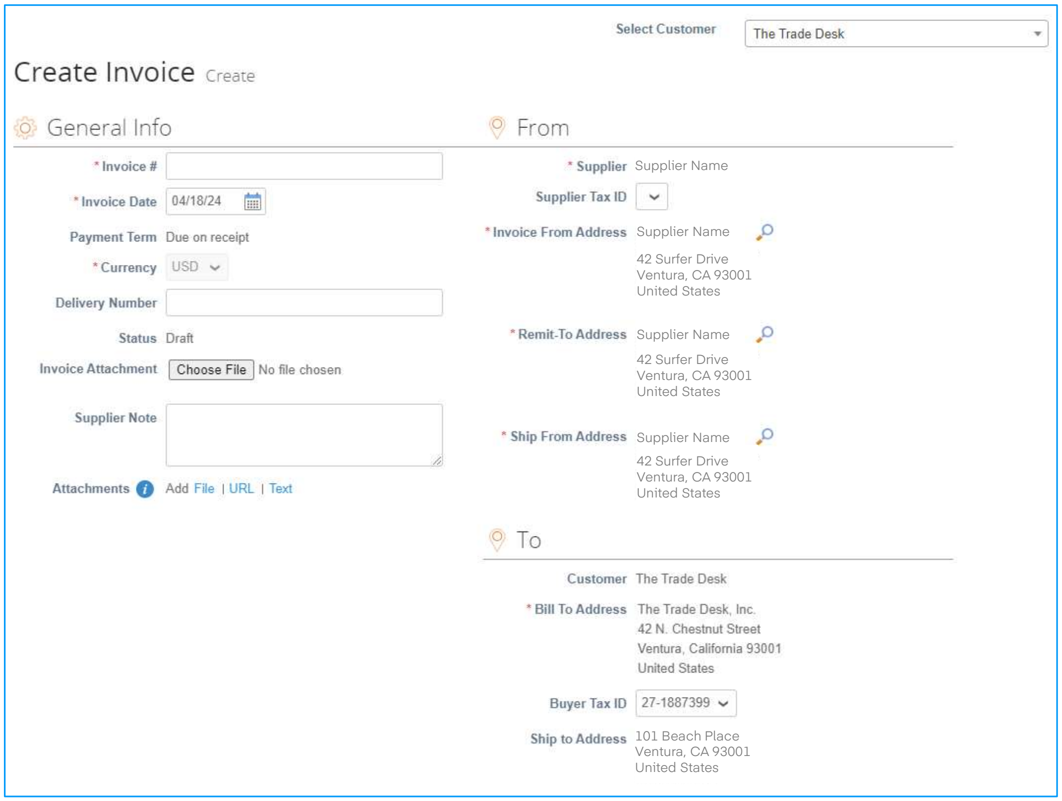
If you do not see a Remit-To where your correct payment information is stored, you MUST UPDATE your profile.

Create an Invoice in CSP

Once you select the correct Remit-To/Legal Entity, for your new invoice, the Remit-To and Ship From Address will populate automatically. If populated correctly, click **Save**.

Once the invoicing details have been selected and saved, Coupa will prompt you to **Create Invoice.**

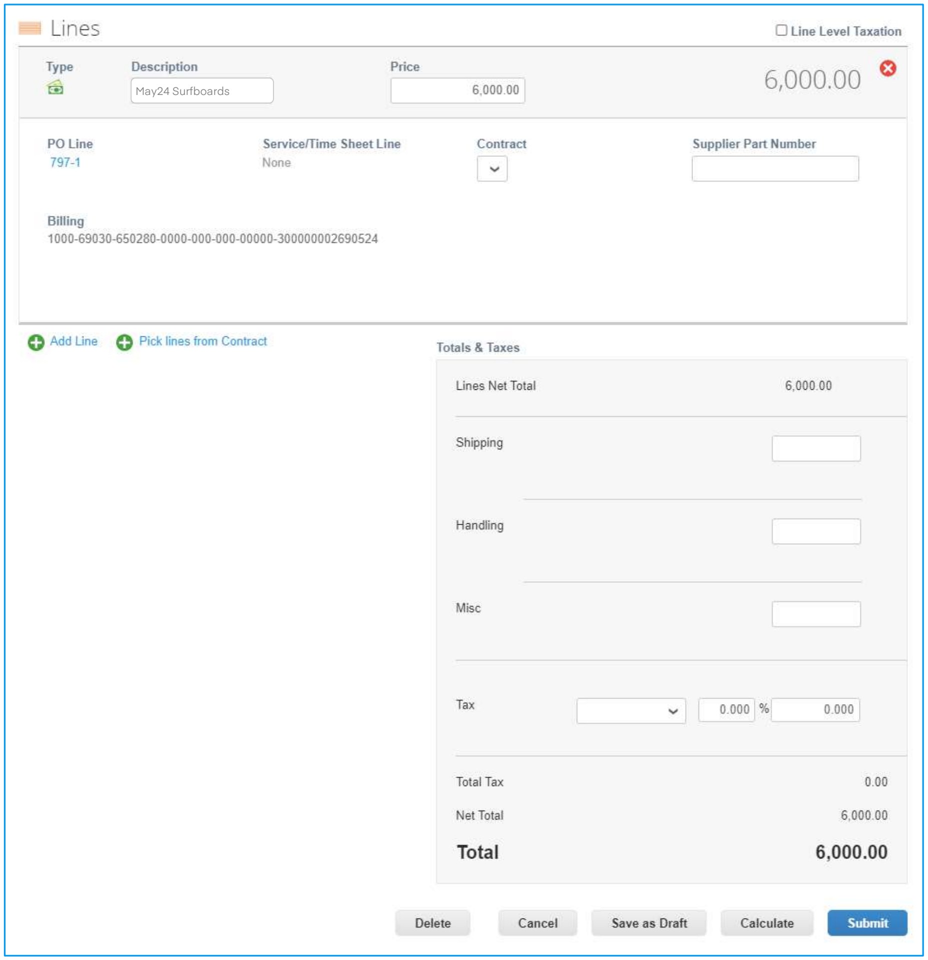
Create an Invoice in CSP



Populate all the required information when creating your invoice, noting these important items:

- Suppliers must generate their own **unique invoice number.** Duplicate Invoice number's will be rejected and delay payment.
- The **invoice date** populates to today's date but can be updated to align with when goods were shipped, or when services were delivered.
- **Currency** should align to the currency of the PO. If the currency selected does not match your agreement, please contact The Trade Desk Accounts Payable team.
- You will have the option to add **Attachments** which should only be utilized for additional support documents, not a copy of the Coupa generated or supplier generated invoice.

Create an Invoice in CSP



Continuing, scrolling down the page, locate the line level of the invoice and fill in the information.

If you need to delete a purchase order line or are invoicing against a purchase order with multiple lines, click on the icon next to the line you are not using.

Delete any unused lines you are not invoicing against within the purchase order.

Once all the information is accurately entered, review your invoice and click **Submit**.

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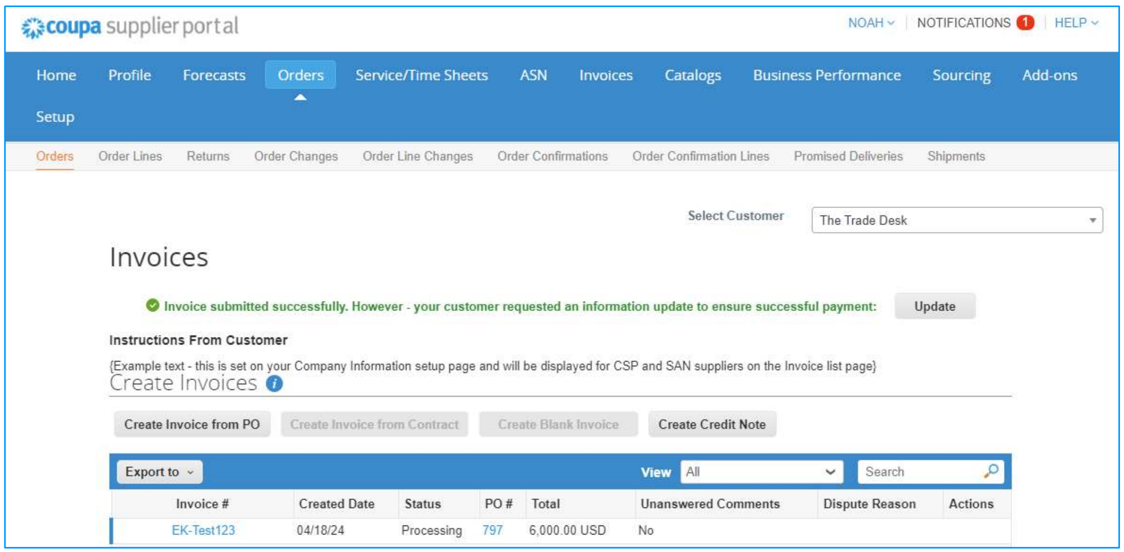
Create an Invoice in CSP

After selecting Submit, you will be prompted by Coupa to confirm creation of an invoice. Please respond accordingly.

Selecting **Continue Editing** will allow you to go back to the invoice and make changes.

Select **Send Invoice** to submit your invoice to The Trade Desk for review and processing.

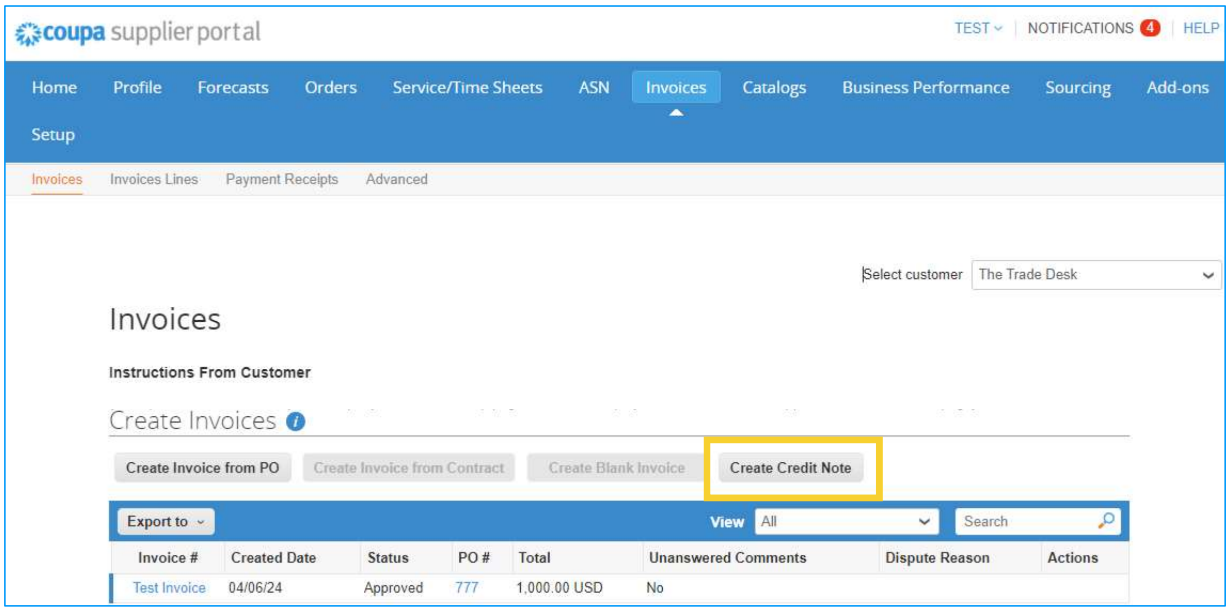
Create an Invoice in CSP



Once you have selected Send Invoice, you will see a message in green notating a successful submission. On this page you will find statuses of invoices submitted.

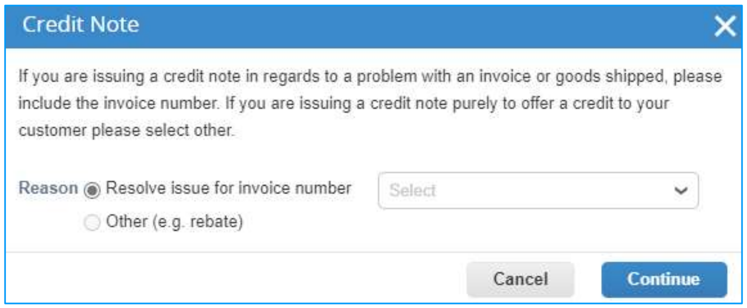
If you receive a red message, you have not submitted your invoice and will need to take action to re-submit.

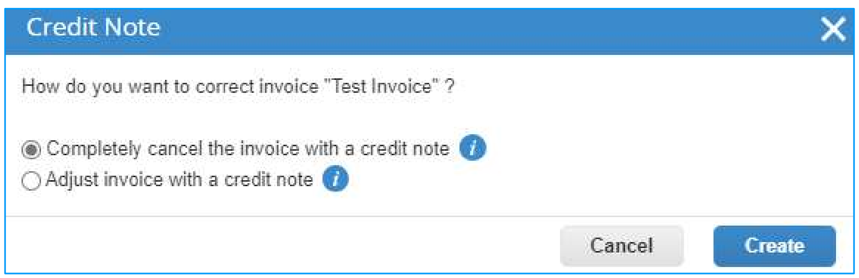
Create a Credit Note in CSP



When creating a credit note, navigate to the Invoices tab. Under your options panel you can click **Create Credit Note**.

Create a Credit Note in CSP





Coupa will prompt you to select **Resolve issue for invoice number** (a dropdown of applicable invoices are available for you to choose from) or **Other**.

If you have selected the invoice to apply to the credit note, you will need to select if the credit memo is to completely cancel or to adjust the invoice.

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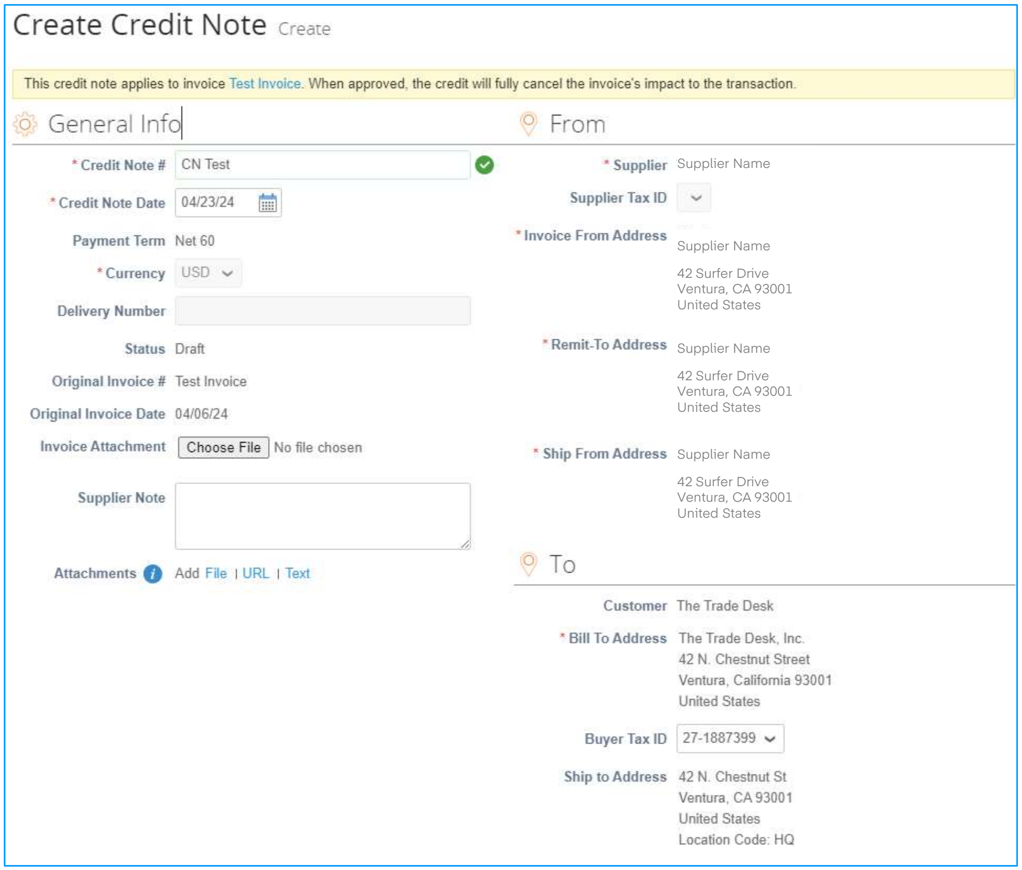
Create a Credit Note in CSP



You will then be prompted to enter Credit note number, which must be unique and differ from the invoice number.

Under attachments, you will have the option to attach a PDF credit note.

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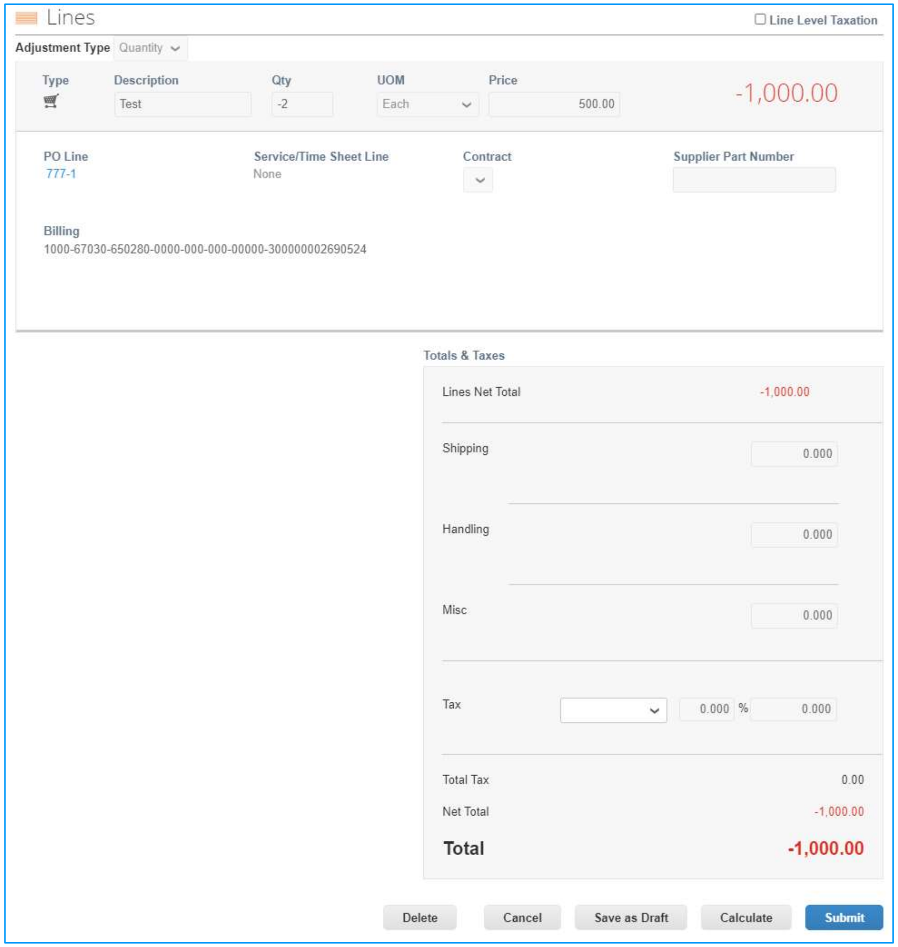
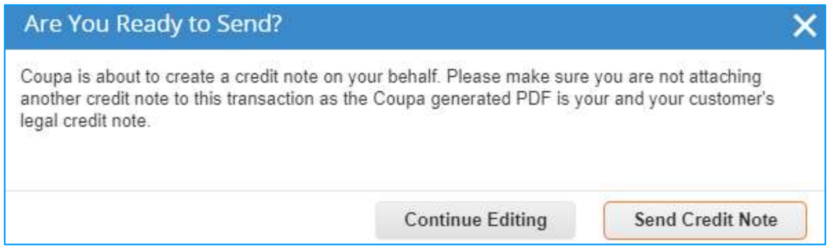
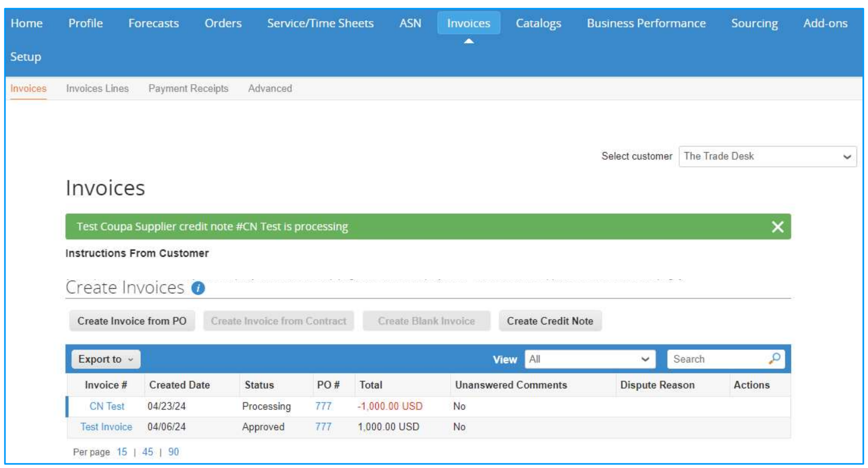
Create a Credit Note in CSP



Review the information and **Submit.**

Create a Credit Note in CSP





Similar to invoicing, you will be prompted by Coupa to confirm creation of a Credit Note. Please respond accordingly.

Once you have submitted, a green banner will appear informing you of a successful submission.

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PO Backed Invoice or Credit Note

Supplier Actionable Notification (SAN)

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Invoicing –
Supplier Actionable Notification (SAN)

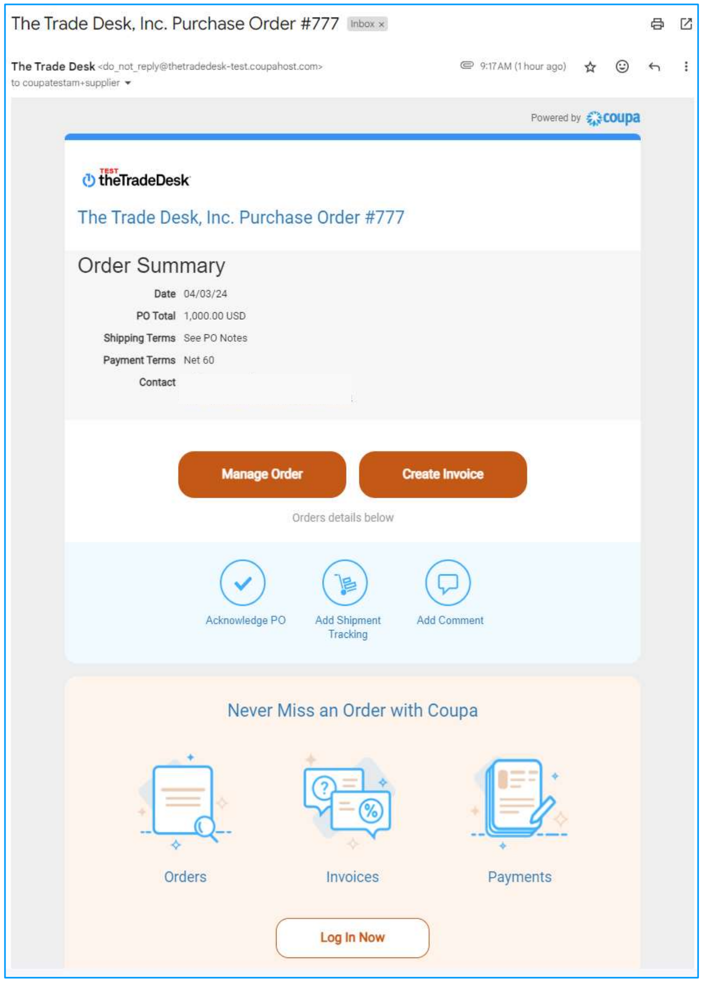
SAN allows you to interact with The Trade Desk without a [Coupa Supplier Portal (CSP)](#) account. You can acknowledge purchase orders, submit invoices, or add comments directly from Coupa's email notifications.

You'll get notifications upon submitting an invoice to The Trade Desk, along with updates on our actions to your invoice, enhancing transparency and minimizing the need for you as the suppliers to inquire via phone or email.

From the email you will have the option to:

- Manage Order
- Create Invoice
- Acknowledge PO
- Add Shipment Tracking
- Add Comment
- Review Payment information
- Log In Now to your CSP account (CSP account holders)

NOTE: If you have a CSP account, please provide the email associated with your CSP account to purchasing@thetradedesk.com so we may connect your account.



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Coupa Supplier Portal (CSP)

Invoice Glossary of Terms

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Invoice CSP Glossary

Invoice Status	Description
Abandoned	Specific for compliant e-invoices for clearance countries. It indicates that a legal invoice form you sent failed validation. Invoices with this status are visible only to you, not to The Trade Desk.
Approved	The Invoice has been accepted for payment by The Trade Desk.
Disputed	The Invoice has been disputed. Additional information is displayed in the invoices table.
Draft	The Invoice has been created, but it has not been submitted The Trade Desk yet.
Invalid	Specific for compliant e-invoices for clearance countries. It indicates that a legal invoice form you sent failed validation. Invoices with this status are visible only to you, not to The Trade Desk.
Pending Approval	The Invoice is currently under review by The Trade Desk.
Processing	The Invoice is being processed by the system and should be paid soon.
Voided	Something is wrong with the invoice. Contact The Trade Desk to get the invoice back on track.