SAP LEARNING

Non PO Invoice Guide – Header Level

Version 0.1 – 22-Dec-2025

Introduction

Our Retail Business Transformation (RBT) programme changes the way we need to receive invoices from you. As well as a paper/.pdf copy of your invoice, we require an invoice file to be submitted in MS Excel format. These documents should be sent to ai@co-op.co.uk. This guide will explain how to create your invoice file. A template is available to use as a starting point – you can find this on the Supplier Hub (within the same folder as this guide).

Required Fields

Only the columns highlighted in the example below should be completed – these are columns A, D, E, G, H, I and K. The remaining columns are for internal use only. Further information is provided on each of the required columns below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	store ana	SAP_Site_ID	Invoice Receipt Date	Date	Inv No/	Del Not	Cost	vat	total	retail	supp no	Compa	Cost Ce	Profit C	GL
2	5000128623034			27/07/2021	LK-NONPO-I01		10	200	210		10000000				
3	5000128936158			27/07/2021	LK-NONPO-I02		-10	-200	-210		10000000				
4	5000128276310			27/07/2021	LK-NONPO-I03		100	0	100		10000000				
5	5000128276310			27/07/2021	LK-NONPO-I04		-100	0	-100		10000000				
6	5000128936158			27/07/2021	LK-NONPO-I05		30	30	60		10000000				
7	5000128936158			27/07/2021	LK-NONPO-I06		-30	0	-30		10000000				
8	5000128936158			27/07/2021	LK-NONPO-I07		-40	-40	-80		10000000				
9	5000128936158			27/07/2021	LK-NONPO-I08		40	0	40		10000000				
10															
11	Necessary fields to fill in:														
12	Column A	Store ANA	This will be the ANA code of the store for which the invoice / credit relates												
13	Column D	Date	This is the date of the invoice												
14	Column E	Inv No/	This is the invoice number as provided (these must be unique and can't be repeated)												
15	Column G	Cost	This is the net cost of the invoice / credit												
16	Column H	vat	This is the vat value of the invoice / credit												
17	Column I	total	This is the gross value of the invoice / credit												
18	Column K	supp no	This is the supplier number of the vendor and will be provided in advance												

Column A – Store ANA

Enter the ANA code of the store for which the invoice/credit relates to. Co-op maintain a list of our stores and their ANA codes and will provide you access to this. If you don't have our Store ANA list, please contact: supplierengagement@coop.co.uk

Column D – Date

Complete this for the date of the invoice.

Column E – Invoice Date

Please enter an invoice reference number. Invoice numbers must be unique and can't be repeated across multiple lines in your file.

Column G – Cost

Enter the net cost of the invoice debit or credit. Debits and credits must be entered on separate lines in the invoice file. Credits should be indicated by negative values in the cost field.

Column H – VAT

Enter the value of VAT for the invoice debit or credit.

Column I – Total

Complete for the gross value of the invoice debit or credit.

Column K – Supplier Number

This is your own supplier number. All suppliers have received a new supplier number as part of RBT. If you're unsure of yours, please contact supplierengagement@coop.co.uk.

Please send your file to ai@coop.co.uk along with a pdf copy of your invoice.

Examples

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	store ana	SAP_Site_ID	Invoice Receipt Date	Date	Inv No/	Del Not	Cost	vat	total	retail	supp n	Compa	Cost Ce	Profit C	GL
2	5000128623034			27/07/2021	LK-NONPO-I01		10	200	210		10000000				
3	5000128936158			27/07/2021	LK-NONPO-I02		-10	-200	-210		10000000				
4	5000128276310			27/07/2021	LK-NONPO-I03		100	0	100		10000000				
5	5000128276310			27/07/2021	LK-NONPO-I04		-100	0	-100		10000000				
6	5000128936158			27/07/2021	LK-NONPO-I05		30	30	60		10000000				
7	5000128936158			27/07/2021	LK-NONPO-I06		-30	0	-30		10000000				
8	5000128936158			27/07/2021	LK-NONPO-I07		-40	-40	-80		10000000				
9	5000128936158			27/07/2021	LK-NONPO-I08		40	0	40		10000000				

There are 6 examples given above. Below is an explanation of each of these examples.

Example 1: This is a standard invoice (debit) with a cost and VAT value identified.

Example 2: This is a standard credit with a cost and VAT value identified. Credits are identified by the negative value.

Example 3: This is a standard invoice (debit) with a cost and no VAT value identified.

Example 4: This is a standard credit with a cost and VAT value identified. Credits are identified by the negative value.

Example 5 (Rows 6 & 7): Where there is a VAT debit only, this will need to be split onto 2 lines.

- One line where there is a debit with a cost and VAT posted.
- One line where there is a credit posted with just the cost, and no VAT, to give a net VAT debit of £30 (in this example).

Example 6 (Rows 8 & 9): Where there is a VAT credit only, this will need to be split onto 2 lines.

- One line where there is a credit with a cost and VAT posted.
- One line where there is a debit posted with just the cost, and no VAT, to give a net VAT credit of £40 (in this example).

Revision History

Version Number	Author	Date
1.0	Paris Yates	22-DEC-2025