

Coupa Supplier Portal (CSP) Purchase Order (PO) and Invoice Processing

Bill & Melinda Gates Medical Research Institute (Gates MRI) Key Takeaways



Gates MRI Order and Invoicing Requirements

NOTE: Gates MRI's customer name in Coupa is **Bill & Melinda Gates Foundation and its Subsidiaries**.

- **Gates MRI Purchase Order (PO) Number:** Orders specific to Gates MRI will have a PO number prefix of "MRI".
- **PO Acknowledgement:** POs must be acknowledged within **2 business days** of receipt.
- **PO Change Request:** If you do not agree with the specifics of a PO, use the comment functionality to contact Gates MRI to request a PO change within **2 business days** of receipt.
- **No-PO No-Pay:** You cannot submit an invoice without a backing document. Invoices submitted with no backing document will be rejected until a PO or other approved document is presented.
- **Invoice Submission:** You are allowed to submit invoices only after services have been rendered or goods have been delivered.
- **Invoice Numbers:** Invoice numbers must be less than 20 characters and unique.
- **Governing Terms:** If your company has a Master Agreement (MSA), General Terms and Conditions (GTC) or other master agreement with Gates MRI, those terms and conditions will supersede any conflicting terms contained within the Purchase Order ("PO").

For additional support managing orders and invoices in the CSP, click [here](#) to view resources and videos from Coupa. Please contact supplierhelp@gatesmri.org with questions specific to Gates MRI and Coupa.