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Additional CaaS Information for Korean suppliers

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Introduction

Suppliers doing business in the Republic of Korea can use the Coupa Supplier Portal (CSP) to quickly issue and clear legally compliant invoices generated from POs. CSP lets you flip POs to invoices in seconds and then you can review and submit those invoices so Coupa can automatically create the legal invoice which is used for clearance and registration with the National Tax System (NTS) on behalf of the supplier.

Domestic invoicing in South Korea: South Korean suppliers invoicing buyers with a Bill To address in South Korea will get compliant tax invoices (certified and digitally signed in a regulated XML format) and attachments of a human-readable PDF form with a "Registration Outcome" report. These invoice documents are attached to the Coupa invoice for both the Korean suppliers and the Korean buyers.

Cross-border invoicing outside of South Korea: South Korean suppliers invoicing buyers with addresses outside of South Korea can still get the legal invoice, but that legal invoice file must be manually attached to the Coupa invoice to send it to the buyer.

How it works

Suppliers doing business in the Republic of Korea already know about their Tax Identification Number (TIN) and setting up their Legal Entity in the CSP. Suppliers need to have a Legal Entity set up as a prerequisite. See: Set up Legal Entities for more information.

😊 Feedback

When CaaS for South Korea is enabled by a South Korean buyer, then South Korean suppliers are required to add CaaS information in the CSP so they can generate legally compliant invoices denominated in South Korean won (KRW).

Suppliers may already have their certificate from the NTS. They can also do business through an accredited Certificate Authority so they can issue and clear invoices with the NTS.

Coupa's CaaS offering in South Korea supports the issuance and clearance of compliant tax invoices on behalf of suppliers through its compliance partner, Sovos, in collaboration with SmartBill. They validate and digitally sign the XML invoice and send that to the NTS. The NTS processes the e-invoice and ensures the proper XML schema and signature validations are present.

When your Coupa buyer enables Compliance as a Service they only want authentic, validated, signed and legally compliant invoices submitted to their Korean Bill To address.   To send a verifiably authenticated and legally compliant invoice, you need to set up and configure CSP issuance and clearance of your invoices according to guidelines proposed by the NTS and the Common (electronic tax invoice) Standardization Group (SG). Achieve that with these steps:

Procedure 1: Supplier must initiate the process using the SmartBill portal (*http://www.smartbill.co.kr/xMain/mb/mb_join/sovos_Join/comregno_input.aspx*) to obtain the API credentials for processing e-invoices on behalf of the supplier. As per section 4.2.5 of the Sovos Integration Guide this involves:

> A. Access the SmartBill portal here:
>   http://www.smartbill.co.kr/xMain/mb/mb_join/sovos_Join/comregno_input.aspx and

you will see this page or it's equivalent.

B. Follow the highlighted steps to complete the Onboarding process.

   i. Enter the Corporate Registration Number and click Next.

   ii. Identity verifications:

      a. Use either of the verification methods, I-PIN or Mobile Number to complete user authentication.

         α. Selecting I-PIN opens a pop-up window and allows users to enter their personal details and agree to using their personal information.

         β. If using the Mobile Phone option for verification, simply enter the details required on the screen. A pop-up will prompt you to accept a user agreement about user personal information.

      b. Follow the instructions on the screen and click Next.

   iii. Agreement to Terms. Select the appropriate checkboxes if you agree to the Terms & Conditions, then click Next.

   iv. Personal and Company Information: Enter the required details for your company and then click Next.

- Business Registration Number

- Company Name

- Company President/Representative Name

- Business Type

- Business Classification

■ Zip Code and Company Address

C. Execute the following:

    i. Retrieve Username to access the ASP's API: SbId (Smart Bill Id).

    ii. Upload the Supplier Certificate to enable the ASP in signing invoices.

    iii. Generate an Authentication Code to allow access to the API methods.

Note
Generate an Authentication Code on the ASP's portal one time only. If the supplier already has an authentication code from a previous registration with the ASP then that same code should be provided to Coupa.

Procedure 2: Log in to the CSP

A. Go to Setup > Additional CaaS Information and click Add Additional CaaS Information.

B. Alternatively you can go to Setup > Legal Entity Setup and click Actions to expose the option to Manage Additional CaaS Information. From there you

can also click Add Additional CaaS Information.
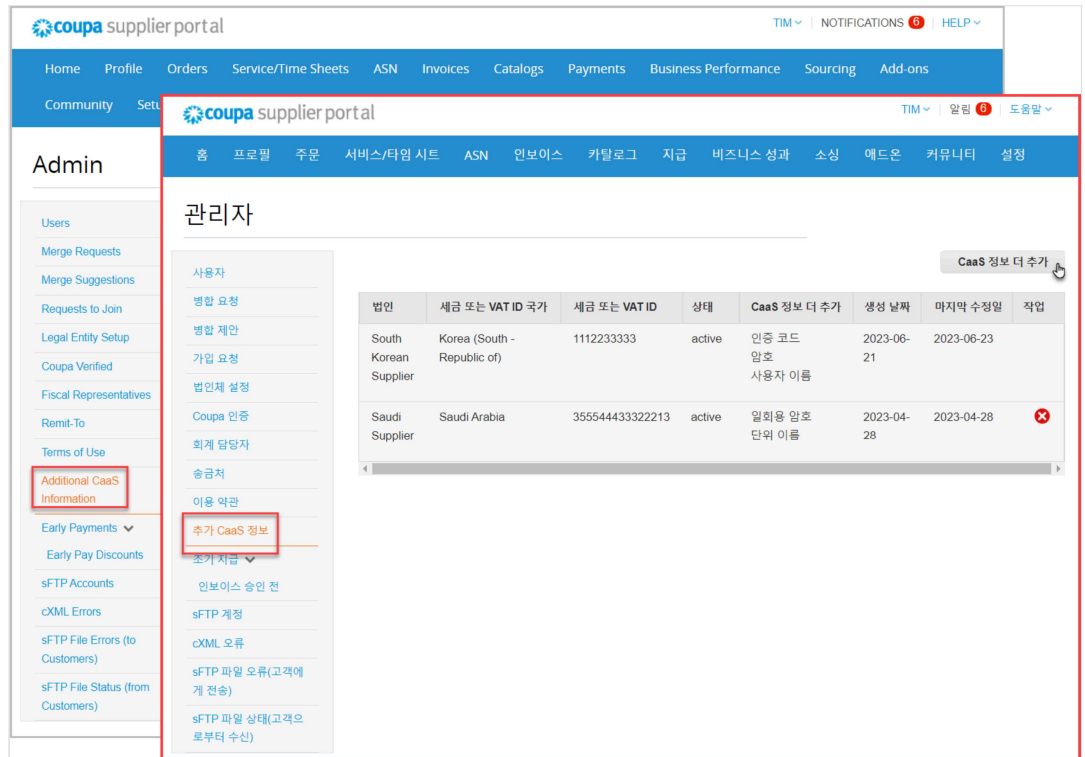
- Follow the prompts and choose the Legal Entity you will invoice from and the Tax or VAT ID you will use then click Next.

    A. Enter the Authentication Code you generated in the SmartBill/Sovos procedure along with the Supplier Certificate Password and Username (i.e. the SmartBill Id that provides access to SmarBill ASP's API).

- Prove you are not a robot and then Save. That completes the required configuration.


Note

Procedures 1 and 2 mentioned above are prerequisites and must be completed before you start submitting domestic invoice transactions for Korea.

When you **Submit** invoice data for a domestic transaction (in KRW) using any of the supported supplier-originated invoicing channels, Coupa converts that submision into XML, assigns an unique

IssueID/TransactionID and transmits it to the NTS portal for invoice clearance and issuance. NTS performs validations and clears the e-invoice.

Coupa attaches the legal invoice and Registration Outcome report. Coupa also renders a human-readable PDF from the legal invoice for both the supplier and the buyer.
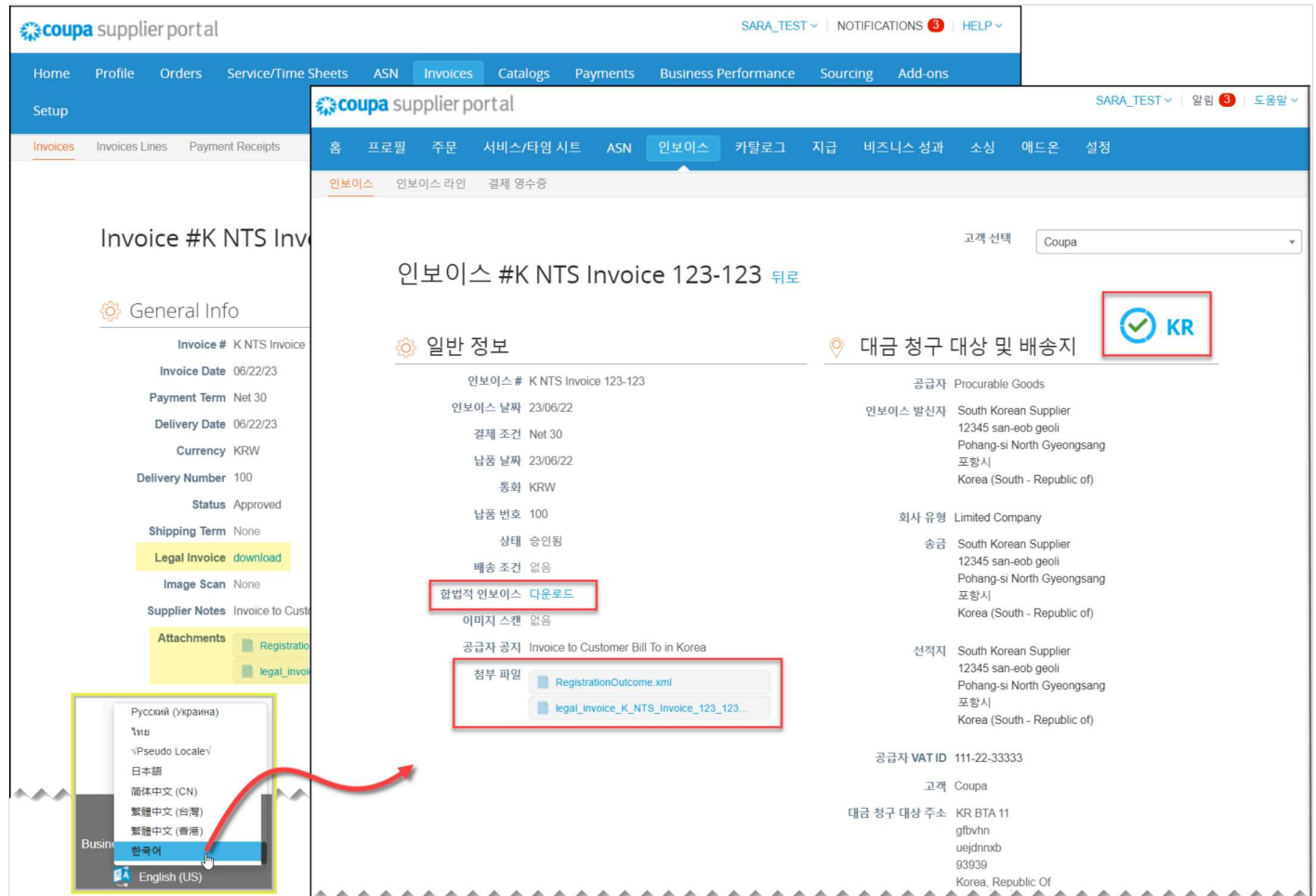
Coupa makes the cleared Tax Invoice available to both the supplier and the buyer.

Initially the invoice status will show "Processing" and the Legal invoice will be "signing and issuing" because issuance and clearance will take some time. If there is an error the Registration Outcome xml file will have some clues as to what may be the cause.

When you create invoices for external customers outside of the Republic of Korea, you will need to manually attach the legal, compliant invoice to the Coupa invoice you are sending to your buyer. The buyer will validate your invoice as has been done in the past.