

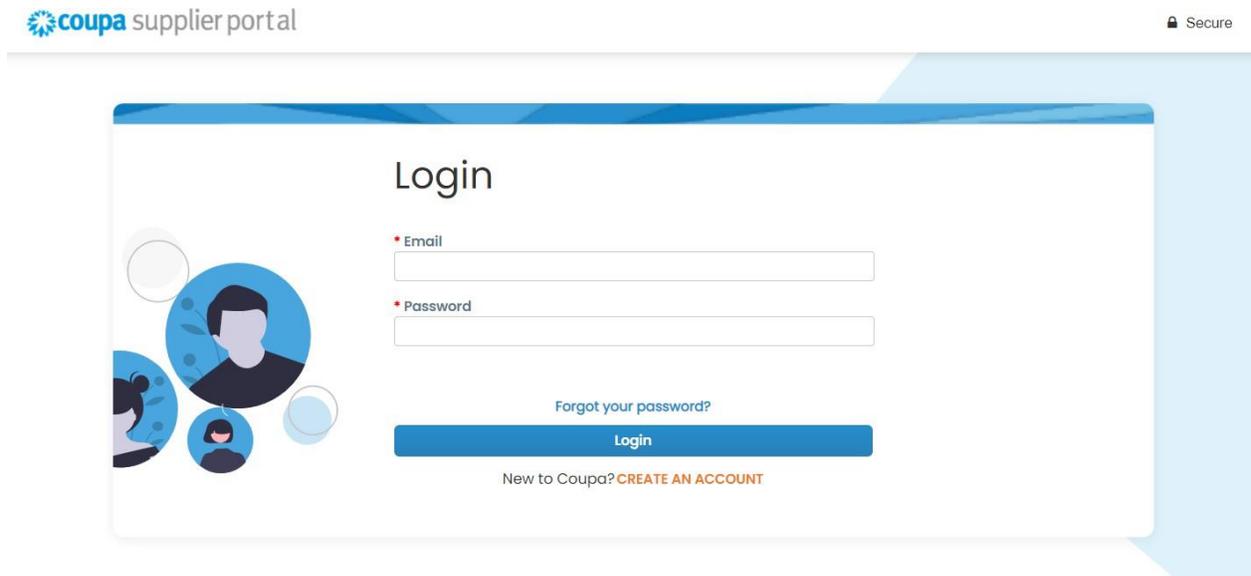


STATUS FAKTUR DAN PEMBAYARAN DI COUPA

Panduan Proses

Cara Memeriksa Status Invoice pada Coupa

1. Masuk ke Coupa Supplier Portal dengan **Email** dan **Password**.



2. Klik Tab **Invoice**.



Select Customer

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list
Create Invoices 

Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Export to 

View

All 

3. Pilih customer Anda yang ada pada daftar drop-down.

Select Customer

organon-dev - Test Supplier 098789 

4. Setelah customer dipilih, Coupa akan menampilkan daftar invoice dan statusnya.

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices 

[Create Invoice from PO](#)
[Create Invoice from Contract](#)
[Create Blank Invoice](#)
[Create Credit Note](#)

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	04/04/23	Draft	9500001621	9,000.00 USD	No		 
None	04/04/23	Draft	9500001621	9,000.00 USD	No		 
Revalidate 2	04/03/23	Approved	9500001621	1,000.00 USD	No		

Di bawah ini Anda dapat melihat daftar status invoice dan makna dari setiap invoice:

Status Invoice	Makna
<i>AP Hold</i>	Memerlukan peninjauan hutang dagang
<i>Approved</i>	Invoice telah disetujui untuk pembayaran
<i>Disputed</i>	Requester perlu melakukan perubahan pada Invoice
<i>Draft</i>	Dokumen tersimpan, tetapi tidak dikirim
<i>On Hold</i>	Memerlukan peninjauan oleh seseorang di luar AP
<i>Pending Approval</i>	Menunggu persetujuan saat ini

<i>Pending Receipt</i>	Menunggu item Invoice diterima atau terdapat masalah toleransi pada Invoice yang memerlukan action dari Requestor atau Approver
<i>Rejected</i>	Invoice ini telah ditolak (di-reject) oleh approver
<i>Dibatalkan</i>	Invoice dibatalkan
<i>Ditarik</i>	Invoice ditarik

5. Untuk memeriksa rincian lebih lanjut tentang Invoice tertentu, klik nomor.

1234567
S333444
S111222
S223344

6. Invoice akan ditampilkan, dan Anda akan dapat melihat status.

 General Info

Invoice # S333444

Invoice Date 02/16/23

Payment Term Z507-Within 30 days from invoice date due net

Delivery Date 02/16/23

Currency USD

Delivery Number None ▢

Status Approved

Shipping Term FCA

Legal Invoice [download](#)

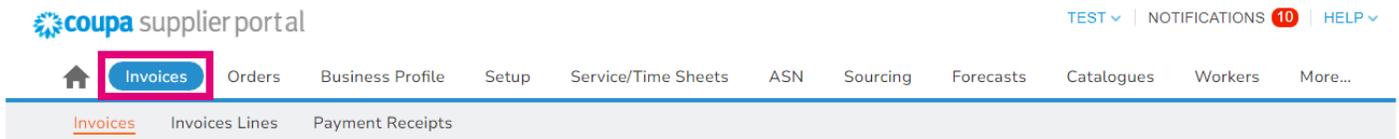
Supplier Notes None

Attachments  Demo

Discount Amount None

Cara Memeriksa Status Pembayaran di Coupa

1. Klik pada tab **Invoices**, lalu pilih pelanggan Anda dari daftar drop-down.



The screenshot shows the Coupa supplier portal navigation bar. The 'Invoices' tab is highlighted with a red box. Other tabs include Orders, Business Profile, Setup, Service/Time Sheets, ASN, Sourcing, Forecasts, Catalogues, Workers, and More... Below the main navigation bar, there are sub-tabs for Invoices, Invoices Lines, and Payment Receipts.

Select customer

2. Pilih opsi View **Payment Information**.

Instructions From Customer

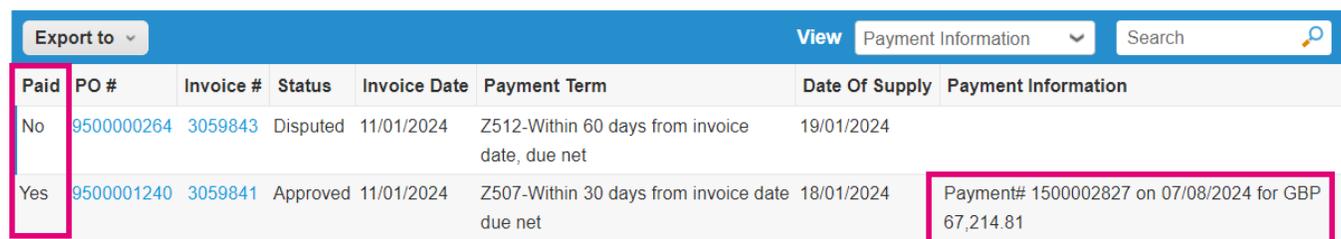
{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices 



The screenshot shows the 'Create Invoices' section with buttons for 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. Below these is a table with columns: Paid, PO #, Invoice #, Status, Invoice Date, Payment Term, Date Of Supply, and Payment Information. The 'View' dropdown menu is open, and 'Payment Information' is selected, highlighted with a red box.

3. Setelah opsi tersebut dipilih, Coupa akan menampilkan informasi pembayaran untuk faktur Anda.



The screenshot shows the 'View Payment Information' dropdown menu open, displaying a table of invoice details. The 'Payment Information' column for the 'Approved' invoice is highlighted with a red box.

Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information
No	9500000264	3059843	Disputed	11/01/2024	Z512-Within 60 days from invoice date, due net	19/01/2024	
Yes	9500001240	3059841	Approved	11/01/2024	Z507-Within 30 days from invoice date due net	18/01/2024	Payment# 1500002827 on 07/08/2024 for GBP 67,214.81

Catatan: Detail pembayaran Invoice Coupa mungkin tidak ditemukan karena alasan berikut:

- a. Tanggal pembayaran Invoice belum jatuh tempo

- b.** *Jika Invoice memiliki status yang berbeda dengan yang ada pada bagian "Approved" (atau Invoice tidak muncul sama sekali dalam laporan Coupa), supplier dapat meminta Informasi tambahan dengan menghubungi departemen Helpdesk.*