

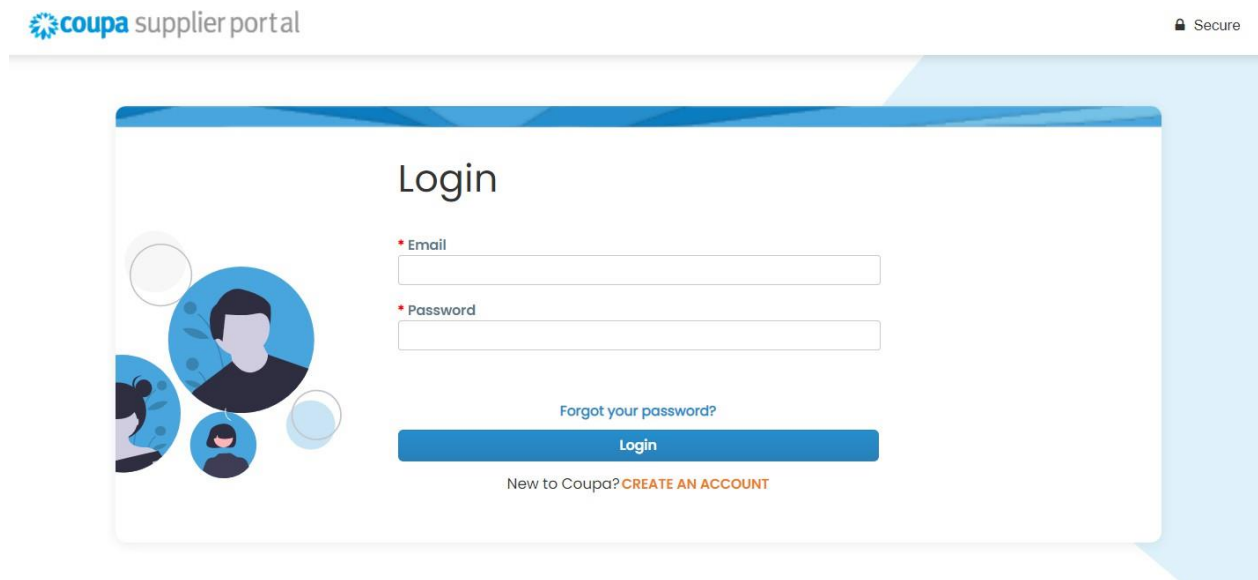


# CHECK INVOICE AND PAYMENT STATUS IN COUPA

How To Guide

## How to Check the Invoice Status in Coupa

1. Log in to the Coupa Supplier Portal with **Email** and **Password**.




2. Click on **Invoices** Tab.



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 

All

3. Select your customer from the drop-down list.

Select Customer

4. Once the customer is selected, Coupa will display the list of invoices and their statuses.

## 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

Export to	View		All	Search			
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		

Below you can see a list of invoices status and the meaning of each:

Invoice Status	Meaning
<i>AP Hold</i>	Requires accounts payable review
<i>Approved</i>	The invoice has been approved for payment
<i>Disputed</i>	Requester requires changes to the invoice
<i>Draft</i>	Document is saved, but not submitted
<i>On Hold</i>	Requires review by someone outside of AP
<i>Pending Approval</i>	Waiting for the current approver
<i>Pending Receipt</i>	Waiting for the invoice items to be received
<i>Rejected</i>	The invoice has been rejected by an approver
<i>Voided</i>	The invoice was voided


<i>Withdrawn</i>	The invoice was withdrawn
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5. To check more details on a specific invoice, click on its number.

- 1234567
- S333444
- S111222
- S223344

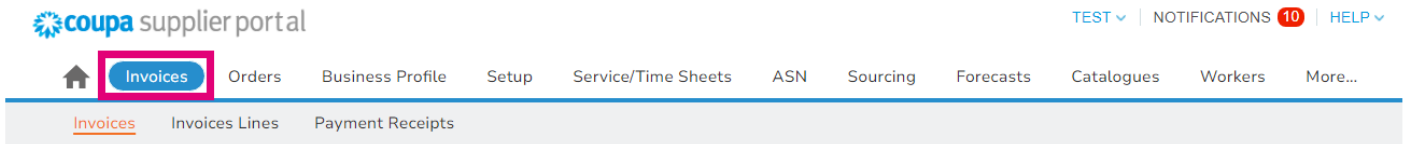
6. Invoice will be displayed, and you will be able to see the status.

### 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

## How to Check the Payment Status in Coupa

1. Click on **Invoices** Tab, Select your **Customer** from the drop-down list.



coupa supplier portal

TEST | NOTIFICATIONS 10 | HELP

Home Invoices Orders Business Profile Setup Service/Time Sheets ASN Sourcing Forecasts Catalogues Workers More...

Invoices Invoices Lines Payment Receipts

Select customer Organon - 0001005941-Test Accot

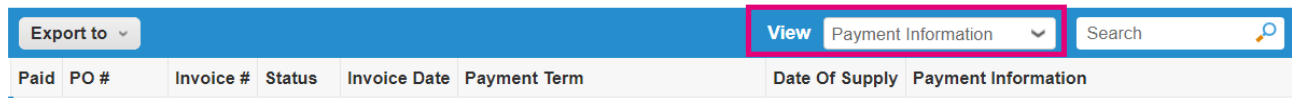
2. Select the View **Payment information**.

### 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 

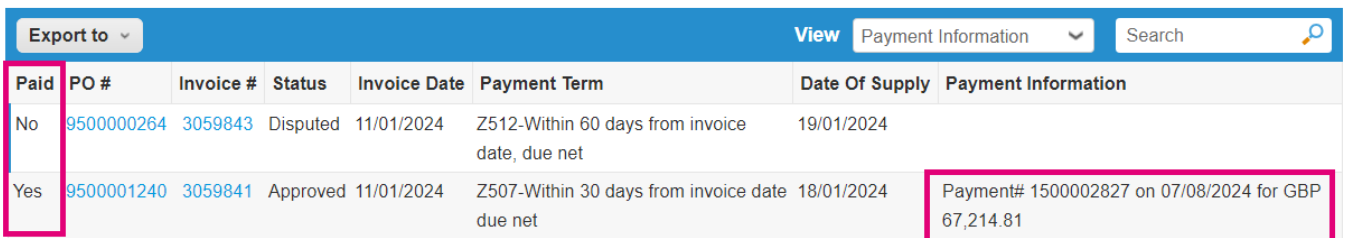
Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note



Export to View Payment Information Search

Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information
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3. Once the view is selected, Coupa will display the payment information for the invoices.



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

**Note:** A Coupa invoice payment details may not be found because of the following reasons:

- a. The invoice payment date is not due yet
- b. If invoice has a status different than "Approved" (or invoice didn't show up at all in Coupa report), supplier can request additional information by contacting the Helpdesk department.