



## Coupa Invoice Statuses

The information in the table below will also indicate the actions (if any) required from you, the supplier, or whether any actions are required from your Buyer.

Invoice Status	Description	Supplier Action
Abandoned	The disputed invoice has been abandoned. Your customer can choose to notify you of this invoice status change and provide instructions. You can set notification preferences for abandoned invoices.	Invoice has not been accepted and resubmission will be required using a different invoice number.
Approved	Invoice has cleared processing stages and will be paid on the scheduled payment date.	No action required
Awaiting Location Review of Invoice	No receipt has yet been entered. Notification sent to location to check for stock.	No action required
Awaiting Location Review of POD	Supplier has uploaded POD (Proof Of Delivery) via Coupa. POD sent to location to review.	No action required
Awaiting Location to Book In	Location has confirmed stock received, awaiting receipt to be entered.	No action required
Awaiting Supplier POD	Location has responded; stock not received.	Supplier should upload signed proof of delivery through Coupa. Click <a href="#">here</a> for steps on how to do this. (*Guide to be added, awaiting guide to be in PDF format to add link)
Booking Hold	Invoice has been placed onto an automated booking due to a first time received invoice on Coupa or due to a discrepancy in master data between your Coupa legal entity and John Lewis supplier account records.	No action required if your invoice is caused by a first time received invoice on Coupa. Click <a href="#">here</a> for steps to resolve a booking hold caused by a master data discrepancy.
Cleared	For payment following a dispute this is set to 'Cleared'. Invoice will be paid on the scheduled payment date.	No action required
Draft	The invoice has been created, but it has not been submitted to your customer yet.	Complete invoice and submit.



Invalid	Specific for compliant e-invoices for clearance countries, for example, Mexico. It indicates that a CFDI (Mexican legal invoice form) that you sent failed validation. Invoices with this status are visible only to you, not to your customer.	Invoice has not been accepted and resubmission will be required
<b>Mismatched (on Hold)</b> - Quantity Billed differs from Quantity received	This means that the invoice has been received by JLP but the quantity billed is different from the quantity received.	No action required
<b>Mismatched (on Hold)</b> - Price Billed differs from PO price	This means that the invoice has been received by JLP but the price stated on the invoice differs from the price stated on the Purchase Order.	No action required
<b>Mismatched (on Hold)</b> - Quantity and Price Billed differs from Quantity received/PO Price	This means that the invoice has been received by JLP but the quantity and price stated on the invoice differs from the quantity and price stated on the Purchase Order.	No action required
Pending Approval	The invoice is currently under review by your customer.	No action required
Processing	The invoice is being processed by the AP department and should be paid soon.	No action required
Voided	Something is wrong with the invoice. Contact your customer to get the invoice back on track.	Invoice has not been accepted and resubmission will be required using a different invoice number.