

## Download a Copy of Debit Note on Coupa

## **Navigation**

- 1. Login to Coupa Supplier Portal and select **Invoices** from the toolbar across the top.
- 2. In the search bar, enter the debit note number. Note: All debit note numbers will have a prefix of 'D'.

Coupa supplier portal BOB -   NOTIFICATIONS ()   HELP -		
Home	Profile Orders Service/Time Sheets ASN Invoices atalogs Payments Business Performance Sourcing Add-ons	
Setup		
Invoices	Invoices Lines Payment Receipts	
	Select Customer John Lewis Partnership 👻	
	Invoices	
	Instructions From Customer	
	Create Invoices 🥥	
	Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Create Note	
	Export to - View All Search P	
	Invoice # Created Date Status PO # Total Unanswered Comments Dispute Reason Actions	

- 3. Click on the debit note number (highlighted blue).
- 4. In the General Info Section, you will find an Attachments field.
- 5. Click the PDF attachment link to download the copy you want to view\*.

View Credit Note #D1022290 Back			
🔅 General Info			
Credit Note Number	D1022290		
Credit Note Date	20/09/2023		
Payment Term	1M 2.5% 25		
Currency	GBP		
Delivery Number	None		
Status	Approved		
Attachments	SRA_219286_3754452.pdf SRA_219286_3754452.pdf		

\*Note: PDF copies are not instantly available to download and can take a few hours to appear in Coupa. If the PDF copy you need is not visible please try again later in the day.

