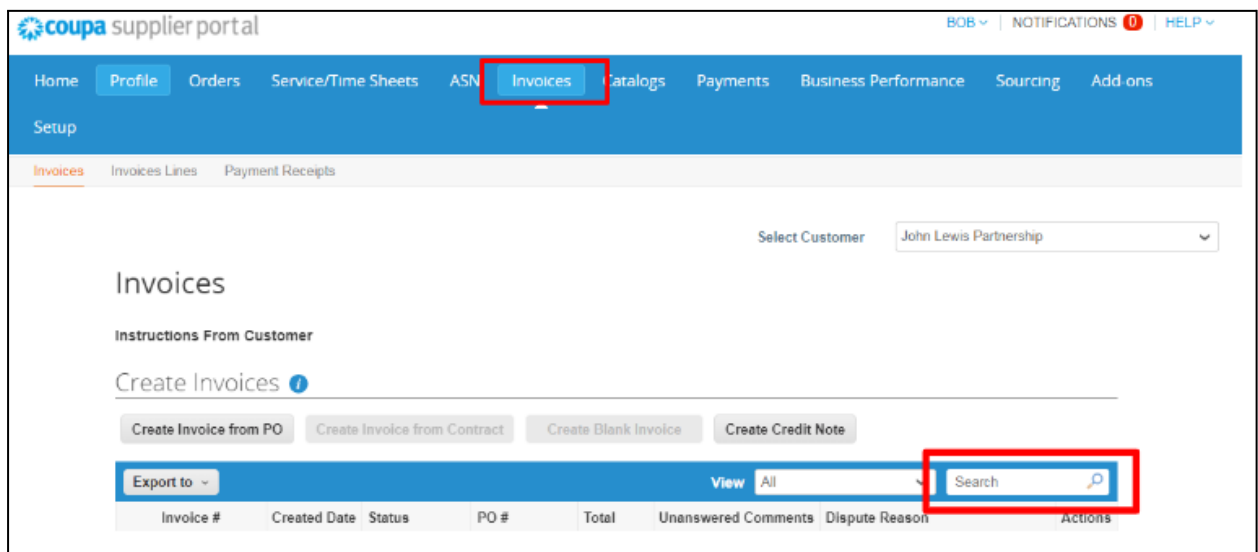


Download a Copy of Debit Note on Coupa

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'.



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*.



*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.