

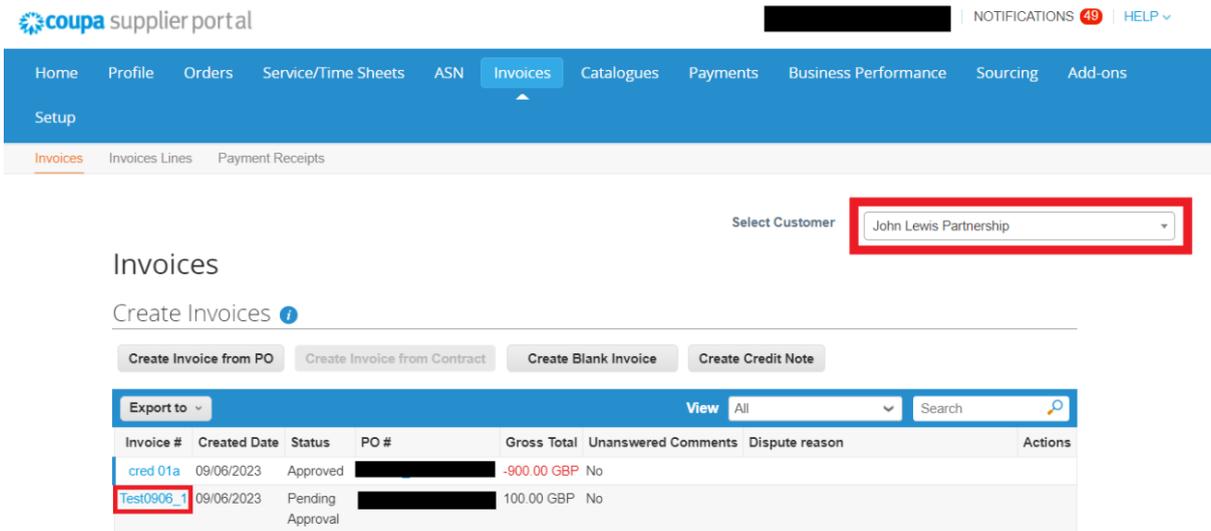
## Reconcile Supplier Account on Coupa

### Navigation

**Step 1** - Login to Coupa Supplier Portal and select **Invoices** from the toolbar across the top.

**Step 2** - Ensure the **John Lewis Partnership customer profile** is showing for the specific supplier account you are querying. On this page a full list of AP invoices, AR invoices and credit notes will show that are held on your supplier account with the John Lewis Partnership.

**Step 3** - Open each invoice which you are looking to check the status of by clicking the invoice number under the **Invoice #** column. This will open the full invoice detail where you will see whether this invoice has been approved for payment and since paid. Follow our '**Viewing Coupa Invoices and Payment Dates**' guide, found [here](#), to help identify the status of your invoice and whether this has been fully paid to you.



coupa supplier portal

Home Profile Orders Service/Time Sheets ASN Invoices Catalogues Payments Business Performance Sourcing Add-ons

Setup

Invoices Invoices Lines Payment Receipts

Select Customer John Lewis Partnership

Invoices

Create Invoices

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

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
cred 01a	09/06/2023	Approved		-900.00 GBP	No		
Test0906_1	09/06/2023	Pending Approval		100.00 GBP	No		

**Step 4** - If an invoice number you are querying does not show on your Coupa account you will likely need to submit this to us. Please submit this invoice to us by your standard invoice submission method.