JOHN LEWIS
& PARTNERS

JOHN LEWIS
PARTNERSHIP

WAITROSE
& PARTNERS

View Invoice Lines

Navigation

1. To login you will need your email address and password, once logged in you will need to select **Invoices** from the toolbar across the top
2. Once you have selected Invoices you will see a second tab underneath **Invoice Lines,** you will need to select this to see information on each invoice line for each individual invoice.

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

Invoices   Invoice Lines   Payment Receipts

Select Customer   Acme Inc. ⌄

Invoice Lines

Export to ⌄   View: All ⌄   Search 🔍

Invoice #	Line #	Description	Status	Invoice Date	PO Line #	Total
1234	2	description invoice line 2	Pending Approval	10/15/20	2	300.00
1234	1	description invoice line 1	Pending Approval	10/15/20	1	100.00

To search for a particular invoice or invoice line then please use the search bar on the right hand side. The below **Invoice Lines** table shows the following information for all the invoice lines:

Column	Description
Invoice #	Invoice number generated by Coupa. Click on it to view the invoice.
Line #	Invoice line number.
Description	Invoice line description.
Status	Current status of the invoice. For more information, see View and Manage Invoices.
Invoice Date	Date when the invoice was created.
PO Line #	PO line number.
Total	Total amount of the invoice line.

You can export the invoice lines table in CSV or Excel format. You can filter the table by columns, use the search bar to filter with a search term, or click on the **View** drop-down list to perform advanced filtering. For a more detailed guide

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Work_with_the_CSP/View_Invoice_Lines