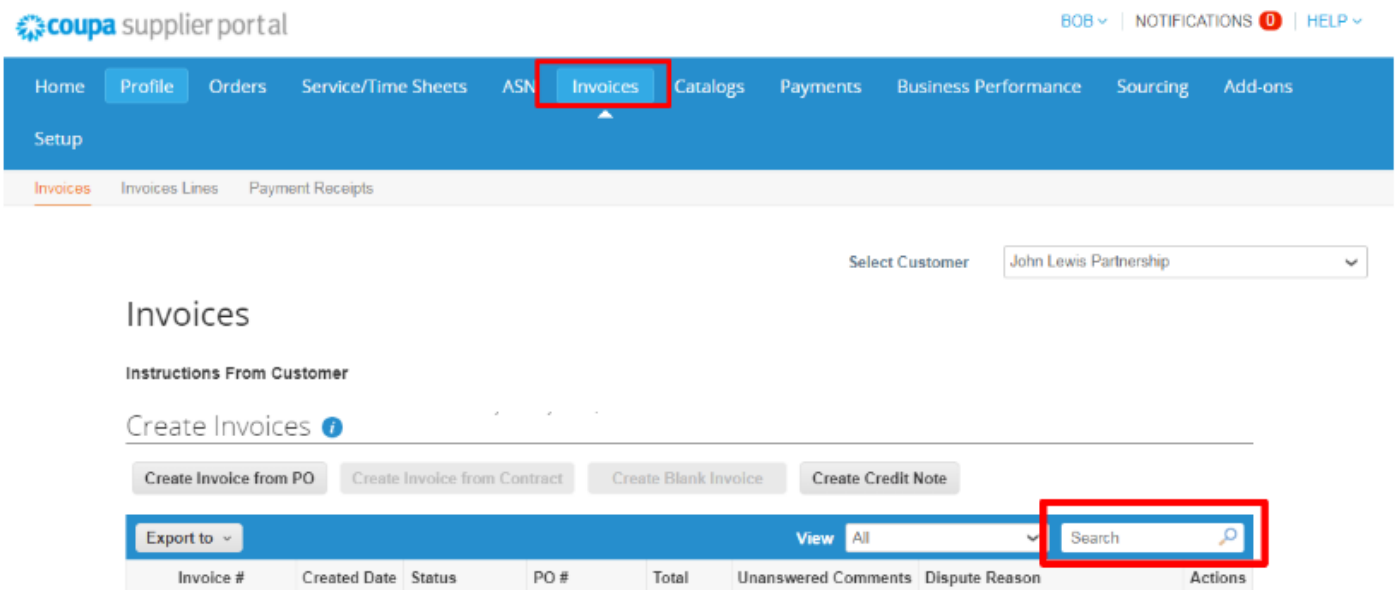


Viewing Coupa Invoices and Payment Dates

Navigation

1. Login to Coupa Supplier Portal and select **Invoices** from the toolbar across the top.
2. In the search bar, enter the invoice number.
3. Click on the invoice number (highlighted blue). You will be able to view the status of your invoice, when your invoice was paid or is scheduled for payment, print your legal copy of your invoice and view any comments JLP may have for you.



The screenshot shows the Coupa Supplier Portal interface. At the top, the 'coupa supplier portal' logo is on the left, and 'BOB', 'NOTIFICATIONS 0', and 'HELP' are on the right. A blue navigation bar contains 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices' (highlighted with a red box), 'Catalogs', 'Payments', 'Business Performance', 'Sourcing', and 'Add-ons'. Below this is a 'Setup' section with 'Invoices', 'Invoices Lines', and 'Payment Receipts'. A 'Select Customer' dropdown is set to 'John Lewis Partnership'. The main heading is 'Invoices'. Under 'Instructions From Customer', there is a 'Create Invoices' link with an information icon. Below are buttons for 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. A search bar is highlighted with a red box. Below the search bar is a table with columns: 'Invoice #', 'Created Date', 'Status', 'PO #', 'Total', 'Unanswered Comments', 'Dispute Reason', and 'Actions'.


4. Once you have opened an invoice you will be able to view the scheduled payment date of an invoice which is yet to be paid or confirmation of payment.
5. On the right hand side of your invoice under the **Bill To & Ship To** section you will see a field for **'External Document Number'**. The PO details for any invoices submitted outside of the Coupa portal will be held here. This includes invoices which are raised manually by our Processing teams or via EDI.
6. Under this header there will also be a **'True Payment Due Date'**. Once your invoice has been approved for payment this will update to show the estimated date of when your invoice is due to be paid.

📍 Bill To & Ship To

Exchange Rate	None
External Document Number	None
External System	None
DCI	None
Didos Hold Status	None
Dissection	None
Debit Note	No
Accounts Receivable	None
Tax Point Date	13/03/2023
True Payment Due Date	18/05/2023
ESD	None

- If the **'True Payment Due Date'** shows a historic date and you would like to check that payment has been successful scroll down the screen and click on **Payments** in the header section.

(Under this section you will see the following: Payment status (When paid will say 'Externally Paid'); Paid in full Date; Whether it was paid via BACS or Cheque and Any remaining balance (if your invoice is subject to netting). Further information on locating your remittance advice once a payment has been successfully made can be found on our **'Viewing Payments and Remittances in Coupa'** guide, found [here](#).


 **Payments** ▼

Status **Externally Paid** Mark as Paid

Paid-in-Full Date 17/12/2021

Payment Notes None

Payment Reconciliation Details

Status	Date	Type	Source	Amount
Posted	16/12/2021	Payment	JLP_BACS XXXXXXXXXX	54.00 
+ Add Payment				
Total Reconciled				54.00
Invoice Total				54.00
Remaining Balance				0.00

Important - Invoices which have been processed manually or via EDI for **Overseas** suppliers will have separate documents for VAT and NET. The VAT and NET relating to the same invoice will be split and posted into Coupa.

What Happens Next?

If your invoice is not showing as paid and you are expecting payment please visit our '**Coupa Invoice Statuses**' guide which gives you a list of all the Invoice Status which may show on your invoice. This can be found [here](#).

Additional guides and supporting material can be found on our JLP Supplier Support website <https://www.jlpupplierhelp.co.uk/portal/ss/>