

Viewing 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, print your legal copy of your invoice and view any comments JLP may have for you.

coupa supplier portal

BOB | NOTIFICATIONS 0 | HELP

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

Setup

Invoices Invoices Lines Payment Receipts

Select Customer John Lewis Partnership

Invoices

Instructions From Customer

Please note that Purchase Order & Invoice functionality is not yet live, but will be enabled later in 2021

Create Invoices [i](#)

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

Export to View All Search

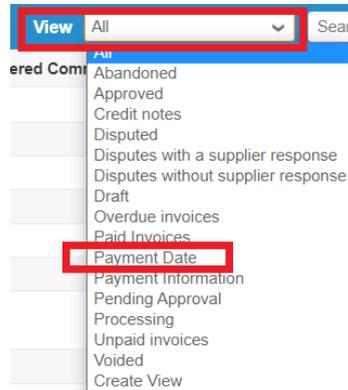
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
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4. If you wish to view the scheduled payment date of an invoice which is yet to be paid you are able to view this after opening the invoice. Contained down page on the right hand side of your invoice under the **Bill To & Ship To** will be a **True Payment Due Date**. Once your invoice has been approved for payment this will update to show the estimated date payment of your invoice is due.

Bill To & Ship To

Exchange Rate None
External Document Number None
External System 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

5. You should also have a **Payment Date** filter option on the invoices tab, this enables you to view the **True Payment Due Date** of your invoices under the invoices tab rather than needing to open each of these individually. To locate this filter select the filter dropdown option next to **View** on the blue invoice toolbar, once opened select the **Payment Date** filter option.



6. Once selected this will change the filter view to show the **True Payment Due Date** for all of your approved invoices, from here you will be able to scroll down the page to check this date for each invoice.

Invoices

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Create Invoices [?](#)

Create Invoice from PO

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Create Credit Note

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions	True Payment Due Date
TESTITABA	13/03/2023	Approved	None	104.00 GBP	No			18/05/2023