

Viewing Invoices

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. Here you will be able to see all the Invoices that are associated with your account. You can also search for a particular invoice by clicking in the search bar on the right hand side and inserting the invoice number. Once you have done that click on the magnifying glass and your invoice will appear.

coupa supplier portal

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

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 Create View Search

If you wish to do a more detailed search into the the invoice status' you will see then please follow the link https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal/Work_with_the_CSP/View_and_Manage_Invoices

Invoices can have the following statuses:

Status	Description
Abandoned	The disputed invoice has been abandoned. Your customer can choose to notify you of this invoice status change and provide instructions. You can set notification preferences for abandoned invoices.
Approved	The invoice has been accepted for payment by your customer.
Disputed	The invoice has been disputed. For more information, see Disputed invoices .
Draft	The invoice has been created, but it has not been submitted to your customer yet.
Invalid	Specific for compliant e-invoices for clearance countries, for example, Mexico. It indicates that a CFDI (Mexican legal invoice form) that you sent failed validation. Invoices with this status are visible only to you, not to your customer.
Pending Approval	The invoice is currently under review by your customer.
Processing	The invoice is being processed by the AP department and should be paid soon.
Voided	Something is wrong with the invoice. Contact your customer to get the invoice back on track.

Once you have located the invoice and click on the invoice number which will be highlighted in blue you can then see the status of invoice and if it has been paid, check the payment information and also be able to download a copy of the invoice should you wish to do so.

 General Info

 Bill To & Ship To

Supplier [REDACTED] (Active)
Invoice # TEST - Delivery
Invoice Date 03/09/2021
Payment Term 1M 0%|20
Currency GBP
Delivery Number None
Status Approved
Payment Due Date None
Supplier Note None
Attachments None
Image Scan None
Requester [REDACTED]
[Legal Invoice download](#)
Payment Channel ERP
Cash Accounting None
Scheme

Bill-To Address [REDACTED]
[REDACTED]
[REDACTED]
United Kingdom
County None
Address Line 3 None
Oracle Vendor ID None
Vendor Number None
Coupa Supplier ID None
PaySite End Date None
RTA VIES Status None
RTA VIES Mismatch None

Ship To Address [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] Total