

Viewing Payments and Remittances

Viewing a Payment


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. On the right hand side you will see the search bar, here you will be able to enter the invoice number you have created.

The screenshot shows the Coupa Supplier Portal interface. At the top left is the 'coupa supplier portal' logo. On the right, there is a user profile dropdown and a 'NOTIFICATIONS 23' badge. A blue navigation bar contains the following items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices (highlighted with a white triangle), Catalogues, Payments, Business Performance, Sourcing, and Add-on. Below this bar, 'Setup' is listed. A secondary bar shows 'Invoices' (underlined), 'Invoices Lines', and 'Payment Receipts'. On the right side, there is a 'Select Customer' dropdown menu with 'John Lewis Partnership' selected. The main heading is 'Invoices'. Below it, there is a section titled 'Instructions From Customer' with a note: 'Please note that Purchase Order & Invoice functionality is not yet live, but will be enabled later in 2021'. Underneath is a 'Create Invoices' link with an information icon. A row of buttons includes 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. At the bottom, there is a blue toolbar with 'Export to' (dropdown), 'View' (dropdown), 'Create View' (dropdown), and a 'Search' field with a magnifying glass icon.




Once you have found your invoice you will need to click on the invoice number that will be highlighted in blue. Scroll down the page to the section for Payments or at the top of the invoice you will see a toolbar and Payments will be second from the right, if you click on Payments this will take you to the payments section for you.


Here you will see that the payment has been processed and the invoice has been paid. You will see then that the invoice has been paid via Cheque or BACS. Please see the screenshot below of what the payment will look like.

 Payments ▼

Status Externally Paid
Paid-in-Full Date 09/01/21

Payment Reconciliation Details

Status	Date	Type	Description	Amount
Posted	08/31/21	Payment	JLP_BACS3754337	
Total Reconciled				
Invoice Total				
Remaining Balance				0.00

 History >

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Once you have found your invoice you will need to click on the invoice number that will be highlighted in blue. Scroll down the page to the section for General Info or at the top of the invoice you will see a toolbar and General Info will be second from the right, if you click on General Info this will take you to the General Info section for you.

On the left hand side you will see Attachments, here you will be able to click on the link and download the attached document. This will be your remittance for that invoice.

General Info

Supplier [REDACTED]

Invoice # [REDACTED]

Invoice Date 27/08/2021

Payment Term 60 0%|60

Currency GBP

Delivery Number None

Status Approved

Payment Due Date None

Supplier Note None

Attachments [SRA_218324_3754337.pdf](#)

Image Scan None

Requester [REDACTED]

Legal Invoice [download](#)

Payment Channel ERP

Cash Accounting None