

Viewing Payments and Remittances

Viewing a Payment

1. Login to Coupa Supplier Portal and select **Invoices** from the toolbar across the top.
2. In the search bar, enter the invoice number.

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 [?](#)

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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3. Click on the invoice number (highlighted blue)
4. 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).

Note: Invoices are considered as "Paid" in Coupa when paid in full (i.e. not when part paid), the "Paid in full" date displays the most recent paid date, if the invoice was paid via instalments, or fully paid, voided then repaid in full. Only the most recent paid in full date will be visible. You can see the full Payment history in the Payment detail screen.

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 [REDACTED]	54.00
Total Reconciled				54.00
Invoice Total				54.00
Remaining Balance				0.00

[+ Add Payment](#)

Viewing a Remittance

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)
4. In the General Info Section, you will find an **Attachments** field. Here a pdf copy of your remittance will be ready for you to download.

General Info

Supplier [REDACTED] (Active)

Invoice # [REDACTED]

Invoice Date 03/11/2021

Payment Term [REDACTED]

Currency GBP

Delivery Number None

Status Approved

Payment Due Date None

Supplier Note [REDACTED]

Attachments  SRA [REDACTED].pdf (→ Supplier)

Image Scan None