

## **Checking Invoice Status**

Sign in to CSP (Coupa Supplier Portal)

https://success.coupa.com/Suppliers/For\_Suppliers/Coupa\_Supplier\_Portal

🏠 coupa supplier portal		LORETTA -   NOTIFICATIONS 15   HELP -		
Home Profile Orders	Service/Time Sheets ASN	Invoices Catalogs	Add-ons	Admin
New: Exclusive discounts for you	r business to thank you for being a p	art of the Coupa Communit	у.	5° A 2 2 X
Action needed: Complete your profile	e to get paid faster and get discovere	d Learn More		Announcements View All (0)
Profile Progress	Last Updated	Im	prove Your Prof	One-Click Savings View All
rofile Summary				Start saving today! Explore deals for your company, exclusive to the Coupa Community.
	1	4	<u>R</u>	Merge Accounts
1 Legal Entity View	1 Registered User View	Connect	1 ed Customer	If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.
🚫 Banking Info 🚫 Diversity Info 🁩	Accelerate Sibery Policy			Not seeing the account you want to merge with? Click

You can check the status of your invoice on the Coupa portal under Invoices

<b>Coupa</b> s	supplier por	tal				1
Home	Profile Ord	ers Service/Tir	ne Sheet	s ASN	Invoices	Catalogs
Create Invoice	S Voices <b>Ø</b> Dice from PO	Cruiste Invo	icui friante (	Contriact	Sele	ct Customer Blank Invoic
Export to -						View
Invoice #	Created Date	Status	PO#	Total	Unansw	ered Comme
123	06/01/17	Draft	3050	113.20	No	
123 456	06/01/17	Draft Disputed	3050 None	113.20	No	
123 456 789	06/01/17 06/01/17 05/27/17	Draft Disputed Pending Approval	3050 None 2949	113 20 150 00 3,750.00	No No No	

Draft: not yet submitted invoice to Sealed Air

Pending approval: submitted to Sealed Air, but not yet approved on Sealed Air side

**Approved:** the invoice has gone through the Sealed Air approval process and it will be paid based on payment terms

**Disputed:** the invoice has been disputed/rejected back to you, which can be for multiple reason. The rejection note explains the dispute reason and what action needs to be taken.

DO NOT press the resolve button on disputed invoice. Instead, go into the invoice and hit Cancel invoice. This will create a Credit Note. Once you submit the credit note, you will see a message that ask, "Create New Invoice", click this and add the new invoice. NOTE: you will not be able to use the exact same invoice number, you will need to add a dot, v2, A (something different than the original #) in the invoice number box.

structions F	rom Customer							
ease provide reate In	the Requester Infor	mation (email a	ddress) and the S	Ship To Address Ir	nformation for ye	sur invoice to be pr	DO NOT	press
Create Invoice from PO		Create Invoice from Contract		Create Blank Invoice		Create Credit No	te	Ve
Export to ~	]				Vi	ew All	✓ Search	
Invoice #	Created Date	Status	PO#	Total	Unanswere	d Comments	Dispute Reason	Actions
test dispute	03/31/21	Disputed	4508482854	972.34 EUR	Yes		wrong exchange rate	
and a second	\$0/02/20	Anoroved	7000011533	140.00 EUR	No			Reso