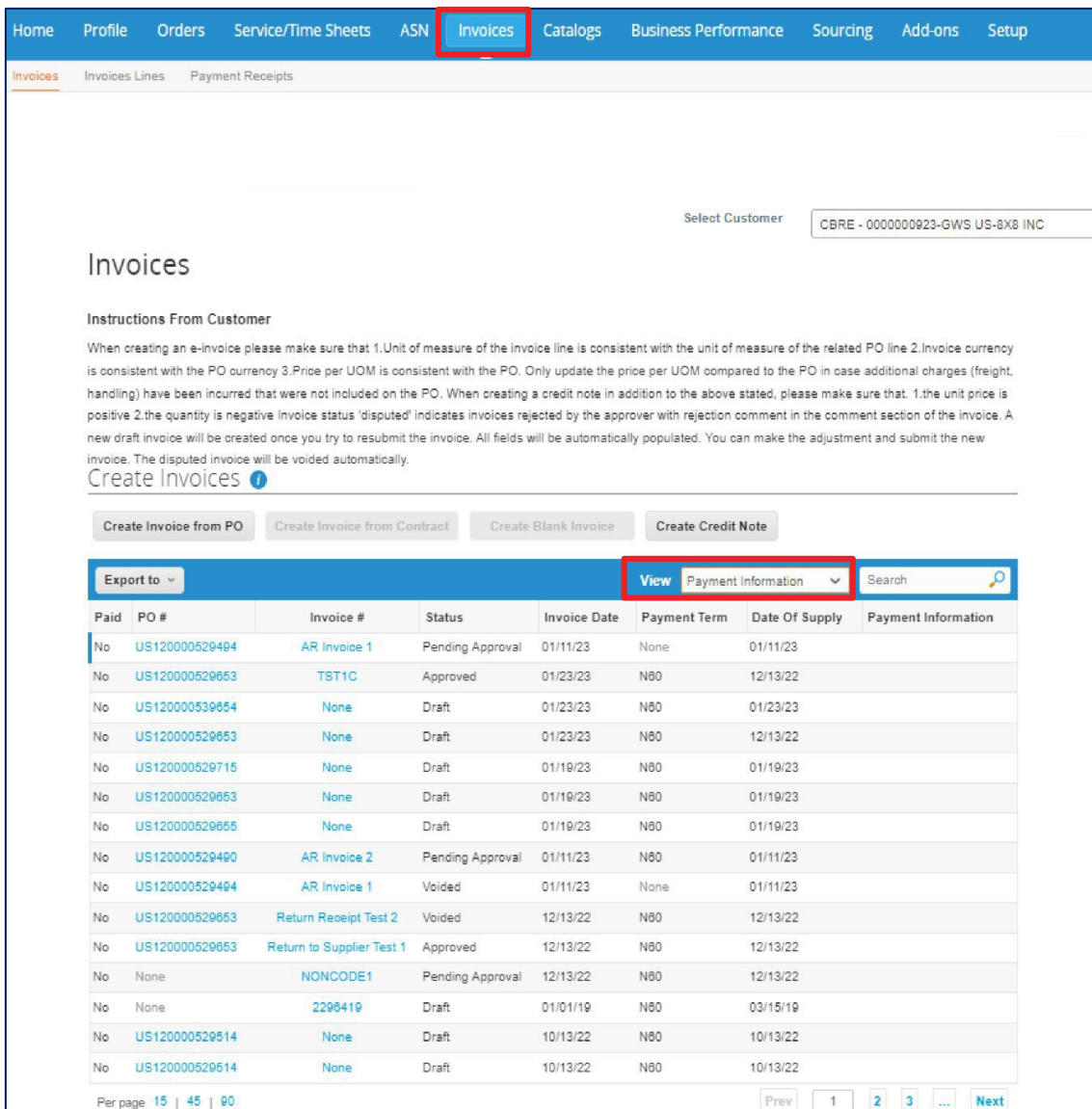


Invoice Statuses and Payment Information

The steps below will outline how to check invoice statuses and payment information

1. Log into the **Coupa Supplier Portal** at <http://supplier.coupahost.com/>.
2. From the **Home** page, select the **Invoice** tab. From the **View** dropdown, select **Payment Information**. This will provide a list of invoices with the Payment date and check number.
 Note: Payment information is also located on each invoice record. You can click on the invoice number to open the invoice record and review the payment information at the bottom.



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

Invoices Invoices Lines Payment Receipts

Select Customer CBRE - 0000000923-GWS US-BX8 INC

Invoices

Instructions From Customer

When creating an e-invoice please make sure that 1. Unit of measure of the invoice line is consistent with the unit of measure of the related PO line 2. Invoice currency is consistent with the PO currency 3. Price per UOM is consistent with the PO. Only update the price per UOM compared to the PO in case additional charges (freight, handling) have been incurred that were not included on the PO. When creating a credit note in addition to the above stated, please make sure that: 1. the unit price is positive 2. the quantity is negative Invoice status 'disputed' indicates invoices rejected by the approver with rejection comment in the comment section of the invoice. A new draft invoice will be created once you try to resubmit the invoice. All fields will be automatically populated. You can make the adjustment and submit the new invoice. The disputed invoice will be voided automatically.

Create Invoices ⓘ

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

Export to View Payment Information Search

Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information
No	US120000529494	AR Invoice 1	Pending Approval	01/11/23	None	01/11/23	
No	US120000529653	TST1C	Approved	01/23/23	N80	12/13/22	
No	US120000539654	None	Draft	01/23/23	N80	01/23/23	
No	US120000529653	None	Draft	01/23/23	N80	12/13/22	
No	US120000529715	None	Draft	01/19/23	N80	01/19/23	
No	US120000529653	None	Draft	01/19/23	N80	01/19/23	
No	US120000529655	None	Draft	01/19/23	N80	01/19/23	
No	US120000529490	AR Invoice 2	Pending Approval	01/11/23	N80	01/11/23	
No	US120000529494	AR Invoice 1	Voided	01/11/23	None	01/11/23	
No	US120000529653	Return Receipt Test 2	Voided	12/13/22	N80	12/13/22	
No	US120000529653	Return to Supplier Test 1	Approved	12/13/22	N80	12/13/22	
No	None	NONCODE1	Pending Approval	12/13/22	N80	12/13/22	
No	None	2296419	Draft	01/01/19	N80	03/15/19	
No	US120000529514	None	Draft	10/13/22	N80	10/13/22	
No	US120000529514	None	Draft	10/13/22	N80	10/13/22	

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

[Invoices](#) [Invoices Lines](#) [Payment Receipts](#)

Select Customer: CBRE - 0000000923-GWS US-8X8 INC

Invoices

Instructions From Customer

When creating an e-invoice please make sure that 1. Unit of measure of the invoice line is consistent with the unit of measure of the related PO line 2. Invoice currency is consistent with the PO currency 3. Price per UOM is consistent with the PO. Only update the price per UOM compared to the PO in case additional charges (freight, handling) have been incurred that were not included on the PO. When creating a credit note in addition to the above stated, please make sure that. 1. the unit price is positive 2. the quantity is negative Invoice status 'disputed' indicates invoices rejected by the approver with rejection comment in the comment section of the invoice. A new draft invoice will be created once you try to resubmit the invoice. All fields will be automatically populated. You can make the adjustment and submit the new invoice. The disputed invoice will be voided automatically.











Create Invoices ?

Export to View Payment Information Search

Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information
No	US120000529494	AR Invoice 1	Pending Approval	01/11/23	None	01/11/23	
No	US120000529853	TST1C	Approved	01/23/23	N80	12/13/22	
No	US120000539854	None	Draft	01/23/23	N80	01/23/23	
No	US120000529853	None	Draft	01/23/23	N80	12/13/22	
No	US120000529715	None	Draft	01/19/23	N80	01/19/23	
No	US120000529853	None	Draft	01/19/23	N80	01/19/23	
No	US120000529855	None	Draft	01/19/23	N80	01/19/23	
No	US120000529490	AR Invoice 2	Pending Approval	01/11/23	N80	01/11/23	
No	US120000529494	AR Invoice 1	Voided	01/11/23	None	01/11/23	
No	US120000529853	Return Receipt Test 2	Voided	12/13/22	N80	12/13/22	
No	US120000529853	Return to Supplier Test 1	Approved	12/13/22	N80	12/13/22	
No	None	NONCODE1	Pending Approval	12/13/22	N80	12/13/22	
No	None	2296419	Draft	01/01/19	N80	03/15/19	
No	US120000529514	None	Draft	10/13/22	N80	10/13/22	
No	US120000529514	None	Draft	10/13/22	N80	10/13/22	

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3. Select the **View ALL**. To see a list of all the invoices you have submitted and the current status.

Invoice #	Created Date	Status	PO #	Total	Unanswered	Comments	Dispute Reason	Actions
AR Invoice 1	01/26/23	Pending Approval	US120000529494	50.00 USD	No			
TST1C	01/23/23	Approved	US120000529853	-50.00 USD	No			
None	01/23/23	Draft	US120000539854	1,150.00 USD	No			 
None	01/23/23	Draft	US120000529853	100.00 USD	No			 
None	01/19/23	Draft	US120000529715	2,500.00 USD	No			 
None	01/19/23	Draft	US120000529853	400.00 USD	No			 
None	01/19/23	Draft	US120000529855	5,000.00 USD	No			 
AR Invoice 2	01/11/23	Pending Approval	US120000529490	52.80 USD	No			
AR Invoice 1	01/11/23	Voided	US120000529494	52.80 USD	No		The attachment is missing, not readable or in incorrect format	
Return Receipt Test 2	12/13/22	Voided	US120000529853	50.00 USD	No		Price different from PO/Contract or Catalog	
Return to Supplier	12/13/22	Approved	US120000529853	100.00	No			

- **Approved**- these invoices have been accepted and approved
- **Abandoned**- these invoices have been disputed by the customer and moved into abandoned status. These invoices will not be paid and you should check with your customer if they can be resubmitted.
- **Disputed**- The invoice has been disputed. Invoices with this status are being disputed by the customer due to an incorrect price, bill to, PO, tax or misc charge. Invoices in a disputed status can be corrected or voided.
- **Draft**- the invoice has been created, but it has not been submitted to the customer yet.
- **Invalid**- Specific for compliant e-invoices for clearance countries. Invoice with this status is visible only to you and not your customer.
- **Pending Approval**- These invoices are currently under review by the customer.
- **Processing**- These invoices are being processed by the AP department.
- **Voided**- These invoices have been voided. Contact your customer to find out if you can submit a replacement invoice.

For additional support, please reach out to our [Procurement Buyer Support Team](#).