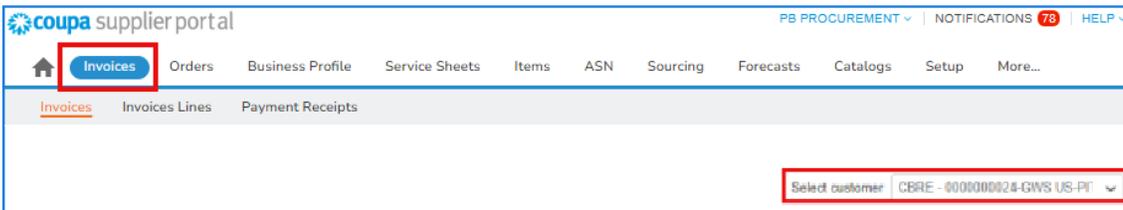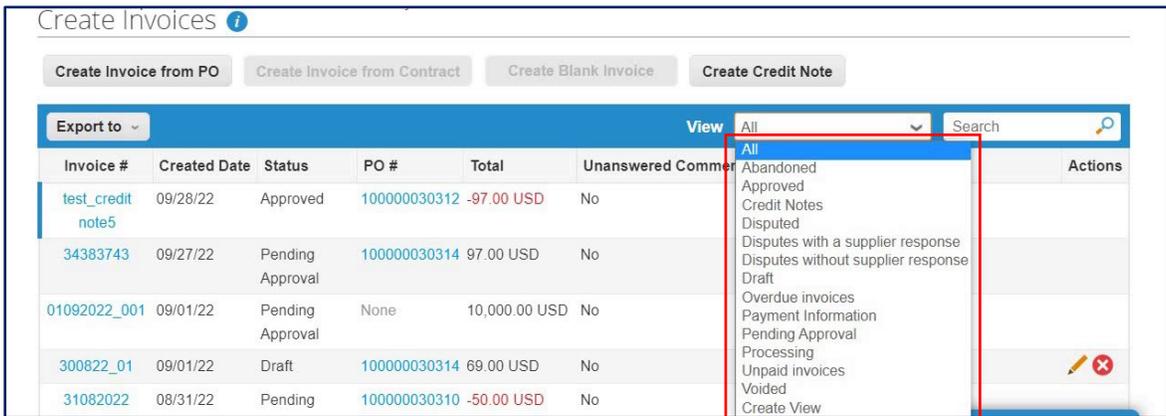# Searching and Viewing Invoices

The following steps outlined below are for searching and viewing invoices and their statuses.

1. Log in to your Coupa Supplier Portal http://supplier.coupahost.com/
2. From the main menu, select the **Invoices** tab.
3. Select CBRE from the **Select Customer** drop-down.

4. In the **View** drop-down select from the pre-defined views.

Finding Payment Information

1. To check whether an invoice has been paid, in the **View** drop-down, select the Payment Information view. You can also create your own view where the columns **Paid**, **Payment Term**, and **Payment Information** are included.

2. Additional information can be seen when you open the invoice and scroll down to the **Payments** section.

3. For any payment questions or issues, please contact your PO requester.

Use the table below to understand the different invoice statuses and descriptions.

STATUS	DESCRIPTION
ABANDONED	A disputed invoice has been abandoned. When an invoice is abandoned, a comment is also provided with instructions on how to correctly submit the invoice. You can set notification preferences for abandoned invoices.
APPROVED	The invoice has been reviewed and submitted for payment.
DISPUTED	The invoice has been disputed. Invoices with this status have information that CBRE does not agree to, needs clarification on, or finds incorrect. You can correct a disputed invoice and resubmit.
DRAFT	The invoice has been created, but it has not yet been submitted.
INVALID	Specific for compliant e-invoices for clearance countries. Invoices with this status are visible only to you.
PENDING APPROVAL	The invoice is currently under review.
PROCESSING	The invoice is being processed by the AP department and should be paid soon.
VOIDED	The invoice has been voided. Invoices with this status will have additional information provided. The invoice will need to be re-created and submitted correctly.

For additional support, please contact your Procurement Buyer Support Team based on region.

Region & Line of Business	Support Email Contact
ADV & GWS APAC	APAC_ProcurementBuyerSupport@cbre.com
Corporate & US	usprocurement@cbre.com
GWS U.S. & Canada	GWSNAM_ProcurementBuyerSupport@cbre.com
GWS Latin America	LATAM_ProcurementBuyerSupport@cbre.com Chile, Panama, Peru, Costa Rica, Uruguay, Dominican Republic, Columbia, Argentina, Mexico
EMEA, Canada ACML	All CBRE Entities