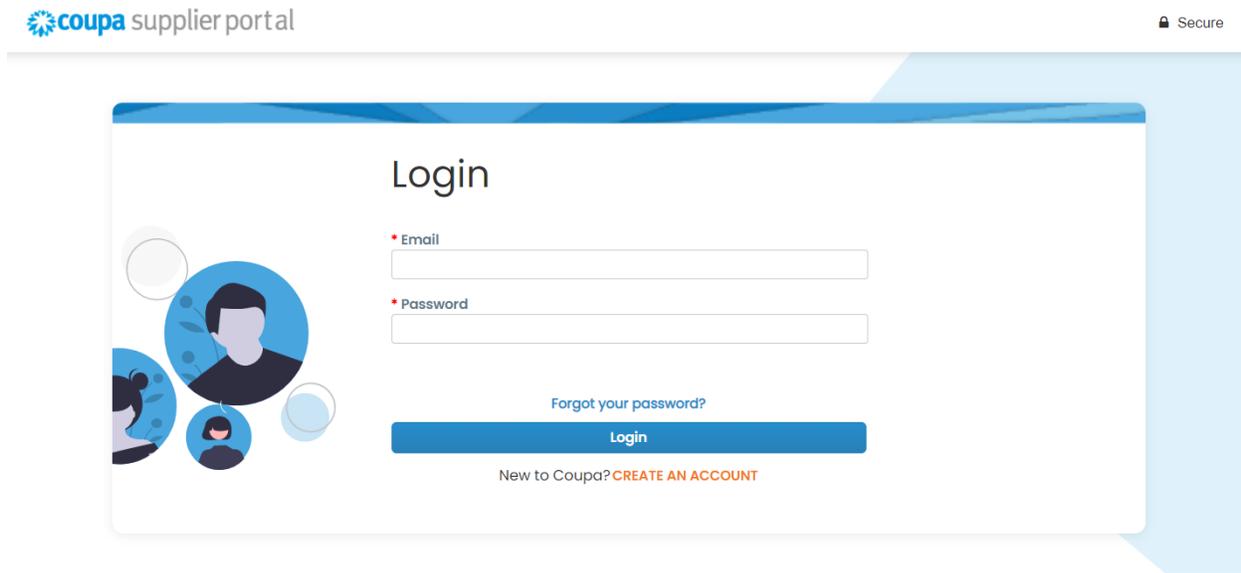# INVOICE STATUS IN COUPA

How To Guide
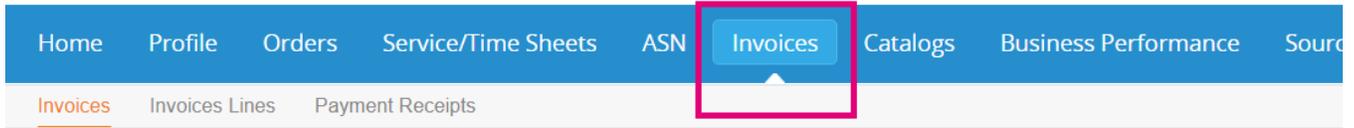
How to Check the Invoice Status in Coupa

1. Log in to the Coupa Supplier Portal with **Email** and **Password**

2. Click on **Invoices** Tab

coupa supplier portal

| Home | Profile | Orders | Service/Time Sheets | ASN | **Invoices** | Catalogs | Business Performance | Sourc |

Invoices   Invoices Lines   Payment Receipts

Select Customer   orga

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list
Create Invoices ⓘ

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

Export to ⌄   View All ⌄

3. Select your customer from the drop-down list

Select Customer | organon-dev - Test Supplier 098789   ⌄ |

4. Once the costumer is selected, Coupa will display the list of invoices
and their statuses

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

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
None	04/04/23	Draft	9500001621	9,000.00 USD	No		✏️ ❌
None	04/04/23	Draft	9500001621	9,000.00 USD	No		✏️ ❌
Revalidate 2	04/03/23	Approved	9500001621	1,000.00 USD	No		

Below you can see a list of invoices status and the meaning of each:

Invoice Status	Meaning
AP Hold	Requires accounts payable review
Approved	The invoice has been approved for payment
Disputed	Requester requires changes to the invoice
Draft	Document is saved, but not submitted
On Hold	Requires review by someone outside of AP
Pending Approval	Waiting for the current approver
Pending Receipt	Waiting for the invoice items to be received
Rejected	The invoice has been rejected by an approver
Voided	The invoice was voided

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Withdrawn	The invoice was withdrawn

5. To check more details on a specific invoice, click on its number

1234567

S333444

S111222

S223344

6. Invoice will be displayed, and you will be able to see the status

⚙ General Info

Invoice # S333444

Invoice Date 02/16/23

Payment Term Z507-Within 30 days from invoice date due net

Delivery Date 02/16/23

Currency USD

Delivery Number None

Status Approved

Shipping Term FCA

Legal Invoice download

Supplier Notes None

Attachments T_T Demo

Discount Amount None

Note: A Coupa invoice payment details may not be found because of the following reasons:

    a. *The invoice payment date is not due yet*

    b. *If invoice has a status different than "Approved" (or invoice didn't show up at all in Coupa report), supplier can request additional information by contacting the Helpdesk department.*