Quick Reference Guide Monitor Invoice Payment Status



The aim of this document to provide an overview of the process of monitoring payment status in the Coupa Supplier Portal (CSP).

1. Login to the CSP.

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- 2. Click the **Invoices** tab to view all invoice created by you.
- 3. Open the relevant invoice for which you want to see the payment status by clicking on the invoice number.

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Enter Legal Entity Details

4. Once the Invoice is Open, please navigate to the bottom of the page where you can see the

Payment Status for that Invoice.

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					~~ ~~
			Net lotal	2	22.00
			Total	26	5.84
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Enter Comment					
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5. Additionally, once the invoice is market as paid from SASOL you will get an email notification automatically from the system in the day of payment, that looks like below:

do_not_reply@sasolo to sasolcoupasupplier+10	chem-dev.coupahost.com 1:32 AM (0 minutes ago) ☆ 00000046 ▼
	Powered by Coupa
5	Invoice #INVOICETEST marked as Paid by Sasol Chemicals Development Hello Pournami, Your Invoice has been marked as 'Paid' by your customer, Sasol Chemicals Development. If you have any questions you can simply contact your customer through normal channels or enter a comment on the Invoice.