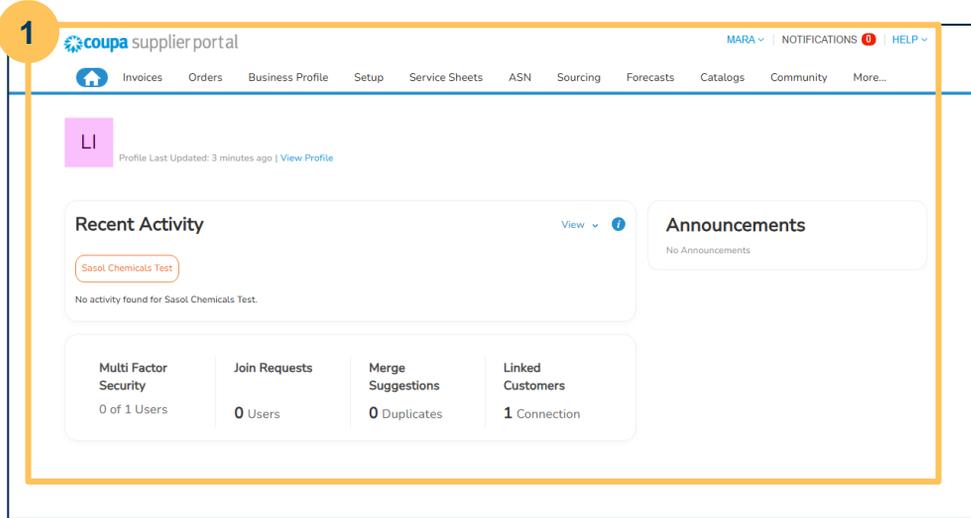


Quick Reference Guide

Monitor Invoice Payment Status

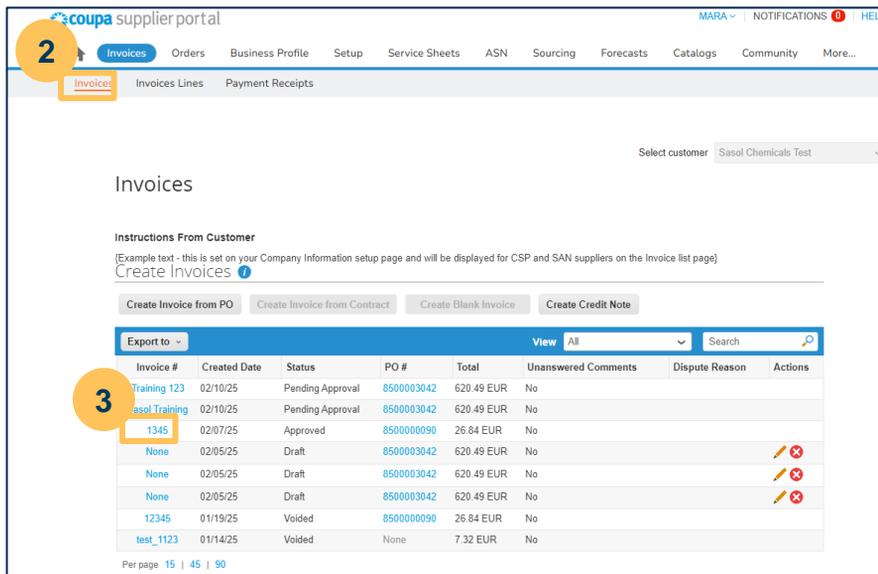
The aim of this document to provide an overview of the process of monitoring payment status in the Coupa Supplier Portal (CSP).

1. Login to the CSP.



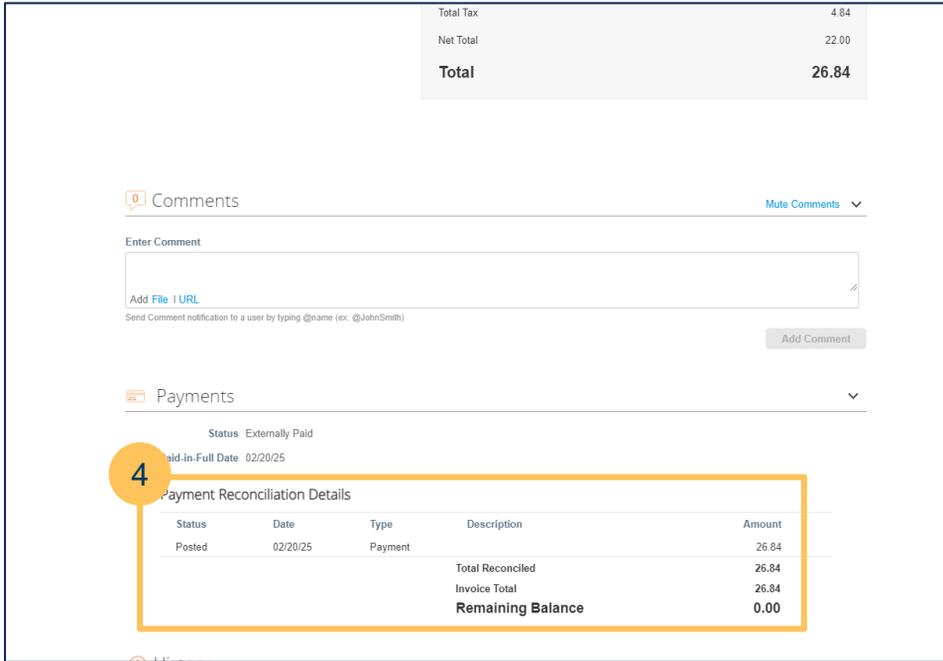
2. Click the **Invoices** tab to view all invoice created by you.

3. Open the relevant invoice for which you want to see the payment status by clicking on the invoice number.



Enter Legal Entity Details

- Once the Invoice is Open, please navigate to the bottom of the page where you can see the Payment Status for that Invoice.



Total Tax	4.84
Net Total	22.00
Total	26.84

Comments Mute Comments

Enter Comment

Add File | URL

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Add Comment

Payments

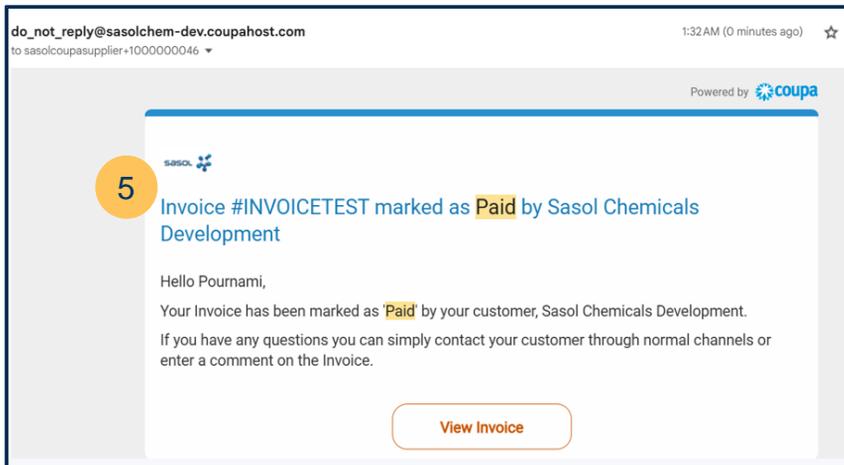
Status: Externally Paid

Paid-in-Full Date: 02/20/25

Payment Reconciliation Details

Status	Date	Type	Description	Amount
Posted	02/20/25	Payment		26.84
			Total Reconciled	26.84
			Invoice Total	26.84
			Remaining Balance	0.00

- Additionally, once the invoice is marked 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@sasolchem-dev.coupa.com 1:32 AM (0 minutes ago) ☆

to: sasolcoupasupplier+1000000046

Powered by 

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.

[View Invoice](#)