

Das Ziel dieses Dokuments ist es, einen Überblick über den Prozess der Überwachung des Zahlungsstatus im Coupa Supplier Portal (CSP) zu geben.

1. Anmeldung beim CSP.

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- 2. Klicken Sie auf die Registerkarte **Rechnungen**, um alle von Ihnen erstellten Rechnungen anzuzeigen.
- 3. Öffnen Sie die betreffende Rechnung, für die Sie den Zahlungsstatus einsehen möchten, indem Sie auf die Rechnungsnummer klicken.

coupa supplier po	rtal							
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## Details zur juristischen Person eingeben

4. Sobald die Rechnung geöffnet ist, navigieren Sie bitte zum unteren Ende der Seite, wo Sie den Zahlungsstatus für diese Rechnung sehen können.



5. Außerdem erhalten Sie, sobald die Rechnung von SASOL als bezahlt gekennzeichnet wird, am Tag der Zahlung automatisch eine E-Mail-Benachrichtigung vom System, die wie unten aussieht:

do_not_reply@sasolc to sasolcoupasupplier+100	hem-dev.coupahost.com 1:32 AM (0 minutes ago) ☆ 00000046 ◄
	Powered by <b>Scoupa</b>
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.