

Lo scopo di questo documento è fornire una panoramica del processo di monitoraggio dello stato dei pagamenti nel Coupa Supplier Portal (CSP).

1. Accedere al CSP.

Invoices	Orders	Business Profile	Setup	Service Sheets	ASN	Sourcing	Fored	asts	Catalogs	Community	More
LI Profile Last	Updated: 3 min	utes ago <mark>View Profile</mark>									
Recent Act	ivity					View 🗸	0	Anr No Anr	nouncel	ments	
	1										
Sasol Chemicals Tes	t	Test.									
No activity found for S Multi Factor Security	t .	Test. Join Requests	Merge Sugge	stions	Linked Custom	iers					

- 2. Fare clic sulla scheda **Fatture** per visualizzare tutte le fatture create dall'utente.
- 3. Aprire la fattura in questione per la quale si desidera visualizzare lo stato di pagamento facendo clic sul numero della fattura.

Coupa .	supplier po	rtal						MARA ~	NOTIFICATION	IS (
	voices Orde	rs Busines	s Profile Setup	Service She	ets ASN	Sourcing	Forecasts	Catalogs Co	ommunity	Mo
Invoices	Invoices Line	es Payment	Receipts							
							Sele	ct customer Sasol C	hemicals Test	
	Invoices									
l.	Instructions Fro	m Customer								
{	Example text - this	s is set on your Co	ompany Information set	up page and will b	e displayed for C	SP and SAN sup	pliers on the Inv	oice list page}		
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(Create Invoice	Dices 🕧	eate Invoice from Con	tract Creat	e Blank Invoice	Create C	redit Note			-
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Guida di riferimento rapido Monitoraggio dello stato di pagamento delle fatture



Inserire i dettagli della Ragione Sociale

4. Una volta che la fattura è aperta, si prega di navigare fino alla parte inferiore della pagina, dove si può vedere lo stato di pagamento per quella fattura.



5. Inoltre, una volta che la fattura viene commercializzata come pagata da SASOL, riceverete automaticamente una notifica via e-mail dal sistema nel giorno del pagamento, che si presenta

