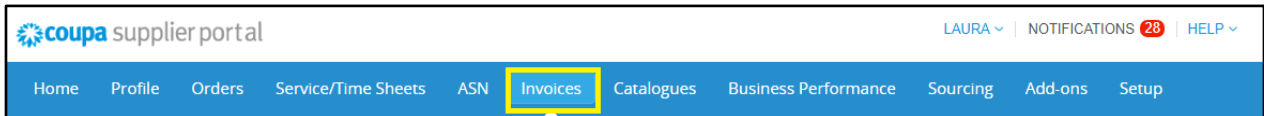


DUE DATE/PAYMENT DATE VIEWABLE IN COUPA

You as a supplier/partner can easily consult the due date and payment date of your invoices on the Coupa Supplier Portal. With this document we explain you how to do this.

1. CHECKING THE DUE DATE/PAYMENT DATE FOR A SPECIFIC INVOICE

- Go to the tab **'invoices'** at the top of the page

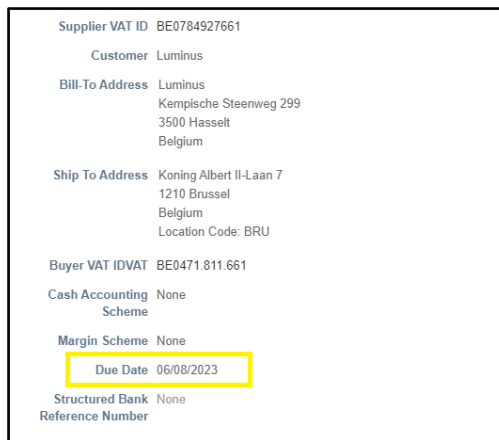


- Click on the **invoice reference** you would like to consult

The screenshot shows a table of invoices. The first row is highlighted in blue and has a green arrow pointing to it. The table has columns for Invoice #, Created Date, Status, PO #, Gross Total, Unanswered Comments, Dispute reason, and Actions.

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
.TEST.	22/06/2023	Pending Approval	8900035787	30,250.00 EUR	No		

- On the next page, you scroll down just above the purchase order line of the invoice. Here you will find the **due date** of your invoice



- When you scroll down and open the tab **'payments'**, you can also consult the exact payment date



2. CREATE A PERMANENT VIEW FOR DUE DATE/PAYMENT DATE

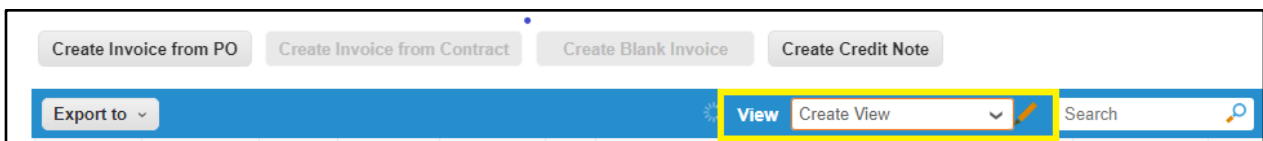
It is also possible to create a view to get an overview of all your invoices with the due date and payment date. This way you can avoid having to check each invoice separately.

If you would like to have this overview, you need to create a new view following the next steps

- Go to the tab 'invoices'



- In the blue banner, you can choose next to view (in the scroll down menu) 'create view'.



On the next page, you will be able to create a view with your preferences that includes the due date and payment date of your invoices.

- **General**
 - In this general part you give the new view a name
 - **Visibility** gives you the option whether the view is only accessible by you or also by your colleagues
 - **Start with view**: you better choose ALL to avoid some invoices would be left out
- **Conditions**
 - You don't need to adapt anything in this section

Create New data table view

General

Name Invoices with Due Date

Visibility Only Me
 Everyone

Start with view All

Conditions

Match Conditions Match all conditions

Add group of conditions

Filter By Invoice # **Filter Clause** is **Filter Text**

- Scroll further down to the section **Columns**

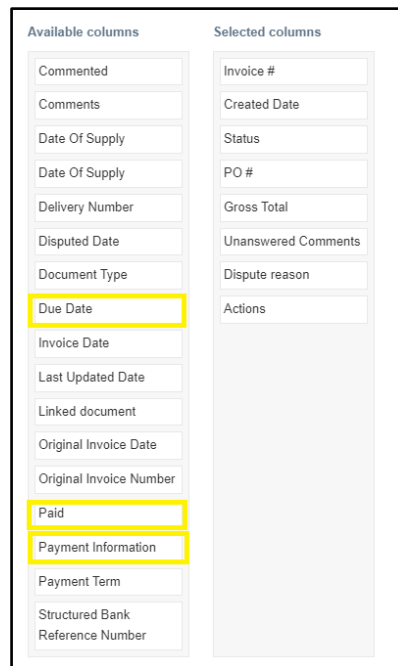
- You can select the extra information you wish to make visible in your overview in the available columns.

- Especially for this information:

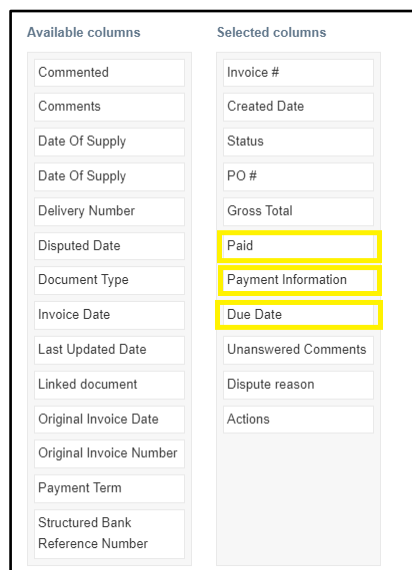
The field **Due Date** will give you the date when the invoice is due, according to our information.

The field **Paid** will inform you if the payment has already taken place

The field **payment informations** will show you the date when the payment was executed.



- You can easily drag these fields to the selected columns and place them in the preferred order



- Next you click on save (at the right bottom of the page)

Default Sort Order

Sort by in ascending order.

Cancel **Save**

In the tab **invoices** you can now choose, next to “view”, for the newly created view were you can see the due date (according the PO conditions), payment status and payment date.

Attention! The due date is only visible for invoices created after 1/03/2022

Invoice #	Created Date	Status	PO #	Gross Total	Paid	Payment Information	Due Date	Unanswered Comments	Dispute reason	Action
.TEST.	22/06/2023	Approved	8900035787	30,250.00 EUR	Yes	Payment# - on 15/06/2023 for EUR 30,250.00,	06/08/2023	No		