

# DUE DATE/PAYMENT DATE VIEWABLE IN COUPA

We recently activated a new feature for you as a supplier/partner that allows you to easily consult the due date and payment date of your invoices on the Coupa Supplier Portal. With this document we would like to explain you how you can do this

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

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

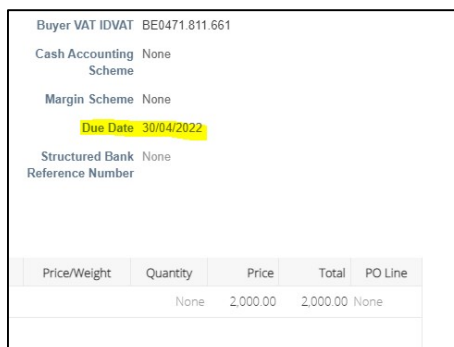


- Click on the **invoice reference** you would like to consult



Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
test 2	16/03/2022	Approved	None	2,420.00 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



Buyer VAT IDVAT BE0471.811.661

Cash Accounting None  
Scheme

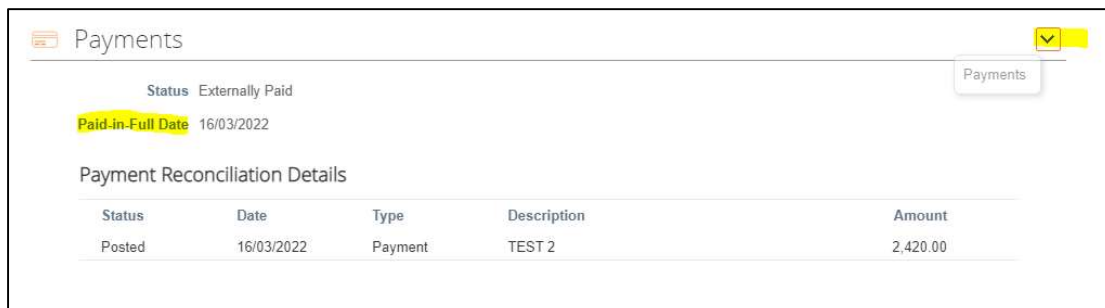
Margin Scheme None

**Due Date 30/04/2022**

Structured Bank None  
Reference Number

Price/Weight	Quantity	Price	Total	PO Line
None	2,000.00	2,000.00	None	

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



Payments

Status Externally Paid

**Paid-in-Full Date** 16/03/2022

Payment Reconciliation Details

Status	Date	Type	Description	Amount
Posted	16/03/2022	Payment	TEST 2	2,420.00

## 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

Visibility  Only Me  Everyone

Start with view

#### Conditions

Match Conditions  Add group of conditions

Filter By  Filter Clause  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.

Available columns	Selected columns
Commented	Invoice #
Comments	Created Date
Date Of Supply	Status
Date Of Supply	PO #
Delivery Number	Gross Total
Disputed Date	Unanswered Comments
Document Type	Dispute reason
<b>Due Date</b>	Actions
Invoice Date	
Last Updated Date	
Linked document	
Original Invoice Date	
Original Invoice Number	
<b>Paid</b>	
<b>Payment Information</b>	
Payment Term	
Structured Bank Reference Number	

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

Available columns	Selected columns
Commented	Invoice #
Comments	Created Date
Date Of Supply	Status
Date Of Supply	PO #
Delivery Number	Gross Total
Disputed Date	<b>Due Date</b>
Document Type	<b>Paid</b>
Invoice Date	<b>Payment Information</b>
Last Updated Date	Unanswered Comments
Linked document	Dispute reason
Original Invoice Date	Actions

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

Default Sort Order

Sort by  in  order.

In the tab **invoices** you can now choose, next to “view”, for the newly created view where you can see the due date (according to 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	Due Date	Paid	Payment Information	Unanswered Comments	Dispute reason	Actions
<a href="#">test 2</a>	16/03/2022	Approved	None	2,420.00 EUR	30/04/2022	Yes	Payment# TEST 2 on 16/03/2022 for EUR 2,420.00	No		