

Job Aid – Supplier: How to Create a Contract-Backed Invoice in the CSP – Coupa Tool

How to Create a Contract-Backed Invoice in the Coupa Supplier Portal (CSP)

Invoice Statuses:

Status	Description
Draft	Invoice created but not yet submitted.
Processing	Invoice is transferring to DaVita.
Pending Approval/Action	Awaiting further processing at DaVita.
Approved	Invoice accepted for payment.
Disputed	Invoice has been rejected as it contains an error. To resolve invoice disputes, please see our job aid: <i>How to Resolve an Invoice Dispute</i>
Voided	DaVita has voided your invoice. Review the void reason in the comments to determine if the invoice needs to be resubmitted.

Process - Locating Payment Status/Information

1. Payment details can be found at the bottom of the invoice once you have clicked into the invoice number.

☰ Payments ▾

Status Pending Document Approval

Paid-in-Full Date None

Payment Reconciliation Details

Status	Date	Type	Description	Amount
			Total Reconciled	0.00
			Invoice Total	1,890.00
			Remaining Balance	1,890.00

Once paid, Coupa will display the Payment Status, Paid-In-Full Date, and relevant payment reconciliation numbers and details.