

# Job Aid – Supplier: How to View Invoice and Payment Status in the CSP – Coupa Tool

## How to View Invoice and Payment Status in the Coupa Supplier Portal (CSP)

In this job aid:

✓ **How to View Invoice and Payment Status in the Coupa Supplier Portal (CSP)**

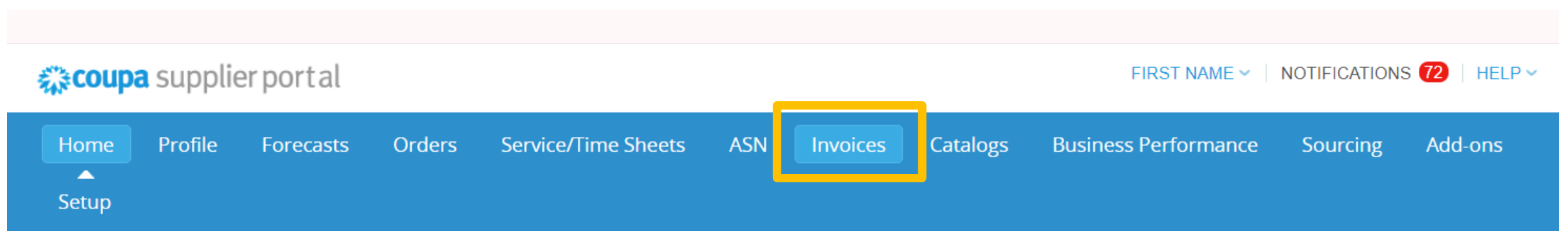
This job aid is to be used by suppliers that have been enabled to transact with DaVita by creating invoices directly against a contract within the CSP and have an existing account on the Coupa Supplier Portal (CSP), or the ability to create a CSP account.

### Coupa Invoicing Overview

- Suppliers are required to submit invoices in Coupa against their respective backing document.
- Invoice and payment status is available directly within the Coupa Supplier Portal (CSP).
- For additional information about the **Coupa Supplier Portal (CSP)**, visit our **Procurement webpage:** [DaVita Supplier Information](#).

### Process - Navigate to the CSP Invoices Tab

1. With a set-up CSP account, suppliers can submit invoices directly to DaVita within the CSP.
2. If a supplier has been granted access to submit invoices to DaVita with a contract as a backing document, they can do so under the “Invoices” tab in the CSP.



3. Click on the invoice number to access the complete details of the Invoice.
4. Note the status for your recently submitted invoice(s). Statuses will update pending DaVita review.

| Invoice # | Created Date | Status     | PO # | Total        | Unanswered Comments | Dispute Reason | Actions |
|-----------|--------------|------------|------|--------------|---------------------|----------------|---------|
| Test1     | 07/05/24     | Processing | None | 1,890.00 USD | No                  |                |         |

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### How to Create View Invoice and Payment Status 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        |
|        |      |      | <b>Remaining Balance</b> | <b>1,890.00</b> |

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