Introduction

This Job Aid provides support related to **viewing invoice payment due date & payment status.** This Job Aid is applicable for **Ball Coupa suppliers who want to view the payment status of an invoice in the Coupa Supplier Portal (CSP)**. While some elements of the screenshots may differ from your experience due to your system role and/or updates to the system, the functionality explained in this Job Aid will remain the same.

Important information:

Approved invoices will be paid according to the payment terms you agreed to with Ball Corporation. The payment terms will take effect from the date of receipt of an acceptable invoice, not the date on your invoice.

You can see the expected payment date by viewing the "Invoice Payment Due Date" on the approved invoice. This is the date you will be paid, which is calculated by adding the payment terms on the PO to the receipt date of the acceptable invoice.

Once the invoice has been paid, the payment details will be available within the Payment section of the invoice.

Resources:

If the supplier has questions or issues regarding the process, they should
supplierenablement@ball.com.

Coupa Access Link: https://supplier.coupahost.com/sessions/new
Note: Coupa should be accessed via Chrome, Firefox, or Edge. Internet Explorer should not be used for Coupa.

Contents

View Payment Due Date Status in the Coupa Supplier Portal (CSP)

1. Log in to the CSP using your supplier login credentials
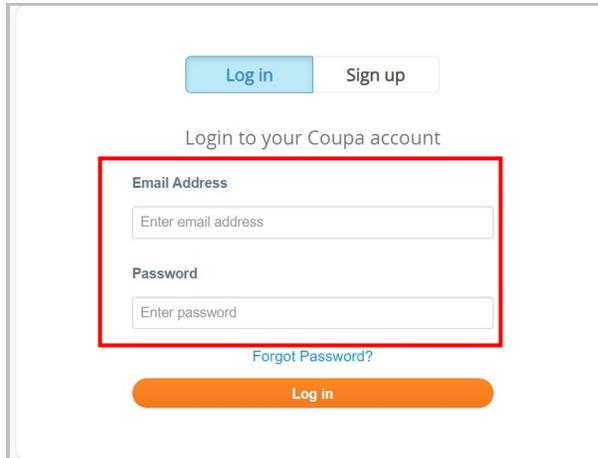
2. CLICK the **Invoices** icon in the top menu
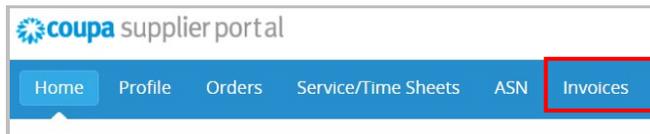
3. SEARCH the invoice number that you are looking for payment status. CLICK the **Invoice # ** in blue to open the invoice.

4. The **Invoice Number** will appear at the top of the page. You will also see **General Info** about the invoice and **Bill To & Ship To** information. The **Invoice Payment Due Date** will appear on the *last line* of the **Bill To & Ship To** section. The **Invoice Payment Due Date** is populated when the invoice has been approved and sent to our ERP system. This date is calculated using the **Invoice Creation Date** and the **Payment Terms** on the invoice.

Select Customer	Ball Corporation

Invoice #INV59001741 Back

General Info		Bill To & Ship To	
Invoice #	INV59001741	Supplier	96000214: PETER CONSULTING S3 DBA PB ADVISORY S3
Invoice Date	10/10/22	Invoice From	None
Payment Term	NET 5 DAYS	Remit To	None
Delivery Date	10/10/22	Ship From	None
Currency	USD		
Delivery Number	None	Supplier Tax ID	None
Status	Approved	Customer	Ball Corporation
Shipping Term	CFR	Bill To Address	BMBCC Beverage
Image Scan	None		9300 108TH CIRCLE
Supplier Notes	None		WESTMINSTER, CO 80021
Attachments	None		United States
Discount Amount	None	VAT ID	841326644
		Shipping Instructions	None
		Ship To Address	4525 Indiana Street
			Golden, CO 80403
			United States
			Location Code: 151
		Shipping Instructions	SMALL PACKAGES SHIP ON UPS ACCT # 3Y9473 LTL SHIPMENT: PLEASE CONTACT OLD DOMINION BILLIE.JO.FELDMANN@ODFL.COM PH# 336-822-5073 ACCT # 13427240 FTL SHIPMENT: PLEASE CONTACT MARK ANDRINGA (303-460-4274) / DEAN PIERSON (303-460-5051)
		Buyer Tax ID	841326644
		Requester	Buyer Entered: UAT_P2P Requester 44
		Invoice Payment Due Date	None

View Payment Status in the Coupa Supplier Portal (CSP)

5. Follow steps 1-3 in the **View Payment Due Date Status in the Coupa Supplier Portal (CSP)** section to log in to the CSP and view your invoice.

6. SCROLL to the bottom of the invoice until you reach the **Payments** section. CLICK the drop down arrow to view payment status. The **Status** field will tell you your payment status.

a. **Payment status** will show one of three options:
   i. **Externally Paid**: The invoice has been fully paid
   ii. **Ready to Pay**: The invoice has been approved and has not been processed by AP
b. **Paid-in-Full Date** – the date that the invoice was paid
c. **Description** – The description will include the payment instrument and payment confirmation number

Create Payment Detail View in the Coupa Supplier Portal (CSP)

It is recommended to create a Custom View on the Invoice page to have a centralized view all payment information for your invoices submitted to Ball Corporation.

1. On the Invoice page, CLICK within the **View** drop down. SELECT **Create View**.

2. The **Create New Data Table View** page is displayed.
3. ENTER a **Name** for the view. For example, Ball Inv Pay Details.
4. The **Visibility** for this report can be Only Me or Everyone (other users within your company).
5. To filter data within the view, set a specific condition by selecting a field within the **Filter By** drop down. For example, to view invoices that are in "Approved" status, select Status as the Filter by and select Approved.
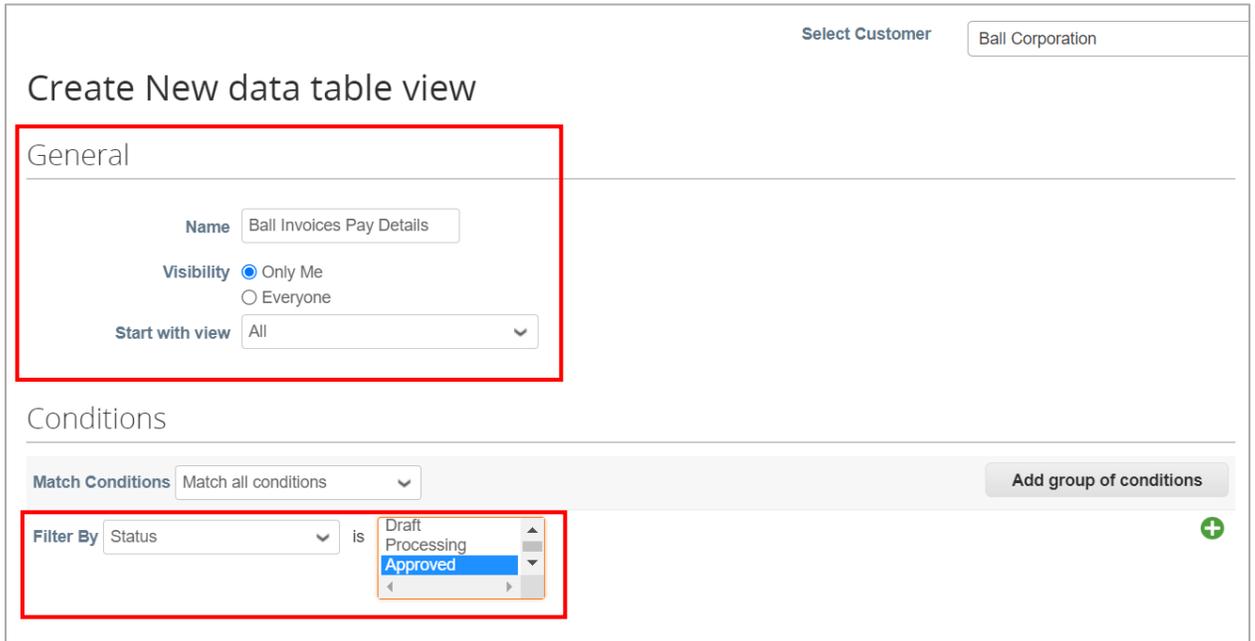
Select Customer | Ball Corporation

Create New data table view

General

Name	Ball Invoices Pay Details
Visibility	● Only Me
	○ Everyone
Start with view	All

Conditions

Match Conditions | Match all conditions

Add group of conditions

Filter By | Status | is | Draft / Processing / **Approved**

6. Within the **Columns** section, DRAG and DROP the fields you wish to see within your View from the **Available Columns** section to the **Selected Columns** section.. To remove fields from your view, DRAG and DROP the fields you wish to see within your View from the **Selected Columns** section to the **Available Columns** section.

Note: Reference the screenshot below for which fields to include within this view.

Columns

Drag columns to the right to select, to the left to unselect and vertically to change column order.

You can also use your keyboard to modify the selected columns. Use TAB to focus and ENTER to move a column to or from the Selected Column list. To reorder, use SPACE to grab an item and then UP or DOWN to move it. Press SPACE again to drop the item, or ESC to cancel the reordering.

Available Columns	Selected Columns
Commented	Invoice #
Comments	Created Date
Date Of Supply	Status
Date Of Supply	PO #
Delivery Number	Total
Disputed Date	Payment Term
Unanswered Comments	Paid
Document Type	Invoice Payment Due Date
Invoice Date	Payment Information
Last Updated Date	Dispute Reason
Linked Document	Actions
Original Invoice Date	

7. CLICK **Save**.

Default Sort Order

Sort by [_____ ⌄] in [ascending ⌄] order.

Cancel   **Save**

8. The Invoice View is displayed.