



## 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](mailto: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.*

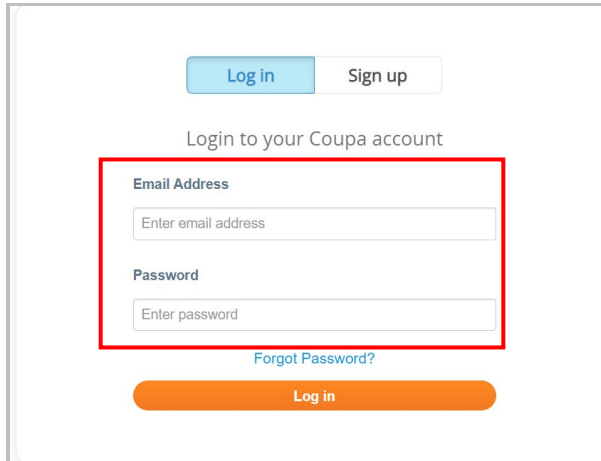
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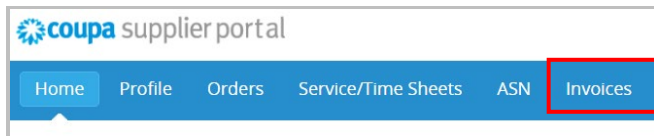
## View Payment Due Date Status in the Coupa Supplier Portal (CSP)

1. Log in to the CSP using your supplier login credentials

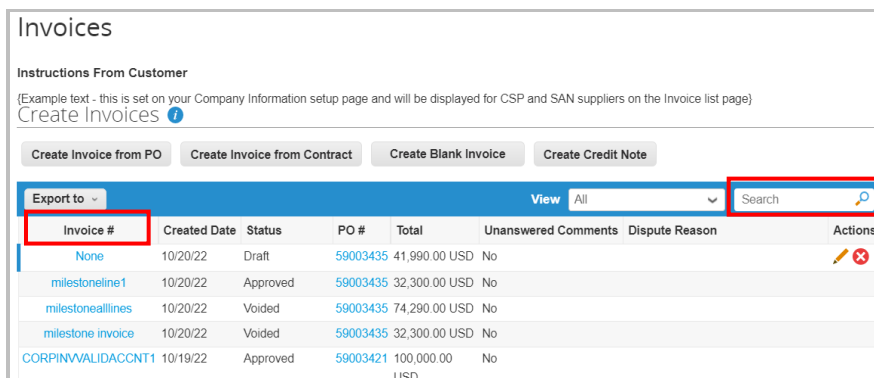


The login form features a 'Log in' button and a 'Sign up' button at the top. Below them is the text 'Login to your Coupa account'. A red box highlights the 'Email Address' and 'Password' input fields. The 'Email Address' field contains the placeholder text 'Enter email address'. The 'Password' field contains the placeholder text 'Enter password'. Below the password field is a link for 'Forgot Password?'. At the bottom of the form is an orange 'Log in' button.



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.



The Invoices page shows a table of invoices. The 'Invoice #' column is highlighted with a red box. The search bar is also highlighted with a red box. The table contains the following data:

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
None	10/20/22	Draft	59003435	41,990.00 USD	No		 
milestone1	10/20/22	Approved	59003435	32,300.00 USD	No		
milestoneallines	10/20/22	Voided	59003435	74,290.00 USD	No		
milestone invoice	10/20/22	Voided	59003435	32,300.00 USD	No		
CORPINVALIDACCNT1	10/19/22	Approved	59003421	100,000.00 USD	No		



- 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

Select Customer Ball Corporation

**Invoice #INV59001741**

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**General Info**

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**Invoice #** INV59001741

**Invoice Date** 10/10/22

**Payment Term** NET 5 DAYS

**Delivery Date** 10/10/22

**Currency** USD

**Delivery Number** None

**Status** Approved

**Shipping Term** CFR

**Image Scan** None

**Supplier Notes** None

**Attachments** None

**Discount Amount** None

**Bill To & Ship To**

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**Supplier** 96000214: PETER CONSULTING S3 DBA PB ADVISORY S3

**Invoice From** None

**Remit To** None

**Ship From** None

**Supplier Tax ID** None

**Customer** Ball Corporation

**Bill To Address** BMBCC Beverage  
9300 108TH CIRCLE  
WESTMINSTER, CO 80021  
United States

**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** None  
**Date**

## View Payment Status in the Coupa Supplier Portal (CSP)

- 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.
- 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.





Payments					
Status		Externally Paid			
Paid-in-Full Date		10/11/22			
Payment Reconciliation Details					
Status	Date	Type	Description	Amount	
Posted	10/11/22	Payment	USD CHECK/410534	4,989.95	
Total Reconciled				4,989.95	
Invoice Total				4,989.95	
Remaining Balance				0.00	

- 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

