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.

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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

![Login to your Coupa account]

2. **CLICK** the **Invoices** icon in the top menu

![Coupa Supplier Portal]

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.

5. **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.

![Create New data table view](image)

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.
7. **CLICK Save.**
8. The Invoice View is displayed.

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Created Date</th>
<th>Status</th>
<th>PO #</th>
<th>Total</th>
<th>Payment Term</th>
<th>Paid</th>
<th>Invoice Payment Due Date</th>
<th>Payment Information</th>
<th>Dispute Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF4E2C7-02A0-4ADE-8835-695C0D1E190</td>
<td>06/20/23</td>
<td>Approved</td>
<td>59000165</td>
<td>2,837.85 MXN</td>
<td>DUE 15/16-31</td>
<td>No</td>
<td>08/30/23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B30270D2-06F5-4046-B2F0-A857DA12B461</td>
<td>06/20/23</td>
<td>Approved</td>
<td>59000192</td>
<td>43,805.05 MXN</td>
<td>DUE 15/16-31</td>
<td>Yes</td>
<td>06/28/23</td>
<td>Payment ACH/12345 on 06/20/23 for MXN 43,805.05</td>
<td></td>
</tr>
</tbody>
</table>