



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.*

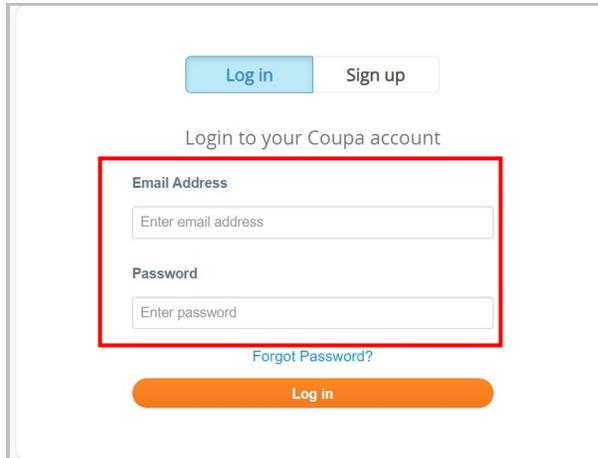
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View Payment Due Date Status in the Coupa Supplier Portal (CSP)

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



Log in Sign up

Login to your Coupa account

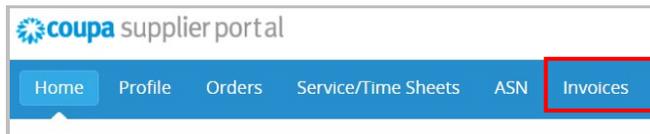
Email Address
Enter email address

Password
Enter password

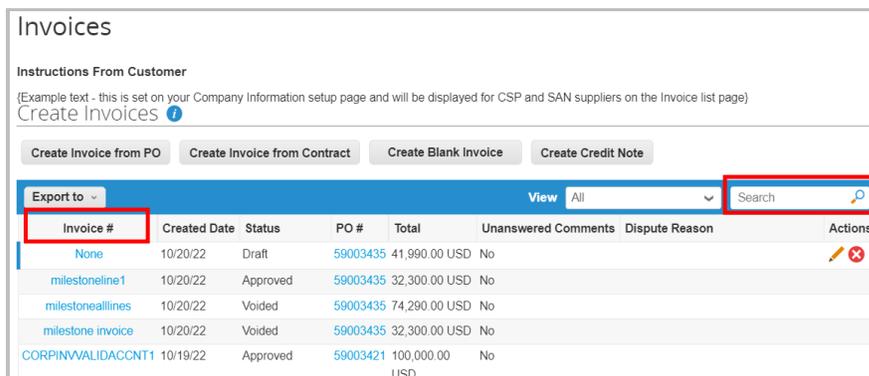
[Forgot Password?](#)

Log in

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.



Invoices

Instructions From Customer
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page)
[Create Invoices](#)

Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View All Search

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. 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

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

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

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**.

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices

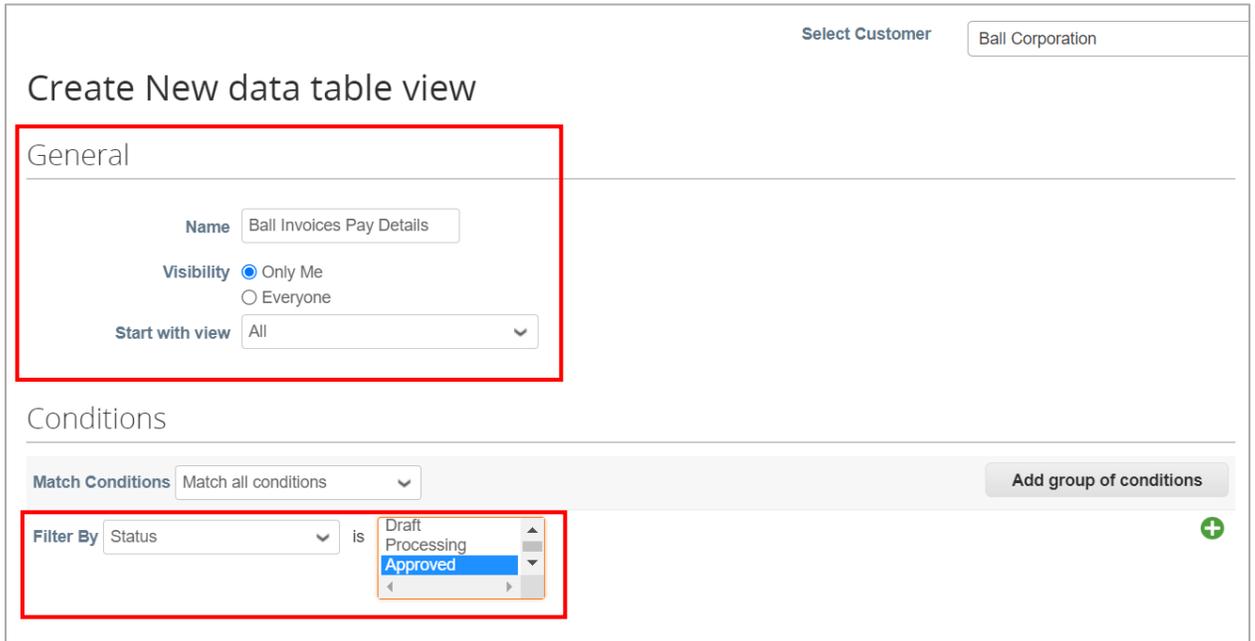
Create Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note

Export to View Search

Invoice #	Created Date	Status	PO #	Total	Reason	Actions
7BB32FAC-23F1-46EB-AC36-517A2E25666A	06/29/23	Approved	59000213	2,837.85 MXN		
INV59000190	06/27/23	Pending Approval	59000190	1,926.00 MXN		
2FF4E2C7-02A0-4ADE-8635-6953C0D1E190	06/23/23	Draft	None	2,837.85 MXN		
AE92F328-0E7C-4F98-A1A7-6186CEA5A508	06/23/23	Draft	None	7,645.79 MXN		
B30270D2-66F5-4046-B2F0-AB57DA12B461	06/23/23	Approved	59000192	43,805.05 MXN		



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

- Commented
- Comments
- Date Of Supply
- Date Of Supply
- Delivery Number
- Disputed Date
- Unanswered Comments
- Document Type
- Invoice Date
- Last Updated Date
- Linked Document
- Original Invoice Date

Selected Columns

- Invoice #
- Created Date
- Status
- PO #
- Total
- Payment Term
- Paid
- Invoice Payment Due Date
- Payment Information
- Dispute Reason
- Actions

7. CLICK Save.

Default Sort Order

Sort by in ascending order.

Cancel

Save





8. The Invoice View is displayed.

Invoices

Instructions From Customer
 {Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}
 Create Invoices ⓘ

Export to ▾ View Ball Invoices Pay Details ▾ Search 🔍

Invoice #	Created Date	Status	PO #	Total	Payment Term	Paid	Invoice Payment Due Date	Payment Information	Dispute Reasc
2FF4E2C7-02A0-4ADE-8635-6953C0D1E190	06/20/23	Approved	59000165	2,837.85	1-15 DUE15/16-31 DUE 31 3RD MO	No	09/30/23		
B30270D2-66F5-4046-B2F0-AB57DA12B461	06/23/23	Approved	59000192	43,805.05	1-15 DUE15/16-31 DUE 31 3RD MO	Yes	06/26/23	Payment# ACH/12345 on 06/26/23 for MXN 43,805.05	

