



OUR **TEAM.** OUR **TIME.**
SHERWIN-WILLIAMS[®]

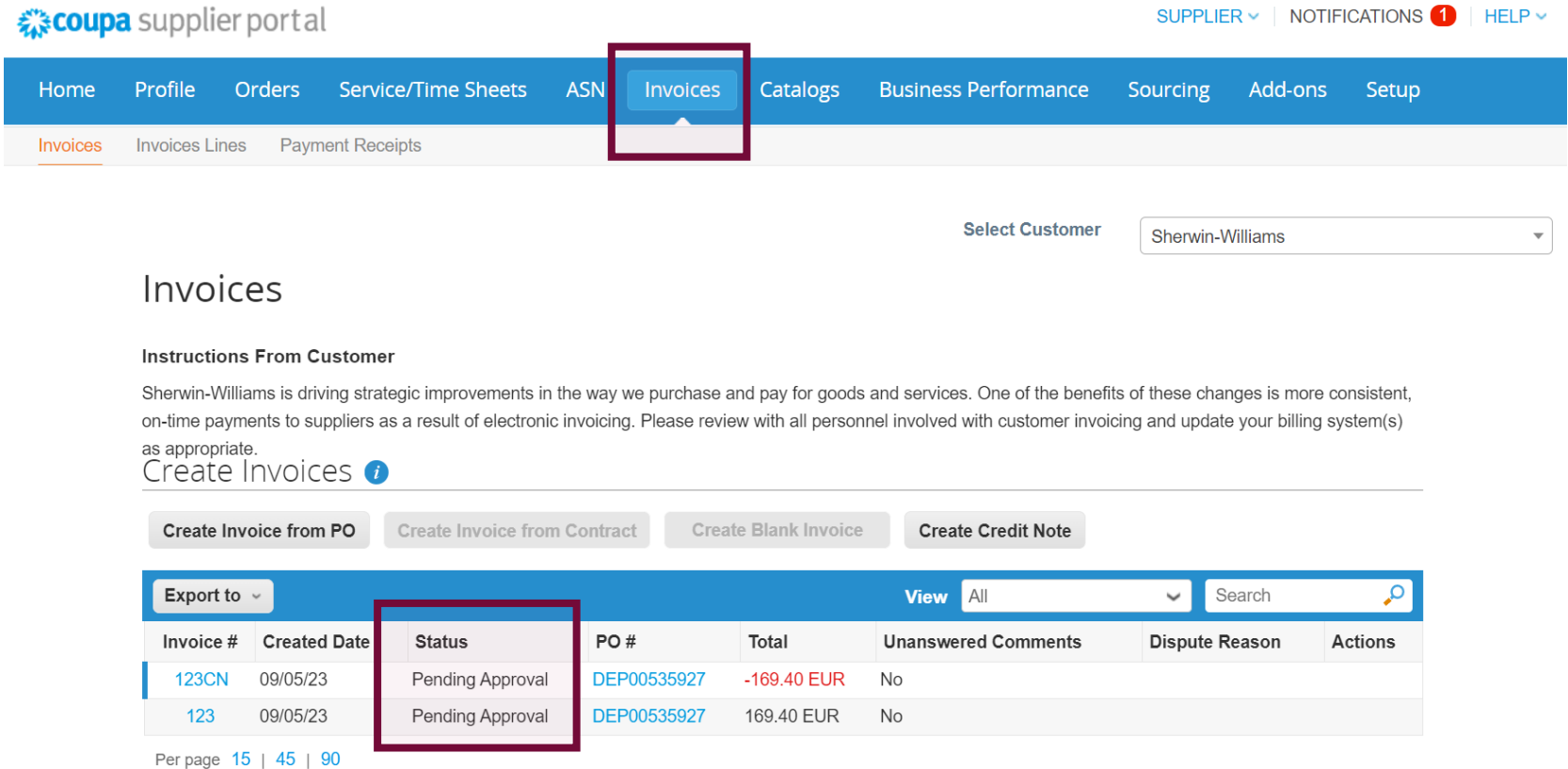
Viewing Invoices and Credit Notes

Coupa Supplier Guide

Viewing invoices and Credit Notes

To review your Invoice and Credit Note statuses, Navigate to the Invoices tab at the top of the CSP.

You can glance and the Status in the Status column. You can also click on the Invoice Number to review the Invoice or Credit note.

The screenshot shows the Coupa Supplier Portal interface. At the top, there is a navigation bar with the Coupa logo and 'supplier portal' text. On the right side of the navigation bar, there are links for 'SUPPLIER', 'NOTIFICATIONS' (with a red badge showing '1'), and 'HELP'. Below the navigation bar is a secondary menu with tabs: 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices' (highlighted with a red box), 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. Underneath the 'Invoices' tab, there are sub-tabs: 'Invoices', 'Invoices Lines', and 'Payment Receipts'. To the right of these tabs is a 'Select Customer' dropdown menu currently set to 'Sherwin-Williams'. The main content area is titled 'Invoices'. Below the title, there is a section 'Instructions From Customer' with a paragraph of text. Underneath that is a 'Create Invoices' section with an information icon and four buttons: 'Create Invoice from PO', 'Create Invoice from Contract', 'Create Blank Invoice', and 'Create Credit Note'. At the bottom, there is a table with columns: 'Invoice #', 'Created Date', 'Status', 'PO #', 'Total', 'Unanswered Comments', 'Dispute Reason', and 'Actions'. The 'Status' column is highlighted with a red box. The table contains two rows of data. Below the table, there is a pagination control showing 'Per page 15 | 45 | 90'.

coupa supplier portal

SUPPLIER | NOTIFICATIONS 1 | HELP

Home Profile Orders Service/Time Sheets ASN **Invoices** Catalogs Business Performance Sourcing Add-ons Setup

Invoices Invoices Lines Payment Receipts

Select Customer Sherwin-Williams

Invoices

Instructions From Customer

Sherwin-Williams is driving strategic improvements in the way we purchase and pay for goods and services. One of the benefits of these changes is more consistent, on-time payments to suppliers as a result of electronic invoicing. Please review with all personnel involved with customer invoicing and update your billing system(s) as appropriate.

Create Invoices *i*

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
123CN	09/05/23	Pending Approval	DEP00535927	-169.40 EUR	No		
123	09/05/23	Pending Approval	DEP00535927	169.40 EUR	No		

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