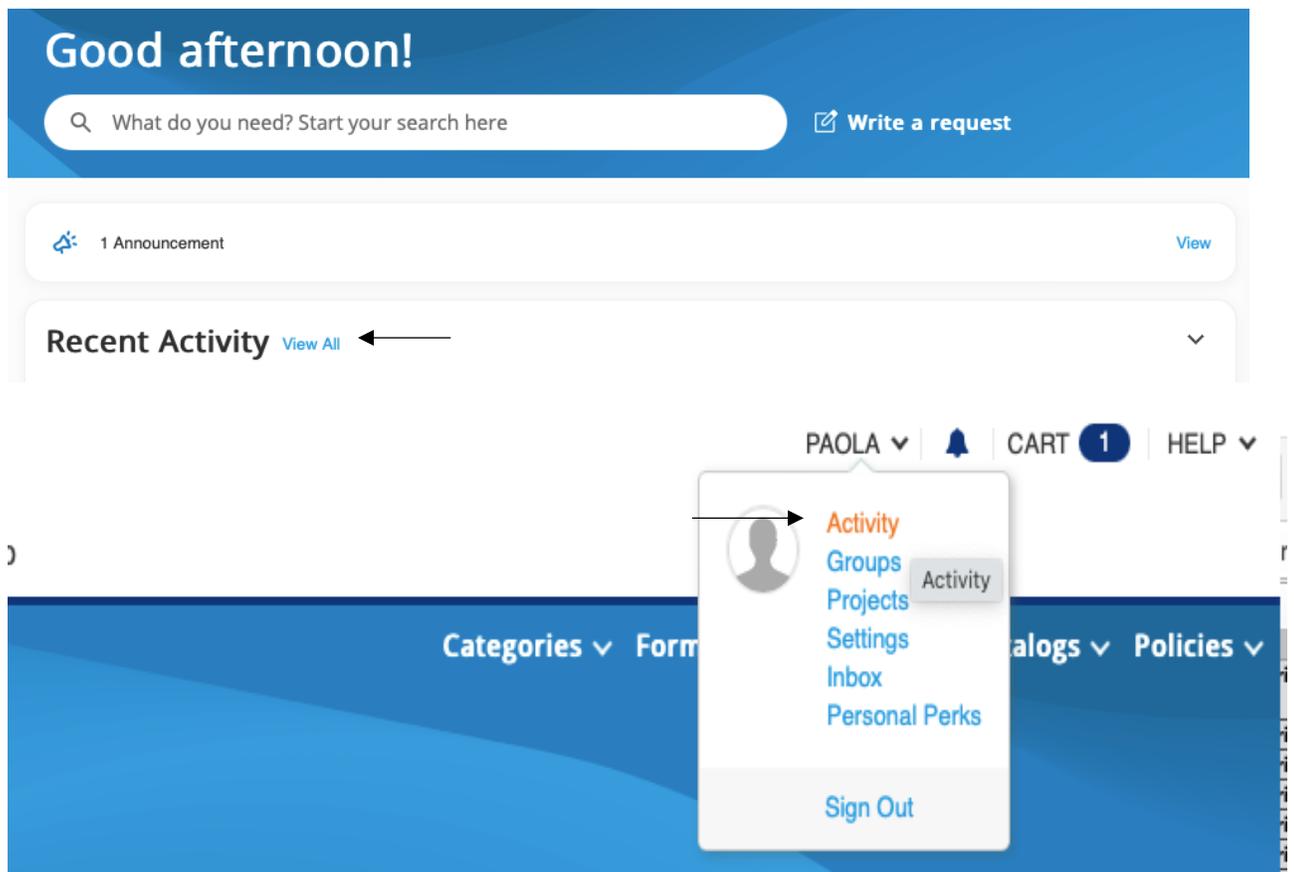


Checking Payment Status in Coupa

- Access MarketPlace+ from the Brandeis UNet log-in or from the Procurement Services webpage
- From your Recent Activity click on “View All” or hover over your name on the top right hand corner and click “Activity”



- This will bring you to your Activity Page, click on invoices, the view should be “My Invoices” if you submitting the payment through Coupa or were on the approval chain. If you were added as a Watcher, then you will need to change the “View” to “That I’m Watching”

Activity

Requisitions Orders Expenses **Invoices** Forms Process Requests ASNs Inbox Tasks

Export to View **My Invoices** Advanced Search

Invoice #	Supplier	Status	Delivery Method	Actions
<input type="checkbox"/> 640427	WB Mason	Approved	Coupa Web Portal	
<input type="checkbox"/> 642509	WB Mason	Approved	Coupa Web Portal	
<input type="checkbox"/> I23578797	WB Mason	Approved	Integration (cXML)	
<input type="checkbox"/> 656417	WB MASON_FURNITURE ORDERS	Approved	Coupa Web Portal	
<input type="checkbox"/> 535935490	SIGMA-ALDRICH INC	Approved	Integration (cXML)	
<input type="checkbox"/> 8041743393	VWR	Approved	Integration (cXML)	
<input type="checkbox"/> 22085	WB MASON_FURNITURE ORDERS	Approved	Coupa Web Portal	
<input type="checkbox"/> 536432974	SIGMA-ALDRICH INC	Approved	Integration (cXML)	

- Click on “Advanced”, you will be able to search by, Invoice #, PO Number or Supplier(Name). Once you select the filter then you can click on search.

Export to View My Invoices Advanced Search

Match Conditions Match all conditions Add group of conditions

Filter By Invoice # Filter Clause is Filter Text

Cancel Search

- Once invoice comes up, click on the invoice #. Invoice will open up, scroll all the way down to “Payments”

Payments >

History >

Integration History >

- Expand “Payments” section to see status

Payments

Status Externally Paid

Mark as Paid

Paid-in-Full Date 05/18/23

Payment Notes JPMorgan/Check/702966/344.00

Payment Reconciliation Details

Status	Date	Type	Description	Amount
Posted	05/18/23	Payment	702966	344.00

[+ Add Payment](#)

- Status:
 - “None” (has not been processed for payment)
 - “Ready To Pay” (has been processed and ready for next payment cycle)
 - “Externally Paid” (payment has been completed)
- Paid in Full Date is actual date payment has been completed(except for Wires)
- Payment Notes details how payment was made:
 - “JPMorgan/Check/xxxxxx/\$0.00” (Check/Check#/Total amount paid)
 - “JPMorgan/DDPJPM/xxxxxx/\$0.00” (Direct Deposit for Employee or Student/Transaction#/Total amount paid)
 - “JPMorgan/CCDJPM/xxxxxx/\$0.00 (Direct Deposit/ACH for Outside Party/Transaction#/Total amount paid)
 - “JPMorgan/Manual/\$0.00” (Wire Transfer/Total amount wired)
- Paid in Full Date is date when wire details are sent to Treasury to complete transfer
- For Wire Transfer confirmation please email accountspayable@brandeis.edu