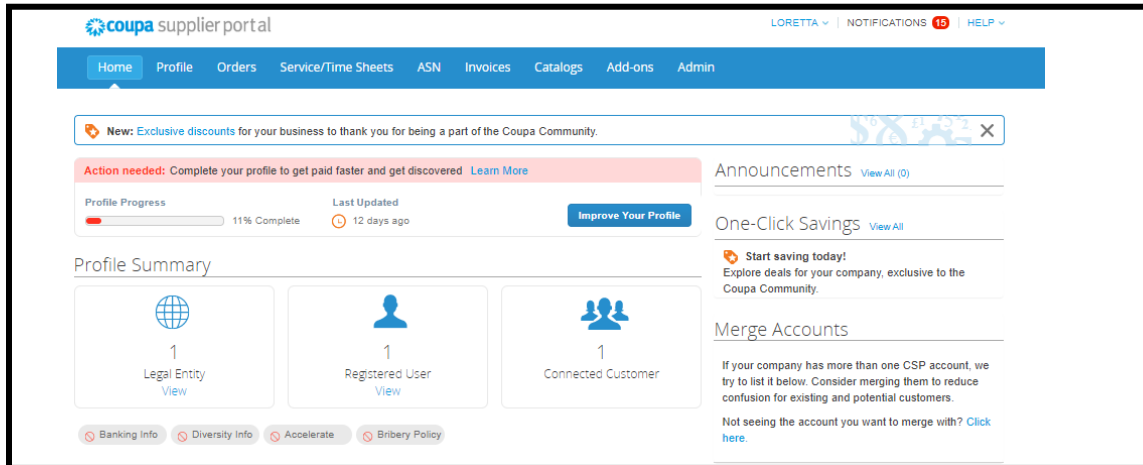


Sealed Air

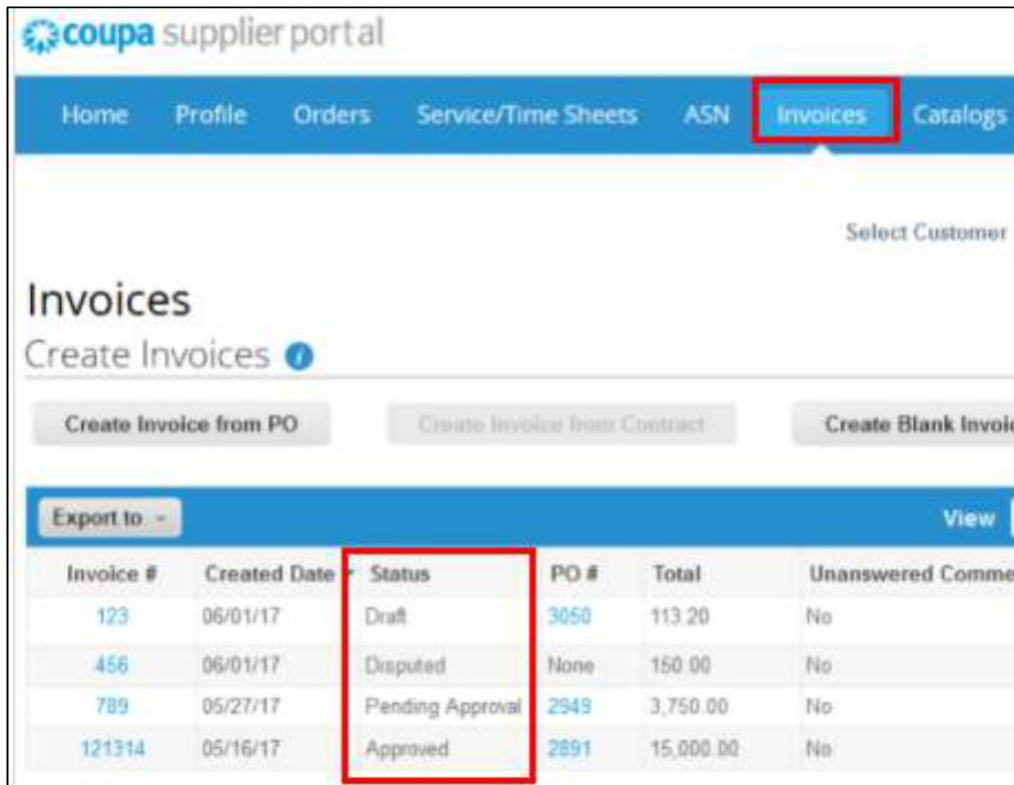
Checking Invoice Status

Sign in to CSP (Coupa Supplier Portal)

https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal



You can check the status of your invoice on the Coupa portal under Invoices



Draft: not yet submitted invoice to Sealed Air

Pending approval: submitted to Sealed Air, but not yet approved on Sealed Air side

Approved: the invoice has gone through the Sealed Air approval process and it will be paid based on payment terms

Disputed: the invoice has been disputed/rejected back to you, which can be for multiple reason. The rejection note explains the dispute reason and what action needs to be taken.

DO NOT press the resolve button on disputed invoice. Instead, go into the invoice and hit Cancel invoice. This will create a Credit Note. Once you submit the credit note, you will see a message that ask, "Create New Invoice", click this and add the new invoice. NOTE: you will not be able to use the exact same invoice number, you will need to add a dot, v2, A (something different than the original #) in the invoice number box.

