

Invoicing & Payments

Coupa Supplier Portal Payments

The Coupa Supplier Portal allows for visibility into or payment directly through the Coupa Supplier Portal. Whether you use virtual card on PO or invoice as payment, the portal allows for speedy payment from Gartner. For ACH payment, you can view the status of your payment in the portal as well.

View Virtual Card Payments

When Gartner sends a virtual card, you will be notified via email.





Coupa Spend Management Platform



Audience: Suppliers

3. Ensuring you have selected Gartner in the "Select Customer" dropdown, choose either the "Invoice Payments" or "PO Payments" depending on whether you've already invoice Gartner or are expecting payment on order.

Home	Profile	Orders	Service/Time Sheets	ASN Inv	oices C	atalogs Paym	ents Busines	s Performance	Sourcing	Add-ons	
Setup						^					
Invoice Pa	iyments	PO Payments									
							Select Custome	Gartner			~
	Invo	oice Pay	ments								
	Instruc	tions From Cu	stomer								
	Paymer	nts made by Cou	pa Pay Customers will be dis	played below							
	Expo	ort to 👻					View All	✓ Sea	arch	_	
	Payme	ent # 🝷 Invoice	#	Payee	Status	Payment Method	Download Count	Expiration Date	Total A	ctions	
		1				10.10.1	AL 1.4 P. 1.1	0.410.4100	ACT 10 1100		

- 4. Select either the "Payment #" associated with the invoice (for Invoice Payment) or "PO Number" (for PO Payment) to be brought to the virtual card information.
- 5. Navigate to the "Virtual Card Details" section on the page and collect the card information.

Payment #117	
💡 Payment Info	
Payment # 117 Payee Acme Supplier Payment Method Virtual Card Payee Account Virtual Card cou***	******@gma*****
 Virtual Card Details Virtual Card ************************************	
Payment Details	

View ACH Payment

To view the payment status of an invoice:

- 1. Log in to the Coupa Supplier Portal.
- 2. Navigate to the "Invoices" tab.



Coupa Spend Management Platform



Audience: Suppliers

Coupa supplier portal John V NOTIFICATIONS (999) HELF											
Home	Profile	Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Payments	Business Performance	Sourcing	Add-ons	

3. Confirming that Gartner has been selected in the "Select Customer" dropdown, choose "Payment Information" In the "View" dropdown menu.

						Select Cu	stomer	Gartne	r	
Invo	bices									
Instruct	tions Fro	m Customer								
Example Crea	e text - thi te Inv	s is set on your Company In OICES 🥡	formation setup pa	ige and will be dis	splayed for CSP a	and SAN suppliers	on the Invoid	ce list p	age}	
Creat	e Invoice	from PO Create Invoi	ice from Contract	Create Bl	ank Invoice	Create Credit N	lote			
Expo	rt to 👻					View Payment	Information	~	Search	P
Paid 🔻	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment I	nforma	tion	
Yes	US647	Invoice-Test-011122-7.0	Approved	01/11/22	1%/10 NET 30	01/11/22	Payment# USD 257.4 Payment# USD 2.60	Coupa 0, Coupa	Pay 117 on 01/2 Pay 117 on 01/2	4/22 for 4/22 for
Voc	9.4	Invoice Test 102021-1.0	Approved	10/20/21	EOM30	10/20/21	Paymont#	Cours	Pay 4 on 10/28/	1 for LISD

4. In this view you will be able to see whether the invoice has been paid, the status, and payment information. Find the invoice you would like to see the status of by either scrolling through the invoice list or by using the search bar.

Export to View Payment Information View Search										
Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information			
Yes	US647	Invoice-Test-011122-7.0	Approved	01/11/22	1%/10 NET 30	01/11/22	Payment# Coupa Pay 117 on 01/24/22 for USD 257.40, Payment# Coupa Pay 117 on 01/24/22 for USD 2.60			
Yes	84	Invoice-Test-102021-1.0	Approved	10/20/21	EOM30	10/20/21	Payment# Coupa Pay 4 on 10/28/21 for USD 150.00			
Yes	16	Invoice-test-092821-2.0	Approved	09/28/21	None	09/28/21	Payment# Coupa Pay 1 on 10/28/21 for USD			

5. To see additional payment information, click on the invoice name and navigate to the "Payments" section. Open the payments section to see additional details.





Audience: Suppliers

Comments	Mute Comments	~
Enter Comment		
Send Comment notification to a user by typing @name (ex. @JohnSmith)		/i
Attachments Add File I URL		
	Add Comme	nt

Payments					~		
Status	Fully Paid						
Paid-in-Full Date	01/24/22						
Payment Reconciliation Details							
Status	Date	Туре	Description	Amount			
Posted	01/24/22	Payment	Coupa Pay 117	257.40			
Posted	01/24/22	Discount	Coupa Pay 117	2.60			

🕒 History