



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.

Gartner Gartner, Inc has sent you a 1,500.00 USD payment

Powered by Coupa

Hi John Doe,

Gartner, Inc has sent you a payment of 1,500.00 USD using a Coupa Pay Virtual Card ending in *****4517 with payment reference #25. Please look for a virtual card in your email inbox from CONFERMA (it may be in your spam folder).

[Login to Coupa Supplier Portal](#)

Here are the invoices that were paid as part of this payment:

Document Type	Document #	Remittance Amount
Invoice	Invoice-Test112321-3.0	1,500.00 USD

To access the remittance amount:

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

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

- Confirming that Gartner has been selected in the “Select Customer” dropdown, choose “Payment Information” In the “View” dropdown menu.

Select Customer Gartner

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 Payment Information 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

- 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 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

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

Comments

[Mute Comments](#) ▾

Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Attachments [Add File](#) | [URL](#)

Add Comment

Payments

Status Fully Paid

Paid-in-Full Date 01/24/22

Payment Reconciliation Details

Status	Date	Type	Description	Amount
Posted	01/24/22	Payment	Coupa Pay 117	257.40
Posted	01/24/22	Discount	Coupa Pay 117	2.60

History