

For Suppliers: Understanding Invoice Statuses

As a supplier invoicing through Coupa, your invoice can have several possible statuses. Here are the common ones:

Draft: The invoice is being created and has not yet been submitted by you to buyer yet.

Submitted: The invoice has been submitted for approval.

Pending Approval: The invoice is awaiting approval from the buyer.

Approved: The invoice has been approved and is ready for payment.

Rejected: The invoice has been rejected, usually with a reason provided.

Paid: The invoice has been paid.

Partially Paid: A portion of the invoice has been paid.

Overdue: The invoice has not been paid and is past the due date

Disputed: There is an issue with the invoice that needs to be resolved.

Abandoned: The disputed invoice has been abandoned. The buyer may notify you of this invoice status change and provide instructions. You can set notification preferences for abandoned invoices.

Voided: invoice has been canceled and will not be processed.

Invalid: specific for compliant e-invoices for clearance countries, for example, Mexico. It indicates that a CFDI (Mexican legal invoice form) that you have sent failed validation. Invoices with this status are visible only to you.

If you need to check the status of a specific invoice, you can log in to your Coupa account and navigate to the “Invoices” section to view the details.

Rev.	Author	Description of change	Date	Training required
0	Ana Panduru	Document creation	Feb 17, 2025	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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