

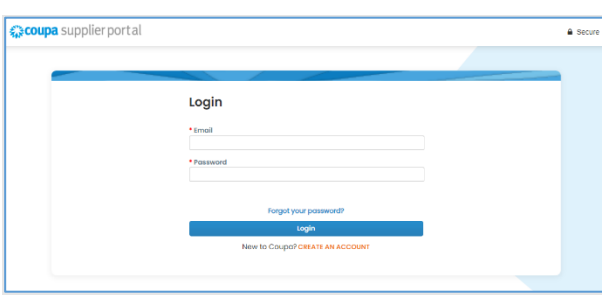
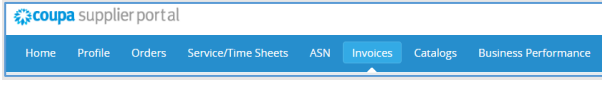

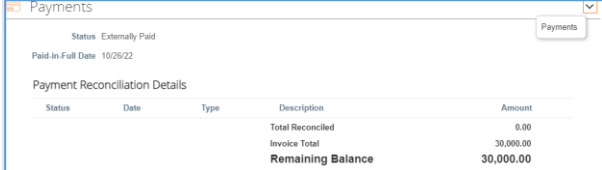
VIEW PAID INVOICES IN COUPA SUPPLIER PORTAL (CSP)

This Job Aid provides guidance to suppliers on how to a) view payment information on individual invoices, b) view payments by date, and c) create recommended FE Payments custom view.

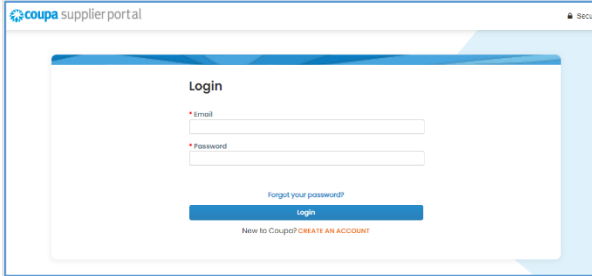
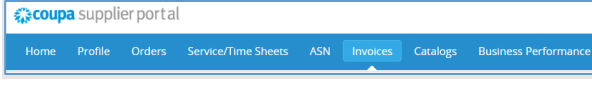
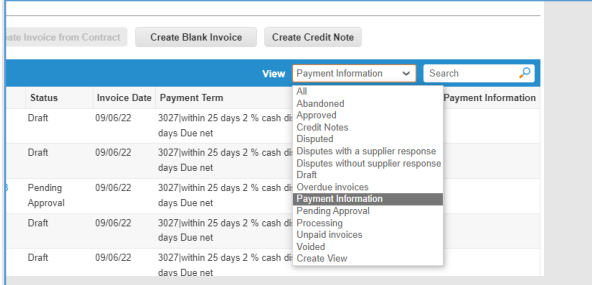
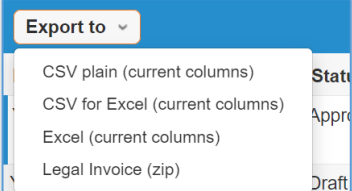
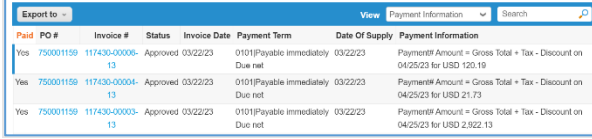
NOTE: Payment information **can only** be viewed in the Coupa Supplier Portal. It may take up to 48 hours for a payment to appear in the CSP after it has been processed.

NOTE: Suppliers may see two tabs in the Coupa Supplier Portal: **Payment Receipts** and **Payments**. These tabs **ONLY** appear for customers using Coupa Pay. FirstEnergy is **NOT** using Coupa Pay, so suppliers will need to use the steps below to view payment information.

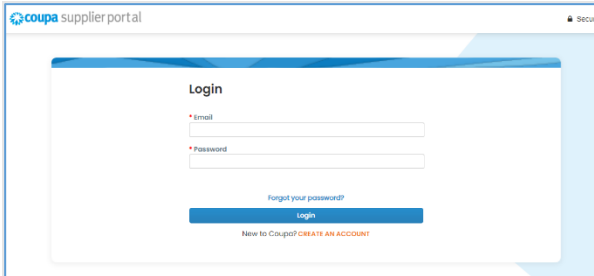
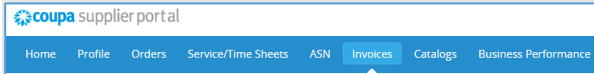
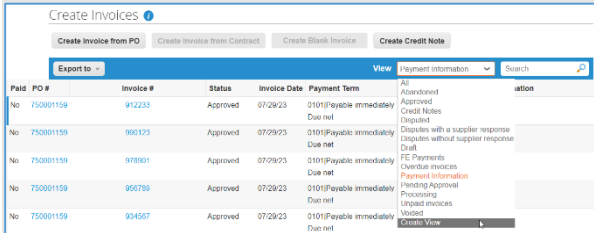
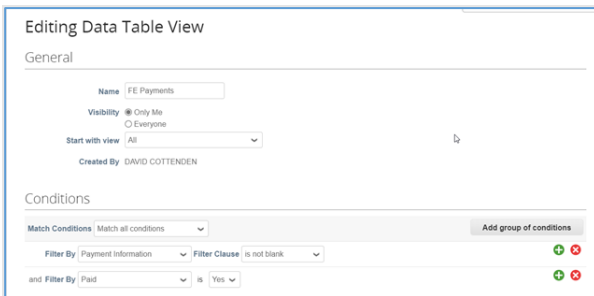
a) To view payment information on an individual invoice

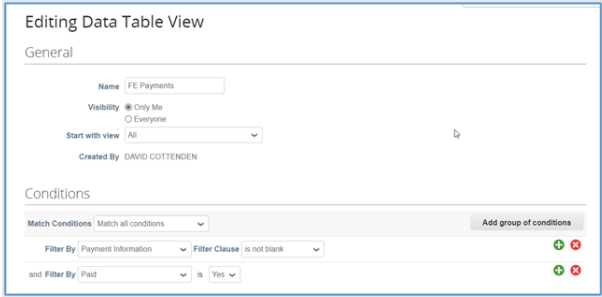
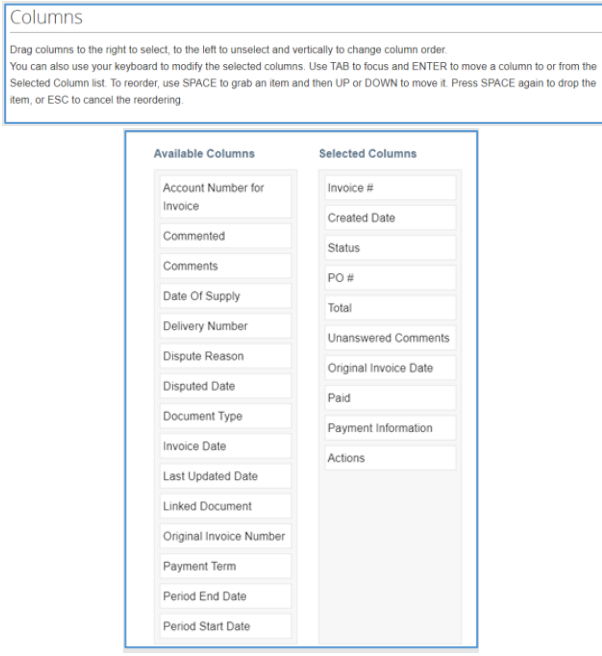
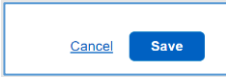
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<p>4</p>	<p>Scroll down to the Payments section, and click on the arrow to expand the section and view all payment details</p>	 <table border="1"> <thead> <tr> <th>Status</th> <th>Date</th> <th>Type</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>Total Reconciled</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Invoice Total</td> <td>30,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Remaining Balance</td> <td>30,000.00</td> </tr> </tbody> </table>	Status	Date	Type	Description	Amount				Total Reconciled	0.00				Invoice Total	30,000.00				Remaining Balance	30,000.00												
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b) Use the existing Payment Information view to view listing of all payments by date

STEP	ACTION	VIEW
1	Log into the Coupa Supplier Portal (CSP)	
2	Select Invoices on the ribbon	
3	Scroll down to see a table of invoices. Click on the view dropdown, and select the Payment Information view.	
4	<p>This view provides the total paid and date paid.</p> <p>This view can be exported to csv/excel by clicking the Export To button at the top left of the table.</p> 	

c) Create recommended FE Payments custom view to view paid invoices with payment information.

STEP	ACTION	VIEW
1	Log into the Coupa Supplier Portal (CSP)	
2	Select Invoices on the ribbon	
3	Scroll down to see a table of invoices. Click on the view dropdown and select the Create View .	
4	<p>Editing Data Table View page will display.</p> <p>Complete General section with recommended details.</p> <ol style="list-style-type: none"> 1. Name FE Payments 2. Chose visibility <i>*selecting "Everyone" will allow everyone who has CSP access to this custom view.</i> 3. Start with view All 	

STEP	ACTION	VIEW
5	<p>Complete Conditions section with recommended conditions/filters.</p> <ol style="list-style-type: none"> Match Conditions Match all conditions Filter By Payment Information Filter Clause is not blank Filter By Paid Filter Clause Yes 	
6	<p>Select the recommended fields to be included in view.</p> <ol style="list-style-type: none"> Invoice # Created Date Status PO # Total Unanswered Comments Original Invoice Date Paid Payment information Actions <p>Note: Default Sort Order can be selected per your preference.</p> <div data-bbox="324 1285 800 1381"> <p>Default Sort Order</p> <p>Sort by <input type="text"/> in <input type="text" value="ascending"/> order.</p> </div>	
7	Click Save	

STEP	ACTION	VIEW
8	<p>Custom View will display on screen and is available in drop down for future use.</p> <p>This view can be exported to csv/excel by clicking the Export To button at the top left of the table.</p> 