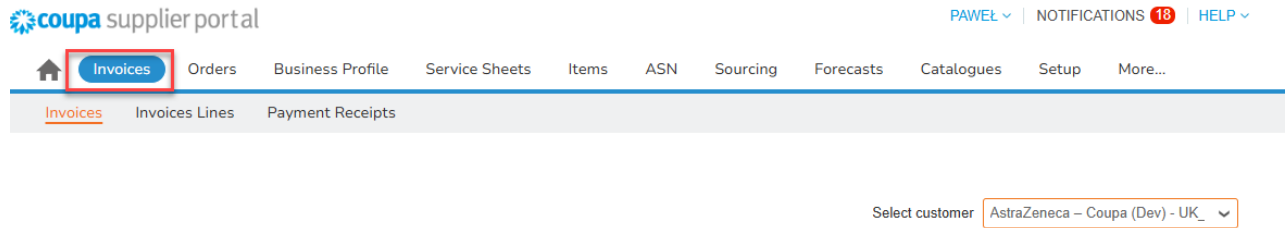


You can check the invoice projected payment date & invoice status information of your CSP/ cXML invoice yourself by accessing the 'Invoices' tab in your Coupa Supplier Portal account.

Please select "Invoices" tab from the main menu bar. Scroll down to "View" option with a drop-down list in the blue table title bar.



Invoices

Instructions From Customer

AstraZeneca is committed to pay all suppliers on time, every time. To allow us to process and pay your invoices to the agreed payment terms, please ensure all information entered is correct, and in line with the AZ invoice requirements. Details of these requirements, as well as information on how to contact us for support, can be found on our Supplier Information web page. Please copy and paste the link below into your browser to access. Link: <https://www.astrazeneca.com/az-suppliers.html>

Create Invoices i

All

Click on the drop-down menu and select 'Create view' from the drop-down list. 'Create view' feature allows you to create customized layout view of your invoices.

Invoices

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Create Invoices i

Invoice #	Created Date	Status	PO #	Gross Total	Unans	Reason	Actions
None	22/04/2025	Draft	7100005352	230,000.00 GBP	No		
None	28/03/2025	Draft	None	0.00 GBP	No		
None	21/03/2025	Draft	7100006690	3,500.00 GBP	No		
1234edf	11/03/2025	Pending Approval	7100005352	12,000.00 GBP	No		
None	20/01/2025	Draft	7100006690	3,500.00 GBP	No		
None	06/09/2024	Draft	7200006531	19.00 GBP	No		
123456A	06/09/2024	Approved	7200006531	1.00 GBP	No		
17/1 5	17/01/2024	Pending Approval	7200005723	28.25 USD	No		
3 17/2	17/01/2024	Pending Approval	7200005723	20.34 USD	No		
17/2 - 2	17/01/2024	Pending Approval	7200005723	27.12 USD	No		
17.01 1	17/01/2024	Pending Approval	7200005723	452.00 USD	No		
test rtc	11/01/2024	Approved	7200005723	160.00 USD	No		
test 5	11/01/2024	Approved	7200005723	800.00 USD	No		
test rt 4	11/01/2024	Approved	7200005723	200.00 USD	No		
test rt 2	11/01/2024	Pending Approval	7200005723	100.00 USD	No		

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Create New Data Table View

General

Name

Visibility Only Me
 Everyone

Start with view

Conditions

Match Conditions Add group of conditions

Filter By Filter Clause Filter Text +

Provide the name of the view and decide if the view should be visible to you only / to every user who is accessing your company' CSP account. As a next step, make sure to drag following information:

- Invoice#
- Status
- Paid
- Payment information
- Projected payment date

To the right column so you can be aware of status and payment information.

Conditions

Match Conditions Match all conditions ▼ Add group of conditions

Filter By Invoice # ▼ Filter Clause is ▼ Filter Text +

Columns

Drag columns to the right to select, to the left to unselect and vertically to change column order.

You can also use your keyboard to modify the selected columns. Use TAB to focus and ENTER to move a column to or from the Selected Column list. To reorder, use SPACE to grab an item and then UP or DOWN to move it. Press SPACE again to drop the item or ESC to cancel the reordering.

Available columns	Selected columns
Commented	Invoice #
Comments	Created Date
Date Of Supply	Status
Date Of Supply	PO #
Delivery Number	Paid
Disputed Date	Payment Information
Unanswered Comments	Projected Payment Date
Document Type	Gross Total
Invoice Date	Actions
Dispute reason	
Last Updated Date	
Linked document	
Original Invoice Date	
Original Invoice Number	
Payment Term	
Processing Failed At	

Please be aware that the projected payment date will be available only for invoices in 'Approved' status. For your reference, please see the description of each invoice status below.

Invoice status and real-time payment information

Invoice status	Description
Draft	Invoices that have been created but haven't been submitted by you to AstraZeneca yet.
Pending Approval	Invoices that have not been approved by AstraZeneca yet.
Processing	Invoices that are being processed by AstraZeneca Accounts Payable department.
Approved	Invoices that have been accepted for payment by AstraZeneca.
Overdue	Invoices that have not been paid yet and are past the due date.
Disputed	Invoices that AstraZeneca have marked as disputed to indicate an invoice discrepancy.
Abandoned	The disputed invoice has been abandoned. AstraZeneca may notify you of this invoice status change and provide instructions. You can set notification preferences for abandoned invoices.

You can also check the projected payment date of an invoice by going to the 'Invoices' tab, clicking on the invoice number in 'Invoice #' column:











Invoices

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Create Invoices

Create Invoice from PO
Create Invoice from Contract
Create Blank Invoice
Create Credit Note

Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions
123456	11/08/2025	Pending Approval	7200006791	1,200.00 GBP	No		
Test invoice	11/08/2025	Draft	7200006791	12,000.00 GBP	No		 
None	06/08/2025	Draft	7200005296	8,850.00 USD	No		 
None	04/07/2025	Draft	7200005296	8,850.00 USD	No		 
None	09/05/2025	Draft	7200005353	10,400.00 GBP	No		 
jksa23	24/09/2024	Approved	7200005296	1,020.00 USD	No		
None	24/09/2024	Draft	7200005296	9,850.00 USD	No		 
jhq12	23/09/2024	Approved	7200005296	100.00 USD	No		

and when the invoice page opens by scrolling down to the 'Projected Payment Date' field visible in the right-hand side column, as highlighted on the below snapshot:

Delivery Date 23/09/2024	United States
Currency USD	
Status Approved	Remit-To US_CSP_Test Supplier PO BOX 77 Hicksville, United States
Shipping Term None	
Legal Invoice download	
Supplier Notes None	Ship From US_CSP_Test Supplier PO BOX 77 Hicksville United States
Attachments None	
	Supplier Tax ID 11-2801
	Customer AstraZeneca – Coupa (Dev)
	Bill-To Address AstraZeneca Pharmaceuticals LP PO Box 15250 Wilmington, DE 19850-5250 United States
	Ship To Address 508 Wrangler Drive Suite 100 Coppell, TX 75019-7609 United States Location Code: US-004
	Buyer VAT IDTax 23-2967016
	Projected Payment Date 12/12/2022
	Payment Reference None