

# Remittance Details

The Coupa Supplier Portal allows you to manage remittance information without contacting the Meridian Adhesives Group Accounts Payable team. We encourage you to self-serve, as it is a faster and more efficient way to view payment details.

If you do require additional information or need help with the Coupa Supplier Portal, please reach out to [ap@meridianadhesives.com](mailto:ap@meridianadhesives.com).



# Accessing Remittances



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## Invoice Payments

You can view the status of your payments by navigating to the **Payments** tab. Each payment is linked to the associated invoices for easy reconciliation.

Select customer

Meridian Adhesives Group

### Instructions From Customer

Payments made by Coupa Pay Customers will be displayed below

Remittance by Payment #

Remittance by Invoice #

Export to

View

All

Search

Invoice #	Invoice Date	Payment #	Status	Payer	Payment Released Date	Invoice Total	Discount Taken	Payment Total
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# Invoice Payments

## Instructions From Customer

Payments made by Coupa Pay Customers will be displayed below

**Remittance by Payment #**      Remittance by Invoice #

**Export to** ▼

- CSV plain (current columns)
- CSV for Excel (current columns)
- Excel (current columns)**

	Status	Payment Met
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You can organize remittance information based on payment or by individual invoice. You can also export this information to Excel.



Select customer Meridian Adhesives Group 

# Purchase Orders Payments

## Instructions From Customer

Payments made by Coupa Pay Customers will be displayed below

								View	All 	Search 
PO Number	PO Creation Date	Card Delivery Method	Card Valid To	Total Charged	Status	PO Total	Actions			

You also have the option to view remittances by Purchase Order (PO).



## Instructions From Customer

Payments made by Coupa Pay Customers will be displayed below

# Views

Remittance by Payment #

Remittance by Invoice #

Export to ▾

View

All ▾

Payment # ▾

Invoice #

Status

Payment Method

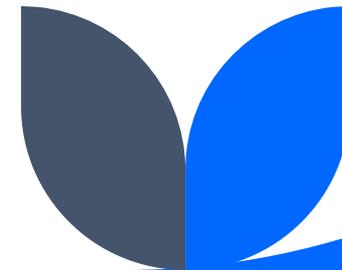
Payment Release

No rows.

Per page 15 | 45 | 90

- All
- Bank Transfer
- Check
- Downloaded
- Errors
- Ready to Download
- Create View

Views allow you to filter payment information conveniently. You may use existing views or create your own.



# Creating Views

Create New Data Table View

Select customer Meridian Adhesives Group

## General

Name

Visibility  Only Me  
 Everyone

Start with view All

## Conditions

Match Conditions Match all conditions

Add group of conditions

Filter By Payment Released Date Filter Clause on or before Filter Value 01/30/26

Begin by selecting the customer you wish to create the View for. Then complete the required General information. You may add conditions as needed.



# Creating Views (continued)

Add the columns you would like to include in your view by dragging from them from the Available Columns list to the Selected Columns list.

You may also remove columns by dragging them back to the Available Columns or arrange them by dragging them up or down the Selected Columns list.

## 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

Company ERP JE Number
Company ERP Payment ID
Customer Account Number
Download Count
Expiration Date
HQ ERP JE Number
Payee
Payer
Payment Order Reference
Total Charged

### Selected Columns

Payment #
Invoice #
Status
Payment Method
Payment Released Date
Total
Actions

### Default Sort Order

Sort by  in  order.

Cancel

Save

Select the default sort order if desired, then click Save.