How and when will I be paid?

Jazz pays suppliers based on agreed payment terms and once invoices have been approved.

How payment works

1. You submit your invoice through the Coupa Supplier Portal (CSP)
2. Jazz reviews and approves the invoice
3. Payment is scheduled in line with your agreed payment terms

When you'll be paid

Payment timing depends on the payment terms agreed with Jazz.

For example:

- **NT60** - paid 60 days after the **date the invoice is submitted into Coupa**
- **ME60** - paid 60 days after the end of the month in which the invoice was submitted

You can check your payment terms in your contract or by contacting your Jazz representative.

How you'll be paid

Jazz's preferred payment method is by electronic transfer – this is the fastest method.

If you've agreed a different payment method with Jazz, as outlined in your contract, purchase order, or supplier onboarding information, you will be paid through that route.

How to track your payment

You can track the status of your invoice in the Coupa Supplier Portal. From the main menu, select **Invoices**, then locate your invoice in the list to view its current status.

- **Approved** - your invoice has been approved for payment
- **Paid** - payment has been processed

A quick tip

Invoices must match the purchase order (PO) and include all required information.

This helps avoid delays and ensures your invoice can be approved quickly.

Need help?

If you have questions about a payment:

- Check the status of your invoice in CSP
- Confirm your payment terms

For questions about Jazz's invoicing process, email accountspayable@jazzpharma.com

Alternatively, please reach out to your Jazz representative.