

How to check if I have IQVIA as my customer

To see all orders submitted by IQVIA for your supplier account please log in to the **Coupa Supplier Portal**.

1. Go to **Orders** tab.
2. In the **Select Customer** drop down menu, select IQVIA. Once IQVIA is selected all the POs for your supplier account will appear in a list for you.

The screenshot shows the Coupa Supplier Portal interface. The 'Orders' tab is highlighted with a red circle '1'. The 'Select Customer' dropdown menu is set to 'IQVIA' with a red circle '2'. Below the navigation bar, the page title is 'Purchase Orders'. There is a section for 'Instructions From Customer' with a warning icon and text: 'Please make sure to "Acknowledge" your Purchase Order prior to creating an Invoice against the PO. Failure to acknowledge your PO, and/or failure to request an update to the PO by contacting the Requester, may result in delays to invoice processing & payment if the quantity, amount or price you are invoicing is higher than the Purchase Order.' Below this is a button that says 'Click the [icon] Action to Accept the Purchase Order and Create an Invoice using its data'. At the bottom, there is a table with columns: PO Number, Order Date, Status, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The table contains four rows of data.

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
	02/20/24	Issued	None		No	10,000.00 GBP		[icon] [icon]
	11/24/23	Issued	None		No	40,000.00 GBP		[icon] [icon]
	11/24/23	Issued	None		No	40,000.00 GBP		[icon] [icon]
	11/24/23	Issued	None		No	6,000.00 GBP		[icon] [icon]