IMS Health & Quintiles are now
IQVIA®

COUPA for Suppliers

Coupa Supplier Portal (CSP) – View PO Lines

View PO Lines

View PO Lines

Click on the Order Lines tab to see information on the PO lines for each PO.

From the Select Customer drop-down list in the top right corner, select IQVIA whose PO lines you want to see.

You can export the PO lines table in CSV or Excel format by clicking on **Export to** option in left corner.

Purchase Order Line table

The **Purchase Order Lines** table shows the following information for all the PO lines:
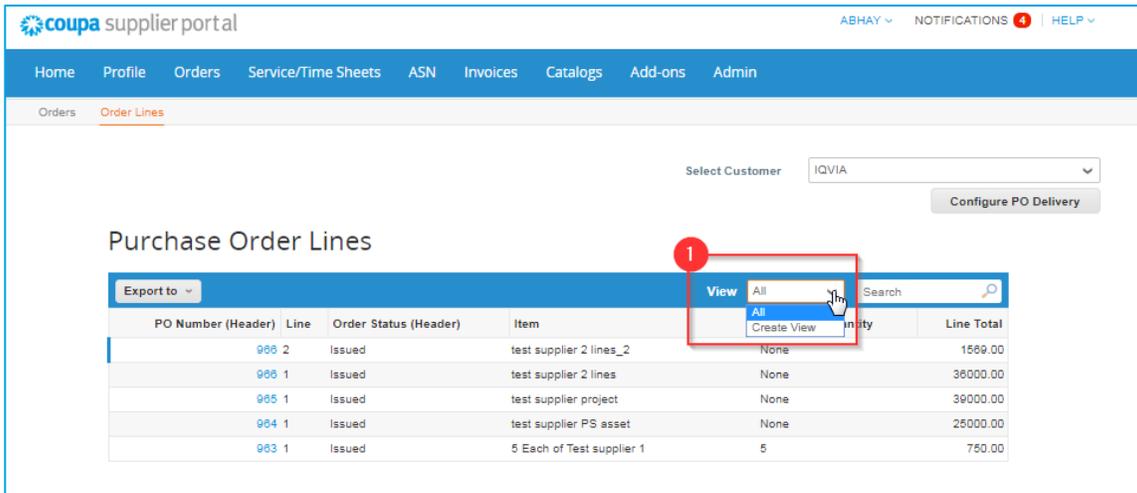
Purchase Order Lines

Export to ⌄				View: All ⌄	Search 🔍
PO Number (Header)	**Line**	**Order Status (Header)**	**Item**	**Total Item Quantity**	**Line Total**
966	2	Issued	test supplier 2 lines_2	None	1569.00
966	1	Issued	test supplier 2 lines	None	36000.00
965	1	Issued	test supplier project	None	39000.00

Column	Description
PO Number (Header)	PO number generated by Coupa. Click on it to see the PO line.
Line	PO line number.
Order Status (Header)	Current status of the PO. For more information, see the PO status list above.
Item	List of items on each PO line.
Total Item Quantity	Total quantity of the PO line.
Line Total	Total amount of the PO line.

Create new PO data table view

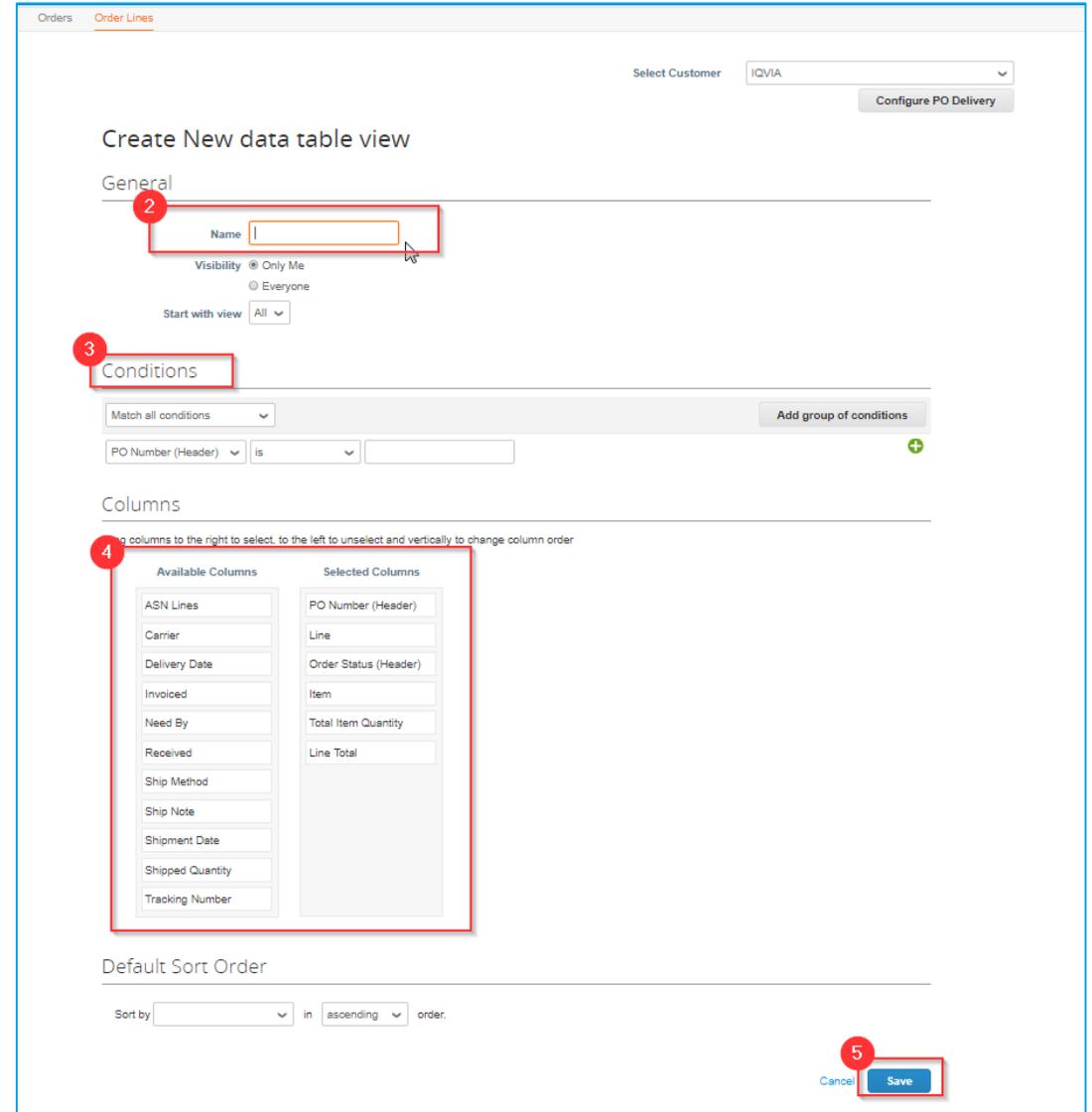For your own preferences and visibility you can create your own view by selecting **Create View** from list of views.

On the appearing **Create New data table view** page:

2. Type the name of the view

3. Add specific conditions if required

4. Add additional columns to be visible or remove existing ones

5. Click **Save** button