



COUPA for Suppliers

*Coupa Supplier Portal (CSP) –
Configure the PO delivery method*

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You can configure how you receive POs from IQVIA.

1. On the **Purchase Orders** or **Purchase Order Lines** page, select the IQVIA whose settings you want to modify and click on the **Configure PO Delivery** button.
2. In the appearing window, **select your PO delivery method (cXML or Email)** and provide the necessary information.

Purchase Orders

Instructions From Customer
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.

Click the Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Actions
966	07/30/19	Issued	None	test supplier 2 lines test supplier 2 lines_2	No	37,569.00 USD	
965	07/30/19	Issued	None	test supplier project	No	39,000.00 USD	
964	07/30/19	Issued	None	test supplier PS asset	No	25,000.00 USD	
963	07/30/19	Issued	None	5 Each of Test supplier 1	No	750.00 USD	

Configure PO Delivery for IQVIA

You can let your customers know how you can receive purchase orders. Your customers will be able to select from these options to send you purchase orders. When you fill out these fields, they will be sent to your customer.

Purchase Order Method: Email

PO Email: poemail@iqvia.com

CXML URL:

CXML Domain:

CXML Identity:

CXML Supplier Domain:

CXML Supplier Identity:

CXML Secret:

CXML Protocol:

Cancel OK

If you select email delivery method, Coupa automatically emails purchase order notifications to the specific email address you enter .

PO delivery settings

Column	Description
Purchase Order Method	Choose how to receive POs from IQVIA : <ul style="list-style-type: none"> • Email: Coupa automatically emails POs to the email address you enter. • cXML: Coupa sends the PO via cXML. You have to enter the cXML settings to use this option.
PO Email	This field is required for receiving POs via email. Coupa sends POs to this email address. To specify multiple addresses, separate them with a comma.
cXML URL	The full PO routing URL to receive POs.
cXML Domain	Part of the From section of the header in the <code>OrderRequest</code> cXML. It can be anything you define, but it's usually <code>DUNS</code> or <code>NetworkID</code> , depending on the corresponding identity value.
cXML Identity	Your customer's <code>DUNS</code> or <code>NetworkID</code> .
cXML Supplier Domain	Part of the To section of the header in the <code>OrderRequest</code> cXML. It can be anything you define, but it's usually <code>DUNS</code> or <code>NetworkID</code> , depending on the corresponding identity value.
cXML Supplier Identity	Your <code>DUNS</code> or <code>NetworkID</code> .
cXML Secret	A password that you and the customer agreed upon. If no shared password is specified, Coupa automatically passes <code>none</code> .
cXML Protocol	This field should always be <code>cxml</code> .



Example of PO notification received via email

After PO is created and fully approved, you will receive email notification with PO details.

When you click on **View Order** button, it will directly transfer you on your Coupa Supplier Portal to log in and have full visibility of PO to be able to **Create invoice** in Coupa.

New PO Inbox x

IQVIA <do_not_reply@iqvia-uat.coupa.com> to COUPAtestABHAY

Purchase Order #963

Powered by **coupa**

Hi ABHAY,

This is PO #963

Submitted By: Zuzana Tokolyiova
On Behalf Of: Zuzana Tokolyiova
Supplier: ABHAY LADDU
Total: 750.00 USD

Items	Qty	Unit Price	Total
Test supplier 1	5	150.00	750.00 USD

View Order

More Detail

Field	Value	Field	Value
PO ID	963	Department	None
Status	Issued - Sent via Email	Last Opened	None
Order Date	07/30/19	Acknowledged At	None
Revision Date	07/30/19	Payment Term	ZB05_N5
Req #	2122	Shipping	None

Supplier

ABHAY LADDU 735 HARVEST LANE
ST LOUIS, Missouri 63132
United States COUPAtestABHAY@gmail.com

Shipping

201 BROADWAY
CAMBRIDGE, MA 02139-1955
United States
Attn: Zuzana Tokolyiova

Lines

5 x Test supplier 1 for 750.00 USD
Supplier: ABHAY LADDU - Need By: 08/06/19 - Commodity: Office Furniture - Account: QUB05-54450-162-683-923220

Total: 750.00 USD

coupa supplier portal

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Add-ons Admin

Select Customer: IQVIA **Configure PO Delivery**

Purchase Order #963

Status: Issued - Sent via Email

Order Date: 07/30/19

Revision Date: 07/30/19

Requester: Zuzana Tokolyiova

Email: zuzana.tokolyiova@quintiles.com

Payment Term: ZB05_N5

Attachments: None

Acknowledged:

Shipping

Ship-To Address: 201 BROADWAY
CAMBRIDGE, MA 02139-1955
United States
Attn: Zuzana Tokolyiova

Terms: None

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
	Test supplier 1	5	Each	150.00	750.00	0.00

Per page: 15 | 45 | 90

Total: **750.00** USD

Create Invoice Save Print View

Comments