



COUPA for Suppliers

Coupa Supplier Portal (CSP) – View PO Lines



View PO Lines

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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.

The screenshot shows the Coupa Supplier Portal interface. The navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Add-ons', and 'Admin'. The 'Orders' tab is selected, and the 'Order Lines' sub-tab is active. In the top right corner, there is a 'Select Customer' dropdown menu set to 'IQVIA' and a 'Configure PO Delivery' button. The main content area displays the 'Purchase Order Lines' table. The table has columns for 'Line', 'Order Status (Header)', 'Item', 'Total Item Quantity', and 'Line Total'. The 'Export to' menu is open, showing options for 'CSV (current columns)' and 'Excel (current columns)'. A search bar and a 'View' dropdown are also visible above the table.

Line	Order Status (Header)	Item	Total Item Quantity	Line Total
2	Issued	test supplier 2 lines_2	None	1569.00
986 1	Issued	test supplier 2 lines	None	36000.00
985 1	Issued	test supplier project	None	39000.00
984 1	Issued	test supplier PS asset	None	25000.00
983 1	Issued	5 Each of Test supplier 1	5	750.00

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:

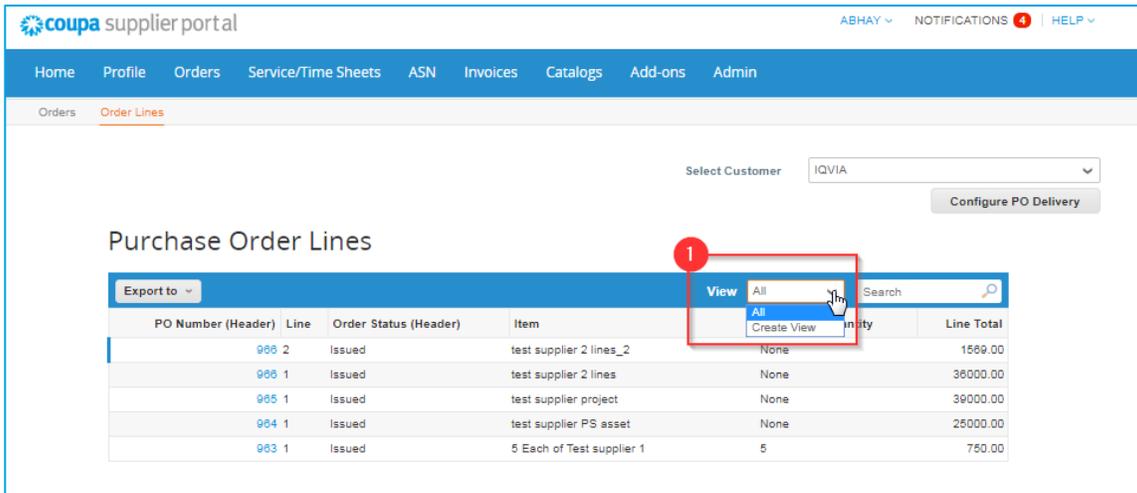
Purchase Order Lines

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.

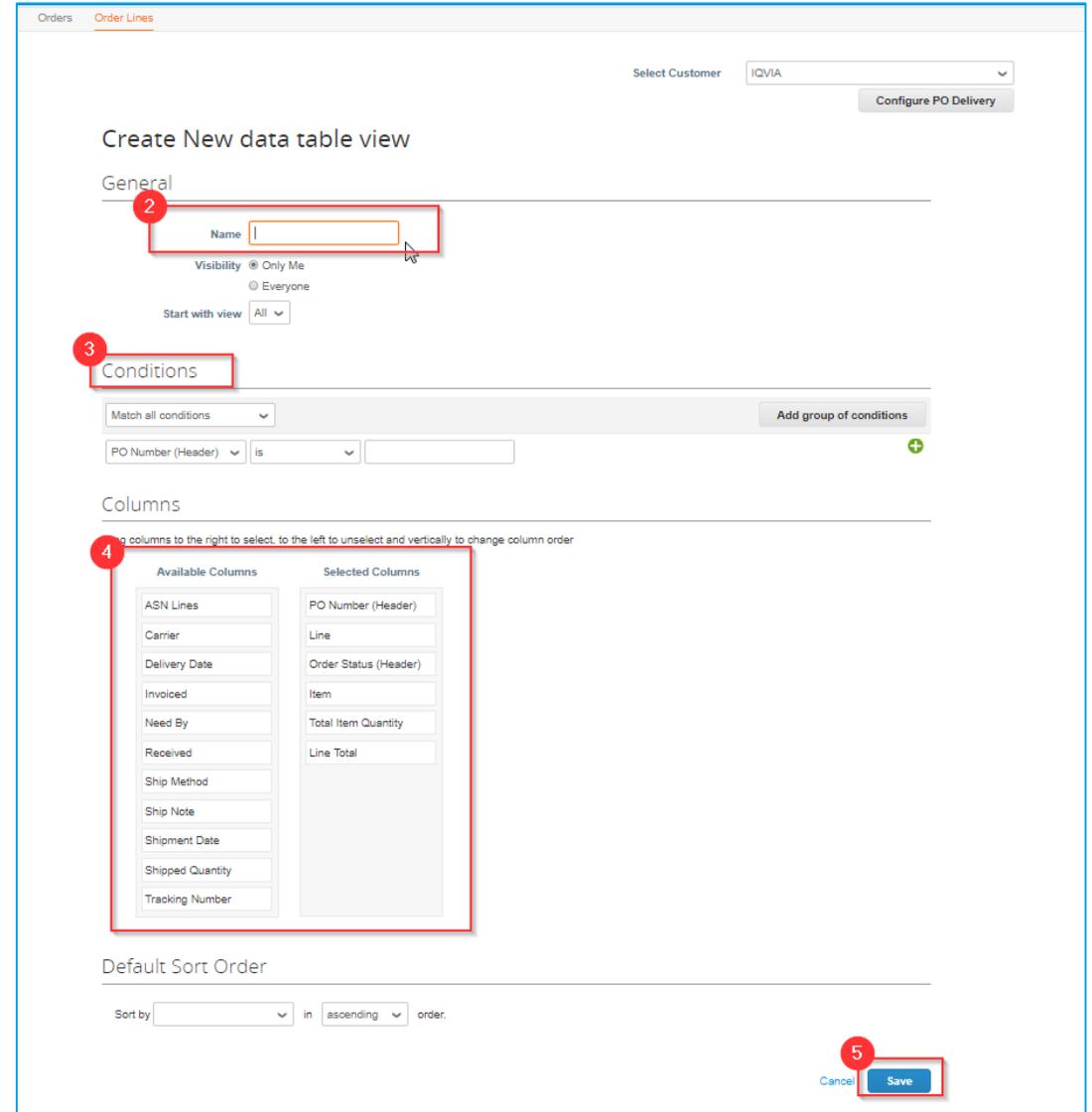


The screenshot shows the 'coupa supplier portal' interface. The user is logged in as 'ABHAY'. The main content area displays 'Purchase Order Lines' for customer 'IQVIA'. A table lists several PO lines with columns for PO Number (Header), Line, Order Status (Header), Item, and Line Total. A red box labeled '1' highlights the 'View' dropdown menu, which is open and showing 'Create View' as an option.

PO Number (Header)	Line	Order Status (Header)	Item	Line Total
985	2	Issued	test supplier 2 lines_2	1569.00
985	1	Issued	test supplier 2 lines	36000.00
985	1	Issued	test supplier project	39000.00
984	1	Issued	test supplier PS asset	25000.00
983	1	Issued	5 Each of Test supplier 1	750.00

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



The screenshot shows the 'Create New data table view' configuration page. The page is titled 'Create New data table view' and has a 'General' section. A red box labeled '2' highlights the 'Name' input field. Below it, the 'Visibility' section has radio buttons for 'Only Me' (selected) and 'Everyone'. The 'Start with view' dropdown is set to 'All'. A red box labeled '3' highlights the 'Conditions' section, which includes a 'Match all conditions' dropdown and an 'Add group of conditions' button. Below that, a condition is defined: 'PO Number (Header) is []'. A red box labeled '4' highlights the 'Columns' section, which has a header 'Drag columns to the right to select, to the left to unselect and vertically to change column order'. It contains two columns: 'Available Columns' and 'Selected Columns'. The 'Available Columns' list includes: ASN Lines, Carrier, Delivery Date, Invoiced, Need By, Received, Ship Method, Ship Note, Shipment Date, Shipped Quantity, and Tracking Number. The 'Selected Columns' list includes: PO Number (Header), Line, Order Status (Header), Item, Total Item Quantity, and Line Total. A red box labeled '5' highlights the 'Save' button at the bottom right of the page.