



Configure the PO delivery method

Supplier Instructions

Configure the PO Delivery Method

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.

coupa supplier portal ABHAY ▾ NOTIFICATIONS 1 | HELP ▾

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Select Customer: IQVIA

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
906	07/30/19	Issued	None	test supplier 2 lines test supplier 2 lines_2	No	37,500.00 USD	
905	07/30/19	Issued	None	test supplier project	No	39,000.00 USD	
904	07/30/19	Issued	None	test supplier PS asset	No	25,000.00 USD	
903	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:

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 E-mail

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.

The screenshot shows an email from IQVIA with the subject "New PO" and "Purchase Order #963". The email body contains the following information:

- Submitted By: Zuzana Tokolyiova
- On Behalf Of: Zuzana Tokolyiova
- Supplier: ABHAY LADDU
- Total: 750.00 USD
- Items: Test supplier 1, 5 @ 150.00, 750.00 USD

A red box highlights the "View Order" button. Below the main text, there is a "More Detail" section with the following information:

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

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

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

The screenshot shows the Coupa Supplier Portal interface for Purchase Order #963. The status is "Issued - Sent via Email". The order date is 07/30/19. The requester is Zuzana Tokolyiova. The ship-to address is 201 BROADWAY, CAMBRIDGE, MA 02139-1955, United States. The terms are None.

The "Lines" section shows a table with the following data:

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

The "Need By" date is 08/06/19. The part number is None. The total amount is 750.00 USD. A red box highlights the "Create Invoice" button.