



# How to check if I have IQVIA as my customer

Supplier Instructions

GFSS Procurement – April 2026



# How to check if I have IQVIA as my customer

1. To see all orders submitted by IQVIA for your supplier account log in to the Coupa Supplier portal.
2. Go to Orders tab.
3. Select IQVIA from the drop-down menu in the 'Select Customer' field. Once IQVIA is selected all POs will show in your view.

**coupa supplier portal** NORBERT | NOTIFICATIONS 1 | HELP

Home Invoices **Orders** Profile Setup Service/Time Sheets ASN Sourcing Forecasts Catalogs Add-ons More...

Orders Order Lines Returns Order Changes Order Line Changes Order Confirmations Order Confirmation Lines More...

Select Customer **2** 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 Accept the Purchase Order and Create an Invoice using its data

Export to	View	All	Search	PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
					02/20/24	Issued	None		No	10,000.00 GBP		
					11/24/23	Issued	None		No	40,000.00 GBP		
					11/24/23	Issued	None		No	40,000.00 GBP		
					11/24/23	Issued	None		No	6,000.00 GBP		