



View PO lines

Supplier Instructions



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.

The screenshot shows the Coupa Supplier Portal interface. The top 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. A 'Select Customer' dropdown menu is set to 'IQVIA'. The main content area displays a table titled 'Purchase Order Lines' with columns for 'Line', 'Order Status (Header)', 'Item', 'Total Item Quantity', and 'Line Total'. The table contains five rows of data. An 'Export to' dropdown menu is open, showing options for 'CSV (current columns)' and 'Excel (current columns)'. A 'Configure PO Delivery' button is located below the dropdown menu.

Line	Order Status (Header)	Item	Total Item Quantity	Line Total
2	Issued	test supplier 2 lines_2	None	1500.00
006 1	Issued	test supplier 2 lines	None	30000.00
005 1	Issued	test supplier project	None	30000.00
004 1	Issued	test supplier PS asset	None	25000.00
003 1	Issued	5 Each of Test supplier 1	5	750.00



Purchase Order Line table

- The **Purchase Order Lines** table shows the following information for all the PO 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 'Purchase Order Lines' page in the Coupa Supplier Portal. The 'View' dropdown menu is open, and the 'Create View' option is highlighted. The table below shows the following data:

PO Number (Header)	Line	Order Status (Header)	Item	Quantity	Line Total
996	2	Issued	test supplier 2 lines_2	None	1569.00
996	1	Issued	test supplier 2 lines	None	36000.00
995	1	Issued	test supplier project	None	39000.00
994	1	Issued	test supplier PS asset	None	25000.00
993	1	Issued	5 Each of Test supplier 1	5	780.00

The screenshot shows the 'Create New data table view' configuration page. The 'Name' field is highlighted with a red box labeled '2'. The 'Conditions' section is highlighted with a red box labeled '3'. The 'Columns' section is highlighted with a red box labeled '4', showing the 'Available Columns' and 'Selected Columns' lists. The 'Save' button is highlighted with a red box labeled '5'.

Available Columns:

- ASN Lines
- Carrier
- Delivery Date
- Invoiced
- Need By
- Received
- Ship Method
- Ship Note
- Shipment Date
- Shipped Quantity
- Tracking Number

Selected Columns:

- PO Number (Header)
- Line
- Order Status (Header)
- Item
- Total Item Quantity
- Line Total

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