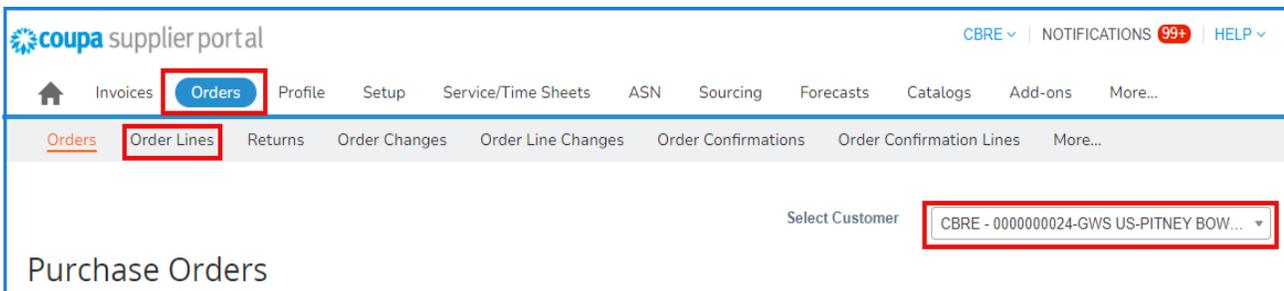


## Purchase Order Lines View in CSP

The **Purchase Order Lines** view provides the supplier the ability to see invoiced information and more by PO lines. The steps below outline how to create a custom purchase order line view on the Coupa Supplier Portal.

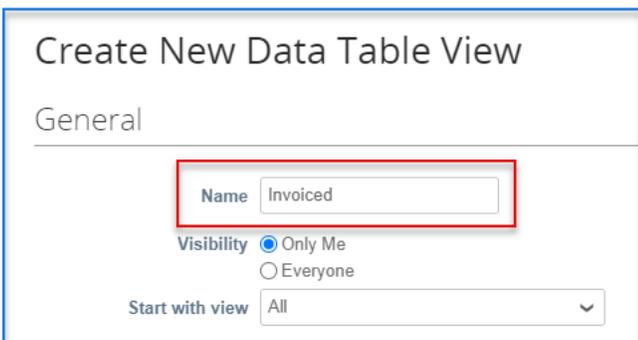
1. Log in to your Coupa Supplier Portal <http://supplier.coupahost.com/>
  2. From the main menu, select the **Orders > Order Lines** tabs.
  3. Select your CBRE customer from the **Select Customer** drop down.
  4. Select **Create View** in the **View** drop-down.
- Note:** Views are created by customer selected.
5. There are four parts to creating a view.
    - a. **General** – Add in a view *Name*, select your *visibility*, and select *Start with view All*.
    - b. **Conditions** – these are your match conditions and filters for the View.
    - c. **Columns** – add and remove data by dragging and dropping the data field name.
    - d. **Default Sort** – predefine how you want your view to sort.



## View Invoice Information by PO Line

In this example, view PO lines with a Need By date of last month that have not been invoiced.

1. Follow steps 1 – 4 [above](#).
2. Enter a **Name** for the view. (Example, Invoiced)



3. Select **Match Conditions**. (Example, Match all Conditions)
4. Select the **Filter By** and **Filter Clause** from the drop down (Example, **Filter By Need By;** **Filter Clause last month**).

**NOTE:** Add additional filters by clicking the **+**. In this example, also **Filter By Invoiced**. Select **Filter Clause less than**. For this example, enter **.01** for **Filter Text**.

Conditions

Match Conditions Match all conditions Add group of conditions

	Filter By <span>Need By</span>	Filter Clause <span>last month</span>	+	x
and	Filter By <span>Invoiced</span>	Filter Clause <span>less than</span>	Filter Text <span>.01</span>	+

5. Drag and drop the following fields from **Available Columns** to **Selected Columns**.
  - a. **PO Number (Header)**
  - b. **Line**
  - c. **Order Status (Header)**
  - d. **Item**
  - e. **Total Item Quantity**
  - f. **Line Total**
  - g. **Need By**
  - h. **Order Date**

Columns

Drag columns to the right to select, to the left to unselect and vertically to change column order.  
 You can also use your keyboard to modify the selected columns. Use TAB to focus and ENTER to move a column to or from the Selected Column list. To reorder, use SPACE to grab an item and then UP or DOWN to move it. Press SPACE again to drop the item, or ESC to cancel the reordering.

Available Columns	Selected Columns
ASN Lines	PO Number (Header)
Carrier	Line
Contract	Order Status (Header)
Delivery Date	Item
Invoiced	Total Item Quantity
Item Description2	Line Total
Manufacturer Name	Need By
Manufacturer Part Number	Order Date

6. Click **Save** to create and view invoice information by PO line.

**NOTE:** To modify an existing view, click the  next to the name of the **View**.

Purchase Order Lines

View created
✕

Export to ▾
View Invoiced ▾ 
Search 

PO Number (Header)	Line	Order Status (Header)	Item	Total Item Quantity	Line Total	Need By	Order Date
<a href="#">US120000146361</a>	4	Issued	04/2024 M Interior - General Pest Control	None	75.00	04/10/24	05/24/24
<a href="#">US120000145815</a>	1	Issued	(Excep 12) - 4/2024 M Trash Removal	None	1892.78	04/15/24	04/21/24
<a href="#">US120000145814</a>	4	Issued	(Excep 12) - 4/2024 M Trash Removal	None	1892.78	04/15/24	04/21/24
<a href="#">US120000143398</a>	1	Issued	Cleaning Service - M - Q2 (Apr 15 2024)	None	1790.00	04/30/24	04/08/24
<a href="#">US120000143056</a>	4	Issued	Elevator Maintenance - April 2024	None	1800.00	04/01/24	03/13/24

For additional support, please contact the Procurement Buyer Support Team by region.

Region & Line of Business	Support Email Contact
GWS APAC	<a href="mailto:APAC_ProcurementBuyerSupport@cbre.com">APAC_ProcurementBuyerSupport@cbre.com</a>
GWS EMEA	<a href="mailto:GWSEMEAsupplychainbuyer@cbre.com">GWSEMEAsupplychainbuyer@cbre.com</a>
GWS Latin America	<a href="mailto:LATAM_ProcurementBuyerSupport@cbre.com">LATAM_ProcurementBuyerSupport@cbre.com</a>
GWS US & Canada	<a href="mailto:GWSNAM_ProcurementBuyerSupport@cbre.com">GWSNAM_ProcurementBuyerSupport@cbre.com</a>
Corporate/Advisory APAC	<a href="mailto:APACSupplyChainBuyers@cbre.com">APACSupplyChainBuyers@cbre.com</a>
Corporate/Advisory EMEA	<a href="mailto:ADVEMEA_ProcurementBuyerSupport@cbre.com">ADVEMEA_ProcurementBuyerSupport@cbre.com</a>
Corporate U.S.	<a href="mailto:USProcurement@cbre.com">USProcurement@cbre.com</a>