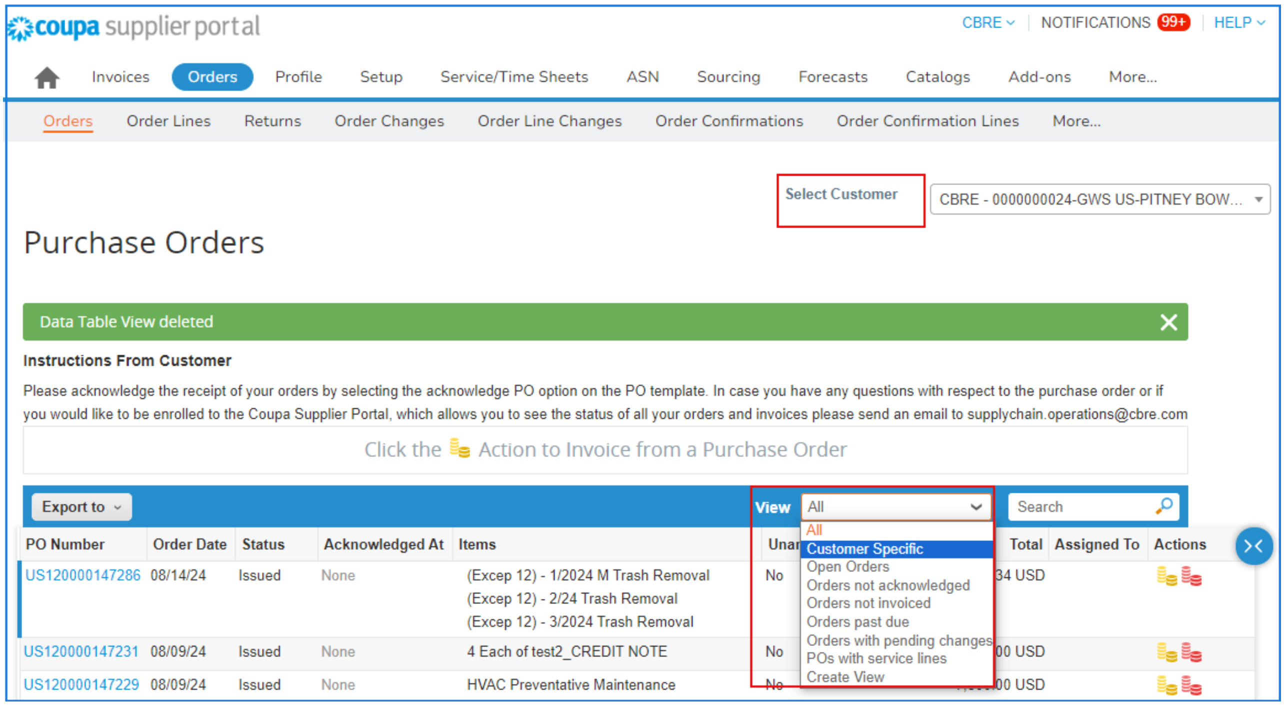
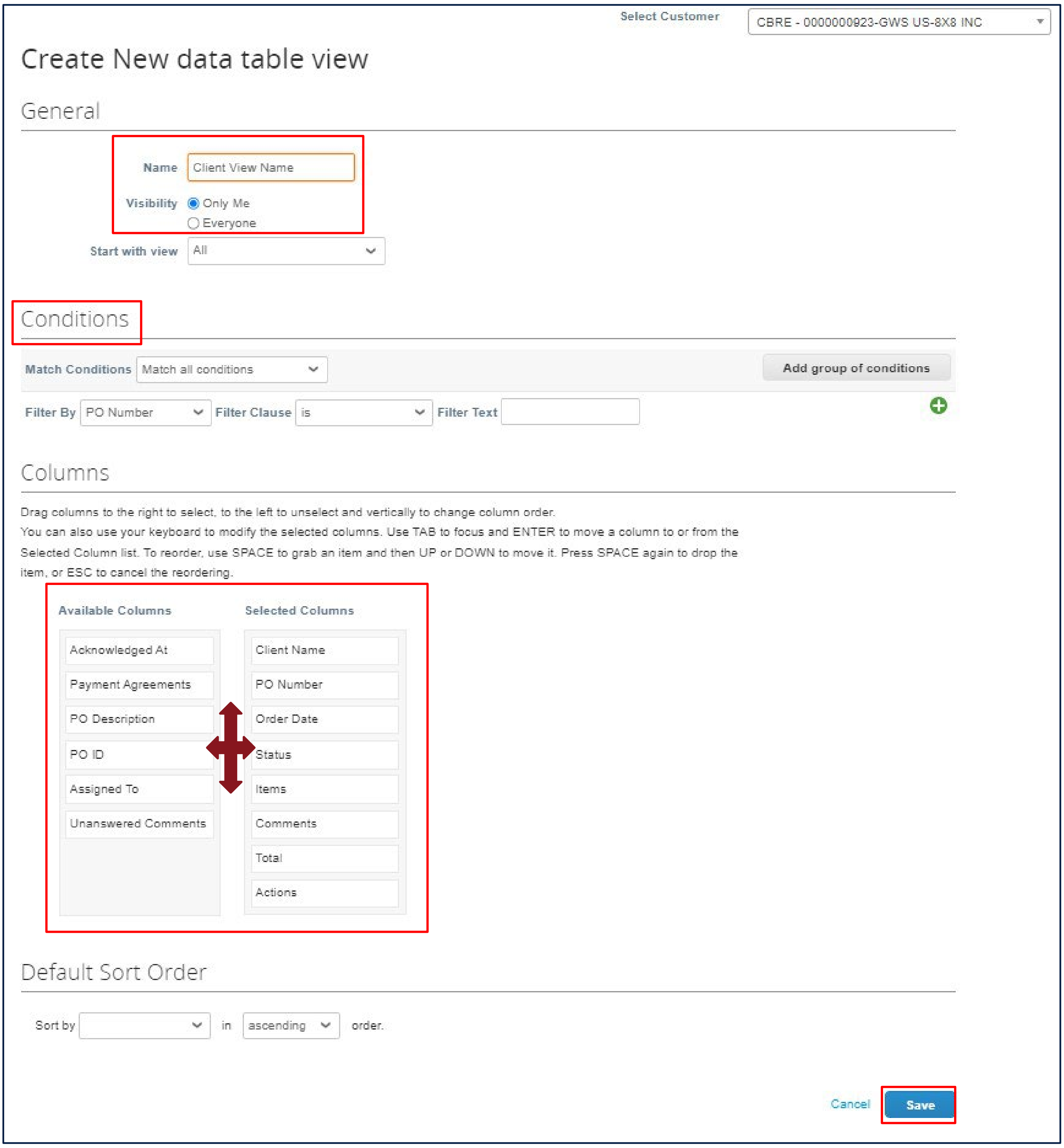
How to create a purchase order view

These steps will outline how to create views on the Coupa Supplier Portal.

1. Go to Coupa Supplier Portal http://supplier.coupahost.com/
2. From the Main Menu, select the **Orders Tab**. Select your CBRE customer from the **Select Customer** drop down, then select **Create View** in the View dropdown.
   Note: Views are created by customer selected.



3. There are four parts to creating a view.
   a. **General**- Add in a view Name, select your visibility, and select Start view with All
   b. **Conditions**- these are your match conditions and filters for the view/report
   c. **Columns**- these will differ based on the tab you are in. Here you can add and remove data by dragging and dropping the data field name.
   d. **Default Sort**- you can predefine how you want your view to sort
4. Select Save when you have completed your selections



5. You will receive a message that your view has been created.