



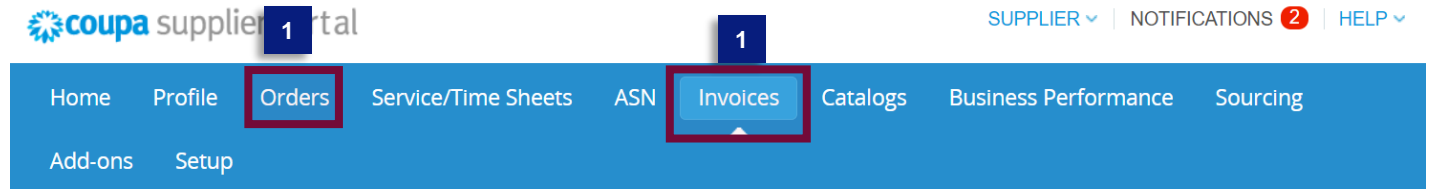
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Creating reports

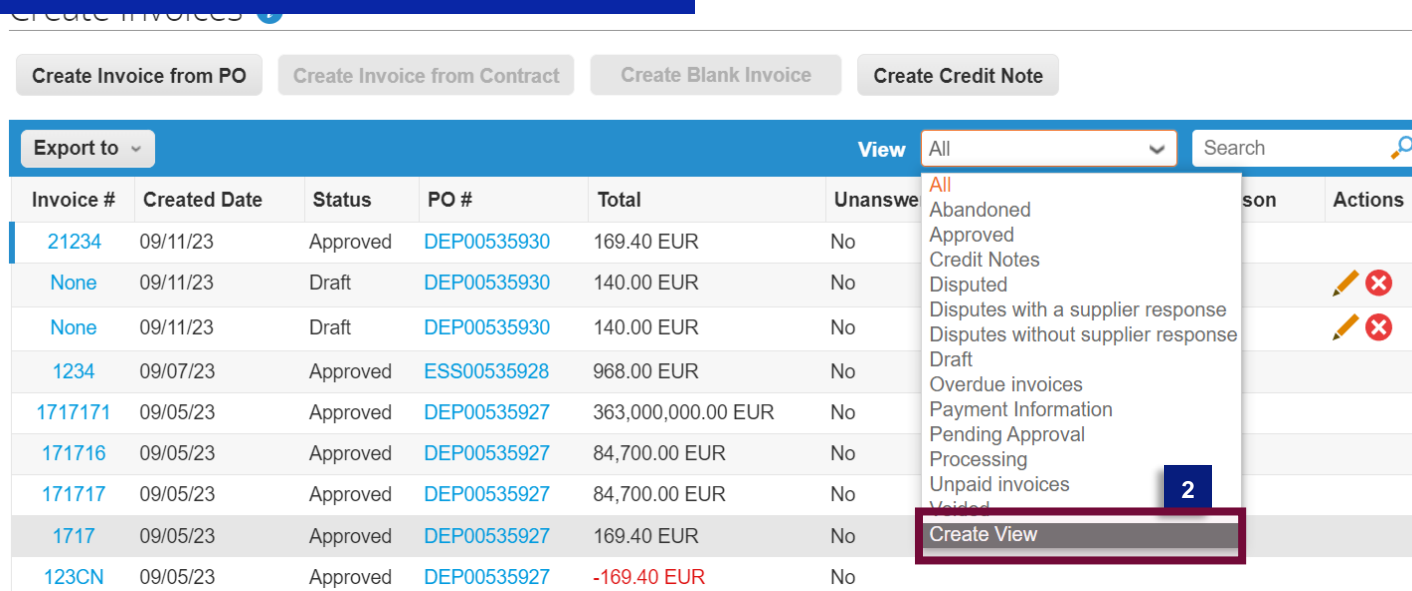
Coupa Supplier Guide

Creating reports

1. To extract a report, navigate to the tab you want to generate a report from.



2. Click on the Create view tab to add a new view if the data you want to extract a report from is not already mentioned in the views list.



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Creating reports

3. Give your view a name, add conditions if desired, select the columns you want to view and add a sort order. Click on save once you are done.

Create New data table view

Select Customer

General

3

Visibility Only Me
 Everyone

Start with view

Conditions

Match Conditions

Filter By Filter Clause Filter Text

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.

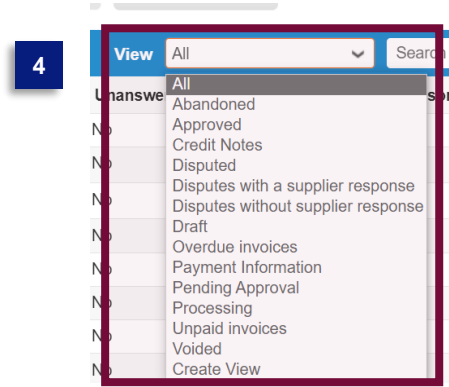
Default Sort Order

Sort by in order.

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4. To extract the report, select the view you want to extract the data from the CSP



5. Click on the export to menu and select the file format you prefer.
You now have your data in a format allowing you to extract reports from.

