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Introduction

Chicago Public Schools (CPS) Supplier Collaboration Network is available to all current suppliers. This application enhances the exchange of information and enables secure transactions between CPS and our suppliers using the Internet and our Oracle Supplier Portal. Suppliers can monitor purchase orders, invoices and payments.

This User Guide is designed to assist you with learning the functionality of the Oracle Supplier Portal. There is an abundance of functionality that exists within the Oracle Supplier Portal.

When utilizing this functionality, please ensure that you use Internet Explorer as your Browser.

*S*uppliers should designate users to ensure all data is entered correctly and maintained in their profile management. Other supplier contacts / users may be added by the Supplier's *Primary User* so that the system may be accessed and communications are possible between CPS buyers and the supplier users. Once a *User* establishes a password for his or her Organization, he or she assumes responsibility for the confidentiality and intended use of the CPS Oracle Supplier Collaboration Portal.

*P*lease review this User Guide. If you have any questions regarding your participation with this application or questions about the Supplier Portal functionality, please contact the Department of Procurement & Contracts at Purchasing@cps.edu.

Initial Logon

Once your request to register a supplier user is approved by Chicago Public Schools, you will receive an email with login credentials and temporary password. You should follow the steps below to successfully confirm your registration and to use the portal.

Email Confirmation

Step	Action
1.	Open your "Confirmation of Registration" email This email will be sent to the email address provided on the user account request form.

An example of the "Confirmation of Registration" email is displayed below:

------------------Original   Message--------------------------------

From: Oracle Workflow Mailer

Sent: Wednesday, June 27, 2012 1:57:47 PM

To: OSCAR JIMENEZ

Subject: FYI: Chicago Public Schools Supplier Collaboration Network: Confirmation of Registration

To	**ABC XYZ**
Sent	**27-JUN-2012 13:57:12**
ID	**37399385**

You have been registered at Chicago Public Schools for access to their supplier collaboration
network. You can log on with the username ABC@XYZ.COM and the password Ka3#FEA3.

When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.

Thank you.

Step	Action
2.	Click on the **log on** link to access the CPS Supplier Portal Website Page.
	You can access the Supplier Portal page either through https://supplier.cps.edu or directly by clicking the **log on** link contained in your registration confirmation email.

The CPS Supplier Portal website is displayed.

Step	Action
3.	Click on the **Login** button. This will open the Supplier Portal Login page in a new tab.
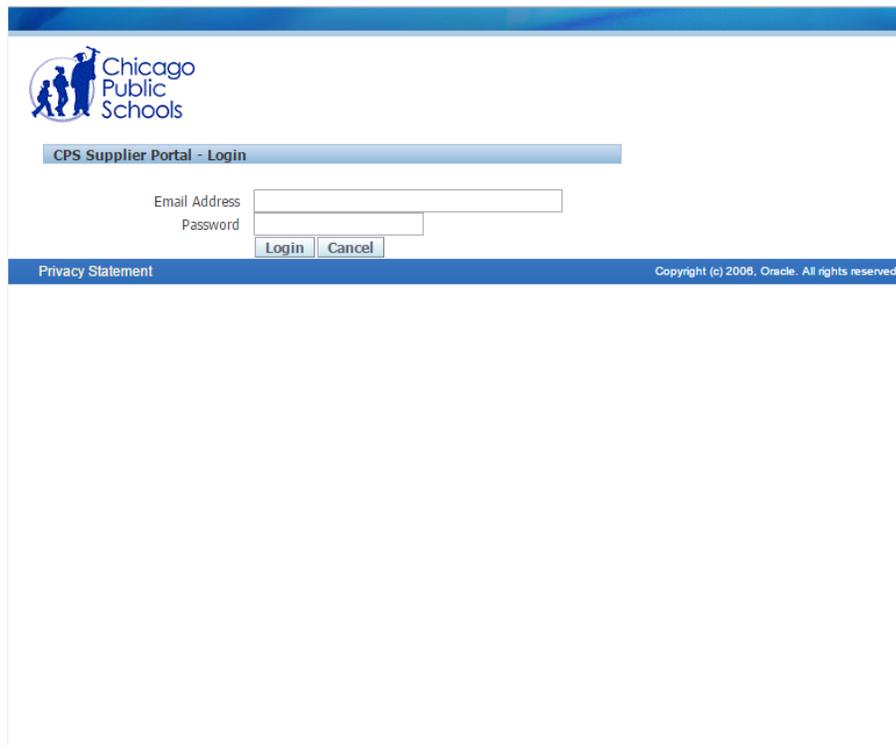
Step	Action
4.	Enter the **User Name** (Email Address) This is the email address that you entered on the account request form.
5.	Enter the **Password** This is the temporary password that you were assigned in the registration acceptance email.
6.	Click the **Login** button

Upon initial login or if you haven't accepted all of the CPS Policies, you will be re-directed to the Policies Acceptance Page.

Accept CPS Policies

You will need to review and accept the various policies to comply with Code of Ethics, Indebtedness, Purchase Order Terms and Conditions, and Portal Usage.

Accept Disclaimer and Terms and Conditions

Step	Action
1.	Select 'Disclaimer and Terms and Conditions' and click on View Policy. The policy document will be displayed.

Step	Action
2.	Read through the policy and confirm your acceptance at the top of the window. Click the **I Accept** checkbox option, enter your Initials and click the **ACCEPT** button. You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies, if any, will be displayed.

Accept Ethics Policy

Step	Action
1.	Select 'Ethics Policy' and click on View Policy. The policy document will be displayed.

Step	Action
2.	Read through the policy and confirm your acceptance at the top of the window.
	Click the **I Accept** checkbox option, enter your **Initials** and click the **ACCEPT** button.
	You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies will be displayed.

Accept Indebtedness Policy

Step	Action
1.	Select 'Indebtedness Policy' and click on View Policy. The policy document will be displayed.

Step	Action
2.	Read through the policy and confirm your acceptance at the top of the window.

Click the **I Accept** checkbox option, enter your Initials and click the **ACCEPT** button.

You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies will be displayed. |

Accept Purchase Orders Terms and Conditions

Step	Action
1.	Select 'Purchase Orders Terms and Conditions' and click on View Policy. The policy document will be displayed.

Step	Action
2.	Read through the policy and confirm your acceptance at the top of the window. Click the **I Accept** checkbox option, enter your Initials and click the **ACCEPT** button. You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies will be displayed.

Once all policies have been accepted, you will be logged out of the system and re-directed back to the Supplier Portal Login page.

Step	Action
4.	Enter the **User Name** (Email Address) This is the email address that you entered on the account request form.
5.	Enter the **Password** This is the temporary password that you were assigned in the registration acceptance email.
6.	Click the [Login] button

Enter your credentials. On validation, you will be re-directed to the Supplier Portal Home page.

Change Password

The first time you log in or if you request your password to be rest, you will be required to change the temporary password that was emailed to you.

The Change Password page will be displayed:

Step	Action
1.	It will prompt the user to change the password. In the **Current Password** field, enter the temporary password that was sent to you via email.
2.	Enter a new password in the **New Password** field. **Note:** Password must be at least 7 characters long.
3.	Re-enter the new password in the **Re-enter New Password** field.
4.	Click the **Submit** button to commit the password change. You will be re-directed to the Supplier Portal Home page

Chicago Public Schools

ORACLE® E-Business Suite

Favorites ▼   Logout Preferences Help

Logged In As

Oracle Applications Home Page

Main Menu

Personalize

⊞ 📁 CPS iSupplier Portal View Only (Supplier Access)

Worklist

Full List

From	Type	Subject		Sent	Due
	PO Approval	CPS Business Group - Standard Purchase Order	43, 0	2017	
	PO Approval	CPS Business Group - Standard Purchase Order	34, 0	2017	
	PO Approval	CPS Business Group - Standard Purchase Order	33, 0	2017	
	PO Approval	CPS Business Group - Standard Purchase Order	31, 0	2017	
	PO Approval	CPS Business Group - Standard Purchase Order	48, 0	2017	
	PO Approval	CPS Business Group - Standard Purchase Order	78, 0	-2017	
	PO Approval	CPS Business Group - Standard Purchase Order	72, 0	-2017	
	PO Approval	CPS Business Group - Standard Purchase Order	46, 0	-2017	
	PO Approval	CPS Business Group - Standard Purchase Order	93, 0	-2017	
	PO Approval	CPS Business Group - Standard Purchase Order	09, 1	-2017	
	PO Approval	CPS Business Group - Standard Purchase Order	47, 0	-2017	

✔TIP Vacation Rules - Redirect or auto-respond to notifications.
✔TIP Worklist Access - Specify which users can view and act upon your notifications.

Supplier Portal Home Page

The portal is organized into two main menu options as displayed below.
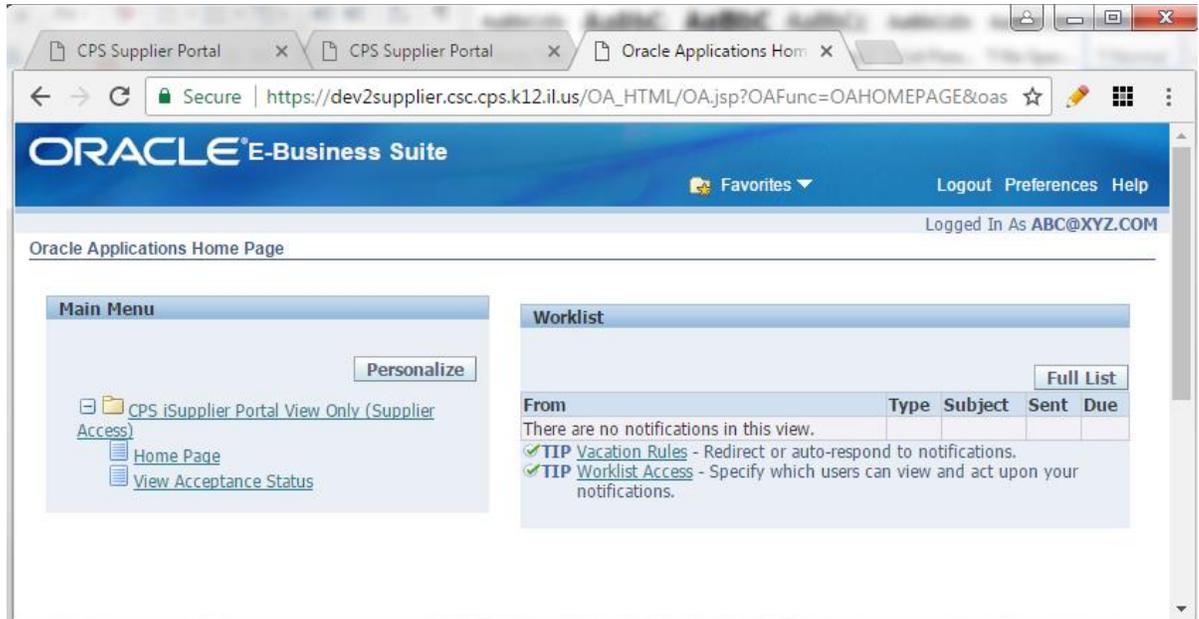
Home Page
Provides access to all self-service functionality available on the portal

View Acceptance Status
Allows users to review the policies accepted during the initial logon. Users can use this link to read the documents anytime.

Step	Action
1.	Click the ⊞ sign to **expand** the 'CPS iSupplier Portal View Only (Supplier Access)' responsibility.
2.	Click the **View Acceptance Status** hyperlink.

Step	Action
3.	Click the **Home** link to return back to the home page.