



CPS Supplier Portal

01 - Initial Logon and View Policy Acceptances

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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.

Suppliers 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.

Please 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.



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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.



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Step	Action
2.	<p>Click on the log on link to access the CPS Supplier Portal Website Page.</p> <p>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.</p>

The CPS Supplier Portal website is displayed.

Chicago Public Schools

Welcome Training Contact

CPS Supplier Portal

Welcome to the CPS Supplier Portal Home Page. Chicago Public Schools has a district-wide initiative for paperless collaboration with our Suppliers. This portal is designed to enhance communication with our Suppliers by enabling all registered Supplier Portal users to electronically access approved purchase orders and to review purchase order history, invoices and payment status.

Supplier Login

Login Reset Password

Please log in to the CPS Supplier Portal using the above "Login" link. Click on the "Lost Password" link to reset your account password.

Have you registered?

Register

In order to facilitate electronic communication with Suppliers, CPS requires all Suppliers to register on this portal. If you haven't registered your business with the CPS Supplier Portal yet, please do so now.

The registration process is simple:

- Click on the "Register" link.
- Complete all required fields as indicated on the form provided.
- When you are finished, click "Submit".

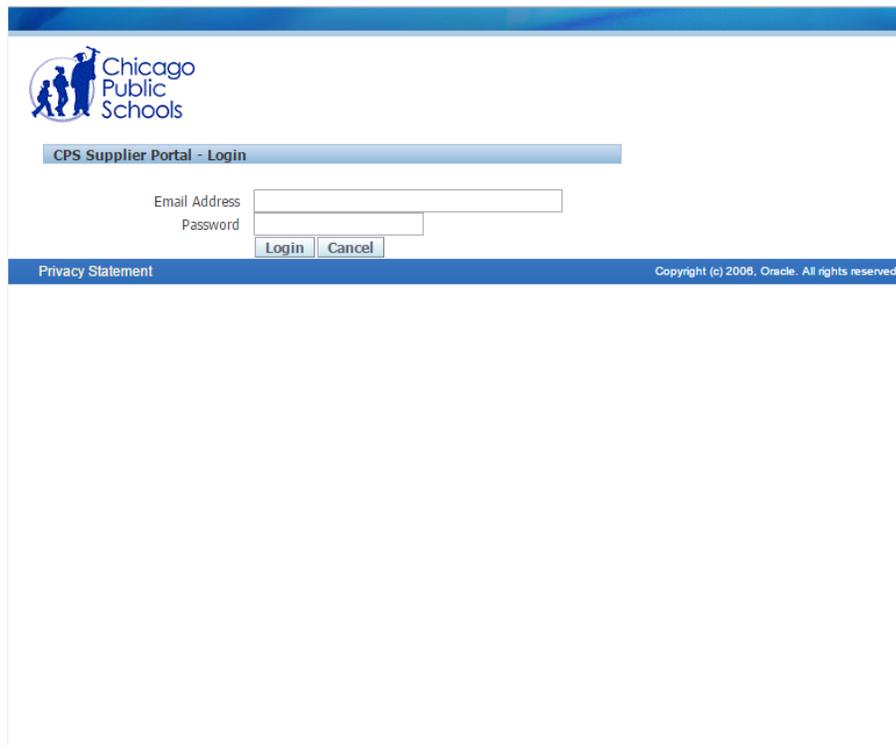
That's it! Your registration will be processed within one business day. As soon as processing is complete, you will receive an e-mail confirmation with your username (your e-mail address), temporary password and instructions to login.



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Step	Action
3.	Click on the  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  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.



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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.



Policies Acceptance Page

Supplier Name : Supplier Number : User Name :

NOTE You must accept the following policies before you may enter the site.

Select Policy Name	
<input type="radio"/>	Disclaimer and Terms and Conditions
<input type="radio"/>	Ethics Policy
<input type="radio"/>	Indebtedness Policy
<input type="radio"/>	Purchase Orders Terms and Conditions

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



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Accept Ethics Policy

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

Chicago Public Schools Policy Manual

Title: CODE OF ETHICS
Section: 503.1
Board Report: 11-0525-PO2 **Date Adopted:** May 25, 2011

Policy:

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board rescind Board Reports 04-0623-PO4 and 10-0526-RS14 and adopt a new Code of Ethics.

PURPOSE: The Chicago Board of Education is committed to ensuring that Board Members, Local School Council members, and Officials and Employees act in the highest ethical manner in order to preserve the public trust of residents and taxpayers. Further, it is essential to set a good example for and act in the best interest of Chicago Public School students. In order to meet these imperatives, the following ethical

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



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Accept Indebtedness Policy

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

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



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



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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.



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ORACLE E-Business Suite

[Favorites](#)
[Logout](#)
[Preferences](#)
[Help](#)

Logged In As

Main Menu

[Personalize](#)

[CPS iSupplier Portal View Only \(Supplier Access\)](#)

Worklist

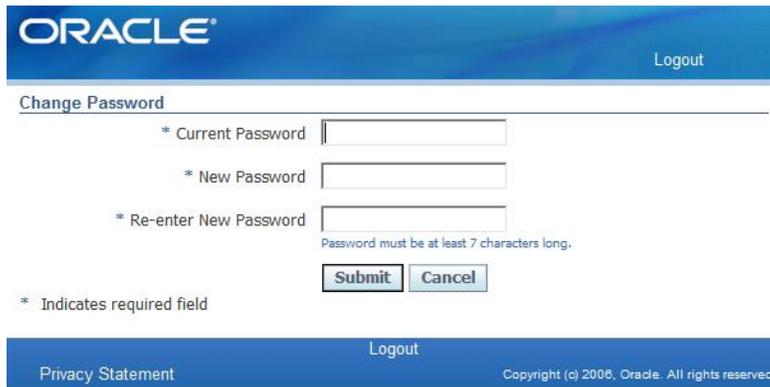
From	Type	Subject	Sent	Due	Full List
	PO Approval	CPS Business Group - Standard Purchase Order	43, 0	2017	
	PO Approval	CPS Business Group - Standard Purchase Order	34, 0	2017	
	PO Approval	CPS Business Group - Standard Purchase Order	33, 0	2017	
	PO Approval	CPS Business Group - Standard Purchase Order	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.

Change Password

The first time you log in or if you request your password to be reset, 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



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ORACLE® E-Business Suite Favorites ▾ Logout Preferences Help

Logged In As _____

Oracle Applications Home Page

Main Menu

[Personalize](#)

[CPS Supplier Portal View Only \(Supplier Access\)](#)

Worklist

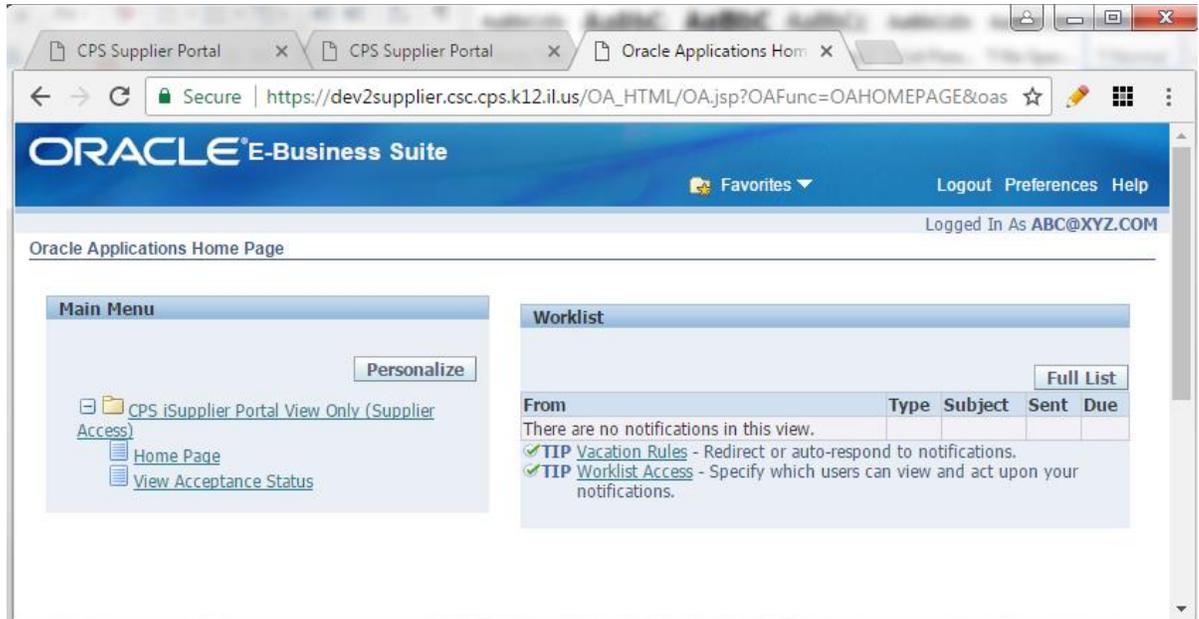
[Full List](#)

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.



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

ORACLE CPS iSupplier Portal View Only (Supplier Access)

[Home](#) [Logout](#) [Preferences](#)

Policy Acceptance Status

 **TIP** Welcome to the Supplier Portal User Policies Acceptance Page.

Supplier Name : XYZ CO Supplier Number : 99999 User Name : ABC@XYZ.COM

Acceptance Type	Acceptance Date	Start Date	End Date
Purchase Orders Terms and Conditions	10-May-2017 15:13:48	10-May-2017	
Indebtedness Policy	10-May-2017 15:13:24	10-May-2017	
Ethics Policy	10-May-2017 15:13:09	10-May-2017	
Disclaimer and Terms and Conditions	10-May-2017 15:12:56	10-May-2017	
Disclaimer and Terms and Conditions	09-May-2017 16:41:15	09-May-2017	10-May-2017
Purchase Orders Terms and Conditions	09-May-2017 16:41:11	09-May-2017	10-May-2017
Indebtedness Policy	09-May-2017 16:41:08	09-May-2017	10-May-2017
Ethics Policy	09-May-2017 16:41:05	09-May-2017	10-May-2017
Disclaimer and Terms and Conditions	09-May-2017 16:31:35	09-May-2017	09-May-2017
Purchase Orders Terms and Conditions	09-May-2017 16:31:28	09-May-2017	09-May-2017
Indebtedness Policy	09-May-2017 16:31:22	09-May-2017	09-May-2017
Ethics Policy	09-May-2017 16:18:34	09-May-2017	09-May-2017
Disclaimer and Terms and Conditions	09-May-2017 12:06:26	09-May-2017	09-May-2017
Purchase Orders Terms and Conditions	09-May-2017 12:05:50	09-May-2017	09-May-2017
Indebtedness Policy	09-May-2017 12:05:44	09-May-2017	09-May-2017
Ethics Policy	09-May-2017 12:04:52	09-May-2017	09-May-2017

View Policy

Select Policy Name

Disclaimer and Terms and Conditions

Ethics Policy

Indebtedness Policy

Purchase Orders Terms and Conditions

[Privacy Statement](#)

[Home](#) [Logout](#) [Preferences](#)

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