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Introduction

Suppliers can view their purchase orders. This procedure will demonstrate how to locate and view purchase orders, Order history and Order status.

Prerequisites

- Supplier user should have access to the portal
- Purchase history must exist

Navigation

CPS iSupplier Portal View Only (Supplier Access) \rightarrow Home Page

Step	Action
1.	Click the Home Page hyperlink.

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Home Page

Home Page provides access to view purchase orders, receipts, invoices and payments. This page also provides access to manage your profile through the "Admin" self-service functionality.

Supplier users should navigate around the Supplier portal by utilizing the tabs on the top. The tabs are named according to functionality that they provide; i.e., Home, Orders, Shipments, Accounts, and Admin.

From time to time, CPS will utilize the home page to communicate key changes to the Supplier.

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e Orders Shipments Accounts	Admin		The second	
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the July 31, 2012, Chicago Public Schools w	III STOP printing and mailing hard copy Purchase O	rders (POs) and will only issue electronic purchase orders. This	is part of the District's effort to reduce paper usage and to communicate electronically	with our Suppliers
lable under the "Admin" tab.	to download approved purchase orders or to reque	st CPS to send the orders electronically to their email address.	Additionally, you may register additional users from your organization using the self-ser	rvice functionality
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wacy Statement	Hom	e Orders Shipments Accounts Admin Home Logout Pref		16, Cracle, All rights r

The Home page will automatically default the 5 latest Notifications and Orders.

Step	Action
2.	Click on the Orders Tab to view CPS approved purchase orders.



View Purchase Orders and Status

This tab provides a list of all CPS approved purchase orders. You can click on the hyperlink available on each of the purchase orders to view the order details.

You can also use the "Advanced Search" functionality to view any order you wish to review.

Only approved purchase orders will be available for suppliers to view. The status of the purchase orders will be displayed as either "Open" or "Closed" as shown below.

- Open Status Purchase order is not completely fulfilled and billed
- Closed Status Purchase order is completely shipped and billed, payment is scheduled.

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0 2	334836	2	CPS Business Group	Standard PO		12-Jun-2012 10:37:12	Seamor, Miss Pamela Dorcas	USD	7,460.80	Open		
0 2	334516	0	CPS Business Group	Standard PO		11-Jun-2012 17:49:40	Seanior, Miss Pamela Dorcas	USD	629.11	Open		
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0 2	332781	2	CPS Business Group	Standard PO		07-Jun-2012 14:47:33	Seanior, Miss Pamela Dorcas	USD	3,676.45	Open		
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0 2	332519	a	CPS Business Group	Standard PO		07-Jun-2012 11:43:05	Seanior, Miss Pamela Dorcas	USD	1,731.56	Open		
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0 2	332516	2	CPS Business Group	Standard PO		07-Jun-2012 11:41:10	Seanior, Miss Pamela Dorcas	USD	441.83	Open		
0 2	332514	0	CPS Business Group	Standard PO		07-Jun-2012 11:40:46	Seamor, Miss Pamela Dorcas	USD	8,947.12	Open		
0 2	332513	0	CPS Business Group	Standard PO		07-Jun-2012 11:38:50	Seanior, Miss Pamela Dorcas	USD	1,282.73	Open		
0 2	322511	2	CPS Business Group	Standard PO		07-Jun-2012 11:35:27	Seanior, Miss Pamela Dorcas	USD	1,786.14	Open		
0 2	324532	0	CPS Business Group	Standard PO		23-May-2012 10:40:38	Seanior, Miss Pamela Dorcas	USD	3,071.80	Open		
0 2	324536	0	CPS Business Group	Standard PO		23-May-2012 10:39:33	Seanior, Miss Pamela Dorcas	USD	3,348.04	Open		
0 2	327312	0	CPS Business Group	Standard PO		21-May-2012 16:54:05	Seanior, Miss Pamela Dorcas	USD	2,054.67	Open		
	322671	2	CPS Business Group	Standard PO		18-May-2012 17:15:29	Seanior, Miss Pamela Dorcas	USD	111,995.00	Closed		
0 2	318998	2	CPS Business Group	Standard PO		14-May-2012 11:09:08	Seonior, Miss Pamela Dorcas	USD	2,777.40	Open		
	310716	Q	CPS Business Group	Standard PO		26-Apr-2012 16:00:28	Seanior, Miss Pamela Dorcas	USD	1,437.88	Open		
0 2	307554	Q	CPS Business Group	Standard PO		20-Apr-2012 10:08:00	Seanior, Miss Pamela Dorcas	USD	418.32	Open		
	303770	0	CPS Business Group	Standard PO		11-Apr-2012 20:58:28	Seanior, Miss Pamela Dorcas	USD	496.65	Open		
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0 2	288722	2	CPS Business Group	Standard PO		01-Mar-2012 12:35:46	Seamor, Miss Pamela Dorcas	USD	69.90	Open		

Step	Action
3.	Click on a PO Number hyperlink to view PO details.



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From this screen, you will be able to access the following functionality

- View details of an approved Purchase Order
- Utilize "Actions" functionality for
 - \circ View Change History
 - $\circ \operatorname{View} \operatorname{PDF}$
 - $\circ\,\text{View}$ Receipts
 - View Invoices
 - View Payments
 - $\circ\, \text{View Shipments}$
- Export the data to an Excel spreadsheet



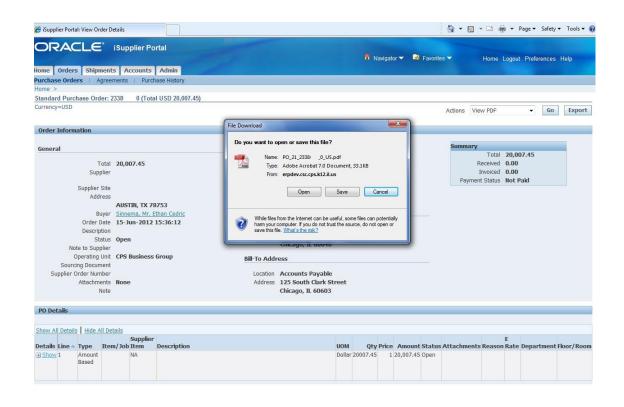
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Show 3	Goods			13 Planets: The Latest View of the Solar System	Each	1	16.95	16.95 Open						
Show 4	Goods			30 Optical Illusions	Each	1	11.99	11.99 Open						
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Download PDF Copy of Purchase Orders

The purchase order details screen allows the user to download a PDF copy of the approved purchase order. You should follow the below steps to download the copy.

Step	Action
4.	Click the Actions drop down list.
5.	Select View PDF from the list item.
6.	Click the Go button.
7.	Double-click the Open button.





View Purchase Order History

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Step	Action
1.	Click on the Actions drop down list.
2.	Select the View Change History from the list item.
3.	Click the Go button.



Step	Action
4.	Note: there is no change history detail for this particular PO.
	Click the Ok button.