



CPS Supplier Portal

02 - View Purchase Orders, Order History and PO Status

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CPS Supplier Portal

02 - View Purchase Orders, Order History and PO Status

Introduction

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

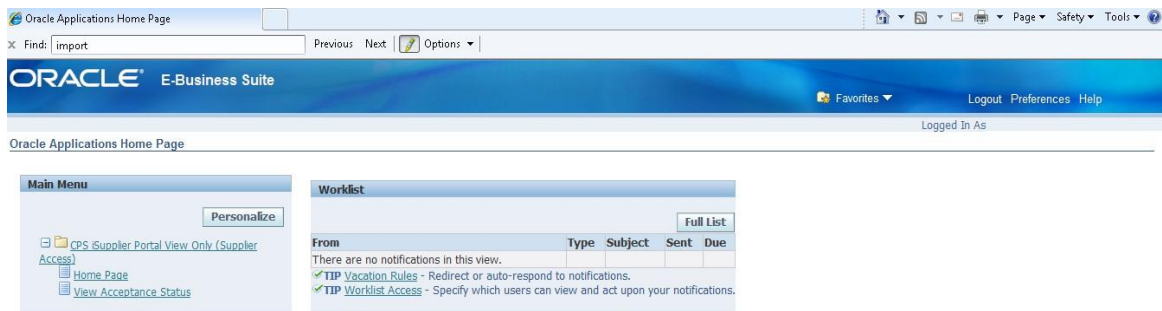
Prerequisites

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

Navigation

CPSiSupplier Portal View Only (Supplier Access) → Home Page

Step	Action
1.	Click the Home Page hyperlink.





CPS Supplier Portal

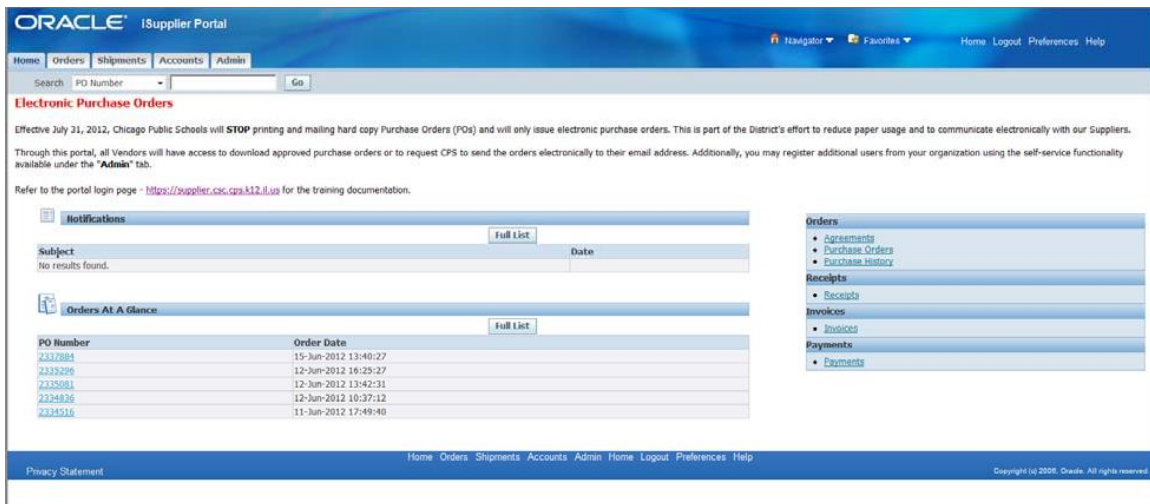
02 - View Purchase Orders, Order History and PO Status

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.



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.



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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.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	2227884	0	CPS Business Group	Standard PO		15-Jun-2012 13:40:27	Seamior, Miss Pamela Dorcas	USD	2,980.23	Open		
<input type="radio"/>	2225226	0	CPS Business Group	Standard PO		12-Jun-2012 16:25:27	Seamior, Miss Pamela Dorcas	USD	897.67	Open		
<input type="radio"/>	22335081	0	CPS Business Group	Standard PO		12-Jun-2012 13:42:31	Seamior, Miss Pamela Dorcas	USD	513.13	Open		
<input type="radio"/>	2234836	0	CPS Business Group	Standard PO		12-Jun-2012 10:37:12	Seamior, Miss Pamela Dorcas	USD	7,460.80	Open		
<input type="radio"/>	2234516	0	CPS Business Group	Standard PO		11-Jun-2012 17:49:40	Seamior, Miss Pamela Dorcas	USD	629.11	Open		
<input type="radio"/>	2233159	0	CPS Business Group	Standard PO		08-Jun-2012 09:43:33	Seamior, Miss Pamela Dorcas	USD	3,846.93	Open		
<input type="radio"/>	2232781	0	CPS Business Group	Standard PO		07-Jun-2012 14:47:33	Seamior, Miss Pamela Dorcas	USD	3,676.45	Open		
<input type="radio"/>	2232638	0	CPS Business Group	Standard PO		07-Jun-2012 13:16:04	Seamior, Miss Pamela Dorcas	USD	4,153.00	Open		
<input type="radio"/>	2232519	0	CPS Business Group	Standard PO		07-Jun-2012 11:43:05	Seamior, Miss Pamela Dorcas	USD	1,731.56	Open		
<input type="radio"/>	2232518	0	CPS Business Group	Standard PO		07-Jun-2012 11:42:30	Seamior, Miss Pamela Dorcas	USD	4,816.18	Open		
<input type="radio"/>	2232617	0	CPS Business Group	Standard PO		07-Jun-2012 11:41:31	Seamior, Miss Pamela Dorcas	USD	977.82	Open		
<input type="radio"/>	2232516	0	CPS Business Group	Standard PO		07-Jun-2012 11:41:10	Seamior, Miss Pamela Dorcas	USD	441.83	Open		
<input type="radio"/>	2232514	0	CPS Business Group	Standard PO		07-Jun-2012 11:40:46	Seamior, Miss Pamela Dorcas	USD	8,947.12	Open		
<input type="radio"/>	2232513	0	CPS Business Group	Standard PO		07-Jun-2012 11:38:50	Seamior, Miss Pamela Dorcas	USD	1,282.73	Open		
<input type="radio"/>	2232511	0	CPS Business Group	Standard PO		07-Jun-2012 11:35:27	Seamior, Miss Pamela Dorcas	USD	1,786.14	Open		
<input type="radio"/>	2232537	0	CPS Business Group	Standard PO		23-May-2012 10:40:38	Seamior, Miss Pamela Dorcas	USD	3,071.80	Open		
<input type="radio"/>	2232536	0	CPS Business Group	Standard PO		23-May-2012 10:39:33	Seamior, Miss Pamela Dorcas	USD	3,348.04	Open		
<input type="radio"/>	2232312	0	CPS Business Group	Standard PO		21-May-2012 16:54:05	Seamior, Miss Pamela Dorcas	USD	2,054.67	Open		
<input type="radio"/>	2232671	0	CPS Business Group	Standard PO		18-May-2012 17:15:29	Seamior, Miss Pamela Dorcas	USD	111,995.00	Closed		
<input type="radio"/>	2218998	0	CPS Business Group	Standard PO		14-May-2012 11:09:08	Seamior, Miss Pamela Dorcas	USD	2,777.40	Open		
<input type="radio"/>	2210716	0	CPS Business Group	Standard PO		28-Apr-2012 16:00:28	Seamior, Miss Pamela Dorcas	USD	1,437.88	Open		
<input type="radio"/>	2202564	0	CPS Business Group	Standard PO		28-Apr-2012 10:08:00	Seamior, Miss Pamela Dorcas	USD	418.32	Open		
<input type="radio"/>	2202729	0	CPS Business Group	Standard PO		11-Apr-2012 20:58:28	Seamior, Miss Pamela Dorcas	USD	496.65	Open		
<input type="radio"/>	2229863	0	CPS Business Group	Standard PO		28-Mar-2012 17:01:06	Seamior, Miss Pamela Dorcas	USD	70,633.50	Open		
<input type="radio"/>	2288722	0	CPS Business Group	Standard PO		01-Mar-2012 12:35:46	Seamior, Miss Pamela Dorcas	USD	69.90	Open		

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



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The screenshot displays the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Accounts, and Admins. The main content area is titled "Purchase Orders" and shows details for a specific order: Standard Purchase Order: 2337884, 0 (Total USD 2,980.23). The currency is USD. The interface is divided into several sections: "Order Information" (General, Terms and Conditions, Summary), "PO Details" (a table of line items), and "Attachments".

Order Information

General

Total: 2,980.23
Supplier: [Redacted] BIC.
Supplier Site: 112796090
Address: [Redacted]
Buyer: Spencer, Miss Pamela Dorcas
Order Date: 15-Jun-2012 13:40:27
Description:
Status: Open
Note to Supplier:
Operating Unit: CPS Business Group
Sourcing Document:
Supplier Order Number:
Attachments: None
Note:

Terms and Conditions

Payment Terms: Net 30
Carrier: UPS
FOB: Destination
Freight Terms: PP & Add
Shipping Control:
Ship-To Address:
Location: Dever
Address: 3436 N Osceola Avenue
Chicago, IL 60634
Bill-To Address:
Location: Accounts Payable
Address: 125 South Clark Street
Chicago, IL 60603

Summary

Total: 2,980.23
Received: 0.00
Invoiced: 0.00
Payment Status: Not Paid

PO Details

Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Rate	Department	Floor/Room
1	Goods			1, 2, 3 Valentine's Day	Each	1	15.95	15.95	Open					
2	Goods			13 Nights of Halloween	Each	1	16.99	16.99	Open					
3	Goods			13 Planets: The Latest View of the Solar System	Each	1	16.95	16.95	Open					
4	Goods			3D Optical Illusions	Each	1	11.99	11.99	Open					
5	Goods			Abhorsen	Each	1	9.99	9.99	Open					
6	Goods			Absent Author	Each	1	12.95	12.95	Open					
7	Goods			Accept and Value Each Person	Each	1	21.95	21.95	Open					
8	Goods			Aggressive In-Line Skating	Each	1	19.49	19.49	Open					

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

- View details of an approved Purchase Order
- Utilize "Actions" functionality for
 - View Change History
 - View PDF
 - View Receipts
 - View Invoices
 - View Payments
 - View Shipments
- Export the data to an Excel spreadsheet



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ORACLE[®] | Supplier Portal

[Navigator](#) | [Favorites](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Home | Orders | Shipments | Accounts | Admin

Purchase Orders | [Agreements](#) | [Purchase History](#)

Orders: Purchase Orders >

Standard Purchase Order: 2337884, 0 (Total USD 2,980.23)

Currency: USD

Actions | [View Change History](#) | [Go](#) | [Export](#)

Order Information

General

Total: **2,980.23**

Supplier: [Redacted] **IBC**

Supplier Site: 312790000

Address: [Redacted]

Buyer: [Sebastian, Miss Pamela Corcas](#)

Order Date: 15-Jun-2012 13:40:27

Description: [Redacted]

Status: **Open**

Note to Supplier: [Redacted]

Operating Unit: **CPS Business Group**

Sourcing Document: [Redacted]

Supplier Order Number: [Redacted]

Attachments: **None**

Note: [Redacted]

Terms and Conditions

Payment Terms: **Net 30**

Carrier: **UPS**

FOB: **Destination**

Freight Terms: **PP & Add**

Shipping Control: [Redacted]

Ship-To Address

Location: **Dever**

Address: **3436 N Osceola Avenue
Chicago, IL 60634**

Bill-To Address

Location: **Accounts Payable**

Address: **125 South Clark Street
Chicago, IL 60603**

Summary

Total	2,980.23
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

Show All Details | Hide All Details

Details	Line #	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	E Rate	Department	Floor/Room
Show	1	Goods		[Redacted]	1, 2, 3 Valentine's Day	Each	1	15.95	15.95	Open					
Show	2	Goods		[Redacted]	13 Nights of Halloween	Each	1	16.99	16.99	Open					
Show	3	Goods		[Redacted]	13 Planets: The Latest View of the Solar System	Each	1	16.95	16.95	Open					
Show	4	Goods		[Redacted]	30 Optical Illusions	Each	1	11.99	11.99	Open					
Show	5	Goods		[Redacted]	Abhorsen	Each	1	9.99	9.99	Open					



CPS Supplier Portal

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Download PDF Copy of Purchase Orders

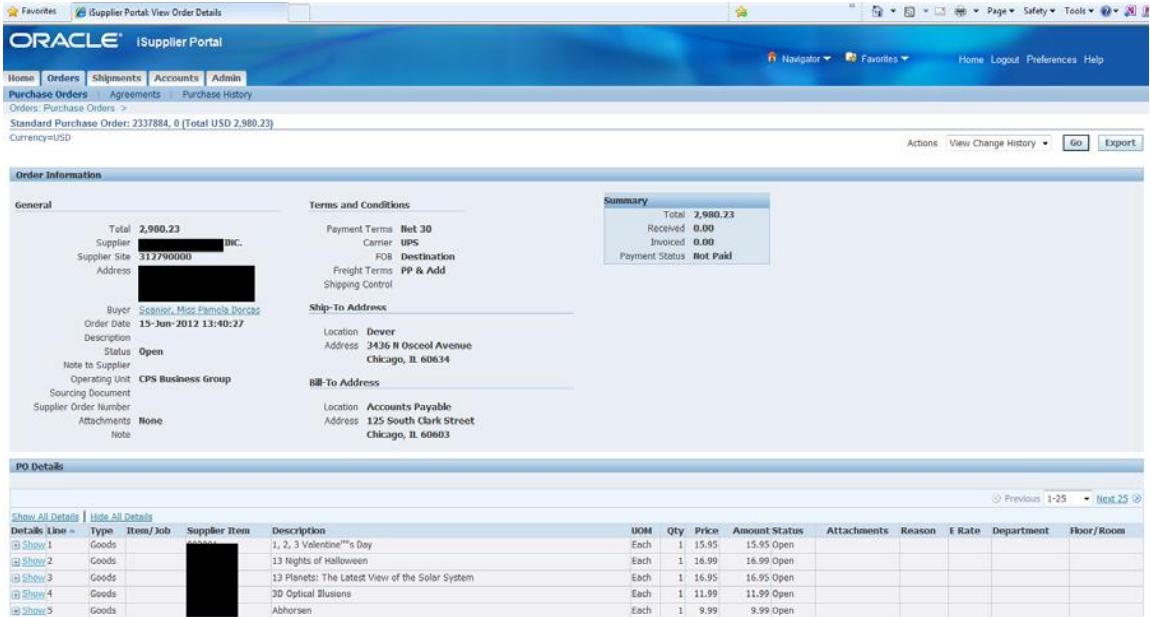
The purchase order details screen allows the user to download a PDF copy of the approved purchase order. You should follow the below steps to download the copy.

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.

The screenshot shows the Oracle iSupplier Portal interface. The main content area displays 'Order Information' for a purchase order with a total of 20,007.45. A 'Summary' box on the right shows 'Total 20,007.45', 'Received 0.00', 'Invoiced 0.00', and 'Payment Status Not Paid'. A 'File Download' dialog box is open in the center, asking 'Do you want to open or save this file?' for a PDF file named 'PO_21_2338_0_US.pdf' (33.1KB) from 'erpdev.csc.cps.k12.il.us'. The dialog has 'Open', 'Save', and 'Cancel' buttons. Below the dialog, the 'Bill-To Address' is visible: 'Accounts Payable, 125 South Clark Street, Chicago, IL 60603'. At the bottom, a table shows the purchase order details with one line item.

Details Line	Type	Item/Job Item	Supplier	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Rate	Department	Floor/Room
Show 1	Amount Based		NA		Dollar	20007.45	1	20,007.45	Open					

View Purchase Order History



The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Accounts', and 'Admin'. The main content area is titled 'Order Information' and is divided into three sections: General, Terms and Conditions, and Summary.

General Information:

- Total: 2,980.23
- Supplier: [Redacted] INC.
- Supplier Site: 312790000
- Address: [Redacted]
- Buyer: Scanlon, Miss Pamela Porcos
- Order Date: 15-Jun-2012 13:40:27
- Description: Open
- Status: Open
- Note to Supplier: CPS Business Group
- Operating Unit: CPS Business Group
- Sourcing Document: [Redacted]
- Supplier Order Number: [Redacted]
- Attachments: None
- Note: [Redacted]

Terms and Conditions:

- Payment Terms: Net 30
- Carrier: UPS
- FOB: Destination
- Freight Terms: PP & Add
- Shipping Control: [Redacted]
- Ship-To Address:
 - Location: Dever
 - Address: 3436 N Osceola Avenue
 - Chicago, IL 60634
- Bill-To Address:
 - Location: Accounts Payable
 - Address: 125 South Clark Street
 - Chicago, IL 60603

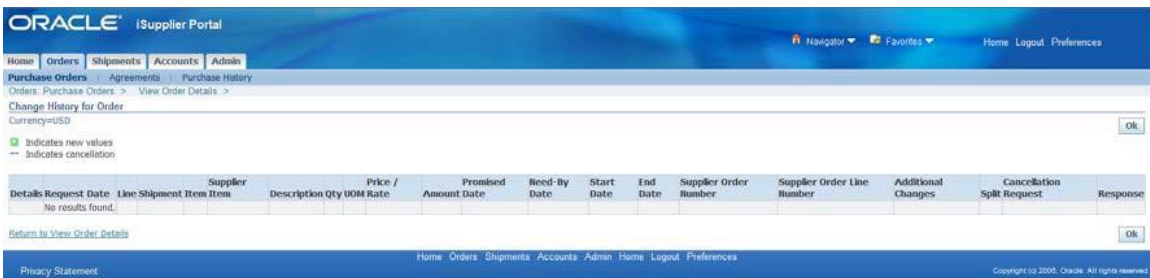
Summary:

- Total: 2,980.23
- Received: 0.00
- Invoiced: 0.00
- Payment Status: Not Paid

PO Details:

Details Line	Type	Items/Job	Supplier Items	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	E Rate	Department	Floor/Room
Show 1	Goods			1, 2, 3 Valentine's Day	Each	1	15.95	15.95	Open					
Show 2	Goods			13 Nights of Halloween	Each	1	16.99	16.99	Open					
Show 3	Goods			13 Planets: The Latest View of the Solar System	Each	1	16.95	16.95	Open					
Show 4	Goods			3D Optical Illusions	Each	1	11.99	11.99	Open					
Show 5	Goods			Abhorsen	Each	1	9.99	9.99	Open					

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.



The screenshot shows the 'Change History for Order' screen in the Oracle iSupplier Portal. The page title is 'Change History for Order' and the currency is set to USD. A legend indicates that green text represents new values and red text represents cancellations. The main table is empty, displaying 'No results found.' Below the table, there is a 'Return to View Order Details' button and an 'OK' button.

Details	Request Date	Line	Shipment	Item	Item	Description	Qty	UOM	Price / Rate	Price	Amount	Promise Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Cancellation Split Request	Response
No results found.																				

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