



# CPS Supplier Portal

## 03 - View Receipts, Invoices and Payments

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# CPS Supplier Portal

## 03 - View Receipts, Invoices and Payments

### Introduction

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

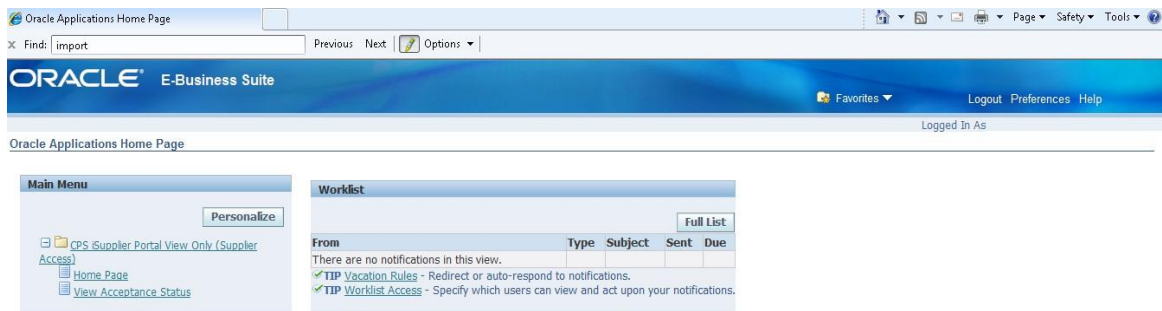
### Prerequisites

- Supplier user should have access to the portal
- Purchase history must exist
- Good / Services must be delivered in order for CPS to receipt line items quantities or amounts
- To view invoices, Invoices need to be processed by Accounts Payables (CPS)
- To view Payments, payments must exist in the system

### Navigation

CPSiSupplier Portal View Only (Supplier Access) → Home Page

Step	Action
1.	Click the <b>Home Page</b> hyperlink.





# CPS Supplier Portal

## 03 - View Receipts, Invoices and Payments

### 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.

**Electronic Purchase Orders**

Effective July 31, 2012, Chicago Public Schools will **STOP** printing and mailing hard copy Purchase Orders (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. Through this portal, all Vendors will have access to download approved purchase orders or to request CPS to send the orders electronically to their email address. Additionally, you may register additional users from your organization using the self-service functionality available under the "Admin" tab.

Refer to the portal login page - <https://supplier.csc.cps.k12.il.us> for the training documentation.

PO Number	Order Date
2337884	15-Jun-2012 13:40:27
2332296	12-Jun-2012 16:29:27
2335081	12-Jun-2012 13:42:31
2334836	12-Jun-2012 10:37:12
2334516	11-Jun-2012 17:49:40

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



# CPS Supplier Portal

## 03 - View Receipts, Invoices and Payments


### View Receipts

A receipt indicates that goods / services delivered to CPS were acknowledged by requester. Viewing receipts will allow you to monitor and track your authorization for payments.

### Receipt Statuses

There are three (3) possible receipt statuses for each of the approved purchase orders. The below list provide what each of those three (3) statuses mean:

- Confirmed – The customer has approved that goods / services were delivered
- Remitted – This status indicates that payment to goods / services acknowledged has been remitted
- Closed – The payment of this receipt was transferred to your bank account

Step	Action
1.	Click on the <b>Orders</b> Tab to view CPS approved purchase orders. 

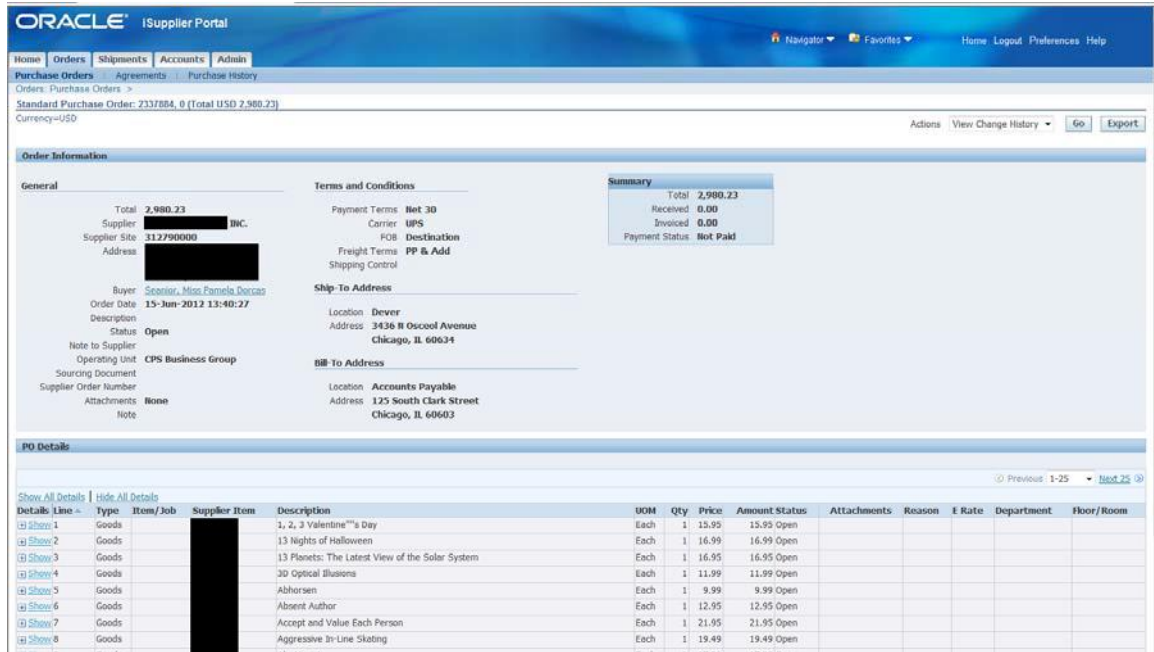
The screenshot shows the Oracle Supplier Portal interface. The main content area displays a table of purchase orders with columns for PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. The table lists 25 purchase orders, all from the 'CPS Business Group' and 'Standard PO' type, with various order dates and amounts. The status of the orders varies, including 'Open' and 'Closed'.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="checkbox"/>	2227884	0	CPS Business Group	Standard PO		15-Jun-2012 13:40:27	Seamior, Miss Pamela Dorcas	USD	2,980.23	Open		
<input type="checkbox"/>	2225226	0	CPS Business Group	Standard PO		12-Jun-2012 16:25:27	Seamior, Miss Pamela Dorcas	USD	897.67	Open		
<input type="checkbox"/>	2235681	0	CPS Business Group	Standard PO		12-Jun-2012 13:42:31	Seamior, Miss Pamela Dorcas	USD	513.13	Open		
<input type="checkbox"/>	2234836	0	CPS Business Group	Standard PO		12-Jun-2012 10:37:12	Seamior, Miss Pamela Dorcas	USD	7,440.80	Open		
<input type="checkbox"/>	2234516	0	CPS Business Group	Standard PO		11-Jun-2012 17:49:40	Seamior, Miss Pamela Dorcas	USD	629.11	Open		
<input type="checkbox"/>	2233159	0	CPS Business Group	Standard PO		09-Jun-2012 09:43:33	Seamior, Miss Pamela Dorcas	USD	3,846.93	Open		
<input type="checkbox"/>	2222281	0	CPS Business Group	Standard PO		07-Jun-2012 14:47:33	Seamior, Miss Pamela Dorcas	USD	3,676.45	Open		
<input type="checkbox"/>	2222628	0	CPS Business Group	Standard PO		07-Jun-2012 13:16:04	Seamior, Miss Pamela Dorcas	USD	4,153.00	Open		
<input type="checkbox"/>	2232519	0	CPS Business Group	Standard PO		07-Jun-2012 11:43:05	Seamior, Miss Pamela Dorcas	USD	1,731.56	Open		
<input type="checkbox"/>	2232518	0	CPS Business Group	Standard PO		07-Jun-2012 11:42:30	Seamior, Miss Pamela Dorcas	USD	4,816.18	Open		
<input type="checkbox"/>	2232517	0	CPS Business Group	Standard PO		07-Jun-2012 11:41:31	Seamior, Miss Pamela Dorcas	USD	977.82	Open		
<input type="checkbox"/>	2232516	0	CPS Business Group	Standard PO		07-Jun-2012 11:41:10	Seamior, Miss Pamela Dorcas	USD	441.83	Open		
<input type="checkbox"/>	2232514	0	CPS Business Group	Standard PO		07-Jun-2012 11:40:46	Seamior, Miss Pamela Dorcas	USD	8,947.12	Open		
<input type="checkbox"/>	2232512	0	CPS Business Group	Standard PO		07-Jun-2012 11:38:50	Seamior, Miss Pamela Dorcas	USD	1,282.73	Open		
<input type="checkbox"/>	2232511	0	CPS Business Group	Standard PO		07-Jun-2012 11:35:27	Seamior, Miss Pamela Dorcas	USD	1,786.14	Open		
<input type="checkbox"/>	2232537	0	CPS Business Group	Standard PO		23-May-2012 10:40:38	Seamior, Miss Pamela Dorcas	USD	3,071.80	Open		
<input type="checkbox"/>	2232536	0	CPS Business Group	Standard PO		23-May-2012 10:39:33	Seamior, Miss Pamela Dorcas	USD	3,348.04	Open		
<input type="checkbox"/>	2222312	0	CPS Business Group	Standard PO		21-May-2012 16:54:05	Seamior, Miss Pamela Dorcas	USD	2,054.67	Open		
<input type="checkbox"/>	2222621	0	CPS Business Group	Standard PO		18-May-2012 17:15:29	Seamior, Miss Pamela Dorcas	USD	111,995.00	Closed		
<input type="checkbox"/>	2210996	0	CPS Business Group	Standard PO		14-May-2012 11:09:08	Seamior, Miss Pamela Dorcas	USD	2,777.40	Open		
<input type="checkbox"/>	2210716	0	CPS Business Group	Standard PO		26-Apr-2012 16:00:28	Seamior, Miss Pamela Dorcas	USD	1,437.88	Open		
<input type="checkbox"/>	2207264	0	CPS Business Group	Standard PO		20-Apr-2012 10:08:00	Seamior, Miss Pamela Dorcas	USD	418.32	Open		
<input type="checkbox"/>	2207270	0	CPS Business Group	Standard PO		11-Apr-2012 20:58:28	Seamior, Miss Pamela Dorcas	USD	496.65	Open		
<input type="checkbox"/>	2228843	0	CPS Business Group	Standard PO		28-Mar-2012 17:01:06	Seamior, Miss Pamela Dorcas	USD	70,633.50	Open		
<input type="checkbox"/>	2288722	0	CPS Business Group	Standard PO		01-Mar-2012 12:35:46	Seamior, Miss Pamela Dorcas	USD	69.90	Open		


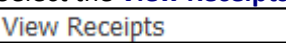

## CPS Supplier Portal

### 03 - View Receipts, Invoices and Payments

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



The screenshot displays the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Accounts, and Admin. Below this, the 'Purchase Orders' section is active, showing a 'Standard Purchase Order: 2337884, 0 (Total USD 2,980.23)'. The 'Order Information' section is divided into three columns: General, Terms and Conditions, and Summary. The General section includes fields for Total (2,980.23), Supplier (BIC), Supplier Site (312790000), Buyer (Sosa, Nita Pamela Dorcas), Order Date (19-Jun-2012 13:40:27), Status (Open), and Operating Unit (CPS Business Group). The Terms and Conditions section lists Payment Terms (Net 30), Carrier (UPS), FOB (Destination), Freight Terms (PP & Add), and Shipping Control. The Summary section shows Total (2,980.23), Received (0.00), Invoiced (0.00), and Payment Status (Not Paid). Below this, the 'Ship-To Address' and 'Bill-To Address' are listed. The 'PO Details' section at the bottom shows a table with columns for Details, Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, Reason, E Rate, Department, and Floor/Room. The table contains 8 rows of item details.

Step	Action
3.	Click on the <b>Actions</b> drop down list. 
4.	Select the <b>View Receipts</b> from the list item. 
5.	Click the <b>Go</b> button. 



## CPS Supplier Portal

### 03 - View Receipts, Invoices and Payments

PO Receipt Number	Line Shipment	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
21641 23226	5 1	Trucks (Bright Baby)	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	6 1	Play and Learn Shapes and Sorting	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	7 1	Baby Touch and Feel Zoo	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	8 1	Baby Touch and Feel Puppy Love	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	9 1	Big Board First 100 Animals (First Words)	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	10 1	Bright Baby Touch and Feel Baby Animals	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	11 1	Bug IQ	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	12 1	Slide and Find Trucks	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	13 1	Pop Up Ocean IQ	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	14 1	Pop Up Jungle IQ	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	15 1	B is for Bear	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	16 1	Pop Up Dino IQ	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	17 1	Pop Up Farm IQ	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	18 1	Treasure Hunt Counting Colors	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	19 1	Bright Baby Touch and Feel Numbers	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	20 1	Bright Baby Touch and Feel Words	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	21 1	Bright Baby Touch and Feel Colors	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time
21641 23226	22 1	Where's a Dove (Touch and Feel)	Each	200		200		State PK-Cluster E	11-Jun-2012 09:59:36		23-May-2012 00:00:00	On-Time

Step	Action
6.	You will be redirected to the Shipments tab  You can also view the receipts using <b>"Shipments"</b> tab directly.
7.	Click on a <b>Receipt #</b> hyperlink to see receipt details.



# CPS Supplier Portal

## 03 - View Receipts, Invoices and Payments

ORACLE iSupplier Portal
 
[Home](#) [Logout](#) [Preferences](#)

[Home](#)
[Orders](#)
[Shipments](#)
[Accounts](#)
[Admin](#)

**Receipts**

Shipments: Receipts >

**Receipt: 996808** [Export](#)

Creation Date	27-Feb-2006 10:32:47	Packing Slip	
Organization	CPS Business Group	Containers	
Supplier		Waybill/Airbill	
Supplier Site		Freight Carrier	
Shipment Number		Bill of Lading	
Shipment Date		Attachments	None

**Receipt Transactions**

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Attachment
27-Feb-2006 00:00:00		17-Feb-2006 00:00:00	On-Time	<a href="#">1083</a>	1	1		computer rental	Each	0.20377		0.20377		<a href="#">Coles ES</a>	
27-Feb-2006 00:00:00		17-Feb-2006 00:00:00	On-Time	<a href="#">1083</a>	1	1		computer rental	Each	0.49057		0.49057		<a href="#">Coles ES</a>	
27-Feb-2006 00:00:00		17-Feb-2006 00:00:00	On-Time	<a href="#">1083</a>	1	1		computer rental	Each	0.30566		0.30566		<a href="#">Coles ES</a>	

[Return to Shipments: Receipts](#) [Export](#)



# CPS Supplier Portal

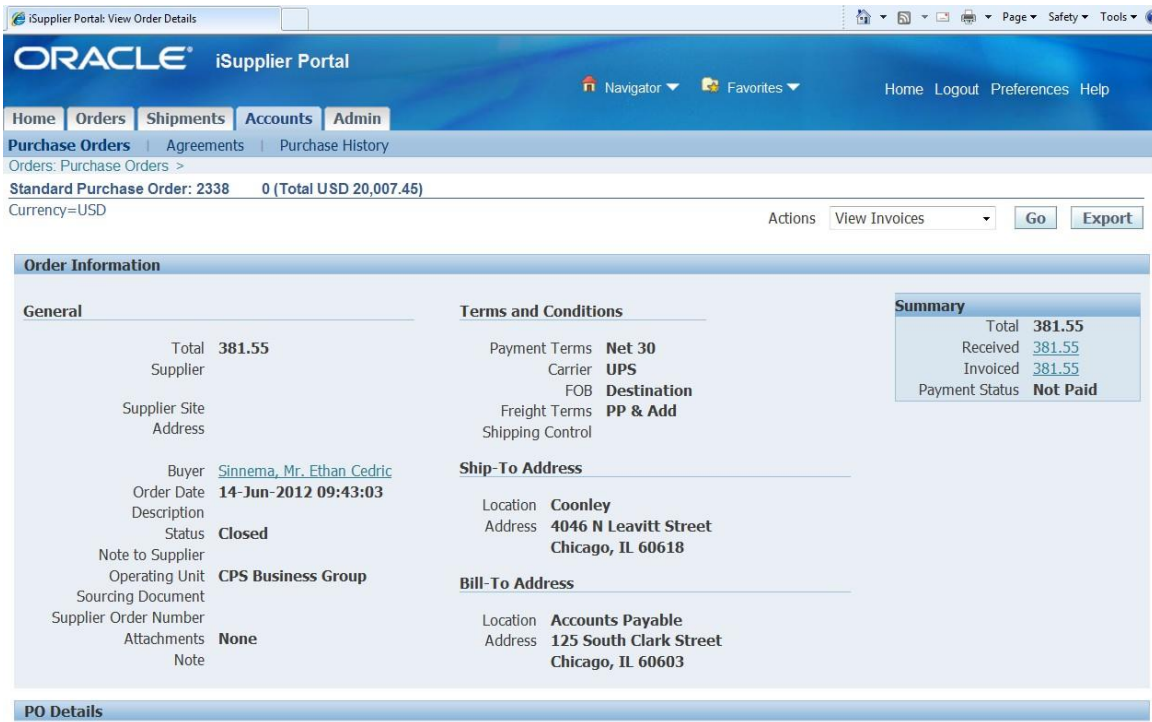
## 03 - View Receipts, Invoices and Payments




### View Invoices

The functionality allows Suppliers to view the status of an Invoice. You will be able to view Invoiced Line Items, Scheduled Payments and Hold Reason(s).

These features give you greater access into the standing of payment and why a payment might be in a 'Hold' status.

Invoices can be viewed from the purchase order details screen.



Step	Action
1.	Click on the <b>Actions</b> drop down list. 
2.	Select the <b>View Invoices</b> from the list item. 
3.	Click the <b>Go</b> button. 





# CPS Supplier Portal

## 03 - View Receipts, Invoices and Payments

Oracle iSupplier Portal

Home Orders Shipments Accounts Admin

View Invoices | View Payments

Orders: Purchase Orders > View Order Details >

Invoices for Standard Purchase Order: 2336

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
<a href="#">75801128</a>	17-May-2012	Standard	USD	381.55	381.55	Approved	Not Paid	16-JUN-2012		2336		

Return to View Order Details

Home Orders Shipments Accounts Admin Home Logout Preferences

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Step	Action
4.	Click on an <b>Invoice Number</b> to see Invoice details.
5.	Click on a <b>Purchase Order hyperlink</b> to go back to PO Details page.

Oracle iSupplier Portal

Home Orders Shipments Accounts Admin

View Invoices | View Payments

Accounts: View Invoices >

Standard Invoice: 811932 (Total USD 8,114.71)

Currency=USD

**General**

Invoice Date: **23-Apr-2012**

Status: **Approved**

On Hold

Attachments

Supplier

Supplier Site

Address

**CHICAGO, IL 60693**

**Amount Summary**

Item	8,114.71
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
<b>Total</b>	<b>8,114.71</b>

**Payment Information**

Paid	<b>8,114.71</b>
Discount Taken	<b>0.00</b>
Due	<b>0.00</b>
Status	<b>Paid</b>
Payment Date	<b>24-MAY-2012</b>
Payment	<b>419109</b>
Term	<b>Net 30</b>

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Simon Guggenheim School (Unit#26311).			Dollar	1.00	8,114.71	0.00	Approved	2307	1	1	Sinnema, Mr. Ethan Cedric	

Return to Accounts: View Invoices


Home Orders Shipments Accounts Admin Home Logout Preferences

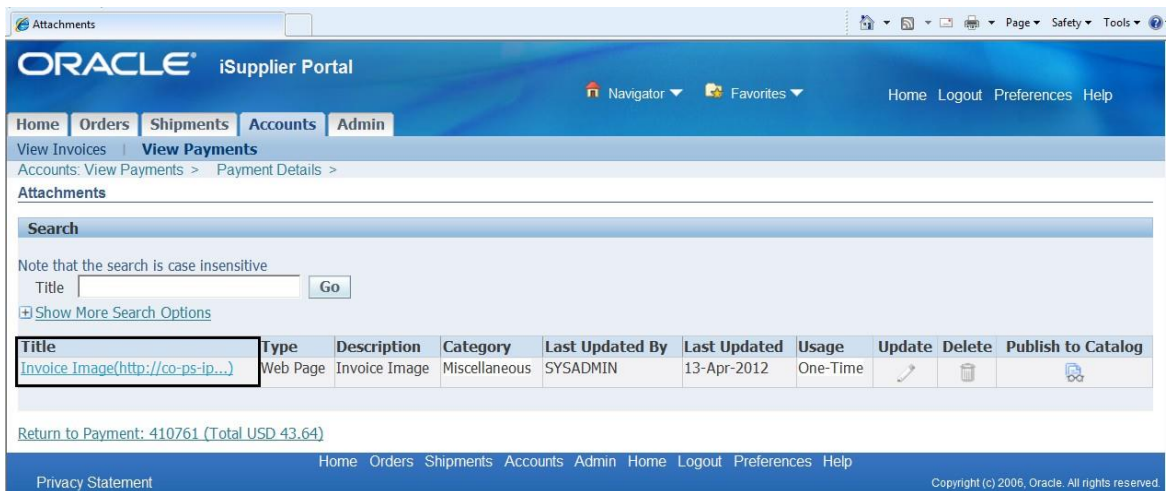
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## CPS Supplier Portal




### 03 - View Receipts, Invoices and Payments

You can also view invoice images by navigating from step 3:

Step	Action
6.	Click the <b>Attachments</b> hyperlink 
7.	You will be redirected to the <b>Attachments</b> screen

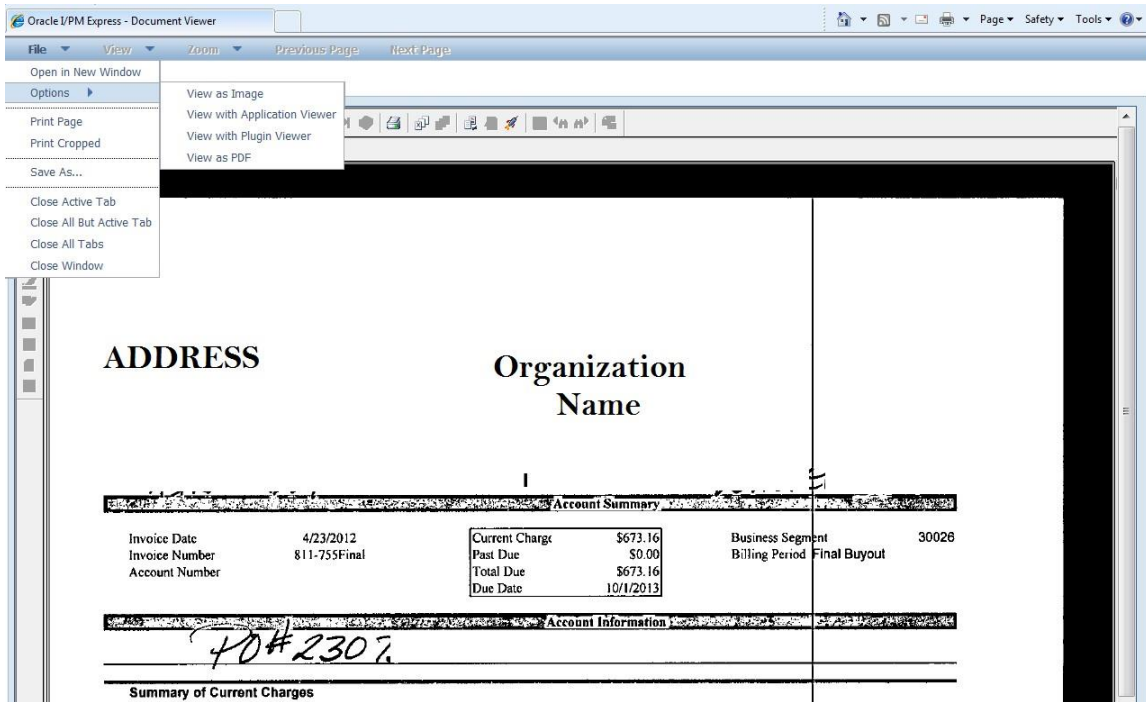


The screenshot shows the Oracle iSupplier Portal interface. The breadcrumb trail is: Accounts: View Payments > Payment Details > Attachments. Below the breadcrumb is a search section with a text input field and a 'Go' button. A table of attachments is displayed with the following data:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
<a href="http://co-ps-ip...">Invoice Image(http://co-ps-ip...)</a>	Web Page	Invoice Image	Miscellaneous	SYSADMIN	13-Apr-2012	One-Time			


Below the table, there is a link: [Return to Payment: 410761 \(Total USD 43.64\)](#). The footer contains 'Privacy Statement' and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step	Action
8.	Click on the <b>Invoice Image</b> hyperlink. <a href="#">Invoice Image</a>
9.	You will be redirected to Oracle Imaging and Process Application.



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

- View Image of Invoice
- Utilize "Actions" functionality for
  - Save as
  - Print
  - View as Image
  - View PDF
  - Export to Windows Photo Viewer

Step	Action
10.	Click File to View as..., Print and Close Window.
11.	Click on the <b>Rocket</b> button to export to Windows Image View. 



# CPS Supplier Portal

## 03 - View Receipts, Invoices and Payments

### View Payments

This functionality allows Suppliers to view Payments through the portal.

### Payment Statuses

Payments for approved purchase orders typically have the following statuses:

- Paid - Invoice amount has been paid.
- Partially Paid - Invoice amount reflects goods / services delivered.
- Not Paid - Invoice

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


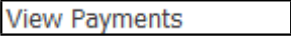

General		Terms and Conditions		Summary	
Total Supplier	1,203.28	Payment Terms	Net 30	Total	1,203.28
Supplier Site Address		Carrier	UPS	Received	1,203.28
Buyer	<a href="#">Sinnema, Mr. Ethan Cedric</a>	FOB	Destination	Invoiced	1,203.28
Order Date	19-Apr-2012 17:11:35	Freight Terms	PP & Add	Payment Status	<a href="#">Paid</a>
Status	Closed	Shipping Control			
Note to Supplier		<b>Ship-To Address</b>			
Operating Unit	CPS Business Group	Location	Pirie Academy		
Sourcing Document		Address	650 East 85th Street Chicago, IL 60619		
Supplier Order Number		<b>Bill-To Address</b>			
Attachments	None	Location	Accounts Payable		
Note		Address	125 South Clark Street Chicago, IL 60603		

PO Details




## CPS Supplier Portal

### 03 - View Receipts, Invoices and Payments

Step	Action
1.	Click on the <b>Actions</b> drop down list. 
2.	Select the <b>View Payments</b> from the list item. 
3.	Click the <b>Go</b> button. 

The “payment status” column indicates whether the payment has been made or not.

The screenshot shows the Oracle iSupplier Portal interface. The main content area displays a table of invoices for a specific purchase order. The table has the following columns: Invoice, Invoice Date, Type, Currency, Amount, Due Status, On Hold, Payment Status, Due Date, Payment, PO Number, Receipt, and Attachments. A single invoice is listed with the following details:

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
75801128	17-May-2012	Standard	USD	381.55	381.55	Approved	Not Paid	16-JUN-2012		2336		

Additional elements visible in the screenshot include navigation tabs (Home, Orders, Shipments, Accounts, Admin), a search bar with 'receipts' entered, and various utility buttons like 'Export' and 'Return to View Order Details'.