# Table of Contents

- **Introduction** .......................................................................................................................... 2
- **Prerequisites** .......................................................................................................................... 2
- **Navigation** ............................................................................................................................. 2
- **Home Page** ............................................................................................................................ 3
- **View Receipts** ......................................................................................................................... 4
- **View Invoices** ........................................................................................................................ 8
- **View Payments** ....................................................................................................................... 12
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 exists in the system

Navigation

CPS iSupplier Portal View Only (Supplier Access) → Home Page

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Home Page</strong> hyperlink.</td>
</tr>
</tbody>
</table>
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.
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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on the [Orders] Tab to view CPS approved purchase orders.</td>
</tr>
</tbody>
</table>

Revised on 5/1/2017
### CPS Supplier Portal

#### 03 - View Receipts, Invoices and Payments

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click on a PO Number hyperlink to view PO details.</td>
</tr>
</tbody>
</table>

---

![PO Details](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Click on the <strong>Actions</strong> drop down list.</td>
</tr>
<tr>
<td>4.</td>
<td>Select the <strong>View Receipts</strong> from the list item.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Go</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 6.   | You will be redirected to the Shipments tab  
You can also view the receipts using “Shipments” tab directly. |
| 7.   | Click on a Receipt # hyperlink to see receipt details. |
# CPS Supplier Portal

## 03 - View Receipts, Invoices and Payments

![Image of the CPS Supplier Portal](image)

Below is a screenshot of the CPS Supplier Portal, specifically showing the receipt details for a transaction. The screenshot includes data such as the receipt date, PO number, item description, and quantity. The table below provides a detailed view of the transaction data.

### Receipt Transactions

<table>
<thead>
<tr>
<th>Receipt Date</th>
<th>Promised Need Date</th>
<th>PO Number</th>
<th>Item/Job Description</th>
<th>UOM</th>
<th>Ordered</th>
<th>Returned</th>
<th>Net Received</th>
<th>Defects</th>
<th>Location</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Feb-2006 00:00:00</td>
<td>17-Feb-2006 00:00:00</td>
<td>1062</td>
<td>computer rental</td>
<td>Each</td>
<td>0.20377</td>
<td>0.20377</td>
<td>Colas Co</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27-Feb-2006 00:00:00</td>
<td>17-Feb-2006 00:00:00</td>
<td>1063</td>
<td>computer rental</td>
<td>Each</td>
<td>0.49057</td>
<td>0.49057</td>
<td>Colas ES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27-Feb-2006 00:00:00</td>
<td>17-Feb-2006 00:00:00</td>
<td>1063</td>
<td>computer rental</td>
<td>Each</td>
<td>0.30566</td>
<td>0.30566</td>
<td>Colas ES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Return to Shipments: Receipts*
**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 **Actions** drop down list.

2. Select the **View Invoices** from the list item.

3. Click the **Go** button.
4. Click on an Invoice Number to see Invoice details.

5. Click on a Purchase Order hyperlink to go back to PO Details page.
You can also view invoice images by navigating from step 3:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Click the Attachments hyperlink</td>
</tr>
<tr>
<td>7.</td>
<td>You will be redirected to the Attachments screen</td>
</tr>
</tbody>
</table>

---

**Step 8.** Click on the Invoice Image hyperlink. **Invoice Image**

**Step 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Click File to View as..., Print and Close Window.</td>
</tr>
<tr>
<td>11.</td>
<td>Click on the Rocket button to export to Windows Image View.</td>
</tr>
</tbody>
</table>
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
### Step 1: Click on the **Actions** drop down list.

### Step 2: Select the **View Payments** from the list item.

### Step 3: Click the **Go** button.

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