



# CPS Supplier Portal

## 04 - Set PO Delivery Method

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## **CPS Supplier Portal 04 - Set PO Delivery Method**

### **Introduction**

Chicago Public Schools provides electronic Purchase Orders to all Suppliers. Electronic purchase orders are offered in two different ways:

1. Receive approved purchase orders via E-Mail
2. View Purchase Orders online and download PDF copies

“How to” view purchase orders online is available in the training guide - **02 - View Purchase Orders, Order History and PO Status.**

You can also view this document by clicking on the below link directly.

[https://supplier.cps.edu/iSupplierDOCS/02\\_View\\_POStatus.pdf](https://supplier.cps.edu/iSupplierDOCS/02_View_POStatus.pdf)

### **Prerequisites**

- Supplier user should have access to the portal



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### PO Delivery Method

PO delivery method defines how your organization wants to be notified of the approved purchase orders.

There are two ways in which you can be notified of approved purchase orders:

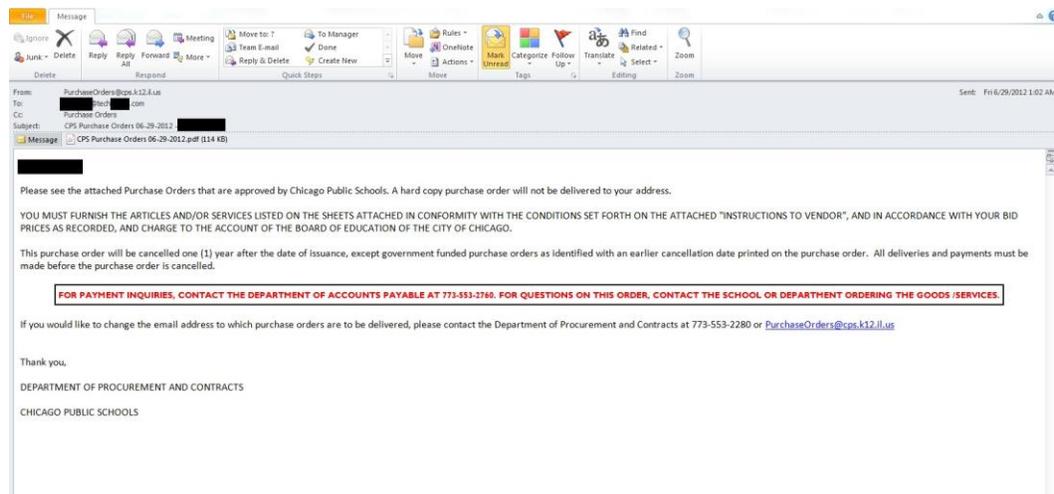
#### Email / Online

This setup will allow suppliers to automatically receive purchase orders in a PDF email attachment. Suppliers with this preference will not receive hard copy purchase orders.

The email provides list of all approved purchase orders for the previous day.

Emails will be sent from [PurchaseOrders@cps.edu](mailto:PurchaseOrders@cps.edu) address. You must make sure emails from this address are not routed to your **Spam / Junk** mail box.

Sample email sent to suppliers:





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#### Online

This setup allows suppliers to view and download purchase orders online through the Supplier portal. Suppliers with this preference will not receive email or hard copy purchase orders.

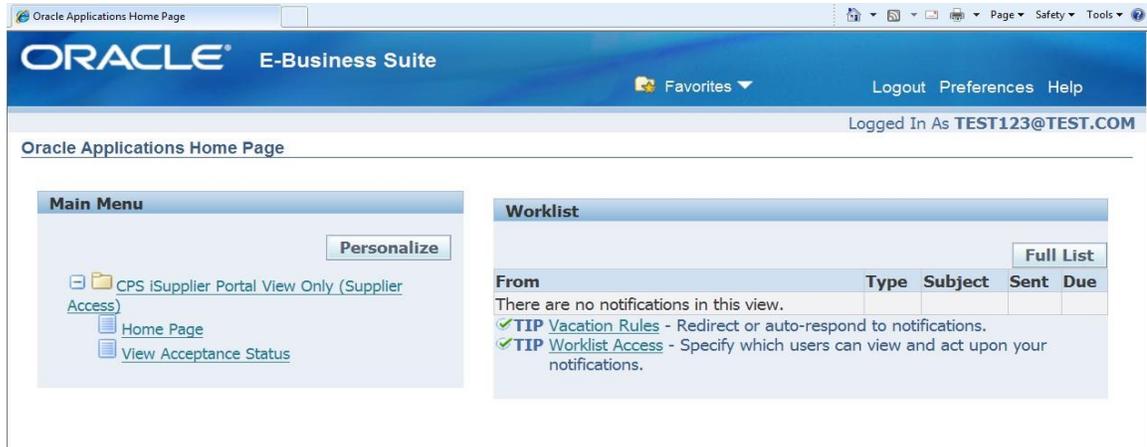
Refer to pages 3-5 of 02 - View Purchase Orders, Order History and PO Status for more information. You can view this training document by clicking on the below link directly.

[https://supplier.cps.edu/iSupplierDOCS/02\\_View\\_POStatus.pdf](https://supplier.cps.edu/iSupplierDOCS/02_View_POStatus.pdf)

### How to Set PO Delivery Method

#### Navigation

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



Step	Action
1.	Click the <b>Home Page</b> responsibility. <a href="#">Home Page</a>
2.	Click the <b>Admin</b> tab. <a href="#">Admin</a>
3.	Click the <b>Organization</b> hyperlink. <a href="#">Organization</a>



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The screenshot shows the Oracle iSupplier Portal interface. The 'PO Delivery' section is highlighted with a red box. It contains the following fields:

- PO Delivery Method:** A dropdown menu currently set to 'Email/Online'.
- PO Delivery Email Address:** A text input field containing 'TEST123@TEST.COM'.

Below the 'PO Delivery' section, there are sections for 'Total Employees' and 'Tax and Financial Information'.

Step	Action
	Under the <b>PO Delivery</b> section:
	Click the <b>PO Delivery Method</b> drop down list
5.	Select the <b>Email/Online</b> from the list item, if you wish to receive approved purchase orders via email.  Alternatively, you can select the <b>Online</b> method if you do not wish to receive email notifications of approved purchase orders.
6.	If you have selected the <b>Email/Online</b> , enter value into the <b>PO Delivery Email Address</b> field (i.e. " <b>name@domain.com</b> ")  <b>Note:</b> If entering multiple addresses, separate using comma ( , )
7.	Click on the <b>Save</b> button.

Once saved, you will start receiving purchase orders via email every day.