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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

Prerequisites

• Supplier user should have access to the portal



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 <u>PurchaseOrders@cps.edu</u> address. You must make sure emails from this address are not routed to your **Spam / Junk** mail box.

Sample email sent to suppliers:

Hessage													۵
Janore 🗙 🤤	🕥 🚔 🛤 Meeting	Move to: ?	🙈 To Manager		Rules -	🔁 🖶	Y a	A Find	9				
Junk - Delete Rep	y Reply Forward Re More +	Reply & Delete	Greate New	∓ Mov	Actions *	Mark Categorize	Follow Tran	slate	Zoom				
Delete	Respond	Qui	ck Steps		Move	Tags	G.	Editing	Zoom				
r: PurchaseOre Purchase Or Purchase Or rect: CPS Purcha	lers@cps.k.12.il.us chers ders ie Orders 06-29-2012 -												Sent: Fri 6/29/2012 1:02
Message 🔡 CPS Pur	chase Orders 06-29-2012.pdf (114	KB)											
100													
ase see the atta	hed Purchase Orders that	are approved by C	hicago Public Sch	ools. A hard	copy purcha	ase order will not	be delivered	to your addre	ss.				
J MUST FURNIS	H THE ARTICLES AND/OR S	ERVICES LISTED OF	N THE SHEETS AT	TACHED IN O	ONFORMIT	Y WITH THE CON	DITIONS SET	FORTH ON TH	E ATTACHED "	NSTRUCTIONS TO	VENDOR", AND	IN ACCORDANC	E WITH YOUR BID
ICES AS RECORD	ED, AND CHARGE TO THE	ACCOUNT OF THE	BOARD OF EDUC	ATION OF T	HE CITY OF C	HICAGO.							
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ade before the p	irchase order is cancelled.	year after the date	of issuance, exce	the Roverum	enic runoeo p	iur criase or ders a	s identified s	nut an earner	cancenation da	te printed on the	purchase or der.	An deliveries al	iu payments must be
FOR PAYN	ENT INQUIRIES, CONTAC	T THE DEPARTME	INT OF ACCOUNT	TS PAYABL	AT 773-553	2760 FOR OUES	TIONS ON T	HIS ORDER C	ONTACT THE	CHOOL OR DEPA	RTMENT ORDE	RING THE GOO	DS /SERVICES
you would like to	change the email address	to which purchase	orders are to be	delivered, p	ease contact	t the Department	of Procuren	ent and Contr	acts at 773-553	-2280 or Purchase	Orders@cos.k1	2.ILus	
ou noura nice to	enange are entan aooress	to milen parenose	orders are to be	dentered, p	cuse contact	t the peptitien	or rrocoren	en ono com	000000000000000000000000000000000000000	LEGG OF THE CHUR	Conden agrepanta		
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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



CPS Supplier Portal 04 - Set PO Delivery Method

How to Set PO Delivery Method

Navigation

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

Cracle Applications Home Page		â • 🖻 •	🖃 🖶 🔻 P;	age 🔻 Safe	ty ▼ Tools ▼ (
ORACLE [®] E-Business Suite	😪 Favorites 🔻	Logou	ıt Prefere	nces H	lelp
Oracle Applications Home Page		Logged I	n As TEST	123@T	EST.COM
Main Menu Personalize	Worklist			Full	Lict
CPS iSupplier Portal View Only (Supplier Access)	From There are no notifications in this view.	Туре	Subject	Sent	Due
Home Page View Acceptance Status	✓TIP <u>Vacation Rules</u> - Redirect or auto-resp ✓TIP <u>Worklist Access</u> - Specify which users notifications.	ond to not can view a	ifications. nd act upo	n your	

Step	Action
1.	Click the Home Page responsibility. Home Page
2.	Click the Admin tab.
3.	Click the Organization hyperlink. Organization



CPS Supplier Portal 04 - Set PO Delivery Method

Ø Organization					👌 -	🔊 👻 📑 💌 Page 🕶 Safety 🕶 Tools 🕶 🔞
ORACLE	iSupplier Portal			🏦 Navigator 🔻	🚱 Favorites 🔻	Home Logout Preferences
Home Orders Ship	ments Accounts Adm	n				
Profile Management						
General	Organization					
Company Profile Organization	D-U-N-S Number		C	hief Executive Name		<u>Cancei</u> <u>S</u> ave
 Contact Directory 	Legal Structure	2	Q	Chief Executive Title		
	Principal Name Year Established Incorporation Year Control Year Mission Statement		*	Principal Title		
	PO Delivery PO Delivery Method PO Delivery Email Address	/Online by which you would want to r TEST123@TEST.COM Email address to which Purcha emailaddress1@host.domain, o	eceive Purchase se Orders are to emailaddress2@H	Orders b be delivered. Comma sep nost.domain)	parated multiple email addresse	s are supported. (Example:
-	Total Employees					
	Organization To Organization Total T	ype -		Corporate Tota Corporate Total Typ	al 🗸	
		mation				

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

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