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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 - View Purchase Orders, Order History and PO Status.

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

https://supplier.efs.cps.edu/iSupplierDOCS/View\_PO\_Status.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:

Eile Message										۵
lanore 🗙 🚔	👰 🚔 🏨 Meeting	Move to: ?	🖂 To Manager 🖌 Done		Rules -	🔁 🖶	r az	Tind	9	
Junk - Delete Reply	Reply Forward	Reply & Delete	Greate New	÷ Me	ve Actions		ollow Trans	late Select -	Zoom	
Delete	Respond	Qui	ck Steps		Move	Tags	9	Editing	Zoom	
m: PurchaseOrder Purchase Order pject: CPS Purchase	.com									Sent: Fri 6/29/2012 1:02
Message CPS Purch	ase Orders 06-29-2012.pdf (114)	(B)								
ease see the attach	ed Purchase Orders that	are approved by C	hicago Public Sch	ools. A har	d copy purcha	ase order will not b	e delivered	to your addres	55.	
FOR PAYME	hase order is cancelled.	T THE DEPARTME	INT OF ACCOUN	ITS PAYAB	LE AT 773-553	-2760. FOR QUESTI	ONS ON TH	HIS ORDER, CO	ONTACT TH	n date printed on the purchase order. All deliveries and payments must be HE SCHOOL OR DEPARTMENT ORDERING THE GOODS /SERVICES. 553-2280 or <u>PurchaseOrders@cos.k12.il.us</u>
hank you,										
EPARTMENT OF PRO	DCUREMENT AND CONTR	RACTS								
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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 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.efs.cps.edu/iSupplierDOCS/View PO Status.pdf



#### How to Set PO Delivery Method

You will be able to set up or update the PO Delivery Email Address if you have "Business Administrator" access in the CPS Supplier portal.

You may verify the user role access by navigating to the CPS Supplier Portal (Supplier Access)  $\rightarrow$  Home Page  $\rightarrow$  Admin (Tab)  $\rightarrow$  Contact Directory.

Update
inistrator 🧷
inistrator 🧷
1

Follow below steps to update the PO Delivery Email:

#### Navigation

CPS Supplier Portal (Supplier Access)  $\rightarrow$  Home Page  $\rightarrow$  Admin (Tab)  $\rightarrow$  Organization (Sidebar)

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



## CPS Supplier Portal Set PO Delivery Method

	i Supplier Portal	🛱 Navigator 🔻	🔓 Favorites 🔻	Home Logout Preferen	ces Diagnostics
Profile Management					
General     Company Profile	Confirmation				
<ul> <li>Organization</li> </ul>	Changes to Organization have been saved				
<ul> <li>Contact</li> </ul>	Organization				
Directory					Cancel Save
<ul> <li>Product &amp; Services</li> </ul>	Overview				
	Organization				
	D-U-N-S Number Chief Executive Name				
	Legal Structure Structure Chief Executive Title				
	Principal Name				
	Year Established Principal Title				
	Incorporation Year				
	Control Year				
	Mission Statement				
	✓				
	Primary Contact				
	* Primary Contact User Name HS@GMAIL.COM Contact First Name	Harvey		Contact Area Code 344	
	Contact Job Title Lawer Contact Last Name	Spector	Co	ntact Phone Number 5552222	
	PO Delivery				
	PO Delivery Method Email/Online				
	PO Delivery Email Address aabb@xxxx.com,bba@xxx.com				
L L					
	Total Employees				
	Organization Total Corporate Total				
	Organization Total Corporate Total				
	Organization Total Type Corporate Total Type				
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	Organization Total Type Corporate Total Type V Tax and Financial Information Taxpayer ID 26-3764701 Analysis Year Fiscal Year End V Currency Preference V				
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	Organization Total Type Corporate Total Type Tax and Financial Information Taxpayer ID 26-37264701 Fiscal Year End Field Agency Federal Agency Potential Revenue Potential Revenue Fer next fiscal year.				Cancel Save
About this Page Privac	Organization Total Type Corporate Total Type Tax and Financial Information Taxpayer ID 26-3764701 Analysis Year Fiscal Year End Currency Preference Fiscal Year End Potential Revenue Potential Revenue For next final year. Home Orders Shipments Accounts Admin Home Logout Prefer	rences Diagnostics		- Condet 1	Cancel Save

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 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.