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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 Supplier Portal (Supplier Access) \rightarrow Home Page

Step	Action
1.	Click the Home Page hyperlink.

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racle Applications Home Page			
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CPS Supplier Portal (Supplier Access)	From Type	Subject	Sent 🔻 Due
Home Page	Waites, Nicole PO Approval	CPS Business Group - Standard Purchase Order	3671180, 0 28-Feb-2020
View Acceptance Status	Waites, Nicole PO Approval	CPS Business Group - Standard Purchase Order	3671179, 0 27-Feb-2020
	Supplier User Registration Workflo	w Version 2 Chicago Public Schools Supplier Collaboration Ne	twork: Confirmation of Registration 26-Feb-2020
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Home Orders Shipments Accounts Admin Search PO Number Go Notifications Orders Subject Full List - Agreements CPS Business Group - Standard Purchase Order 3671180, 0 28-Feb-2020 08:00:39 - Purchase History	
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3671180 28-Feb-2020 07:59:58	
3671179 27-Feb-2020 09:44:10	
Home Orders Shipments Accounts Admin Home Logout Preferences Help Diagnostics	
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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.

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.

Step	Action
1.	Click on the Orders Tab to view CPS approved purchase orders.
2.	Click on a PO Number hyperlink to view PO details.





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Step	Action
3.	Click on the Actions drop down list and select the View Receipts from the drop down button at top right side of the page. Actions View Receipts
4.	Click the Go button.
5.	You will be landed in the Receipts for Standard Purchase Order: xxx page (see below screen).
6.	Click on the <u>Receipt</u> hyperlink to see the payment details for the selected PO.



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Step	Action
7.	You can also view the receipts using "Shipments" tab directly.
8.	Click on the Receipt # hyperlink to see receipt details.



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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 by following the below steps.

Step	Action
1.	Click on the Orders Tab to view CPS approved purchase orders.
2.	Click on a PO Number hyperlink to view PO details.

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<u>3671179</u> <u>0</u> CPS Business Group Standard F	PO	27-Feb-2020 09:44:10	Waites, Ms. Nicole L	USD	10.00	Closed			
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Step	Action
3.	Click on the Actions drop down list and select the View Invoices from the drop down button at top right side of the page. Actions View Invoices
4.	Click the Go button.
5.	You will be landed in the Invoices for Standard Purchase Order: xxx page (see below screen).
6.	Click on the Invoice# hyperlink to see the invoice details for the selected PO.
7.	Click on an Invoice Number to see Invoice details.



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<u>Return to View Ir</u>	ivoices											Export

Step	Action
7.	You can also view the Invoices using "Accounts" tab directly.
8.	Click on the Invoice # hyperlink to see invoice details.



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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	Action
1.	Click on the Orders Tab to view CPS approved purchase orders.
2.	Click on a PO Number hyperlink to view PO details.

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O 3671180 0 CPS Business Group Standard PO		28-Feb-2020 07:59:58	Waites, Ms. Nicole L	USD	11.00	Open					
<u>3671179</u> <u>0</u> CPS Business Group Standard PO		27-Feb-2020 09:44:10	Waites, Ms. Nicole L	USD	10.00	Closed					
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Step	Action
3.	Click on the Actions drop down list and select the View Payments from the drop down button at top right side of the page.
4.	Click the Go button.
5.	You will be landed in the Payments for Standard Purchase Order: xxx page (see below screen).
6.	Click on the Payment # hyperlink to see the payment details for the selected PO.



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Return to View Payments										
Home Orders Shipments Accounts Admin Home Logout Preferences Diagnostics About this Page Privacy Statement Copyright (c) 2006, Orade. All rights reserved										

NOTE: The "Payment Status" column indicates whether the payment has been made or not.