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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

Navigation

CPS Supplier Portal (Supplier Access) → Home Page

Step	Action
1.	Click the Home Page hyperlink.

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Oracle Applications Home Page						
Main Menu Personalize	Worklist				Full	List
CPS Supplier Portal (Supplier Access)	From	Туре	Subject		Sent 🔻	Due
Home Page	Waites, Nicole	PO Approval	CPS Business Group - Standard Purchase Order 3671179	<u>, 0</u>	27-Feb-202)
View Acceptance Status		Supplier User Registration Workflow Version 2	Chicago Public Schools Supplier Collaboration Network: 0	Confirmation of Registration	26-Feb-202	0
	✓TIP <u>Vacatio</u> ✓TIP <u>Worklis</u>	<u>n Rules</u> - Redirect or auto-respond to notificat <u>t Access</u> - Specify which users can view and a	ons. t upon your notifications.			



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" page 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 defaults the latest Notifications and Orders as shown in the below screen.

	Accounts Admin	The second	🏦 Navigator 🔻 👒 Favorites 🔻	 Home Logout Preferences Help Diagnostics
Search PO Number	Go			
Notifications			Full List	Orders
Subject CPS Business Group - Standa	rd Purchase Order 3671180, 0		Date 28-Feb-2020 08:00:39	Agreements Purchase Orders Purchase History
CPS Business Group - Standar Chicago Public Schools Suppl	rd Purchase Order 3671179, 0 ier Collaboration Network: Confirmati.		27-Feb-2020 09:45:03 26-Feb-2020 14:48:14	Receipts Receipts
a				Invoices Invoices
Orders At A Glance			Full List	Payments
PO Number 3671180 3671179	Description	Order Date 28-Feb-2020 07:59:58 27-Feb-2020 09:44:10		• Layinteina
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bout this Page Privacy Statem	ent	e Orders Shipment s Accounts Admin	i nome Logoui melenences neip	Copyright (c) 2006, Oracle. All rights reserve

Step	Action
2.	Click on the Orders Tab to view CPS approved purchase orders.



View Purchase Orders and Status

This tab provides a list of all CPS approved purchase orders. You can click on the hyperlink available on each of the purchase orders to view the order details.

You can also use the "Advanced Search" functionality to view any order you wish to review.

Only approved purchase orders will be available for suppliers to view. The status of the purchase orders will be displayed as either "Open" or "Closed" as shown below.

- Open Status Purchase order is not completely fulfilled and billed
- Closed Status Purchase order is completely shipped and billed, payment is scheduled.

ORACLE [®] iSupplier Portal		n Navigator	🛨 🎴 Fa	worites 🔻		Home Logout	Preferences Help [Diagnostics
Purchase Orders Agreements Purchase History View Requests								
Purchase Orders								
								Export
Views								
View All Purchase Orders Go Select Order: View Change History							Adva	anced Search
Select PO Number Rev Operating Unit Document Type Description	order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
O 3671180 0 CPS Business Group Standard PO	28-Feb-2020 07:59:58	Waites, Ms. Nicole L	USD	11.00	Open			
O 3671179 0 CPS Business Group Standard PO	27-Feb-2020 09:44:10	Waites, Ms. Nicole L	USD	10.00	Closed			
Hans Order	Shiamonte Accounte Ad	tmin Homo Logout I	Proformeor	Holp Dia	apostics			Export
About this Page Privacy Statement	Shipments Accounts Ac	unini Home Logoul I	rieleiences	пер Dia	ignosiics		Copyright (c) 2008, O	racle. All rights reserved.

Step	Action
3.	Click on a <u>PO Number</u> hyperlink to view PO details.



Home Orders Shipmer Purchase Orders Agree Orders: Purchase Orders > Standard Purchase Order: Currency=USD	iSupplier Portal Ints Accounts Admin aments Purchase History 3671179, 0 (Total USD 10.00)	View Requests		n Navigator	r 😫 Favor	ites ▼	Home	Logout Preferences Help View Change History	Go Export
Order Information General Total Supplier Site Address Buyer Order Date Description Status Note to Supplier Operating Unit Sourcing Document Supplier Order Number Attachments Note	10.00 XYZ Corp Purchasing 42 Madison St Chicago, IL Waites, Ms. Nicole L 27-Feb-2020 09:44:10 Closed CPS Business Group None	Terms and Conditions Payment Terms Net Carrier UP FOB Des Freight Terms PP Shipping Control Ship-To Address Location Procureme Address 42 West M 9th Floor Chicago, II Bill-To Address Location Accts Paya Address 42 West M 2nd Floor Chicago, II	30 5 tination 8. Add nt adison Street . 60602 ble adison Street . 60602	P.	mary Total Received Invoiced yment Status	10.00 10.00 10.00 Paid			
PO Details	ataile								
Details Line Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Status	Attachments	Reason
+ Show 1 Amount B	ased	n/a	Pencil	Dollar	10	1	10.00 Closed		
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About this Page Privacy St	atement							Copyright (c) 200	8, Oracle. All rights reserved.

From this screen, you will be able to access the following functionality

- View details of an approved Purchase Order
- Utilize "Actions" functionality for
 - View Change History
 - \circ View PDF
 - \circ View Receipts
 - View Invoices
 - View Payments
 - View Shipments
- Export the data to an Excel spreadsheet



Download PDF Copy of Purchase Orders

The purchase order details screen allows the user to download a PDF copy of the approved purchase order. You should follow the below steps to download the copy.

Step	Action
4.	Click the Actions drop down list.
5.	Select View PDF from the list item.
6.	Click the Go button.
7.	Double-click the Open button.

Supplier Portal: View Order D ORACLE Home Orders Shipment Purchase Orders Agree Home Standard Purchase Order: 2	etails iSupplier Portal s Accounts Admin ments Purchase History 2338 0 (Total USD 20,007.45)	n Navigator▼ Sarety • Tools • €
Currency=USD		Actions View PDF Go Export
Order Information		File Download
General Total Supplier Supplier Site Address Buyer Order Date Order Date Description Status Note to Supplier Operating Unit Sourcing Document Supplier Order Humber Attachments Note	20,007.45 AUSTIN, TX 78753 Sinnema, Mr. Ethan Codric 15-Jun-2012 15:36:12 Open CPS Business Group None	Do you want to open or save this file? Image: PO_21_2339 0_US.pdf Type: Addoe Acrobat 7.0 Document, 33.1KB From: erpdev.csc.ops.k12.il.us Open Save Open Save Cancel Whe files from the internet can be useful, some files can potentially harm your computer. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source, do not open or save that file. You do not trust the source do not open or save that file. You do not trust the source do not open or save that file. You do not trust the source do not open or save that file. You do not trust the source do not open or save that file. You do not trust the source do not open or save that file. You do not trust the source do not open or save that file. You do not trust the source do not open or save that file. You do not trust the source do not open or save that file. You do not trust the source do not open or save that file. You do not trust the source do not open or sav
PO Details		
Show All Details Hide All Details Details Line Type Iter Based Amount Based Based Based	tails Supplier n/Job Item Description	UOM Qty Price Amount Status Attachments E E Dollar 20007.45 1 20,007.45 Open Department Floor/Room



View Purchase Order History

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Standard Durabase Order: 2674490, 0 (Total USD 44.0	y view Requests					
Currency=USD	0				Actions View Change History Go E	xport
Order Information						
General Total 11.00 Supplier Site Purchasing Supplier Site Purchasing Chicago, IL Chicago, IL Chicago, IL Ware Waths. M. Nuclei, L Corder Date 28-Feb-2020 07-99-58 Description Description Description Status 0 open Openaly Lint (CPS Business Group Sourcing Document Supplier Order Number Attachments None Note	Terms and Conditions Payment Terms. Net 30 Carrier UPS FOID Destination Freight Terms. PP & Add Shipping Control Ship-To Address Location Procurement Address 42 West Madison Street 9th Floor Chicago, 11.60602 Bill-To Address Location Accts Payable Address 42 West Madison Street 2nd Floor Chicago, 11.60602	Summary Total 11.00 Received 0.00 Invivide 0.00 Payment Status Not Paid				
PO Details						
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Show 1 Amount Based	n/a	Pencil Do	llar 11	1 11.00 Open	Attachments Reason	
Transition 1 T					Actions View Change History Go E	xport
About this Page Privacy Statement	Hor	me Orders Shipments Accounts Admin Home Log	out Preferences Help Diagnostics		Copyright (c) 2008, Oracle. All righ	its reserved

Step	Action
1.	Click on the Actions drop down list.
2.	Select the View Change History from the list item.
3.	Click the Go button.

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Accounts Admin										
Its Purchase History										
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										Ok
Supplier	Price /	Promised	Need-By	Start	End	Supplier Order	Supplier Order Line	Additional	Cancellation	
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Step	Action
4.	Note: there is no change history detail for this particular PO.
	Click the Ok button.