



# CPS Supplier Portal Set PO Delivery Method

## Table of Contents

|                                     |   |
|-------------------------------------|---|
| Introduction .....                  | 2 |
| Prerequisites .....                 | 2 |
| PO Delivery Method.....             | 3 |
| Email / Online.....                 | 3 |
| Online.....                         | 4 |
| How to Set PO Delivery Method ..... | 5 |



## CPS Supplier Portal 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 - **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](https://supplier.efs.cps.edu/iSupplierDOCS/View_PO_Status.pdf)

### Prerequisites

- Supplier user should have access to the portal



# CPS Supplier Portal Set PO Delivery Method

## 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:

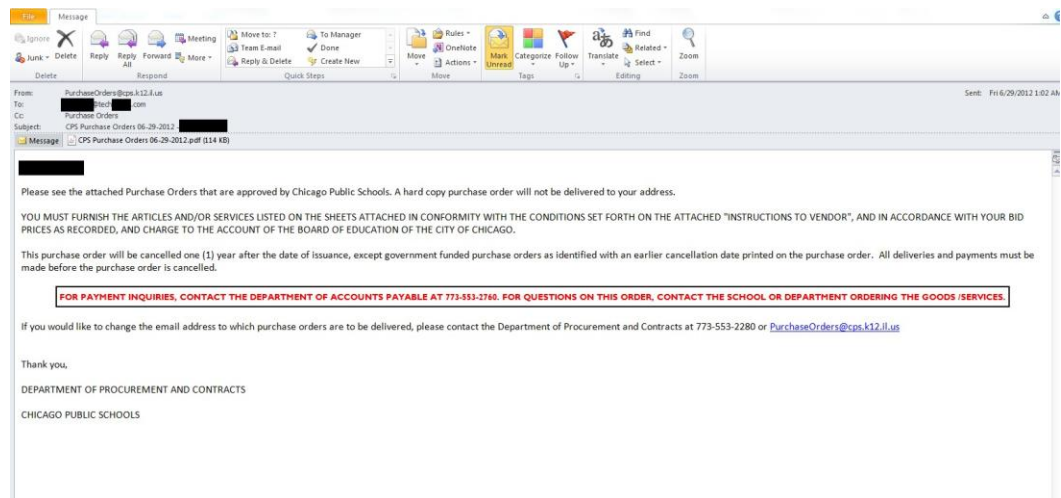
### Email / Online

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:





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

### 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](https://supplier.efs.cps.edu/iSupplierDOCS/View_PO_Status.pdf)

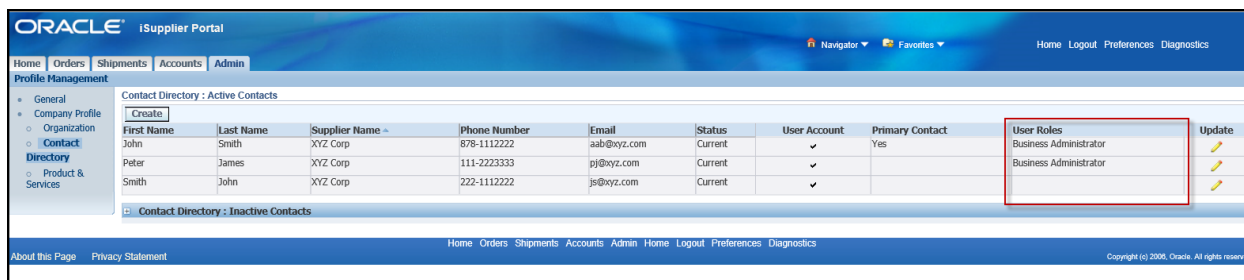


# CPS Supplier Portal Set PO Delivery Method

## 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.



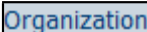
You may verify the user role access by navigating to the CPS Supplier Portal (Supplier Access) → Home Page → Admin (Tab) → Contact Directory.

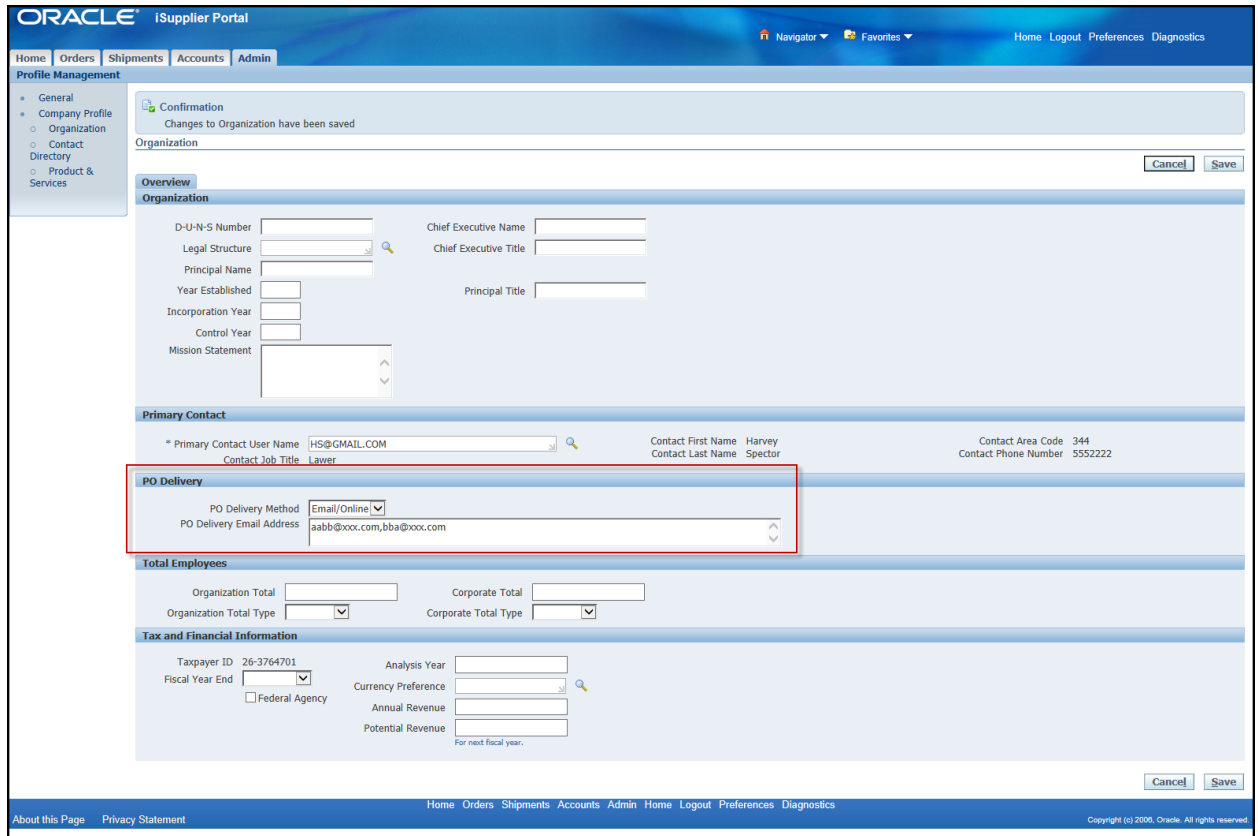


Follow below steps to update the PO Delivery Email:

### Navigation

CPS Supplier Portal (Supplier Access) → Home Page → Admin (Tab) → Organization (Sidebar)

| Step | Action  |
|------|---|
| 1.   | Click the <b>Home Page</b> responsibility.<br> |
| 2.   | Click the <b>Admin</b> tab.<br>                |
| 3.   | Click the <b>Organization</b> hyperlink.<br>   |



**ORACLE iSupplier Portal**

Home | Orders | Shipments | Accounts | Admin

Confirmation  
Changes to Organization have been saved

Organization

**Overview**

**Organization**

D-U-N-S Number  Chief Executive Name   
 Legal 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 Job Title Laver Contact Last Name Spector  
 Contact Area Code 344  
 Contact Phone Number 5552222

**PO Delivery**

PO Delivery Method Email/Online  
 PO Delivery Email Address aabb@xxx.com,bba@xxx.com

**Total Employees**

Organization Total  Corporate Total   
 Organization Total Type  Corporate Total Type

**Tax and Financial Information**

Taxpayer ID 26-3764701 Analysis Year   
 Fiscal Year End  Currency Preference   
 Federal Agency Annual Revenue   
 Potential Revenue   
For next fiscal year.

Cancel Save

About this Page Privacy Statement Home Orders Shipments Accounts Admin Home Logout Preferences Diagnostics Copyright (c) 2006, Oracle. All rights reserved.

| Step | Action   |
|------|--|
|      | Under the <b>PO Delivery</b> section:<br><br>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.<br><br>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> ")<br><br><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.