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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.

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.

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.

Step	Action
3.	Click on a PO Number hyperlink to view PO details.

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
  - View PDF
  - 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.

View Purchase Order History

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.

Step	Action
4.	Note: there is no change history detail for this particular PO. Click the **Ok** button.