



# CPS Supplier Portal

## View Purchase Orders, Order History and PO Status

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# CPS Supplier Portal

## View Purchase Orders, Order History and PO Status

### 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 <b>Home Page</b> hyperlink.

The screenshot displays the Oracle E-Business Suite interface. At the top, the Oracle logo and 'E-Business Suite' are visible. The page title is 'Oracle Applications Home Page'. The 'Main Menu' section on the left includes a 'Personalize' button and a tree view with 'CPS Supplier Portal (Supplier Access)' expanded, showing 'Home Page' and 'View Acceptance Status' links. The 'Worklist' section on the right contains a table with columns: From, Type, Subject, Sent, and Due. The table lists a notification from 'Waites, Nicole' regarding 'PO Approval' for 'CPS Business Group - Standard Purchase Order 3671179\_0', with a 'Sent' date of '27-Feb-2020' and a 'Due' date of '26-Feb-2020'. Below the table, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'



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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” 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 <b>Orders</b> Tab to view CPS approved purchase orders.



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### 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.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">3671180</a>	0	CPS Business Group	Standard PO		28-Feb-2020 07:59:58	<a href="#">Waites, Ms. Nicole L</a>	USD	11.00	Open			
<input type="radio"/>	<a href="#">3671179</a>	0	CPS Business Group	Standard PO		27-Feb-2020 09:44:10	<a href="#">Waites, Ms. Nicole L</a>	USD	10.00	Closed			

Step	Action
3.	Click on a <a href="#">PO Number</a> hyperlink to view PO details.



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The screenshot displays the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Accounts, and Admin. The main content area is titled "Purchase Orders" and shows details for a "Standard Purchase Order: 3671179\_0 (Total USD 10.00)". A red box highlights the "Actions" menu, which includes "View Change History", "Go", and "Export".

**Order Information**

General		Terms and Conditions		Summary	
Total	10.00	Payment Terms	Net 30	Total	10.00
Supplier	XYZ Corp	Carrier	UPS	Received	10.00
Supplier Site	Purchasing	FOB	Destination	Invoiced	10.00
Address	42 Madison St Chicago, IL	Freight Terms	PP & Add	Payment Status	Paid
Buyer	Waites, Ms. Nicole L	Shipping Control			
Order Date	27-Feb-2020 09:44:10	<b>Ship-To Address</b>			
Description	Closed	Location	Procurement		
Status		Address	42 West Madison Street 9th Floor Chicago, IL 60602		
Note to Supplier		<b>Bill-To Address</b>			
Operating Unit	CPS Business Group	Location	Accts Payable		
Sourcing Document		Address	42 West Madison Street 2nd Floor Chicago, IL 60602		
Supplier Order Number					
Attachments	None				
Note					

**PO Details**

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Amount Based		n/a	Pencil	Dollar	10	1	10.00	Closed		

Return to Orders: [Purchase Orders](#)

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



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## View Purchase Orders, Order History and PO Status

### 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 <b>Actions</b> drop down list.
5.	Select <b>View PDF</b> from the list item.
6.	Click the <b>Go</b> button.
7.	Double-click the Open button.

The screenshot shows the Oracle iSupplier Portal interface. The main content area displays 'Order Information' for a purchase order with a total of 20,007.45 USD. A 'File Download' dialog box is open in the center, asking 'Do you want to open or save this file?' for a PDF file named 'PO\_21\_2338\_0\_US.pdf'. The dialog includes 'Open', 'Save', and 'Cancel' buttons. To the right, a 'Summary' box shows the total amount and payment status as 'Not Paid'. Below the order information, there is a 'Bill-To Address' section and a 'PO Details' table.

Details Line	Type	Item/Job Item	Supplier	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	Rate	Department	Floor/Room
1	Amount Based		NA		Dollar	20007.45		1 20,007.45	Open					



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### View Purchase Order History

The screenshot shows the Oracle Supplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Accounts, and Admin. Below this, there are sub-tabs for Purchase Orders, Agreements, Purchase History, and View Requests. The main content area is divided into three sections: General, Terms and Conditions, and Summary. The General section includes details like Supplier (XYZ Corp), Address (42 Madison St, Chicago, IL), Buyer (Walters, Ms, Nicole L), and Order Date (28-Feb-2020). The Terms and Conditions section includes Payment Terms (Net 30), Carrier (UPS), and Shipping Control. The Summary section shows a Total of 11.00, with 0.00 Received and 0.00 Invoiced. Below these sections is a PO Details table with columns for Details, Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount Status, Attachments, and Reason. The table shows one line item with a quantity of 11 and a price of 1. At the bottom right, there are buttons for 'View Change History', 'Go', and 'Export'.

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

The screenshot shows the 'Change History for Order' page in the Oracle Supplier Portal. The page title is 'Change History for Order' and it shows 'Currency=USD'. There are checkboxes for 'Indicates new values' and 'Indicates cancellation'. Below this is a table with columns: Details, Request Date, Line, Shipment, Item, Item, Supplier, Description, Price / Qty, UOM, Rate, Promised Amount, Date, Recd-By Date, Start Date, End Date, Supplier Order Number, Supplier Order Line Number, Additional Changes, Cancellation Split Request, and Response. The table currently shows 'No results found.' At the bottom right, there is an 'Ok' button.

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