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Introduction

Chicago Public Schools (CPS) Supplier Collaboration Network is available to all current suppliers. This application enhances the exchange of information and enables secure transactions between CPS and our suppliers using the Internet and our Oracle Supplier Portal. Suppliers can monitor purchase orders, invoices and payments.

This User Guide is designed to assist you with learning the functionality of the Oracle Supplier Portal. There is an abundance of functionality that exists within the Oracle Supplier Portal.

When utilizing this functionality, please ensure that you use Internet Explorer as your Browser.
Initial Logon

Once your request to register a supplier user is approved by Chicago Public Schools, you will receive an email with login credentials and temporary password. You should follow the steps below to successfully confirm your registration and to use the portal.

Email Confirmation

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Open your “Registration Approval” email This email will be sent to the email address provided on the user account request form.</td>
</tr>
</tbody>
</table>

An example of the “Registration Approval” email is displayed below:

--- Original Message ---

From: Oracle Workflow Mailer

Sent: Wednesday, February 12, 2020 1:57:47 PM

To: OSCAR JIMENEZ

Subject: FYI: Chicago Public Schools Supplier Portal: Registration Approval

To ABC XYZ

Sent 12-FEB-2020 13:57:12

ID 37399385

Your request to register with Chicago Public Schools for access to its Supplier Portal has been approved. Your Supplier Number is xxxxx. You can now log on to the CPS Supplier Portal using your username (ABC@ABCD.COM) and the temporary password Xk5*30C9.

There are training documents posted on the CPS Supplier Portal to help navigate through the site [https://supplier.efs.cps.edu/training.html](https://supplier.efs.cps.edu/training.html).

All invoices must be sent to CPSInvoice@cps.edu

Any questions regarding payments, invoice processing, and Direct Deposit are to be sent to the Accounts Payable Department: accountspayable@cps.edu
Vendors will become inactive if there has not been any activity for **12 months**. To be reactivated, inactive vendors must follow the same process as a new vendor.

Please remember, Chicago Public Schools [Board Rule 7-13(b)](https://www.cps.edu/sites/default/files/7-13%20B%20%26%20C%20-%20D%20-%20Board%20Rule%207-13%20%20%20%28December%202018%29.pdf) requires that all CPS vendors **must obtain an approved purchase order prior to providing any goods and/or services**. If a company or individual delivers goods and/or provides services to a CPS School or Department without an approved purchase order, payment to the company or individual is not guaranteed and invoice processing may be delayed.

If you have any further questions or require additional information, please contact Purchasing@cps.edu.
Step | Action
--- | ---
2. | Click on the [CPS Supplier Portal](https://supplier.efs.cps.edu) link to access the CPS Supplier Portal Website Page. You can access the Supplier Portal page either through [https://supplier.efs.cps.edu](https://supplier.efs.cps.edu) or directly by clicking the link contained in your registration confirmation email.

The CPS Supplier Portal website is displayed.
### CPS Supplier Portal
Initial Logon and View Policy Acceptances

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Click on the [Login] button. This will open the Supplier Portal Login page in a new tab.</td>
</tr>
</tbody>
</table>

![Login Page](image-url)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4.   | Enter the **User Name** (Email Address)  
This is the email address that you entered on the account request form. |
| 5.   | Enter the **Password**  
This is the temporary password that you were assigned in the registration acceptance email. |
| 6.   | Click the [Login] button |

Upon initial login or if you haven’t accepted all of the CPS Policies, you will be re-directed to the Policies Acceptance Page.
Accept CPS Policies

You will need to review and accept the various policies to comply with Code of Ethics, Indebtedness, Purchase Order Terms and Conditions, and Portal Usage.
Accept Disclaimer and Terms and Conditions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select ‘Disclaimer and Terms and Conditions’ and click on View Policy. The policy document will be displayed.</td>
</tr>
</tbody>
</table>

1. **Step**

   **Action**

   Select ‘Disclaimer and Terms and Conditions’ and click on View Policy. The policy document will be displayed.

2. **Step**

   **Action**

   Read through the policy and confirm your acceptance at the top of the window.

   Click the **I Accept** checkbox option, enter your Initials and click the **ACCEPT** button.

   You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies, if any, will be displayed.
# CPS Supplier Portal

## Initial Logon and View Policy Acceptances

### Accept Ethics Policy

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select ‘Ethics Policy’ and click on View Policy. The policy document will be displayed.</td>
</tr>
</tbody>
</table>

![Ethics Policy Image]

### Step 2 Action

- Read through the policy and confirm your acceptance at the top of the window.
- Click the I Accept checkbox option, enter your Initials and click the ACCEPT button.
- You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies will be displayed.
Accept Indebtedness Policy

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select ‘Indebtedness Policy’ and click on View Policy. The policy document will be displayed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Read through the policy and confirm your acceptance at the top of the window.</td>
</tr>
<tr>
<td></td>
<td>Click the I Accept checkbox option, enter your Initials and click the ACCEPT button.</td>
</tr>
<tr>
<td></td>
<td>You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies will be displayed.</td>
</tr>
</tbody>
</table>
Accept Purchase Orders Terms and Conditions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select ‘Purchase Orders Terms and Conditions’ and click on View Policy. The policy document will be displayed.</td>
</tr>
</tbody>
</table>

---

**Step 2.**

Read through the policy and confirm your acceptance at the top of the window.

Click the **I Accept** checkbox option, enter your Initials and click the **ACCEPT** button.

You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies will be displayed.
Set Primary Contact

Once all policies have been accepted, you will be logged out of the system and re-directed back to the Supplier Portal Login page.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4.   | Enter the **User Name** (Email Address)  
This is the email address that you entered on the account request form. |
| 5.   | Enter the **Password**  
This is the temporary password that you were assigned in the registration acceptance email. |
| 6.   | Click the **Login** button |

Enter your credentials. On validation, you will be re-directed to the Primary Contact page (where you will see all your active user accounts) if you have not set one user as Primary contact for your CPS Supplier account. One Primary contact is mandatory and he/she will be the one point of contact for CPS business communications, will have access to update Supplier Account business information in the Supplier Portal.
Select one user and click on ‘Confirm’ button to set your Primary account.

If you have already set the Primary Contact for your Supplier account you will be directed to the Portal Home page (see below).
Supplier Portal Home Page

The portal is organized into two main menu options as displayed below.

Home Page

The Home page provides access to all self-service functionality through tabs.

You may navigate to Order to view Purchase Order related Information. The ‘Shipment’ Tab will display Receipt related Information. The ‘Accounts’ tab has the details of the Invoice and the Payments.
View Acceptance Status

Allows users to review the policies accepted during the initial logon. Users can use this link to read the documents anytime.
Change Password

If you know your current password and would like to change it, follow the below instructions.
While you logged in, visit the Preference link displayed at top left of the page.

The Change Password page will be displayed:

Type in your current password in the 'Old Password' field and desired password in 'New Password' and 'Repeat Password' fields.
CPS Supplier Portal
Initial Logon and View Policy Acceptances

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the user name in <strong>E-Mail Address</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter your CPS Vendor in the <strong>CPS Vendor Number</strong> field that was sent to you via email.</td>
</tr>
<tr>
<td>3.</td>
<td>Click on the <strong>Reset</strong> button.</td>
</tr>
</tbody>
</table>

Click on ‘Apply’ button to save the change of password. You will see an update message.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the sign to expand the ‘CPS Supplier Portal (Supplier Access)’ responsibility.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the View Acceptance Status hyperlink.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Home link to return back to the home page.</td>
</tr>
</tbody>
</table>