CPS Supplier Portal
View Receipts, Invoices and Payments

Table of Contents

Introduction ............................................................................................................................................... 2
Prerequisites .......................................................................................................................................... 2
Navigation ............................................................................................................................................. 2
Home Page .......................................................................................................................................... 4
View Receipts ....................................................................................................................................... 5
View Invoices ....................................................................................................................................... 9
View Payments .................................................................................................................................... 13
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
- Good / Services must be delivered in order for CPS to receipt line items quantities or amounts
- To view invoices, Invoices need to be processed by Accounts Payables (CPS)
- To view Payments, payments must exists in the system

Navigation

CPS Supplier Portal (Supplier Access) ➔ Home Page

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Home Page</strong> hyperlink.</td>
</tr>
</tbody>
</table>
CPS Supplier Portal
View Receipts, Invoices and Payments

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPS Business Group - Standard Purchase Order 307146, 0</td>
<td>28-Feb-2020 08:00:09</td>
</tr>
<tr>
<td>CPS Business Group - Standard Purchase Order 270125, 0</td>
<td>27-Feb-2020 09:05:03</td>
</tr>
<tr>
<td>Chicago Public Schools Supplier Collaboration Network: Confirm...</td>
<td>26-Feb-2020 14:48:14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Description</th>
<th>Order Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>307146</td>
<td></td>
<td>20-Feb-2020 07:59:58</td>
</tr>
<tr>
<td>270125</td>
<td></td>
<td>27-Feb-2020 09:04:10</td>
</tr>
</tbody>
</table>
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” 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 default the 5 latest Notifications and Orders.
View Receipts

A receipt indicates that goods / services delivered to CPS were acknowledged by requester. Viewing receipts will allow you to monitor and track your authorization for payments.

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>1.</td>
<td>Click on the <strong>Orders</strong> Tab to view CPS approved purchase orders.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on a <strong>PO Number</strong> hyperlink to view PO details.</td>
</tr>
</tbody>
</table>
### Step | Action
--- | ---
3. | Click on the **Actions** drop down list and select the **View Receipts** from the drop down button at top right side of the page.

![Actions drop down list](image)

4. | Click the **Go** button.

![Go button](image)

5. | You will be landed in the **Receipts for Standard Purchase Order: xxx** page (see below screen).

![Receipts page](image)

6. | Click on the **Receipt#** hyperlink to see the payment details for the selected PO.
Step | Action
---|---
7. | You can also view the receipts using **Shipments** tab directly.
8. | Click on the **Receipt #** hyperlink to see receipt details.
View Invoices

The functionality allows Suppliers to view the status of an Invoice. You will be able to view Invoiced Line Items, Scheduled Payments and Hold Reason(s).

These features give you greater access into the standing of payment and why a payment might be in a ‘Hold’ status.

Invoices can be viewed from the purchase order details screen by following the below steps.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on the Orders Tab to view CPS approved purchase orders.</td>
</tr>
<tr>
<td>2.</td>
<td>Click on a PO Number hyperlink to view PO details.</td>
</tr>
</tbody>
</table>
### Step 3
Click on the **Actions** drop down list and select the **View Invoices** from the drop down button at top right side of the page.

**Actions**: View Invoices

### Step 4
Click the **Go** button.

**Go**

### Step 5
You will be landed in the **Invoices for Standard Purchase Order: xxx** page (see below screen).

### Step 6
Click on the **Invoice#** hyperlink to see the invoice details for the selected PO.

### Step 7
Click on an **Invoice Number** to see Invoice details.
7. You can also view the Invoices using “Accounts” tab directly.

8. Click on the Invoice # hyperlink to see invoice details.
**View Payments**

This functionality allows Suppliers to view Payments through the portal.

**Payment Statuses**

Payments for approved purchase orders typically have the following statuses:

- Paid - Invoice amount has been paid.
- Partially Paid - Invoice amount reflects goods / services delivered.
- Not Paid - Invoice

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### CPS Supplier Portal

**View Receipts, Invoices and Payments**

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</tr>
</thead>
</table>
| 3.   | Click on the **Actions** drop down list and select the **View Payments** from the drop down button at top right side of the page.  

<table>
<thead>
<tr>
<th>Actions</th>
<th>View Payments</th>
</tr>
</thead>
</table>
| 4.     | Click the **Go** button.  

| 5.     | You will be landed in the **Payments for Standard Purchase Order: xxx** page (see below screen).  

| 6.     | Click on the **Payment #** hyperlink to see the payment details for the selected PO. |
NOTE: The “Payment Status” column indicates whether the payment has been made or not.