



CPS Supplier Portal

View Receipts, Invoices and Payments

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CPS Supplier Portal

View Receipts, Invoices and Payments

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 exist in the system

Navigation

CPS Supplier Portal (Supplier Access) → Home Page

Step	Action
1.	Click the Home Page hyperlink.





CPS Supplier Portal

View Receipts, Invoices and Payments

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

Search: PO Number

Home | Navigator | Favorites | Home | Logout | Preferences | Help | Diagnostics

Notifications

Subject	Date
CPS Business Group - Standard Purchase Order 3671180_0	28-Feb-2020 08:00:39
CPS Business Group - Standard Purchase Order 3671179_0	27-Feb-2020 09:45:03
Chicago Public Schools Supplier Collaboration Network: Confirmati...	26-Feb-2020 14:48:14

Orders At A Glance

PO Number	Description	Order Date
3671180		28-Feb-2020 07:59:58
3671179		27-Feb-2020 09:44:10

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Receipts

- [Receipts](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

About this Page | Privacy Statement

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CPS Supplier Portal

View Receipts, Invoices and Payments

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.



CPS Supplier Portal

View Receipts, Invoices and Payments

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.

Step	Action
1.	Click on the Orders Tab to view CPS approved purchase orders.
2.	Click on a PO Number hyperlink to view PO details.

The screenshot shows the Oracle iSupplier 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 displays a list of Purchase Orders with columns for PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. Two POs are listed: 3671180 (Open) and 3671179 (Closed). The interface includes search filters, an 'Advanced Search' button, and 'Export' buttons.



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



CPS Supplier Portal

View Receipts, Invoices and Payments

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Accounts, and Admin. Below this, there are links for Purchase Orders, Agreements, Purchase History, and View Requests. The main content area is titled 'Standard Purchase Order: 3671179, 0 (Total USD 10.00)'. It includes a 'Summary' section with a table showing Total (10.00), Received (10.00), Invoiced (10.00), and Payment Status (Paid). There are also sections for 'Order Information' (General, Terms and Conditions, Summary) and 'PO Details' (a table with columns: Details, Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, Reason). The PO Details table has one row with Line 1, Type Amount Based, Supplier Item n/a, Description Pencil, UOM Dollar, Qty 10, Price 1, Amount 10.00, and Status Closed. At the bottom right, there are 'View Receipts', 'Go', and 'Export' buttons.

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. 
4.	Click the Go button. 
5.	You will be landed in the Receipts for Standard Purchase Order: xxx page (see below screen).
6.	Click on the Receipt# hyperlink to see the payment details for the selected PO.



CPS Supplier Portal

View Receipts, Invoices and Payments

ORACLE iSupplier Portal

Home Orders Shipments Accounts Admin

Receipts

Orders: Purchase Orders > View Order Details >

Receipts for Standard Purchase Order: 3671179

Receipt	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
3260860	3671179	1	1	Pencil	Dollar	10.0		10	0.0		Procurement	27-Feb-2020 09:54:59		28-Feb-2020 00:00:00	On-Time

Return to View Order Details

Home Orders Shipments Accounts Admin Home Logout Preferences Diagnostics

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ORACLE iSupplier Portal

Home Orders Shipments Accounts Admin

Receipts

Shipments: Receipts >

Receipt: 3260860

Creation Date: 27-Feb-2020 09:55:32
 Organization: CPS Business Group
 Supplier: XYZ Corp
 Supplier Site: Purchasing
 Shipment Number
 Shipment Date

Packing Slip
 Containers
 Waybill/Airbill
 Freight Carrier
 Bill of Lading
 Attachments: None

Receipt Transactions

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Attachments	LPN/Lot/Serial	Invoice
27-Feb-2020 09:54:59		28-Feb-2020 00:00:00	On-Time	3671179	1	1		Pencil	Dollar	10.0		10	0.0		Procurement			

Return to Shipments: Receipts

Home Orders Shipments Accounts Admin Home Logout Preferences Diagnostics

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Step	Action
7.	You can also view the receipts using “ Shipments ” tab directly.
8.	Click on the Receipt # hyperlink to see receipt details.



CPS Supplier Portal

View Receipts, Invoices and Payments

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

Receipts

View Receipts Export

Simple Search Advanced Search

Receipt Number
 PO Number (example : 1234)
 Release Number (example : 1234-2)
 Shipment Number
 Shipped Date (example: 28-Feb-2020)

Organization
 Item Number
 Supplier Item
 Item Description

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
3260860	27-Feb-2020 09:55:32	CPS Business Group								3671179		

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

Receipts

Shipments: Receipts >

Receipt: 3260860 Export

Creation Date **27-Feb-2020 09:55:32**
 Organization **CPS Business Group**
 Supplier **XYZ Corp**
 Supplier Site **Purchasing**
 Shipment Number
 Shipment Date

Packing Slip
 Containers
 Waybill/Airbill
 Freight Carrier
 Bill of Lading
 Attachments **None**

Receipt Transactions

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job Description	UOM	Ordered	Returned	Net Received	Accepted Defects	Location	Attachments	LPN/Lot/Serial	Invoice
27-Feb-2020 09:54:59		28-Feb-2020 00:00:00	On-Time	3671179	1	1	Pencil	Dollar	10.0		10	0.0	Procurement			

[Return to Shipments: Receipts](#) Export

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CPS Supplier Portal

View Receipts, Invoices and Payments

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.

Step	Action
1.	Click on the Orders Tab to view CPS approved purchase orders.
2.	Click on a PO Number hyperlink to view PO details.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs: Home, Orders, Shipments, Accounts, and Admin. Below these, there are sub-tabs: Purchase Orders, Agreements, Purchase History, and View Requests. The main content area displays a list of purchase orders under the heading 'Purchase Orders'. There is a 'View' dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below the dropdown is a table with columns: Select PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. Two rows are visible in the table:

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



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CPS Supplier Portal

View Receipts, Invoices and Payments

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Accounts, and Admin. Below this, there are links for Purchase Orders, Agreements, Purchase History, and View Requests. The main content area is titled 'Order Information' and is divided into three sections: General, Terms and Conditions, and Summary. The General section includes details like Total (10.00), Supplier (XYZ Corp), and Order Date (27-Feb-2020). The Terms and Conditions section lists Payment Terms (Net 30) and Carrier (UPS). The Summary section shows Total (10.00), Received (10.00), Invoiced (10.00), and Payment Status (Paid). Below the order information is a table of PO Details with columns for Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, and Reason. The table contains one row with Line 1, Type Amount Based, and Description Pencil.

Step	Action
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. 
4.	Click the Go button. 
5.	You will be landed in the Invoices for Standard Purchase Order: xxx page (see below screen).
6.	Click on the Invoice# hyperlink to see the invoice details for the selected PO.
7.	Click on an Invoice Number to see Invoice details.



CPS Supplier Portal

View Receipts, Invoices and Payments

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

View Invoices | View Payments

Orders: Purchase Orders > View Order Details >

Invoices for Standard Purchase Order: 3671179

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments
112233	27-Feb-2020	Standard	USD	10.00	0.00	Approved	Paid			28-MAR-2020	2019221562	3671179		

[Return to View Order Details](#)

Home | Orders | Shipments | Accounts | Admin | Home | Logout | Preferences | Diagnostics

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ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

View Invoices | View Payments

Orders: Purchase Orders > View Order Details > View Invoices >

Standard Invoice: 112233 (Total USD 10.00)

Currency=USD

General

Invoice Date: 27-Feb-2020

Status: **Approved**

On Hold: **None**

Batch: **None**

Attachments: **None**

Supplier: XYZ Corp

Supplier Site: Purchasing

Address: 42 Madison St
Chicago, IL

Amount Summary

Item	10.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	10.00

Payment Information

Paid	10.00
Discount Taken	0.00
Due	0.00
Status	Paid
Payment Date	28-FEB-2020
Payment	2019221562
Term	Net 30

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Pencil	10	Dollar	1.00		10.00	0.00	Approved	3671179	1	1	Waites, Ms. Nicola L	

[Return to View Invoices](#)

Step	Action
7.	You can also view the Invoices using “ Accounts ” tab directly.
8.	Click on the Invoice # hyperlink to see invoice details.



CPS Supplier Portal

View Receipts, Invoices and Payments

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

View Invoices | View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number:
 PO Number: (example: 1234)
 Release Number: (example: 1234-2)
 Payment Number:
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To: (example: 28-Feb-2020)

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Discount	Receipt Date	Available Discount	Attachments
112233	27-Feb-2020	Standard	USD	10.00	0.00	Approved	Paid			28-MAR-2020	2019221562	3671179				

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

View Invoices | View Payments

Accounts: View Invoices >

Standard Invoice: 112233 (Total USD 10.00)

Currency=USD Export

General

Invoice Date: **27-Feb-2020**
 Status: **Approved**
 On Hold:
 Batch:
 Attachments: **None**
 Supplier: **XYZ Corp**
 Supplier Site: **Purchasing**
 Address: **42 Madison St**
Chicago, IL

Amount Summary

Item: **10.00**
 Freight: **0.00**
 Miscellaneous: **0.00**
 Tax: **0.00** ⓘ
 Prepayment: **0.00**
 Retainage: **0.00**
 Withholding Tax: **0.00**
 Total: **10.00**

Payment Information

Paid: **10.00**
 Discount Taken: **0.00**
 Due: **0.00**
 Status: **Paid**
 Payment Date: **28-FEB-2020**
 Payment: **2019221562**
 Term: **Net 30**

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Pencil	10	Dollar	1.00		10.00	0.00	Approved	3671179	1	1	Waites, Ms. Nicole L	

Return to Accounts: [View Invoices](#) Export



CPS Supplier Portal

View Receipts, Invoices and Payments

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

Step	Action
1.	Click on the Orders Tab to view CPS approved purchase orders.
2.	Click on a PO Number hyperlink to view PO details.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Accounts, and Admin. Below these, there are sub-tabs for Purchase Orders, Agreements, Purchase History, and View Requests. The main content area displays a table of Purchase Orders. The table has columns for PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. Two rows are visible: one for PO 3671180 (Open status) and one for PO 3671179 (Closed status). The interface also includes an 'Export' button and a 'View Change History' link.

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



CPS Supplier Portal

View Receipts, Invoices and Payments

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

Purchase Orders | Agreements | Purchase History | View Requests

Orders: Purchase Orders >

Standard Purchase Order: 3671179_0 (Total USD 10.00)

Currency=USD

Actions:

Order Information

General	Terms and Conditions	Summary
Total 10.00	Payment Terms Net 30	Total 10.00
Supplier XYZ Corp	Carrier UPS	Received <u>10.00</u>
Supplier Site Purchasing	FOB Destination	Invoiced <u>10.00</u>
Address 42 Madison St Chicago, IL	Freight Terms PP & Add	Payment Status <u>Paid</u>
Buyer <u>Wailes, Ms. Nicole L</u>	Shipping Control	
Order Date 27-Feb-2020 09:44:10	Ship-To Address	
Description Closed	Location Procurement	
Status Closed	Address 42 West Madison Street 9th Floor Chicago, IL 60602	
Note to Supplier	Bill-To Address	
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

[Show All Details](#) | [Hide All Details](#)

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
<input type="checkbox"/> Show	1	Amount Based		n/a	Pencil	Dollar	10	1	10.00	Closed		



[Return to Orders: Purchase Orders](#)

Actions:

Home | Orders | Shipments | Accounts | Admin | Home | Logout | Preferences | Help | Diagnostics

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Step	Action
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. 
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.



CPS Supplier Portal

View Receipts, Invoices and Payments

ORACLE iSupplier Portal

Home | Orders | Shipments | Accounts | Admin

View Invoices | **View Payments**

Orders: Purchase Orders > View Order Details > View Payments >

Payment: 2019221562 (Total USD 10.00)

Payment Date	28-Feb-2020	Supplier	XYZ Corp
Method	Check	Supplier Site	Purchasing
Status	Negotiable	Address	42 Madison St
Status Date	28-Feb-2020		
Remit-to Supplier		Chicago IL	
Remit-to Supplier Site		Bank Account	Bank One Cash Disbursements

[Export](#)

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
112233	27-Feb-2020	Standard	USD	10.00	Approved	Paid	10.00 3671179		

[Return to View Payments](#)

[Export](#)

Home | Orders | Shipments | Accounts | Admin | Home | Logout | Preferences | Diagnostics

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NOTE: The "Payment Status" column indicates whether the payment has been made or not.