Navigating iSupplier Home Page



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Navigating iSupplier Home Page	.1



iSupplier

Navigating iSupplier Home Page

This Topic demonstrates the process of Navigating the iSupplier Home Page.

Procedure

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Search PO Number	~	Go						
Notifications					Planning			
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Subject			Date 🛆		Purchase Orders			
Chicago Transit Authority - S	tandard Purchase Order Sampl	le_Test_0	22-Aug-2017 15	48:20	Purchase History			
Chicago Transit Authority - S	tandard Purchase Order Sampl	le_Po_Tes	22-Aug-2017 13	31:12	Shipments			
Chicago Transit Authority - S	tandard Purchase Order Sampl	le_PO_Tes	22-Aug-2017 13	28:40	Delivery Schedules			
Chicago Transit Authority - S	tandard Purchase Order Sampl	le_PO_Tes	22-Aug-2017 11	Aug-2017 11:28:11 • Overdue Receipts				
Chicago Transit Authority - S	tandard Purchase Order Stap_/	Ack2, 0	21-Aug-2017 10	15:38	Advance Shipment Notices			
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PO Number	Description	Order Date			- Invoices			
Sample_Test_0822		22-Aug-2017	15:47:53		Payments			
Sample_Po_Test2		22-Aug-2017	13:30:50		Payments			
Sample_PO_Test1		22-Aug-2017	13:28:14					
Pample PO Test		22-Aug-2017	11:27:36					
Sample_PO_rest								

Step	Action
1.	In this topic techniques for navigating the iSupplier Home Page will be covered.
	In this example, we will view:
	- Notifications
	- Agreements
	- Purchase Orders
	- Purchase History
	- Receipts
	- Invoices
	- Payments
	In the Notifications section:
	Click the Full List button.
	Full List

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	User 1	PO Approval	Chicago Transit Authority - Standard Purchase Order Sample_Test_0822, 0	22-Aug-2017		Open
	User 1	PO Approval	Chicago Transit Authority - Standard Purchase Order Sample_Po_Test2, 0	22-Aug-2017		Open
	User 1	PO Approval	Chicago Transit Authority - Standard Purchase Order Sample_PO_Test1, 0	22-Aug-2017		Open
	User 1	PO Approval	Chicago Transit Authority - Standard Purchase Order Sample_PO_Test, 0	22-Aug-2017		Open
	User 1	PO Approval	Chicago Transit Authority - Standard Purchase Order Stap_Ack2,0 requires your acceptance	21-Aug-2017		Closed
	User 1	PO Approval	Chicago Transit Authority - Standard Purchase Order Stap_Ack2, 0	21-Aug-2017		Open
	User 1	PO Approval	Chicago Transit Authority - Standard Purchase Order Stap_Ack1,0 requires your acceptance	21-Aug-2017		Open
	User 1	PO Approval	Chicago Transit Authority - Standard Purchase Order Stap_Ack1, 0	21-Aug-2017		Open
	User 1	PO Approval	Chicago Transit Authority - Standard Purchase Order Stap_Ack, 0	21-Aug-2017		Open
	User 1	PO Approval	Chicago Transit Authority - Standard Purchase Order Stap_Ack,0 requires your acceptance	21-Aug-2017		Open

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Step	Action
2.	All Notifications will appear in this screen. You can take any necessary actions.
	Click the Supplier Home tab. Supplier Home



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Chicago Transit Authority - S	tandard Purchase Order Samp	le_Test_0	22-Aug-2017 15:4	48:20	Purchase History	
Chicago Transit Authority - S	tandard Purchase Order Samp	le_Po_Tes	22-Aug-2017 13:	31:12	Shipments	
Chicago Transit Authority - S	tandard Purchase Order Samp	le_PO_Tes	22-Aug-2017 13:	28:40	Delivery Schedules	
Chicago Transit Authority - S	tandard Purchase Order Samp	le_PO_Tes	22-Aug-2017 11:	28:11	Overdue Receipts	
Chicago Transit Authority - S	tandard Purchase Order Stap_	Ack2, 0	21-Aug-2017 10:	15:38	Advance Shipment Notices	
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Sample_Test_0822 Sample_Po_Test2 Sample_PO_Test1		22-Aug-2017 13:28:14				

Step	Action
3.	To review your Purchase Agreements: Click the Agreements link.
	Agreements

Supplier Home Orders Suppments Finance Administration Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFO Deliverables Timecards Supplier Agreements Supplier Agreements View Requests Purchase History Work Confirmations RFO Deliverables Timecards Supplier Agreements Supplier Agreements Finance Advanced Search Advanced Search Advanced Search Advanced Search Finance Advanced Search Finance	cta	iSup	plier Por	rtal	â	8	*	\$.	¢ ⁹	Lo	gged in As Ji	DH N.SMITH @	равссо	RP.COM	-{
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Step	Action
4.	To retrieve all Agreements: Click the Go button.
	Go



Step	Action
5.	All of your agreements will appear in this screen. To return to the Supplier Home Page:
	Click the Supplier Home tab. Supplier Home



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Chicago Transit Authority - Si	tandard Purchase Order Samp	le_Po_Tes	22-Aug-2017 13:31	:12	Shipments
Chicago Transit Authority - S	tandard Purchase Order Samp	le_PO_Tes	22-Aug-2017 13:28	:40	Delivery Schedules
Chicago Transit Authority - Si	tandard Purchase Order Samp	le_PO_Tes	22-Aug-2017 11:28	:11	Overdue Receipts
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Sample_Po_Test2		22-Aug-201	7 13:30:50		Payments
Sample_PO_Test1		22-Aug-201	7 13:28:14		
		22-Aug-201	7 11:27:36		
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Step	Action
6.	To review your Purchase Orders: Click the Purchase Orders link.
	Purchase Orders

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Step	Action
7.	A list of your Purchase Orders will appear on the screen.
	To return to the Supplier Home Page:
	Click the Supplier Home tab.
	Supplier Home

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Chicago Transit Authority - S	tandard Purchase Order Sampl	e_PO_Tes	22-Aug-2017 13:28:40	Delivery Schedules				
Chicago Transit Authority - S	tandard Purchase Order Sampl	e_PO_Tes	22-Aug-2017 11:28:11	Overdue Receipts				
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Sample_Po_Test2		22-Aug-201	7 13:30:50	Payments				
Sample_PO_Test1		22-Aug-201	7 13:28:14					
Sample_PO_Test		22-Aug-201	7 11:27:36					

Step	Action
8.	To review your Purchase History: Click the Purchase History link. Purchase History



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No search conducted.												

Step	Action
9.	To retrieve your complete Purchase History: Click the Go button. Go

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Step	Action
10.	A list of all Purchase Orders will appear on the screen.
	To return to the Supplier Home Page:
	Click the Supplier Home tab.
	Supplier Home

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Chicago Transit Authority - S	tandard Purchase Order Samp	e_Po_Tes	22-Aug-2017 13:31:12	Shipments				
Chicago Transit Authority - S	tandard Purchase Order Samp	e_PO_Tes	22-Aug-2017 13:28:40	Delivery Schedules				
Chicago Transit Authority - S	tandard Purchase Order Samp	e_PO_Tes	22-Aug-2017 11:28:11	Overdue Receipts				
Chicago Transit Authority - S	tandard Purchase Order Stap_	Ack2, O	21-Aug-2017 10:15:38	Advance Shipment Notices				
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Sample_Test_0822		22-Aug-201	7 15:47:53	Payments				
Sample_Po_Test2		22-Aug-201	7 13:30:50	• rayments				
Sample_PO_Test1		22-Aug-201	7 13:28:14					
Sample_PO_Test		22-Aug-201	7 11:27:36					

Step	Action
11.	To review your Receipts: Click the Receipts link. Receipts



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Step	Action
12.	To retrieve all Receipts: Click the Go button. Go

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Step	Action
13.	All of your receipts will appear in this screen. To return to the Supplier Home Page: Click the Supplier Home tab.
	Supplier Home

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Chicago Transit Authority - S	andard Purchase Order Sample	e_PO_Tes	22-Aug-2017 13	28:40	Delivery Schedules				
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Sample_PO_Test1		22-Aug-201	7 13:28:14						
Sample_PO_Test		22-Aug-201	/ 11:27:36						

Step	Action
14.	To review your Invoices: Click the Invoices link.



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Invoice	Invoice Date	Туре	Currency	Amount	Due	Status	On Hold	Payment Status	to Supplier	to Supplie Site	Due Date	Payment	PO Number	Receipt	Attachments	Dis Date
Invoice No search conducted.	Invoice Date	Туре	Currency	Amount	Due	Status	On Hold	Payment Status	to Supplier	to Supplie Site	Due Date	Payment	PO Number	Receipt	Attachments	Dis Date
No search conducted.	Invoice Date	Туре	Currency	Amount	Due	Status	On Hold	Payment Status	to Supplier	to Supplie Site	Due Date	Payment	PO Number	Receipt	Attachments	Dise Date

Step	Action
15.	To retrieve all Invoices: Click the Go button. Go

Invoice Number PO Number Release Number PO Po Number Po P	Export
View Invoices View Payments Simple Search Advance Invoice Number Payment Status PO Number Invoice Amount From Release Number To Release Number To	Export
View Invoices Simple Search Invoice Number PO Number PO Number Release Number Invoice Date From To To Release Number PO To	Export
Simple Search Invoice Number Payment Status Imvoice Amount From To Advance PO Number Invoice Amount From To	
Invoice Number Payment Status V PO Number Invoice Annount From To Release Number Invoice Prom To	
Invoice Number Payment Status V PO Number Invoice Amount From To (example : 1234) Amount Due From To Release Number Invoice Date From To To	d Search
PO Number Invoice Amount Prom 10 Release Number Invoice Date From To	
Release Number	
IIIYOIGE DATE FTOTI	
(example : 1234-2) (fa	
Payment Number Due Date From (example: 28-Sep-2017)	
Go Clear	ws 1 to 75
Invoice Date Type Type Currency Amount Due Status Due Status Due Payment Currency Payment Status Payment Status Payment Status Payment Status Payment Status Payment Status Payment Payme	t PON
AME INV PO 07 18-Sep-2017 Standard Invoice USD 1.00 1.00 In- Process Not Paid 19- OCT- 2017	^
AME INV PO 09 18-Sep-2017 Standard USD 25.00 25.00 In- Not Paid OCT-	Sampl
Process 2017	



Step	Action
16.	All of your Invoices will appear in this screen. To return to the Supplier Home Page Click the Supplier Home tab. Supplier Home
	Supplier Home

lier Home Orders Shipm	ents Finance Administratio	n							
earch PO Number	•	Go							
Notifications					Planning				
			F	ull List	Orders				
🕱 2° 🖻 🌣 🕶 💷					- Agreements				
Subject			Date 🛆		- Purchase Orders				
Chicago Transit Authority - S	icago Transit Authority - Standard Purchase Order Sample_Test_0				Purchase History				
Chicago Transit Authority - S	tandard Purchase Order Sampl	e_Po_Tes	22-Aug-2017 13:	31:12	Shipments				
Chicago Transit Authority - S	tandard Purchase Order Sampl	e_PO_Tes	22-Aug-2017 13:	28:40	Delivery Schedules				
Chicago Transit Authority - S	tandard Purchase Order Sampl	e_PO_Tes	22-Aug-2017 11:	28:11	Overdue Receipts				
Chicago Transit Authority - S	tandard Purchase Order Stap_/	Ack2, 0	21-Aug-2017 10:	15:38	 Advance Shipment Notices 				
					Receipts				
					Receipts				
🚺 Orders At A Glan	ice				Returns				
~				ull liet	On-Time Performance				
a					Invoices				
PO Number	Description	Order Date	e		- Invoices				
Sample Test 0822		22-Aug-201	7 15:47:53		Payments				
Sample Po Test2		22-Aug-201	7 13:30:50		Payments				
Sample PO Test1		22-Aug-201	7 13:28:14						
Sample PO Test		22-Aug-201	7 11:27:36						
		22 / Gg 201	111111111111111111111111111111111111111						

Step	Action
17.	To review your Payments: Click the Payments link. Payments



cta is	upplier Portal		`	⊗ ★	\$₽.	1 9		Logged In A	AS JOH n. Smith	@ABCCORI	.сом →
upplier Home Order	s Shipments	Finance Administratio	n								
create Invoices View	v Invoices Vi	ew Payments									
Supplier Home >											
View Paymen	ts										Export
Simple Search											
Note that the search is	case insensitive									Advar	ced Search
Payment Number		Barrant	Status			N Q					
PO Number		Payment	Amount From		Sin.	10		44			
	(example : 1234)	Payme	ent Date From	(example: 26-Se	ep-2017)	10		00			
	(example : 1234-2) Go Clear										
X 2											
Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.											

Step	Action
18.	To retrieve all Payments: Click the Go button.
	Go

Ipplier Home	Orders	Shipments Fin	ance Administration	1								
reate Invoices	View In	voices View I	payments									
Supplier Home	>											
view Pay	ments										Ex	port
Note that the s Payment N Invoice N PO N	earch is ca lumber lumber lumber	se insensitive	Payment A	Status mount From		Č.	N Q To	(in			Advanced Sea	rch
Release N	lumber (e G	xample : 1234) xample : 1234-2) Clear	Paymen	it Date From	(example: 2	3-Sep-2017)						
Release N	(e lumber (e G	xample : 1234) xample : 1234-2) Clear	Paymen	it Date From	(example: 2	3-Sep-2017)					Rows 1 t	0 75
Release M	Remit-t Supplie	xample : 1234-2) Clear Remit-to Supplier Site	Payment Date V	Currency	(example: 2	Method	Status △	Status Date	Bank Account	Invoice	Rows 1 t	0 75
Release N	Remit-t Supplie	xample : 1234) xample : 1234-2) Clear Clear Clear CHICAGO	Payment Date V 29-Jun-2017	Currency	(example: 2 Amount 34,791.71	Method Electronic	Status △ Cleared	Status Date 30-Jun-2017	Bank Account LS Working Cash	Invoice Multiple	Rows 1 t PO Number PO 1	0 75
Release N Image: C Payment △ 922882 922333	Remit-t Supplie ABC Corp	xample : 1234) xample : 1234-2) Clear Remit-to Supplier Site CHICAGO CHICAGO	Payment Date ▼ 29-Jun-2017 26-May-2017	Currency USD	(example: 2 Amount 34,791.71 38,276.44	Method Electronic	Status 🛆 Cleared Cleared	Status 30-Jun-2017 30-May-2017	Bank Account LS Working Cash	Invoice Multiple Multiple	Rows 1 t PO Number PO 1 PO 2	•
Release N Payment 922882 922333 921828	Remit-t Supplie ABC Corp ABC Corp	xample : 1234) xample : 1234-2) Clear Remit-to Supplier Site CHICAGO CHICAGO	Payment Date ▼ 29-Jun-2017 26-May-2017 27-Apr-2017	Currency USD USD	(example: 2 Amount 34,791.71 38,276.44 35,034.40	Method Electronic Electronic	Status A Cleared Cleared Cleared	Status Date 30-Jun-2017 30-May-2017 28-Apr-2017	Bank Account LS Working Cash LS Working Cash LS Working Cash	Invoice Multiple Multiple 8043813892	Rows 11 PO Number PO 1 PO 2 PO 3	•



Step	Action
19.	All of your Payments will appear in this screen. To return to the Supplier Home Page Click the Supplier Home tab. Supplier Home

lier Home Orders Shipm	ients Finance Administratic	n						
earch PO Number	1	60						
earch PO Number		60						
Notifications								
Notifications				Planning				
			Full List	Orders				
			D. (Agreements				
Subject				Purchase Orders				
Chicago Transit Authority - S	tandard Purchase Order Sample	e_Test_0	22-Aug-2017 15:48:20	Purchase History				
Chicago Transit Authority - S	tandard Purchase Order Sample	e_Po_Tes	22-Aug-2017 13:31:12	Shipments				
Chicago Transit Authority - S	landard Purchase Order Sample	e_PO_Tes	22-Aug-2017 13:28:40	Derivery Schedules				
Chicago Transit Authority - S	landard Purchase Order Sample	e_PO_Tes	22-Aug-2017 11:28:11 • Overdue Receipts					
Chicago Transit Authority - S	tandard Purchase Order Stap_/	Ack2, 0	21-Aug-2017 10:15:38	Advance Shipment Notices				
				Receipts				
				- Receipts				
[Orders At A Glan	ice			Returns On Time Performance				
			Full List	Invesione				
A 2				Invoices				
PO Number	Description	Order Date	3	- Invoices				
Sample_Test_0822		22-Aug-2017 15:47:53		Payments				
Sample_Po_Test2		22-Aug-2017 13:30:50		Payments				
Sample_PO_Test1		22-Aug-201	7 13:28:14					
Sample PO Test		22-Aug-201	7 11:27:36					

Step	Action
20.	
	End of Procedure.