



# CITY OF DETROIT SUPPLIER PORTAL- HOW TO VIEW PURCHASE ORDER

How to view Purchase Orders via Supplier Portal

Step by Step instructions for Supplier to view their Purchase Orders issued by the City of Detroit via Supplier Portal.

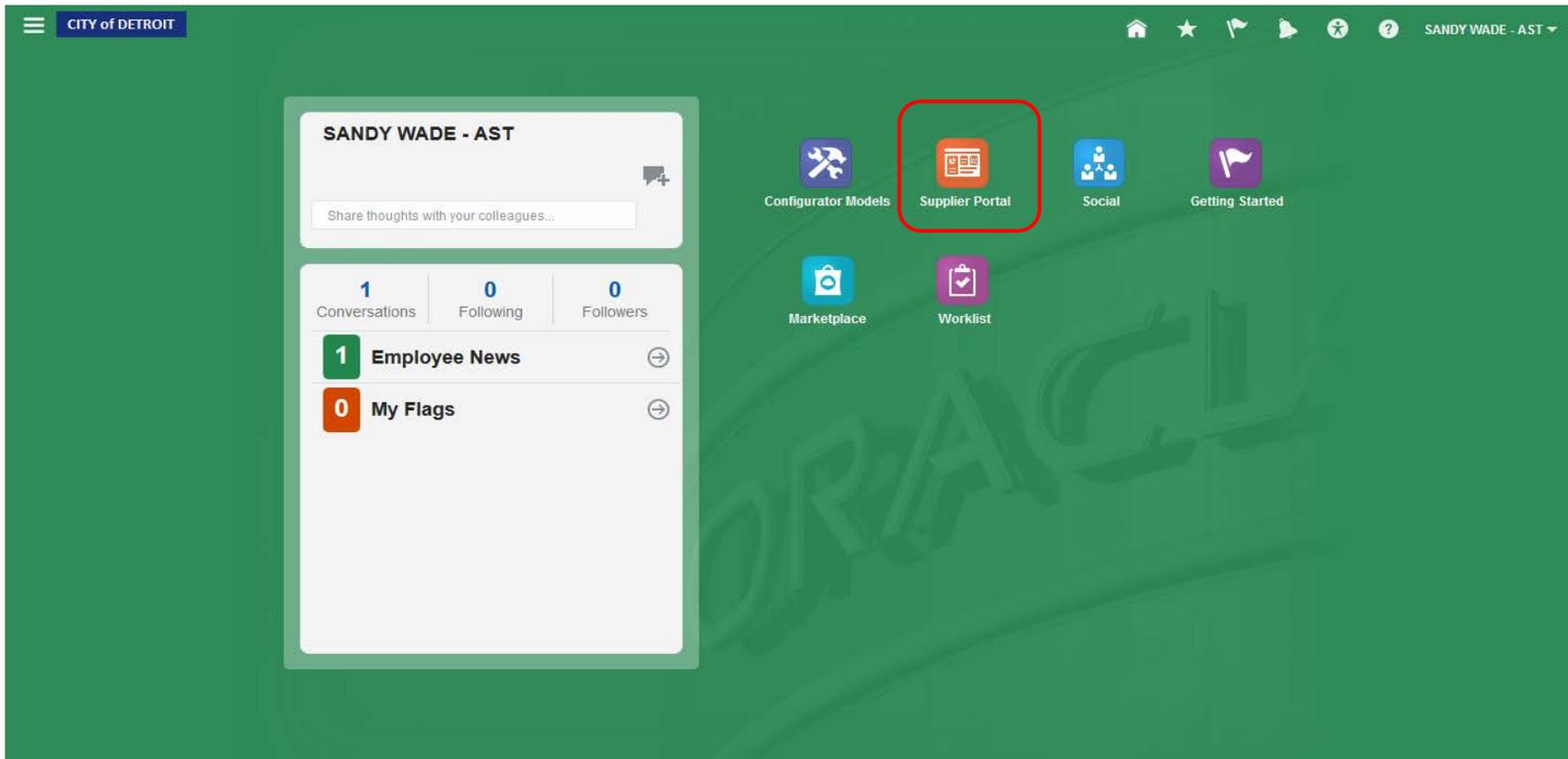
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# How to view Purchase Orders issued by the City of Detroit via Supplier Portal

Log into Oracle Supplier Portal using your Contact email address and password.



Click on the Home icon.



You will be directed to the Home page. Click on the Supplier Portal icon.

CITY of DETROIT

Home, Flag, Bell, Star, Question Mark, SANDY WADE - AST

### Overview

Summary | Orders | Agreements | Schedules

#### Worklist

My Tasks | Actions | Assigned | < | >

Title	Number	Creator	Assigned	Priority
No tasks are available				

#### Watchlist

#### Supplier News

Refresh Start Time 12/29/16 4:25 PM

- Agreements
  - Changed or canceled in the last 7 days
  - Expiring
  - Opened in the last 7 days
  - Pending acknowledgment
  - Pending authoring
- Negotiations
  - Closing in next 7 days
  - Closing today
  - Open invitations
- Orders
  - Changed or canceled in the last 7 days
  - Opened in the last 7 days

You will be directed to the Overview page. Click on the List icon on the far-right side of the page.

CITY of DETROIT SANDY WADE - AST

**Overview**

Summary Orders Agreements Schedules

**Worklist**

My Tasks Actions Assigned

**Watchlist**

**Agreements**

- Changed or canceled in the last 7 days
- Expiring
- Opened in the last 7 days
- Pending acknowledgment
- Pending authoring

**Supplier News**

Refresh Start Time 1/13/17 9:05 PM

**Orders**

- Manage Orders
- Manage Schedules

**Agreements**

- Manage Agreements

**Shipments**

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Consigned Inventory**

- Review Consumption Advices

**Invoices and Payments**

- Create Invoice
- View Invoices
- View Payments

**Supplier Profile**

- Manage Profile

Click the Manage Orders link.

**Manage Orders** Done

Headers Schedules

**Search**

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All orders

Order

Status

Include Closed Documents No

Search Reset Save...

**Search Results**

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 24									

Manage Orders page will display.

## Manage Orders

Done

Headers Schedules

Search

Sold-to Legal Entity  Business Unit

Bill-to BU

Supplier Site  CoD BU

Advanced Manage Watchlist Saved Search All orders

Order

Status

Include Closed Documents No

Search Reset Save...

Bill-to BU field – using the dropdown arrow, select CoD BU. Click the Search button.

## Manage Orders

Done

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
3007670	11/21/16	Cloud Implementation and replacing SPO#300395; balance of the CPA	NAPERVILLE	PATTERSON, IVA	1,318,800.00	USD	Open		11/21/16
3006395	10/12/16	PAYMENT FOR ERP - CORE GO-LIVE EXTENDED SERVICES	NAPERVILLE	WALKER, BERNADETTE	0.00	USD	Cancelled		10/12/16
3004065	8/18/16	ADDITIONAL SUPPORT FOR ORACLE CLOUD ERP SERVICES	NAPERVILLE	WILLIS, LENA	1,062,720.00	USD	Open		8/4/16
3002730	6/22/16	To pay invoices	NAPERVILLE	WILLIS, LENA	2,400,048.52	USD	Open		6/22/16
PO3001304	5/10/16	Contract Release at the Request of Terri Wilson and Approved by Boysie Jack...	NAPERVILLE	WILLIS, LENA	4,059,886.48	USD	Closed		5/10/16
2904238	3/31/16	2015 ERP Project	NAPERVILLE	BOYD, CHANTELL	1,375,422.69	USD	Closed for Invoicing		3/31/16

The Search Results page will display. See the status column for the POs listed.

Open – Purchase Order available for invoicing and receiving

Cancelled – Purchase Order has been cancelled and is no longer valid

Closed – Purchase Order has been invoiced and receipted in full

Closed for Invoicing – Purchase Order has been invoiced in full, not receipted in full

Closed for Receiving – Purchase Order has been receipted in full, not invoiced in full

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
3007670	11/21/16	Cloud Implementation and replacing SPO#300395; balance of the CPA	NAPERVILLE	PATTERSON, IVA	1,318,800.00	USD	Open		11/21/16
3006395	10/12/16	PAYMENT FOR ERP - CORE GO-LIVE EXTENDED SERVICES	NAPERVILLE	WALKER, BERNADETTE	0.00	USD	Ordered	1,318,800.00 USD	10/12/16
3004065	8/18/16	ADDITIONAL SUPPORT FOR ORACLE CLOUD ERP SERVICES	NAPERVILLE	WILLIS, LENA	1,062,720.00	USD	Pending Fulfillment Action	220,250.00 USD	8/4/16
3002730	6/22/16	To pay invoices	NAPERVILLE	WILLIS, LENA	2,400,048.52	USD	Received	1,098,550.00 USD	6/22/16
PO3001304	5/10/16	Contract Release at the Request of Terri Wilson and Approved by Boysie Jack...	NAPERVILLE	WILLIS, LENA	4,059,886.48	USD	Delivered	1,098,550.00 USD	5/10/16
2904238	3/31/16	2015 ERP Project	NAPERVILLE	BOYD, CHANTELL	1,375,422.69	USD	Invoiced	1,318,800.00 USD	3/31/16

Columns Hidden 24

Hover your mouse on the Life Cycle icon (looks like a circle). A secondary window will appear and display the status of the PO, Receiving, and Invoicing.

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
<a href="#">3007670</a>	11/21/16	Cloud Implementation and replacing SPO#300395; balance of the CPA	NAPERVILLE	PATTERSON, IVA	1,318,800.00	USD	Open		11/21/16
3006395	10/12/16	PAYMENT FOR ERP - CORE GO-LIVE EXTENDED SERVICES	NAPERVILLE	WALKER, BERNADETTE	0.00	USD	Canceled		10/12/16
3004065	8/18/16	ADDITIONAL SUPPORT FOR ORACLE CLOUD ERP SERVICES	NAPERVILLE	WILLIS, LENA	1,062,720.00	USD	Open		8/4/16
3002730	6/22/16	To pay invoices	NAPERVILLE	WILLIS, LENA	2,400,048.52	USD	Open		6/22/16
PO3001304	5/10/16	Contract Release at the Request of Terri Wilson and Approved by Boysie Jack...	NAPERVILLE	WILLIS, LENA	4,059,886.48	USD	Closed		5/10/16
2904238	3/31/16	2015 ERP Project	NAPERVILLE	BOYD, CHANTELL	1,375,422.69	USD	Closed for Invoicing		3/31/16

Click on the Purchase Order number link to view the PO.

Purchase Order: 3007670

Acknowledge View PDF Actions Done



Main

General

Sold-to Legal Entity City of Detroit Entity Supplier APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION Ordered 1,318,800.00 USD  
Bill-to BU CoD BU Supplier Site NAPERVILLE Description Cloud Implementation and replacing SPO#300395, balance of...  
Order 3007670 Supplier Contact SANDY WADE Source Agreement 2901822  
Status Open Bill-to Location FIN Accounts Payable Supplier Order  
Buyer IVA PATTERSON Ship-to Location CAYMC Suite 1100  
Creation Date 11/21/16

Terms Notes and Attachments

Required Acknowledgment None Shipping Method Lowest Cost Carrier — Pay on receipt  
Payment Terms Net 30 Freight Terms Account of Seller — Confirming order  
FOB Delivered

Additional Information

CoD Requisition CoD GL Account DRMS Final PO Approver  
CoD Agency CoD Amount DRMS BPA/CPA Number  
CoD City Council Resolution Date DRMS PO Total Amount

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Type	Item	Description	Status	Quantity	UOM	Price	Ordered	Additional Information
1	Services		This is replacing SPO# 3006395. The PO was created using FY16 budget d	Closed			549,000...	549,000.00	CoD GL Account
2	Services		This is the balance left on CPA # 2901822	Open			769,800...	769,800.00	

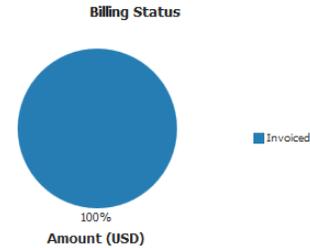
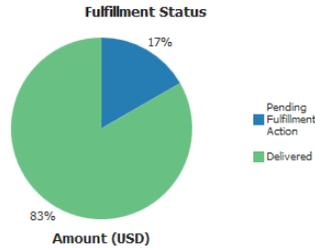
Columns Hidden 12

The Purchase Order details page will be displayed. Click on the View Details icon.

Order Life Cycle: 3007670

Done

Sold-to Legal Entity City of Detroit Entity  
 Order 3007670  
 Supplier APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION  
 Supplier Site NAPERVILLE  
 Supplier Contact SANDY WADE  
 Ordered 1,318,800.00 USD



▲ In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
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No results found.

Columns Hidden 2

▲ Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
3013956	11/21/16				0.00	49,825.00	49,825.00	0.00	0.00
3013952	11/21/16				0.00	499,175.00	499,175.00	0.00	0.00
3013960	11/21/16				0.00	549,550.00	549,550.00	0.00	0.00

Columns Hidden 3

▲ Invoices

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
123	12/20/16	Not validated	220,250.00	0.00	220,250.00		
17138	9/30/16	Validated	185,495.00	185,495.00	49,825.00		
17058	8/31/16	Validated	549,550.00	549,550.00	549,550.00		
16941	7/31/16	Validated	499,175.00	499,175.00	499,175.00		

Columns Hidden 3

Order Life Cycle (View Details) page will be displayed. This page contains information on all the Receipts and Invoices that have been applied against this Purchase Order.

If you click on the Receipt number link, a window will be displayed.

Receipt: 3013956

View Transaction History

Done

Summary

Supplier	APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION	Packing Slip
Shipment		Waybill
Shipped Date		Bill of Lading
Shipping Method		Note
Number of Supplier Packing Units		Attachments None
Supplier Site	NAPERVILLE	

Additional Information

Lines

Actions View

Item	Item Description	Document Type	Document Number	Quantity				UOM	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
	This is replacing ...	Purchase order	3007670	549,000	0	49,825	0		USD	11/21/16 1:09 PM

The Receipts page will show the details of receiving. The PO ordered, Received quantity, Date and Name.

Click on the View Transaction History button to see transaction details.

Transaction History: Receipt 3013956

Done

Actions View

Transaction Type	Revision	Transaction ID	Packing Unit	Transaction				Transaction Date	Transacted By	Deliver-to Location	Notes	Attachments
				Quantity	Transaction UOM	Amount	Currency					
▲ This is replaci				0								
▲ Receive		340947				49,825.00	USD	11/21/16 1:09 PM	WILSON, TERRI	CAYMC Suite 1100		
Deliv		340948				49,825.00	USD	11/21/16 1:09 PM	WILSON, TERRI	CAYMC Suite 1100		

View all transaction details of the receipt.

Click on the Done button to close this screen.

## ▲ Invoices

Actions ▾ View ▾ Format ▾    Freeze  Detach  Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
123	12/20/16	Not validated	220,250.00	0.00	220,250.00		
17138 	9/30/16	Validated	185,495.00	185,495.00	49,825.00		
17058 	8/31/16	Validated	<del>549,550.00</del>	549,550.00	549,550.00		
16941 	7/31/16	Validated	499,175.00	499,175.00	499,175.00		

Order Life Cycle (View Details) page will display. Scroll down to the Invoices region. Click on an invoice link to see details.

Invoice: 17138

Done

Business Unit	CoD BU	Invoice Amount	185,495.00 USD	Invoice Type	Standard
Legal Entity Name	City of Detroit Entity	Unpaid Amount	0.00 USD	Intercompany invoice	No
Supplier or Party	APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION	Payment Currency	USD	Description	DFS
Supplier Site	NAPERVILLE	Conversion Rate Type		Funds Status	Reserved
Address	1755 PARK STREET, STE 100, NAPERVILLE, IL 60563	Conversion Rate		Attachment	City of Detroit Inv #17138.pdf
Invoice Date	9/30/16	Conversion Date			

Lines Payments

Items

View Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	0.00	DFS	10/18/16	Reserved				3006395	1	1					CAYMC Suite 1010
2	0.00	DFS	11/14/16	Reserved	0	1	EA	2904238	5	1					CAYMC Suite 1212
3	49,825.00	This is replacing SPO# 30...	11/14/16	Reserved				3007670	1	1					CAYMC Suite 1100
4	135,670.00	DFS	11/14/16	Reserved	135,670	1	EA	2904238	5	1					CAYMC Suite 1212

Summary Tax Lines

Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount
No tax.							

Shipping and Handling

Line	Type	Amount
No shipping and handling.		

Totals

Tax charges summary

Inclusive Tax	0.00
Self Assessed Tax	0.00

Items	185,495.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	185,495.00
Less Inclusive Prepayments	0.00
Remaining Amount	0.00
<b>Invoice Amount</b>	<b>185,495.00</b>
Less Withheld Tax	0.00
Less Exclusive Prepayments	0.00
<b>Total Due</b>	<b>185,495.00</b>

Invoice Details page will be displayed. The Lines Tab will show all the lines matched to the invoice.

Payments							
Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
201101	CoD Electronic Payment	Negotiable	No	11/23/16	185,495.00 U...	1755 PARK STREET, STE 100, NAPERVILLE, IL 60563	XXXXX3601
					185,495.00 USD		

Installments				Applied Prepayments					
Number	Due Date	Amount (USD)		Payment Method	Number	Purchase Order	Applied Amount (USD)		Description
		Gross	Unpaid				Tax	Item	
1	10/30/16	185,495.00	0.00	Electronic	No applied prepayments.				
		185,495.00	0.00						

Click on the Payments tab to view the payment details associated with this invoice.

Click on the Payment Number to view details.

**Payment: 201101**

Done

Business Unit CoD BU  
 Payee APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION  
 Payee Site NAPERVILLE  
 Address 1755 PARK STREET, STE 100, NAPERVILLE, IL 60563  
 Payment Status Negotiable

Payment Amount 1,287,966.44 USD  
 Payment Date 11/23/16  
 Payment Type Payment Process Request  
 Remit-to Account XXXXX3601  
 Payment Document CoD Electronic Payment

**Paid Invoices**

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
17265	10/31/16	Standard	Multiple			53,746.44 USD	53,746.44 USD	Not required	11/30/16	Fully paid
17138	9/30/16	Standard	Multiple			185,495.00 U...	185,495.00 U...	Not required	10/30/16	Fully paid
17058	8/31/16	Standard	Multiple			549,550.00 U...	549,550.00 U...	Not required	9/30/16	Fully paid
16941	7/31/16	Standard	Multiple			499,175.00 U...	499,175.00 U...	Not required	8/30/16	Fully paid

Payment Details page will display specific information of payment date, amount, and invoices associated to it.

Click on the Done button to close the page.