



View Purchase Order

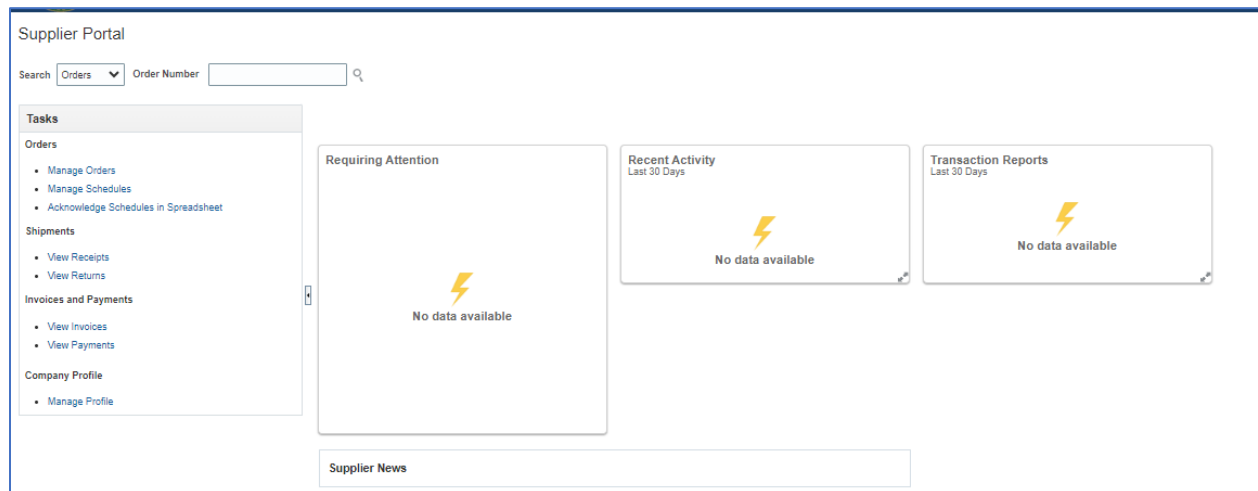
- Use your credentials to log on to Supplier Portal linked at ChicagoParkDistrict.com/supplier-portal. Your username is your email.

The Supplier Portal Landing Page Appears



- Click on **Supplier Portal** Icon

The Supplier Portal Homepage appears



- Click on the **Manage Orders** link

The **Mange Orders** page appears.



View Purchase Order

The screenshot shows the 'Manage Orders' interface. At the top, there is a navigation bar with the Chicago Park District logo and a 'Done' button. Below the navigation bar, there are tabs for 'Headers' and 'Schedules'. The main area is titled 'Search' and contains several search criteria: 'Sold to Legal Entity', 'Bill to BU', and 'Supplier Site', each with a dropdown menu. To the right, there are fields for 'Order' and 'Status', and a checkbox for 'Include Closed Documents' set to 'No'. At the bottom right, there are buttons for 'Search', 'Reset', and 'Save...'. Below the search area, there is a 'Search Results' section with a table header: 'Order', 'Order Date', 'Description', 'Supplier Site', 'Buyer', 'Ordered', 'Currency', 'Status', 'Life Cycle', and 'Creation Date'. The table currently shows 'No search conducted'.

- Click on **Advanced** to enhance the searching capabilities.

The screenshot shows the 'Manage Orders' interface with the 'Advanced Search' tab selected. The search criteria are now more detailed: 'Sold to Legal Entity', 'Bill to BU', and 'Supplier Site' each have a dropdown menu with 'Equals' selected. To the right, there are fields for 'Order' and 'Status', and a checkbox for 'Include Closed Documents' set to 'Yes'. The 'Order' field has 'Starts with' selected and 'CPD' entered. The 'Status' field has 'Equals' selected. At the bottom right, there are buttons for 'Search', 'Reset', 'Save...', 'Add Fields', and 'Reorder'. Below the search area, there is a 'Search Results' section with the same table header as in the previous screenshot. The table currently shows 'No search conducted'.

- Enter your Purchase Order Number in the **Order** field.
- Alternatively enter "CPD" in the Order field and **Starts With** as the search type. All purchase orders will be displayed.
- Change **Include Closed Documents** to Yes.
- Click on **Search** to review PO information.
- Optionally, enter additional search criteria to limit the search.
- Optionally, choose Save to retain these search parameters. Name the folder.



View Purchase Order

Manage Orders Done

Advanced Search Basic 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
CPD2113246	03/07/2024		REMIT	O'Brien, Melanie	579.05	USD	Open		03/07/2024
CPD2113247	03/07/2024		REMIT	Duran, Roberto	3,812.50	USD	Open		03/07/2024
CPD2113246	03/07/2024		REMIT	Duran, Roberto	2,364.00	USD	Closed		03/07/2024
CPD2113245	03/07/2024		REMIT	Duran, Roberto	4,251.96	USD	Closed for Invoicing		03/07/2024
CPD2113244	03/07/2024		REMIT	O'Brien, Melanie	5,753.70	USD	Open		03/07/2024

Columns Hidden: 27

- Review the **purchase order summary information**.
- Click on **Life Cycle** to get a quick overview of the amounts invoiced and received against this purchase order line.

Order Life Cycle: CPD2113246 Done

Sold-to Legal Entity Chicago Park District
 Order CPD2113246
 Supplier XYZ Company
 Supplier Site REMIT
 Supplier Contact Robert Jones
 Ordered 2,364.00 USD

Order Life Cycle

Ordered 2,364.00 USD
 Shipped 0.00 USD
 Received 2,364.00 USD
 Delivered 2,364.00 USD
 Invoiced 2,364.00 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
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
715309	03/07/2024 6...				0.00	2,364.00	2,364.00	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
2024-87	02/13/2024	Validated	2,364.00	0.00	2,364.00		

Columns Hidden: 3

- Click **Done**.
- Perform search again.



View Purchase Order

Manage Orders ? Done

Headers Schedules

Advanced Search

Sold to Legal Entity Equals

Order Starts with

Bill to Bill Equals

Status Equals

Supplier Site Equals

Include Closed Documents Equals

Basic 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
CPD2113248	03/07/2024		REMIT	O'Brien, Melanie	579.05	USD	Open		03/07/2024
CPD2113247	03/07/2024		REMIT	Duran, Roberto	3,812.59	USD	Open		03/07/2024
CPD2113246	03/07/2024		REMIT	Duran, Roberto	2,364.00	USD	Closed		03/07/2024
CPD2113245	03/07/2024		REMIT	Duran, Roberto	4,251.96	USD	Closed for Invoicing		03/07/2024
CPD2113244	03/07/2024		REMIT	O'Brien, Melanie	5,753.70	USD	Open		03/07/2024

Columns Hidden 27

Note: that all of these columns can be sorted.

Manage Orders ?

Headers Schedules

Advanced Search

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer
CPD2113244	03/07/2024		REMIT	O'Brien, Melanie
CPD2113247	03/07/2024		REMIT	Duran, Roberto
CPD2113245	03/07/2024		REMIT	Duran, Roberto
CPD2113248	03/07/2024		REMIT	O'Brien, Melanie
CPD2113246	03/07/2024		REMIT	Duran, Roberto

Columns Hidden 27

- Click on the column heading of any column that you want to sort by. Up and Down arrows appear.
- Click an arrow to sort.



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Manage Orders ?

Headers Schedules

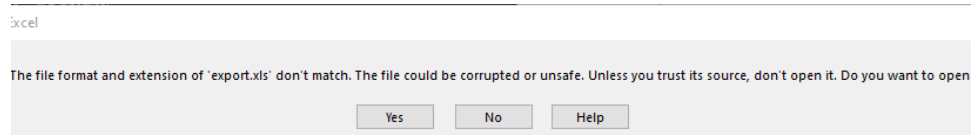
▶ **Advanced Search**

Search Results

Actions View Format **Export** Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer
CPD2113244	03/07/2024		REMIT	O'Brien, Melanie
CPD2113247	03/07/2024		REMIT	Duran, Roberto
CPD2113245	03/07/2024		REMIT	Duran, Roberto
CPD2113248	03/07/2024		REMIT	O'Brien, Melanie
CPD2113246	03/07/2024		REMIT	Duran, Roberto

- If you would like to have a report on these transactions Click on **Export to Excel** button shown in yellow. A message about the file format may pop up.



- Click "Yes" to download the report.
- The file is downloaded to your Download folder.

Note: This option is available in most screens.

- Click on blue purchase order link under the ORDER column to see more detailed information about the purchase order.



CHICAGO PARK DISTRICT

View Purchase Order



Chicago Park District

STANDARD PURCHASE ORDER

Date	03/07/2024
PO#	CPD2113248
Source Agreement	None
Page Number	Page 1 of 2

Ship To

Chicago Park District

Vendor	Please Submit All Invoices To	
Robert Jones XYZ Company 1234 S Main Street Chicago, IL 60632	AccountsPayable@ChicagoParkDistrict.com Chicago Park District 4830 S. Western Ave Chicago, IL 60609	DEPARTMENT OF PURCHASING 4830 SOUTH WESTERN AVENUE CHICAGO, IL 60609 TELEPHONE: 1-312-742-4432 FAX (312) 742-5326

Requisition Number	Requestor.	Date Of Order	Buyer	Payment Terms
	Danielle Bertucci	03/07/2024	Melanie O'Brien	Net 30
F.O.B	Quote Number	Vendor Telephone	Vendor Email	Specification Number
Destination			cpdtraining99@gmail.com	

Comments or Special Instructions

If you have any questions about this purchase order, please contact

Danielle Bertucci , Danielle.Bertucci@ChicagoParkDistrict.com

Line #	Description	Vendor Item No.	QTY	UOM	Unit Price	Total
1	T-SHIRTS LIGHT BLUE , YS-AXL	T-SHIRTS	19	EA	8.95	170.05
2	NEW	SCREEN	3	EA	15	45.00
3	T-SHIRTS, SAME AS ABOBE 2XL	T-SHIRTS	2	EA	10.95	21.90
4	ADAPTIVE SUMMER CAMP T-SHIRTS LIGHT BLUE YS-AXL	T-SHIRTS	37	EA	8.95	331.15
5	T-SHIRTS SAME AS ABOBE 2XL	T-SHIRTS	1	EA	10.95	10.95

Note To Supplier : SPEC. REC. ADAPTIVE SUMMER CAMP QUOTE #2023-113- IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT: Danielle Bertucci @312-296-1749

TOTAL

\$ 579.05

- Close the PDF
- Click on blue Purchase Order Number to review detailed purchase order information as needed.
- Click **Done**.