



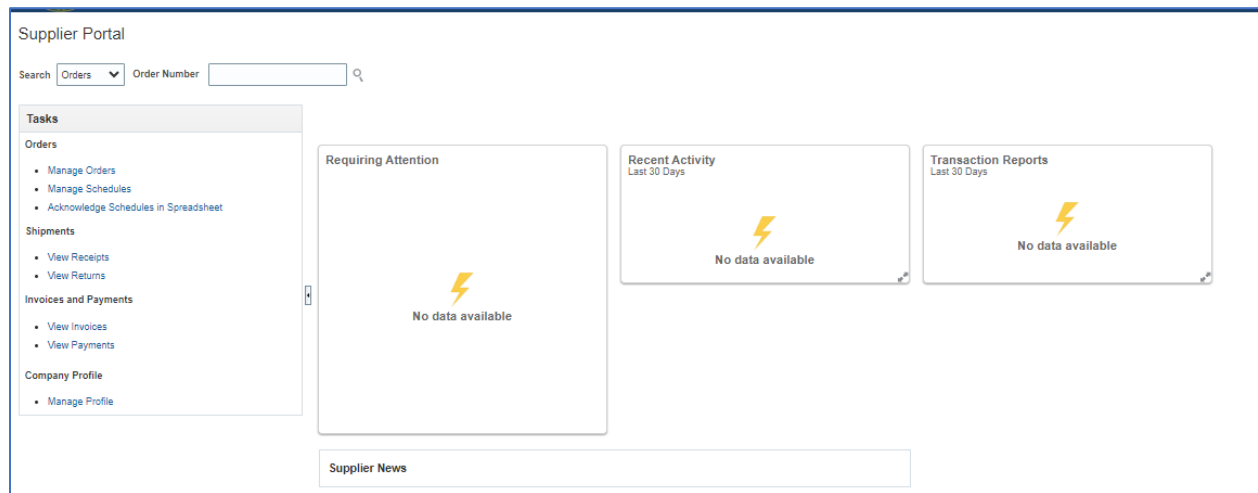
- Use your credentials to log on to Supplier Portal linked at ChicagoParkDistrict.com/supplier-portal. Your username is your email.

The Supplier Portal Landing Page Appears



- Click on **Supplier Portal** Icon

The Supplier Portal Homepage appears



- Click on the **View Invoices** link

The **View Invoices** page appears.



# CHICAGO PARK DISTRICT

## View Invoices

View Invoices Done

Search Advanced Saved Search All Invoices \*\* At least one is required

\*\* Invoice Number   
 \*\* Supplier   
 Supplier Site   
 \*\* Purchase Order

Consumption Advice   
 Invoice Status   
 Paid Status   
 Payment Number

Search Reset Save...

Search Results

View    Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
2024-98	03/04/2024	Standard	CPD2113247	XYZ Company	REMIT	2,944.78 USD	2,944.78 USD	Approved		
2024-110	02/28/2024	Standard	CPD2113248	XYZ Company	REMIT	0.00 USD	598.10 USD	Approved	809722	
2024-87	02/13/2024	Standard	CPD2113246	XYZ Company	REMIT	2,384.00 USD	2,384.00 USD	In process		
2024-52	02/05/2024	Standard	CPD2113245	XYZ Company	REMIT	4,251.98 USD	4,251.98 USD	On hold		

- Enter your Supplier name in the **Supplier** field.
- Click on **Search** to review all invoices.
- Optionally, enter additional search criteria to limit the search.
- Review the **Invoice Status** column to see the standing of your invoice. (Approved, On Hold, In Process).
- Review the **Unpaid Amount** and **Payment Number** columns to confirm if a payment has been made against your invoice.

**Note:** that all of these columns can be sorted. **Click** on the column heading that you want to sort. Up and Down arrows appear. **Click** an arrow to sort.

Search Results

View    Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier
2024-98	03/04/2024	Standard	CPD2113247	XYZ Company
2024-110	02/28/2024	Standard	CPD2113248	XYZ Company
2024-87	02/13/2024	Standard	CPD2113246	XYZ Company
2024-52	02/05/2024	Standard	CPD2113245	XYZ Company



# CHICAGO PARK DISTRICT

## View Invoices

- If you would like to have a report on these transactions then Click on **Export to Excel** button.
- The file is downloaded to your Download folder.

Note: This option is available in most screens.

Search Results

View **Detach**

**Export to Excel**

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount
2024-98	03/04/2024	Standard	CPD2113247	XYZ Company	REMIT	2,944.76 USD
2024-110	02/26/2024	Standard	CPD2113248	XYZ Company	REMIT	0.00 USD
2024-87	02/13/2024	Standard	CPD2113246	XYZ Company	REMIT	2,364.00 USD
2024.52	02/05/2024	Standard	CPD2113245	XYZ Company	REMIT	4,251.96 USD

- Click on the **Invoice Number** link to review detailed invoice information.

Invoice: 2024-98 Done

Business Unit Chicago Park District BU	Invoice Amount 2,944.76 USD	Invoice Type Standard
Legal Entity Name Chicago Park District	Unpaid Amount 2,944.76 USD	Description
Supplier or Party XYZ Company	Payment Currency USD	Funds Status <span style="color: green;">✔</span> Reserved
Supplier Site REMIT	Tax Control Amount	Attachment None
Address 1234 S Main Street, CHICAGO, IL 60632		
Invoice Date 03/04/2024		

Lines Payments

Items

View **Detach**

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	
1	204.18	CRCBrake Caliper Grease...	03/04/2024	<span style="color: green;">✔</span> Reserved	6	34.03	Each	CPD2113...	3	1					85A.South Trades
2	63.88	APPROVED VENDOR Thr...	03/04/2024	<span style="color: green;">✔</span> Reserved	2	31.94	Each	CPD2113...	7	1					85A.South Trades
3	468.88	MECHANIX WEAR Diposa...	03/04/2024	<span style="color: green;">✔</span> Reserved	12	41.39	Each	CPD2113...	8	1					85A.South Trades
4	498.88	MECHANIX WEAR Diposa...	03/04/2024	<span style="color: green;">✔</span> Reserved	12	41.39	Each	CPD2113...	9	1					85A.South Trades
5	111.25	MALCO Screw Extractor S...	03/04/2024	<span style="color: green;">✔</span> Reserved	1	111.25	Each	CPD2113...	10	1					85A.South Trades
6	269.04	ESCO/EQUIPMENT SUPP...	03/04/2024	<span style="color: green;">✔</span> Reserved	2	149.52	Each	CPD2113...	11	1					85A.South Trades
7	11.70	APPROVED VENDOR Qui...	03/04/2024	<span style="color: green;">✔</span> Reserved	3	3.9	Each	CPD2113...	14	1					85A.South Trades
8	11.61	APPROVED VENDOR Qui...	03/04/2024	<span style="color: green;">✔</span> Reserved	3	3.87	Each	CPD2113...	15	1					85A.South Trades

- Click on **Purchase Order** link to review purchase order information.



# CHICAGO PARK DISTRICT

## View Invoices

CPD Purchase Order: CPD2113247 [View PDF](#) [Actions](#) [Refresh](#) [Done](#)

**Main**

**General**

Sold-to Legal Entity: Chicago Park District	Supplier: XYZ Company	Ordered: 3,812.59 USD
Bill-to BU: Chicago Park District BU	Supplier Site: REMIT	Description
Order: CPD2113247	Supplier Contact: Robert Jones	Source Agreement
Status: Closed for Receiving	Bill-to Location: 000.CENTRAL-ADMIN	Supplier Order
Buyer: Roberto Duran	Ship-to Location: 05A.South Trades	
Creation Date: 03/07/2024		

**Terms** [Notes and Attachments](#)

Required Acknowledgment: None	Shipping Method	— Pay on receipt
Payment Terms: Net 30	Freight Terms: None	— Confirming order
	FOB: Destination	

**Additional Information**

Specification Number: NJFA-001      Context Prompt

**Lines** [Schedules](#)

Actions [View](#) [Format](#) [Print](#) [Freeze](#) [Detach](#) [Wrap](#)

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
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**Order Life Cycle**

View Details

- Click **Done** You will be returned to the Invoice Details page.

Invoice: 2024-98 [Done](#)

Business Unit: Chicago Park District BU	Invoice Amount: 2,944.78 USD	Invoice Type: Standard
Legal Entity Name: Chicago Park District	Unpaid Amount: 2,944.78 USD	Description
Supplier or Party: XYZ Company	Payment Currency: USD	Funds Status: <span style="color: green;">✔</span> Reserved
Supplier Site: REMIT	Tax Control Amount	Attachment: None
Address: 1234 S Main Street, CHICAGO, IL 60632		
Invoice Date: 03/04/2024		

**Lines** [Payments](#)

**Items**

View [Print](#) [Detach](#)

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	
1	204.18	CRCBrake Caliper Grease...	03/04/2024	Reserved	8	34.03	Each	CPD2113...	3	1					05A.South Trades
2	83.88	APPROVED VENDOR Thr...	03/04/2024	Reserved	2	31.94	Each	CPD2113...	7	1					05A.South Trades
3	498.88	MECHANIX WEAR Diposa...	03/04/2024	Reserved	12	41.39	Each	CPD2113...	8	1					05A.South Trades
4	498.88	MECHANIX WEAR Diposa...	03/04/2024	Reserved	12	41.39	Each	CPD2113...	9	1					05A.South Trades
5	111.25	MALOO Screw Extractor S...	03/04/2024	Reserved	1	111.25	Each	CPD2113...	10	1					05A.South Trades
8	299.04	ESCOEQUIPMENT SUPP...	03/04/2024	Reserved	2	149.52	Each	CPD2113...	11	1					05A.South Trades
7	11.70	APPROVED VENDOR Qui...	03/04/2024	Reserved	3	3.9	Each	CPD2113...	14	1					05A.South Trades

- On left side of page Click on **Payments** tab to review any payment information.



# CHICAGO PARK DISTRICT

## View Invoices

Invoice: 2024-98 Done

Business Unit Chicago Park District BU	Invoice Amount 2,844.76 USD	Invoice Type Standard
Legal Entity Name Chicago Park District	Unpaid Amount 2,844.76 USD	Description
Supplier or Party XYZ Company	Payment Currency USD	Funds Status <span style="color: green;">✔</span> Reserved
Supplier Site REMIT	Tax Control Amount	Attachment None
Address 1234 S Main Street, CHICAGO, IL 60632		
Invoice Date 03/04/2024		

Lines Payments

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
No payments.							
USD							

<p>Installments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Number</th> <th rowspan="2">Due Date</th> <th colspan="2">Amount (USD)</th> <th rowspan="2">Payment Method</th> </tr> <tr> <th>Gross</th> <th>Unpaid</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>04/03/2024</td> <td>2,844.76</td> <td>2,844.76</td> <td>Check</td> </tr> <tr> <td></td> <td></td> <td>2,844.76</td> <td>2,844.76</td> <td></td> </tr> </tbody> </table>	Number	Due Date	Amount (USD)		Payment Method	Gross	Unpaid	1	04/03/2024	2,844.76	2,844.76	Check			2,844.76	2,844.76		<p>Applied Prepayments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Number</th> <th rowspan="2">Purchase Order</th> <th colspan="2">Applied Amount (USD)</th> <th rowspan="2">Description</th> </tr> <tr> <th>Tax</th> <th>Item</th> </tr> </thead> <tbody> <tr> <td colspan="5">No applied prepayments.</td> </tr> </tbody> </table>	Number	Purchase Order	Applied Amount (USD)		Description	Tax	Item	No applied prepayments.				
Number			Due Date	Amount (USD)		Payment Method																								
	Gross	Unpaid																												
1	04/03/2024	2,844.76	2,844.76	Check																										
		2,844.76	2,844.76																											
Number	Purchase Order	Applied Amount (USD)		Description																										
		Tax	Item																											
No applied prepayments.																														

- Click **Done**.

**Note:** Information can be viewed in several different places. Any field in blue is a link to that invoice, purchase order or payment transactions.