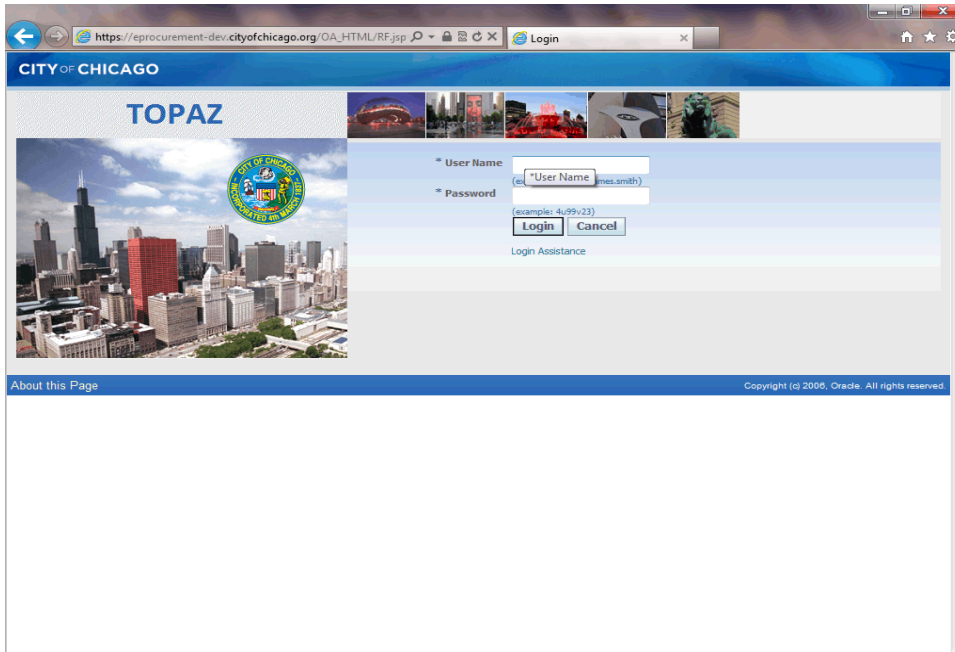
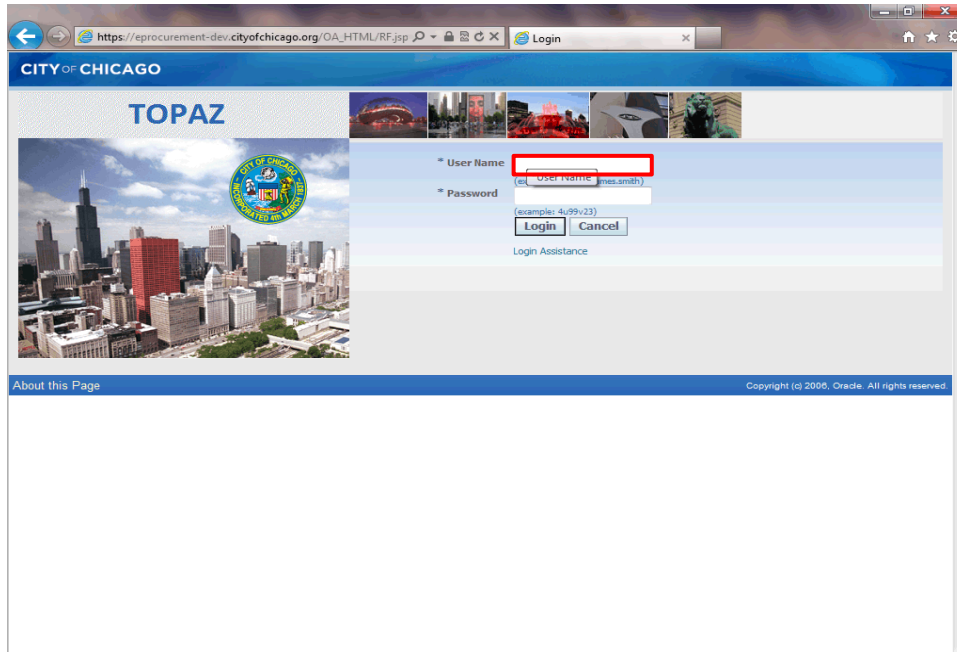


View Purchase History

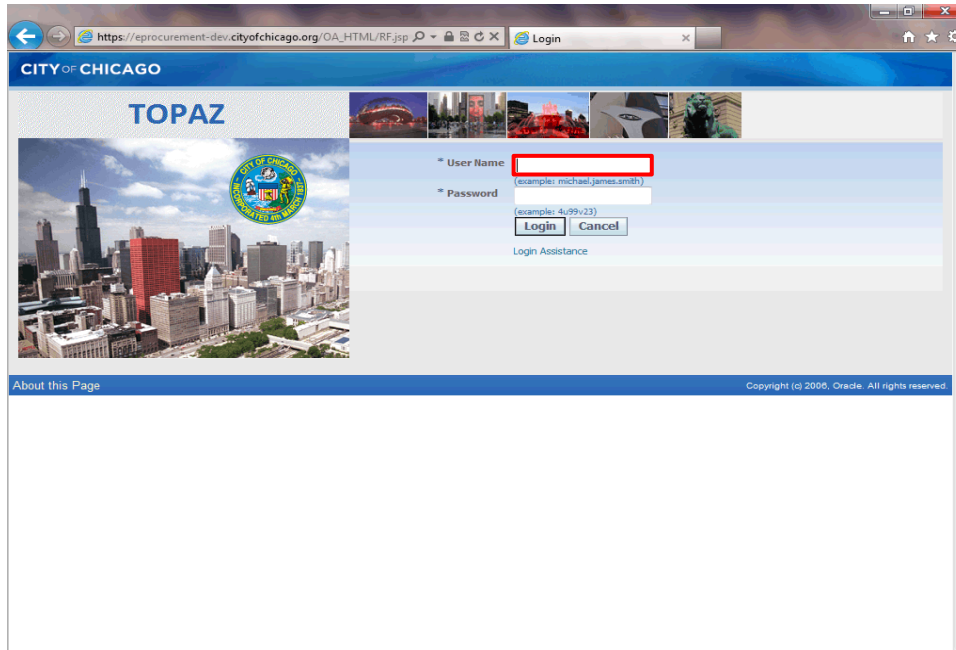


In this Course you will learn how to view all of your purchase orders history that have been created by the City of Chicago through their iSupplier Portal.



Step 1

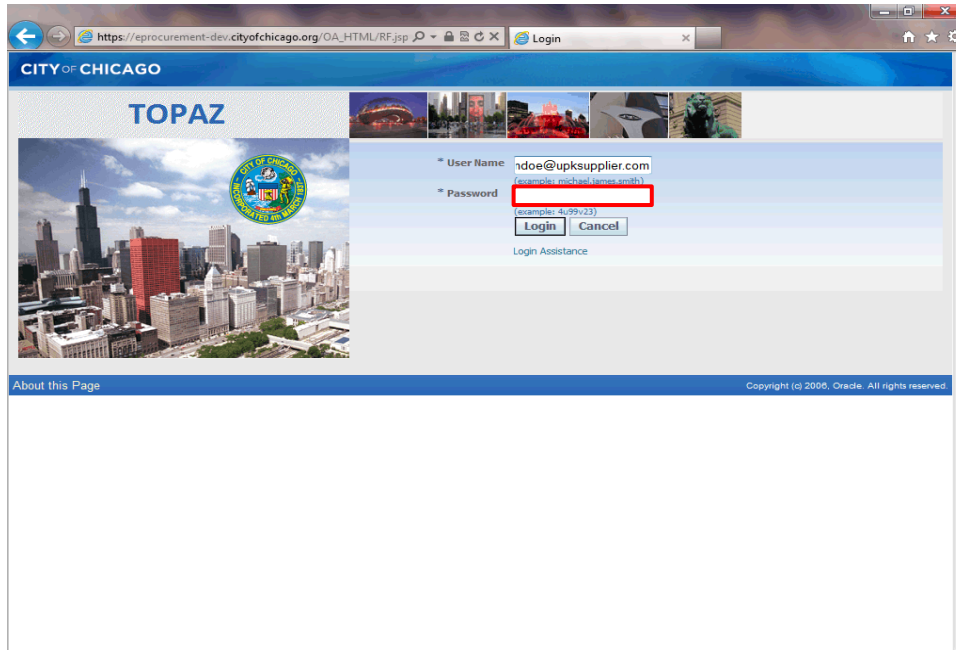
From the login page, click in the **User Name** field.



Step 2

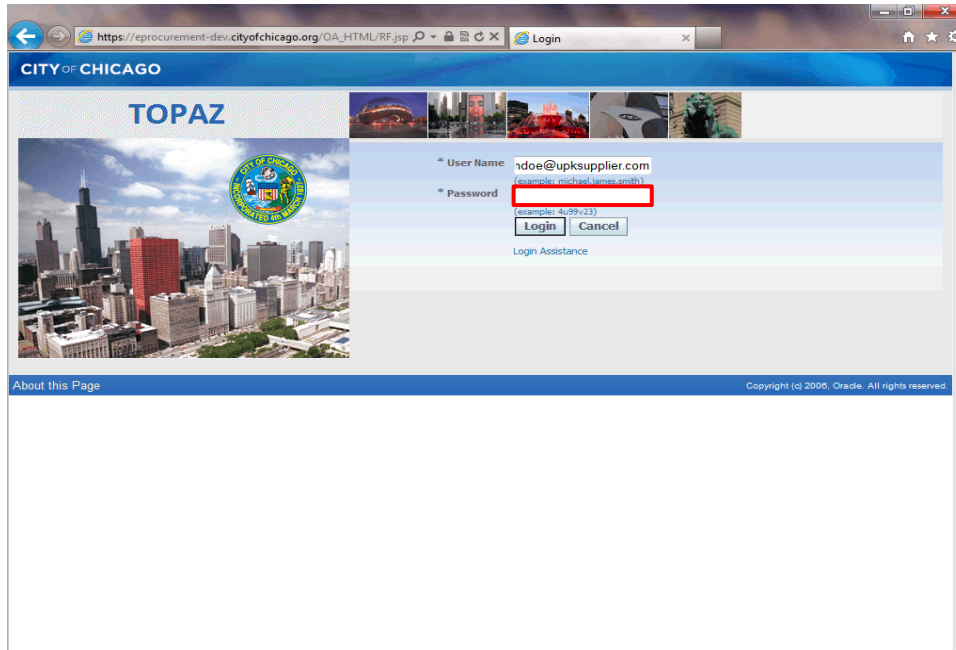
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.



Step 3

Click in the **Password** field.



https://eprocurement-dev.cityofchicago.org/OA_HTML/RF.jsp Login

CITY OF CHICAGO

TOPAZ

User Name: ndoe@upksupplier.com
Password: oracle123

Login Cancel

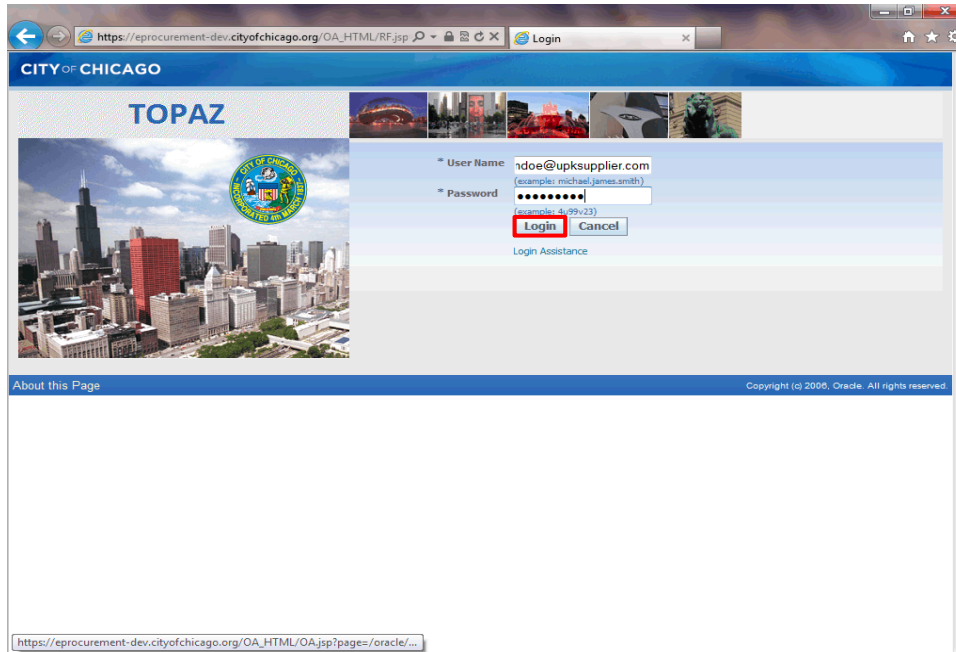
Login Assistance

About this Page Copyright (c) 2006, Oracle. All rights reserved.

Step 4

Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago.



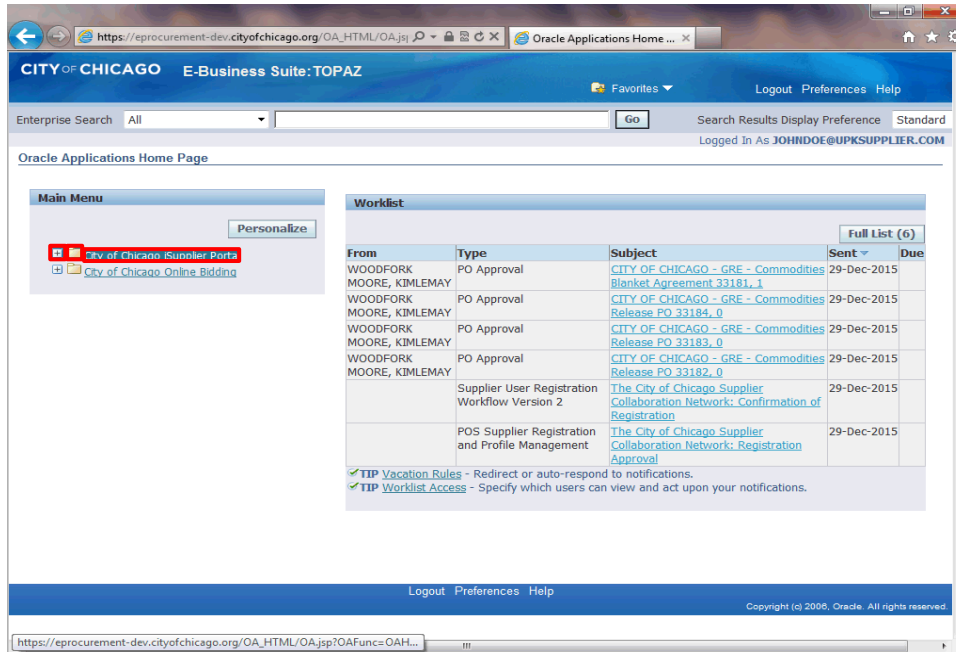
Step 5

Click the **Login** button.

Step 6

The *Oracle Applications Home Page* will now appear.

To access the City of Chicago organization details, click the **City of Chicago iSupplier Portal** link.



The screenshot displays the Oracle Applications Home Page for the City of Chicago E-Business Suite: TOPAZ. The page includes a navigation menu on the left with a link to 'City of Chicago iSupplier Portal' highlighted in red. The main content area features a 'Worklist' table with the following data:

From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_1	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33184_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33183_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33182_0	29-Dec-2015	
Supplier User Registration Workflow Version 2		The City of Chicago Supplier Collaboration Network: Confirmation of Registration	29-Dec-2015	
POS Supplier Registration and Profile Management		The City of Chicago Supplier Collaboration Network: Registration Approval	29-Dec-2015	

Below the table, there are two tips:
✓TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
✓TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Step 7

The *iSupplier Portal Home Page* window now appears.

Click the **Orders** link at the top of the page to access your purchase order information.

The screenshot shows the iSupplier Portal Home Page. The navigation menu at the top includes Home, **Orders**, Shipments, Admin, and Finance. The Orders link is highlighted. Below the navigation menu, there is a search bar for PO Number and a Go button. The main content area is divided into several sections: Notifications, Orders At A Glance, and a sidebar with links for Orders, Receipts, Invoices, and Payments. The Orders section is currently active, displaying a table of purchase orders.

Subject	Date
CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_1	29-Dec-2015 13:26:24
CITY OF CHICAGO - GRE - Commodities Release PO 33184_0	29-Dec-2015 13:06:38
CITY OF CHICAGO - GRE - Commodities Release PO 33183_0	29-Dec-2015 13:05:59
CITY OF CHICAGO - GRE - Commodities Release PO 33182_0	29-Dec-2015 13:05:56
The City of Chicago Supplier Collaboration Network: Confirmation...	29-Dec-2015 12:50:23

PO Number	Description	Order Date
33181		29-Dec-2015 13:26:16
33184		29-Dec-2015 13:06:29
33183		29-Dec-2015 13:05:49
33182		29-Dec-2015 13:05:45

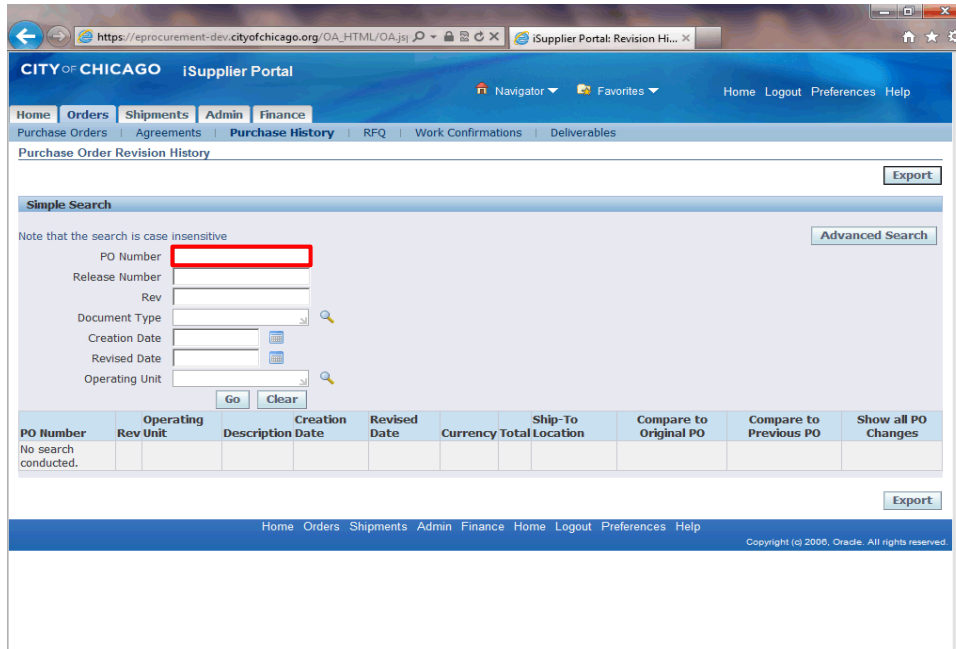
Step 8

Click the **Purchase History** button.

The screenshot shows the City of Chicago iSupplier Portal interface. The 'Purchase History' button is highlighted with a red box. Below the navigation bar, there is a 'Purchase Orders' section with an 'Export' button. A 'Views' section contains a dropdown menu set to 'All Purchase Orders' and a 'Go' button, along with an 'Advanced Search' button. Below this is a 'Select Order:' section with 'Acknowledge' and 'View Change History' buttons. The main content is a table of purchase orders:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	33181	1	CITY OF CHICAGO - GRE	Global Blanket Agreement		29-Dec-2015 13:26:16	USD	10,000.00	Open		
<input type="radio"/>	33184	0	CITY OF CHICAGO - GRE	Standard PO		29-Dec-2015 13:06:29	USD	1,575.00	Closed		
<input type="radio"/>	33183	0	CITY OF CHICAGO - GRE	Standard PO		29-Dec-2015 13:05:49	USD	1,400.00	Closed		
<input type="radio"/>	33182	0	CITY OF CHICAGO - GRE	Standard PO		29-Dec-2015 13:05:45	USD	2,225.00	Closed		

At the bottom of the table, there is an 'Export' button. The footer of the page includes navigation links and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'



Step 9

The *Purchase Order Revision History* window now appears.

Click in the **PO Number** field to search by PO Number. You can also use any of the additional search criteria to search for PO Numbers.

Step 10

Enter the desired information into the **PO Number** field. In this example, enter "**33181**".

The screenshot shows the City of Chicago iSupplier Portal interface. The browser address bar displays the URL: https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jspx. The page title is "CITY OF CHICAGO iSupplier Portal". The navigation menu includes "Home", "Orders", "Shipments", "Admin", and "Finance". The "Purchase History" tab is selected. The "Purchase Order Revision History" section contains a "Simple Search" form with the following fields: "PO Number" (highlighted with a red box), "Release Number", "Rev", "Document Type", "Creation Date", "Revised Date", and "Operating Unit". There are "Go" and "Clear" buttons below the search fields. An "Advanced Search" button is also present. Below the search form is a table with the following columns: "PO Number", "Operating Rev Unit", "Description", "Creation Date", "Revised Date", "Currency Total", "Ship-To Location", "Compare to Original PO", "Compare to Previous PO", and "Show all PO Changes". The table currently displays "No search conducted." There are "Export" buttons in the top right and bottom right corners of the search area. The footer includes "Home Orders Shipments Admin Finance Home Logout Preferences Help" and "Copyright (c) 2000, Oracle. All rights reserved."

Step 11

Click the **Go** button.

The screenshot shows the City of Chicago iSupplier Portal interface. The page title is "Purchase Order Revision History". There is a search section with the following fields: PO Number (33181), Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. Below the search fields are "Go" and "Clear" buttons. The "Go" button is highlighted with a red box. Below the search section is a table with the following columns: PO Number, Operating Rev Unit, Description, Creation Date, Revised Date, Currency Total, Ship-To Location, Compare to Original PO, Compare to Previous PO, and Show all PO Changes. The table currently displays "No search conducted." There are "Export" buttons in the top right and bottom right of the search section. The page footer includes navigation links and copyright information: "Copyright (c) 2000, Oracle. All rights reserved."

Step 12

Click the **Compare to Original PO** button to compare this version of the PO to the original.

The screenshot shows the City of Chicago iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. Below this is a sub-navigation bar with 'Purchase Orders', 'Agreements', 'Purchase History', 'RFQ', 'Work Confirmations', and 'Deliverables'. The main content area is titled 'Purchase Order Revision History' and includes a 'Simple Search' section with fields for PO Number (33181), Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. Below the search fields is a table with the following data:

PO Number	Rev	Operating Unit	Description	Creation Date	Revised Date	Currency	Total	Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
33181	1	CITY OF CHICAGO - GRE		29-Dec-2015 12:55:27	29-Dec-2015 13:25:10	USD					

The 'Compare to Original PO' button in the table is highlighted with a red square. The interface also includes 'Go' and 'Clear' buttons for the search, and 'Export' buttons for the search results and the table. The footer contains the text 'Home Orders Shipments Admin Finance Home Logout Preferences Help' and 'Copyright (c) 2009, Oracle. All rights reserved.'

Step 13

The *PO Comparison Results* window now appears.

Here you can see all the changes made.

Click the **Return to Orders: Purchase History** link.

CITY OF CHICAGO iSupplier Portal

Home | Orders | Shipments | Admin | Finance

Purchase Orders | Agreements | **Purchase History** | RFQ | Work Confirmations | Deliverables

Orders: Purchase History >

PO Comparison Result

[Compare to Previous PO](#) [Show All PO Changes](#) [Export](#)

PO Number **33181** Ship-To Location **035- ADMIN OFF** Bill-To Location **035- ADMIN OFF**
Revision **1** Ship Via **IMMEDIATE**
Type **Blanket Agreement** Payment Terms **IMMEDIATE**
Currency **USD** Total **10,000.00** Freight Buyer **WOODFORK MOORE, KIMLEMAY**

Compare to Original PO

TIP Changes made to contract clauses and deliverables are not shown below. Click Show All PO Changes to review contract changes in each revision. Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
1						Start Date		22-Dec-2015 00:00:00
1						Expiration Date		31-Dec-2016 23:59:59
1	6	9813810130				New		

Print Document Revisions

Revision Number [Go](#)

[Return to Orders: Purchase History](#) [Compare to Previous PO](#) [Show All PO Changes](#) [Export](#)

[Return to Orders: Purchase History](#) | Orders | Shipments | Admin | Finance | Home | Logout | Preferences

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https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp?pages/oracle/...

Step 14

Click the **Compare to Previous PO** button to compare the latest PO version to the previous version.

The screenshot shows the 'Purchase Order Revision History' page in the City of Chicago iSupplier Portal. The page features a search section with fields for PO Number (33181), Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. Below the search section is a table with the following columns: PO Number, Rev, Operating Unit, Description, Creation Date, Revised Date, Currency, Total, Location, Compare to Original PO, Compare to Previous PO, and Show all PO Changes. The first row of the table contains the following data: PO Number 33181, Rev 1, Operating Unit CITY OF CHICAGO - GRE, Description, Creation Date 29-Dec-2015 12:55:27, Revised Date 29-Dec-2015 13:25:10, Currency USD, and Total. The 'Compare to Previous PO' button for this row is highlighted with a red box. The page also includes navigation links (Home, Orders, Shipments, Admin, Finance) and an 'Export' button.

PO Number	Rev	Operating Unit	Description	Creation Date	Revised Date	Currency	Total	Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
33181	1	CITY OF CHICAGO - GRE		29-Dec-2015 12:55:27	29-Dec-2015 13:25:10	USD					

Step 15

The *PO Comparison Results* window now appears.

Here you can see all the changes made.

Click the **Return to Orders: Purchase History** link.

The screenshot displays the Oracle iSupplier Portal interface. The main content area is titled "PO Comparison Result" and includes a "Compare to Original PO" button. Below this, key details for PO Number 33181 are shown, including Revision 1, Type Blanket Agreement, Currency USD, Ship-To Location 035- ADMIN OFF, Ship Via FOB, Total 10,000.00, Bill-To Location 035- ADMIN OFF, Payment Terms IMMEDIATE, Freight Buyer WOODFORK MOORE, and Buyer KIMLEMAY. A section titled "Compare to Previous PO" contains a table of changes:

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
1						Start Date		22-Dec-2015 00:00:00
1						Expiration Date		31-Dec-2016 23:59:59
1	6	9813810130				New		

Below the table is a "Print Document Revisions" section with a search field for "Revision Number" and a "Go" button. At the bottom, a red-bordered link "Return to Orders: Purchase History" is visible, along with another "Compare to Original PO" button and an "Export" button. The footer includes navigation links and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

Step 16

Click the **Show All Changes** button to see all the changes made between the original PO and the most current version.

The screenshot displays the 'Purchase Order Revision History' page in the City of Chicago iSupplier Portal. The page features a search section with the following fields: PO Number (33181), Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. Below the search section is a table with the following columns: PO Number, Rev, Operating Unit, Description, Creation Date, Revised Date, Currency, Total, Location, Ship-To, Compare to Original PO, Compare to Previous PO, and Show all PO Changes. The first row of the table shows PO Number 33181, Rev 1, Operating Unit CITY OF CHICAGO - GRE, Creation Date 29-Dec-2015 12:55:27, Revised Date 29-Dec-2015 13:25:10, and Currency USD. The 'Show all PO Changes' button in the first row is highlighted with a red box.

PO Number	Rev	Operating Unit	Description	Creation Date	Revised Date	Currency	Total	Location	Ship-To	Compare to Original PO	Compare to Previous PO	Show all PO Changes
33181	1	CITY OF CHICAGO - GRE		29-Dec-2015 12:55:27	29-Dec-2015 13:25:10	USD						

Step 17

The *PO Comparison Results* window now appears.

Here you can see all the changes made.

Click the **Return to Orders: Purchase History** link.

The screenshot displays the Oracle iSupplier Portal interface. The main content area is titled "PO Comparison Result" and includes several buttons: "Compare to Original PO", "Compare to Previous PO", and "Export". Below this, key details for PO Number 33181 are shown, including Revision 1, Type Blanket Agreement, Currency USD, Ship-To Location 035- ADMIN OFF, Ship Via FOB, Total 10,000.00, Bill-To Location 035- ADMIN OFF, Payment Terms IMMEDIATE, Freight Buyer WOODFORK MOORE, and Buyer KIMLEMAY.

A section titled "Show All PO Changes" indicates that comparisons are sorted by Revision, Line and Shipment. A table follows with the following data:

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
1						Start Date		22-Dec-2015 00:00:00
1						Expiration Date		31-Dec-2016 23:59:59
1	6	9813810130				New		

Below the table is a "Print Document Revisions" section with a "Revision Number" input field and a "Go" button. At the bottom, a red-bordered link "Return to Orders: Purchase History" is visible, along with another set of "Compare to Original PO", "Compare to Previous PO", and "Export" buttons. The footer contains the text "Copyright (c) 2006, Oracle. All rights reserved."

Step 18

After reviewing the PO comparison you can continue to compare additional POs.

Click the **Home** link to return to the iSupplier Portal Home page.

The screenshot displays the 'Purchase Order Revision History' page in the iSupplier Portal. The page features a search form with the following fields: PO Number (33181), Release Number, Rev, Document Type, Creation Date, Revised Date, and Operating Unit. Below the search form is a table with one row of data for PO 33181. The 'Home' link in the top navigation bar is highlighted with a red box.

PO Number	Rev	Operating Unit	Description	Creation Date	Revised Date	Currency	Total	Location	Ship-To	Compare to Original PO	Compare to Previous PO	Show all PO Changes
33181	1	CITY OF CHICAGO - GRE		29-Dec-2015 12:55:27	29-Dec-2015 13:25:10	USD						

Step 19

You have just finished viewing your company's purchase order history and details on the City of Chicago's iSupplier Portal.

To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.

