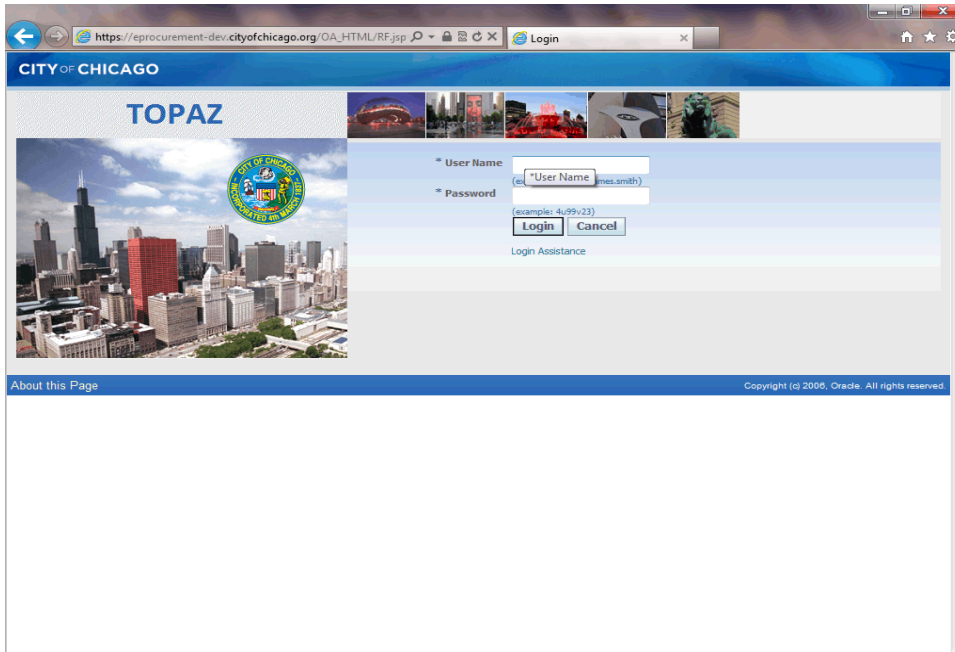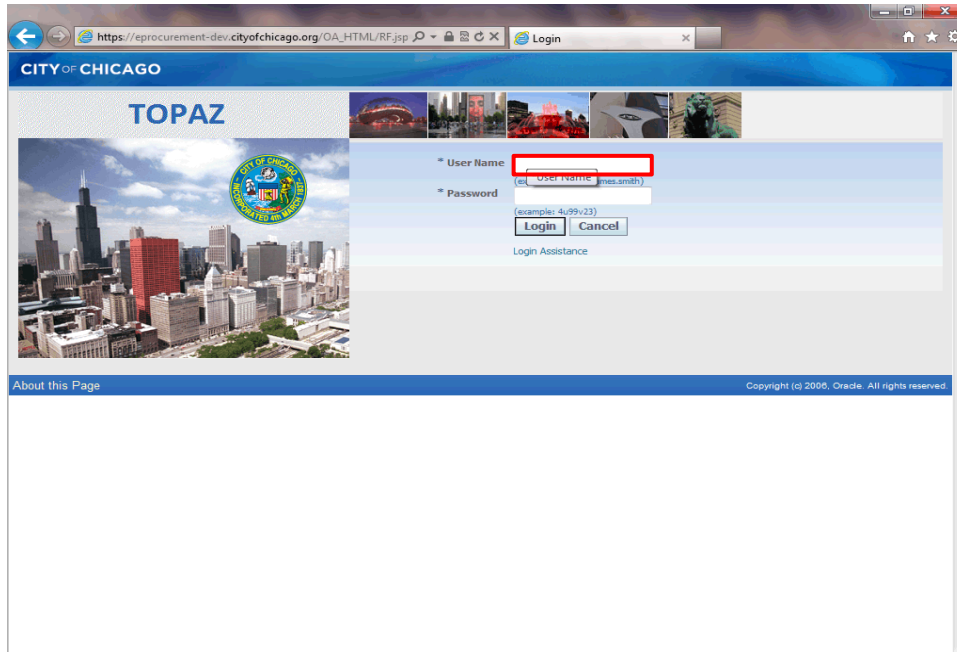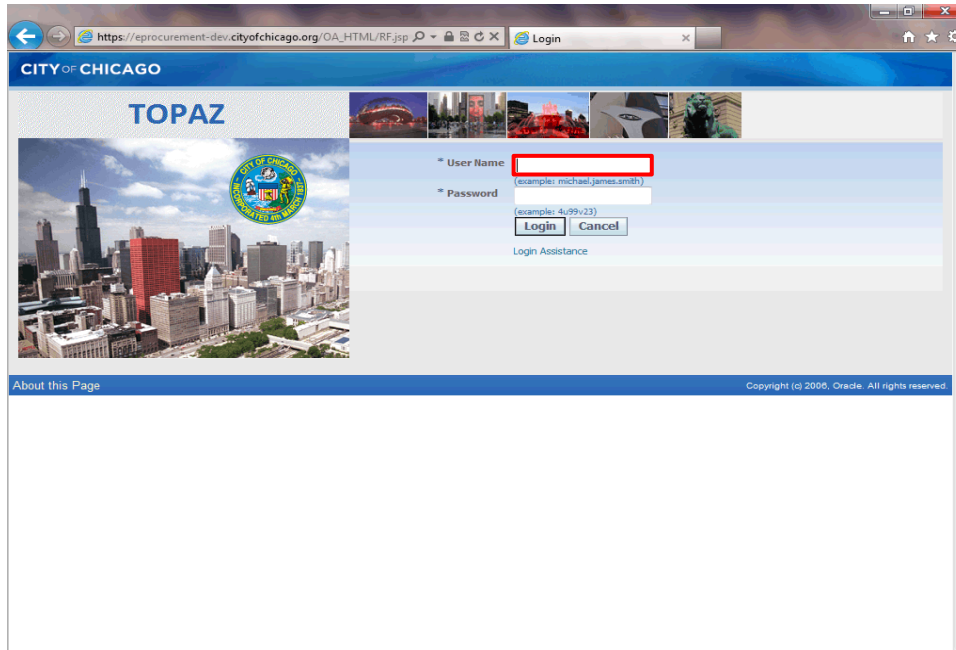# View Purchase History

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.
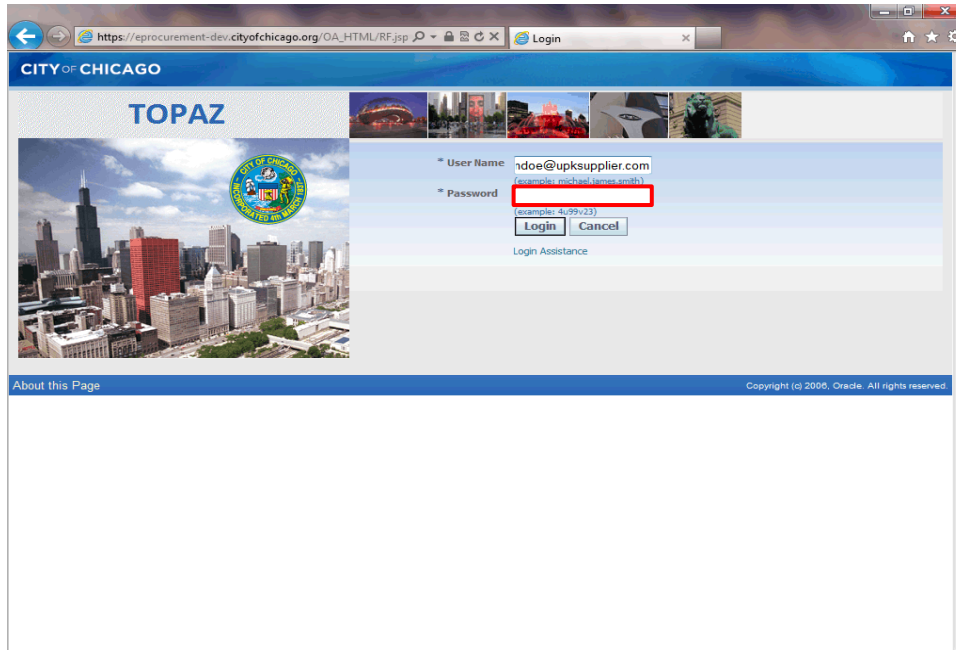
Step 1

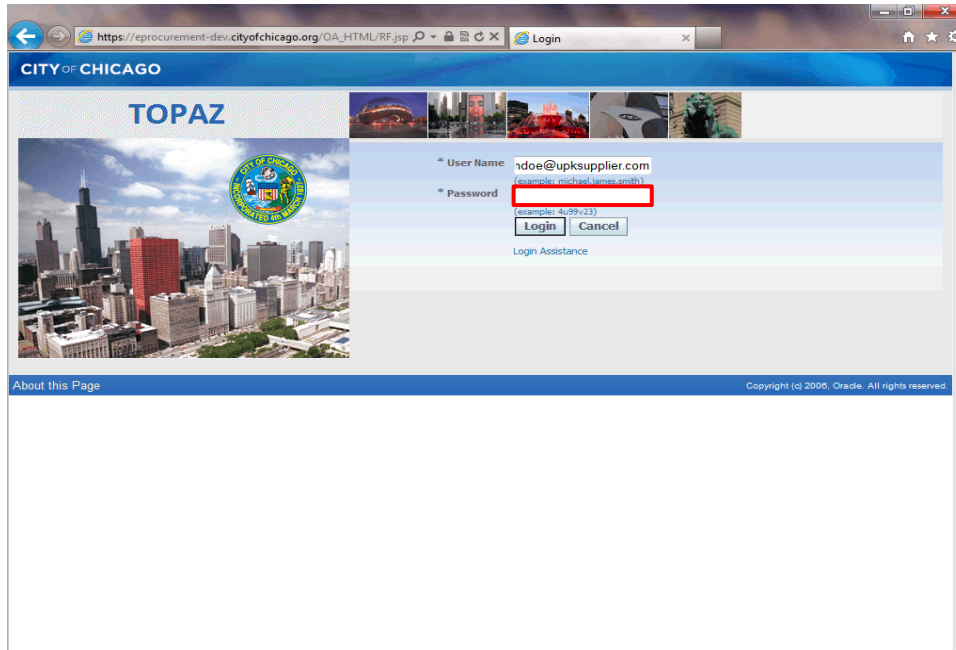From the login page, click in the **User Name** field.

Step 2

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

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

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Step 3

Click in the **Password** field.

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.
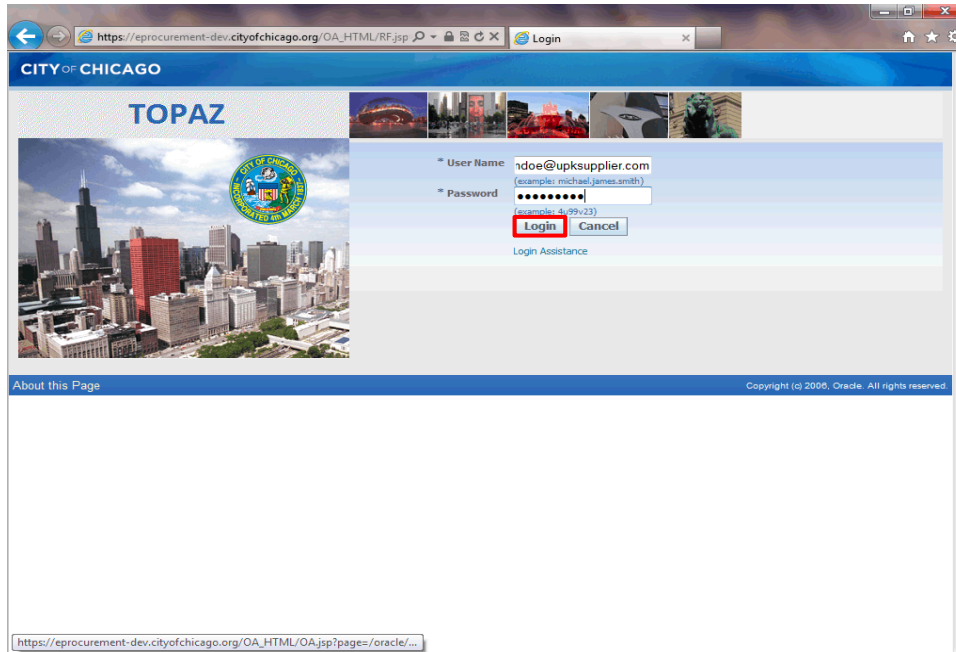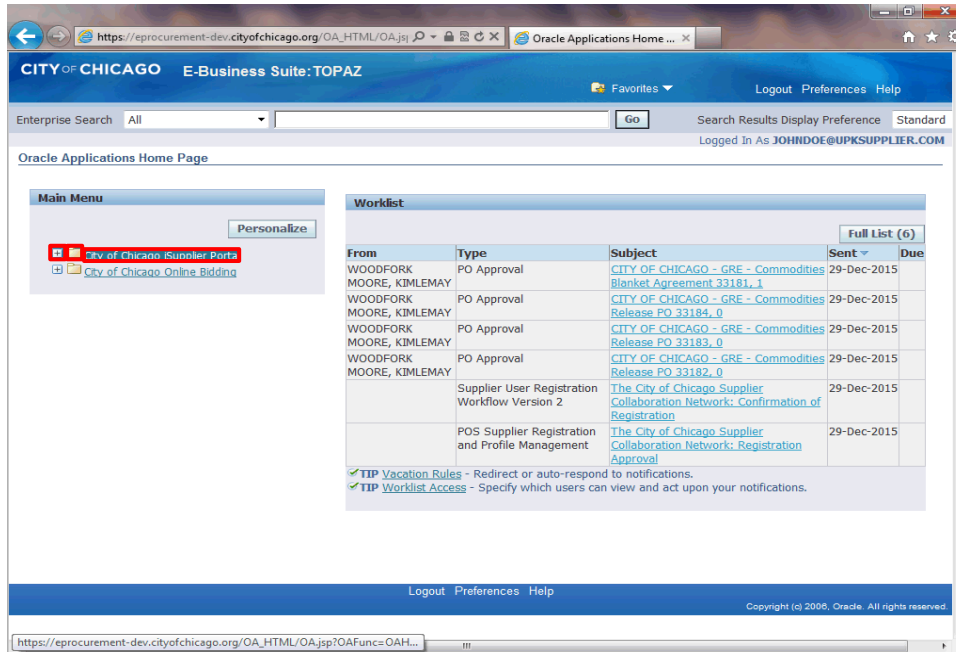
Step 5

Click the **Login** button.

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View Purchase History

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.

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.

Step 8

Click the **Purchase History** button.

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**".

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CITY OF **CHICAGO**   iSupplier Portal

Navigator ▼   Favorites ▼   Home Logout Preferences Help

| Home | Orders | Shipments | Admin | Finance |

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

Purchase Order Revision History

Export

Simple Search

Note that the search is case insensitive

Advanced Search

PO Number   33181
Release Number
Rev
Document Type
Creation Date
Revised Date
Operating Unit

Go   Clear

PO Number	Rev	Operating Unit	Description	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
No search conducted.											

Export

Home Orders Shipments Admin Finance Home Logout Preferences Help

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

Step 11

Click the **Go** button.

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Step 12

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

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.

Step 14

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

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.

Step 16

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

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.

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.

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.