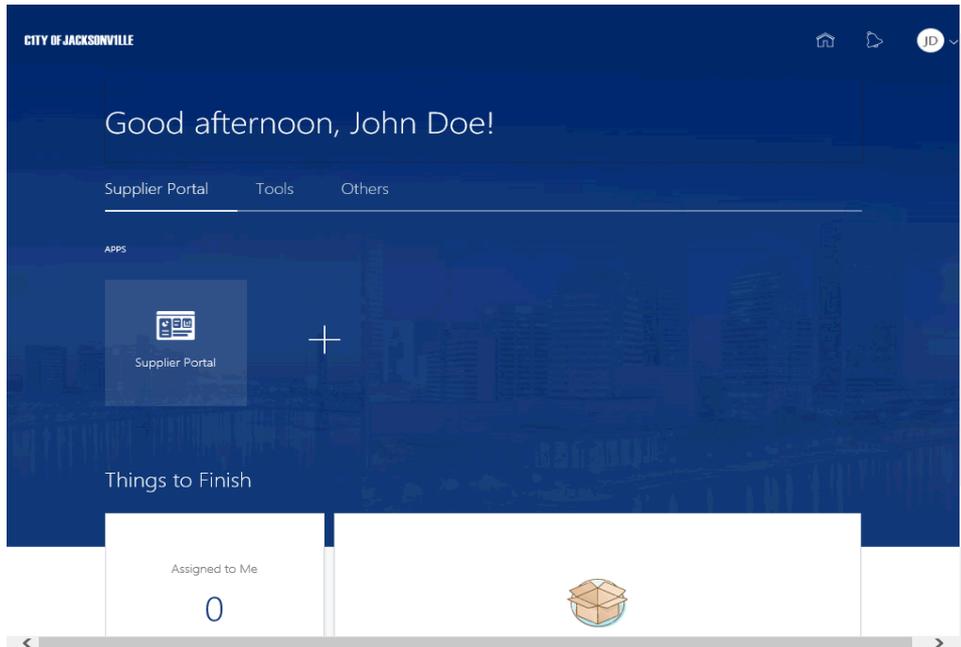




View Invoices, Payments, POs, Contracts, Blankets and
Receipts in Supplier Portal



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

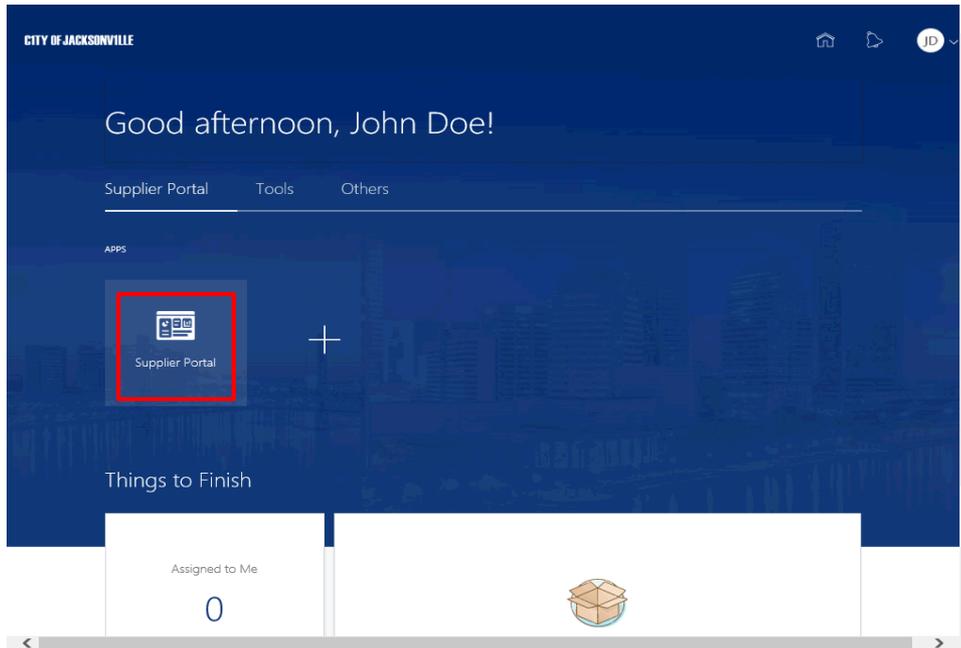


By completing this topic, you will be able to use the Supplier Portal to view:

- Invoices
- Payments
- POs
- Contracts
- Blankets
- Receipts



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 1

Click the **Supplier Portal** tile.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Recent Activity	
Last 30 Days	
Agreements opened	1
Orders opened	2
Receipts	1

Step 2

Note: The next steps will show you how to view purchase order information.

Click the **Manage Orders** link.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 3

Click the **Include Closed Documents** list.

CITY OF JACKSONVILLE JD

Manage Orders Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity Order

Bill-to BU Status

Supplier Site 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
No search conducted.							

Columns Hidden 25



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 5

Click the **Search** button.

CITY OF JACKSONVILLE JD

Manage Orders Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Sold-to Legal Entity Order

Bill-to BU Status

Supplier Site Include Closed Documents

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status
No search conducted.							

Columns Hidden 25



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 6

Click the **Scrollbar** right arrow.

CITY OF JACKSONVILLE

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
600176-19	8/8/19	PO to Acknowledge	Ordering/Remit	Pease, Gregory	450.00	USD	Open
600175-19	8/8/19	PO to Invoice	Ordering/Remit	Pease, Gregory	250.00	USD	Closed for R...

Columns Hidden 25



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 7

Click the **Life Cycle** button.

CITY OF JACKSONVILLE   JD

Manage Orders Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format    Freeze  Detach  Wrap

Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
8/8/19	PO to Acknowledge	Ordering/Remit	Pease, Gregory	450.00	USD	Open		8/8/19
8/8/19	PO to Invoice	Ordering/Remit	Pease, Gregory	250.00	USD	Closed for R...		8/8/19

Columns Hidden 25



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

CITY OF JACKSONVILLE

Order Life Cycle: 600176-19 Done

Sold-to Legal Entity City of Jacksonville
Order 600176-19
Supplier ABC Company
Supplier Site Ordering/Remit
Supplier Contact John Doe
Ordered 450.00 USD

Order Life Cycle

Amount (USD)	Ordered	Shipped	Received	Delivered	Invoiced
450.00	450.00	0.00	0.00	0.00	0.00

▲ In-Transit Shipments

Actions View Format Freeze Detach Wrap

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

Step 8

Order life cycle details are displayed.

Click the **Done** button.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 9

Click the **Order** link.

CITY OF JACKSONVILLE

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
Purchase Order 600176-19, Revision 8/8/19	8/8/19	PO to Acknowledge	Ordering/Remit	Pease, Gregory	450.00	USD	Open
Purchase Order 600176-19	8/8/19	PO to Invoice	Ordering/Remit	Pease, Gregory	250.00	USD	Closed for R...

Columns Hidden 25



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 10

Purchase order details are displayed.
You can also view the PDF of the order.

Click the **View PDF** button.

CITY OF JACKSONVILLE

Purchase Order: 600175-19

[Acknowledge](#) [View PDF](#) [Actions](#) [Done](#)

Main

General

Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	250.00 USD
Bill-to BU	COJ BU	Supplier Site	Ordering/Remit	Description	PO to Invoice
Order	600175-19	Supplier Contact	John Doe	Source Agreement	Supplier Order
Status	Closed for Receiving	Bill-to Location	Accounts Payable		
Buyer	Gregory Pease	Ship-to Location	Ed Ball 8th Floor		
Creation Date	8/8/19				

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	Best Way	<input type="checkbox"/>	Requires signature
Payment Terms	Net 30	Freight Terms	Freight Prepaid	<input type="checkbox"/>	Pay on receipt
		FOB	FOB Destination	<input type="checkbox"/>	Confirming order

Additional Information

JSEB Prime	Contract Number	Ordinance Code	
JSEB Participation Percent	Renewal Options Total	Exemptions	
Solicitation Number	Renewal Options	Protest	
		JSEB	
		Subcontractor	

Order Life Cycle

Ordered	250
Received	250
Delivered	250
Invoiced	200

[View Details](#)

https://eims-dev2.f.a.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=mms...



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 11

Click the **Open** button.

CITY OF JACKSONVILLE

Purchase Order: 600175-19

Acknowledge View PDF Actions Done

Main

General

Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	250.00 USD
Bill-to BU	COJ BU	Supplier Site	Ordering/Remit	Description	PO to Invoice
Order	600175-19	Supplier Contact	John Doe	Source Agreement	Supplier Order
Status	Closed for Receiving	Bill-to Location	Accounts Payable		
Buyer	Gregory Pease	Ship-to Location	Ed Ball 8th Floor		
Creation Date	8/8/19				

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	Best Way	<input type="checkbox"/>	Requires signature
Payment Terms	Net 30	Freight Terms	Freight Prepaid	<input type="checkbox"/>	Pay on receipt
		FOB	FOB Destination	<input type="checkbox"/>	Confirming order

Additional Information

JSEB Prime	JSEB	Contract Number	Renewal	Ordinance Code	Exemptions
------------	------	-----------------	---------	----------------	------------

Do you want to open or save PO_30000003181010_600175-19_0.pdf from eims-dev2.fa.us2.oraclecloud.com?

Open Save Cancel

Order Life Cycle

Stage	Amount (USD)
Ordered	250
Received	250
Delivered	250
Invoiced	200

View Details



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 12

Click the **Allow** button.

CITY OF JACKSONVILLE

Purchase Order: 600175-19

[Acknowledge](#) [View PDF](#) [Actions](#) [Done](#)

Order Life Cycle

Category	Amount (USD)
Ordered	~250
Received	~250
Delivered	~250
Invoiced	~150

Main

General

Sold-to Legal Entity: City of Jacksonville
Bill-to BU: COJ BU
Order: 600175-19
Status: Closed for Receiving
Buyer: Gregory Pease
Creation Date: 8/8/19

Terms **Notes and Attachments**

Required Acknowledgment: None
Payment Terms: Net 30

Additional Information

Contract Number	Ordinance Code
JSEB Prime	
JSEB Participation Percent	
Solicitation Number	
Renewal Options	
Exemptions	
Protest	
JSEB Subcontractor	

Internet Explorer Security

A website wants to open web content using this program on your computer.

This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program.

Name: **Adobe Acrobat**
Publisher: **Adobe Inc.**

Do not show me the warning for this program again

Allow **Don't allow**



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

PO_30000003181010_600175-19_0.pdf - Adobe Acrobat Standard DC

File Edit View Window Help

Home Tools Document 1 / 2 48.7% Tom

Purchase Order 600175-19



Purchase Order	600175-19
Order Date	08/22/2019
Change Order	0
Change Order Date	08/22/2019
Revision	0
Revision Comment	
Revision Number	0
Revision Number	0
Revision Number	0

All pricing, quantities, and dates are subject to change without notice. Refer to the purchase order number.

Bill To: City of Jacksonville
117 West Duval Street
JACKSONVILLE, FL 32202Duvai

Supplier: ABC Company
123 Right Way
JACKSONVILLE, FL 32206Duvai

Ship To: Ed Ball 8th Floor
214 North Hogan Street
Suite 800
JACKSONVILLE, FL 32202Duvai

Account Payable: 117 West Duval Street, Suite 375
JACKSONVILLE, FL 32202Duvai

Notes:

Order Number	Payment Terms	Freight Terms	FOB	Destination	Shipping Method
20049	Net 30	Freight Prepaid	FOB Destination		Best Way

Shipper: Gregory Preece
E-mail: gprece@jag.net
Phone: 904-6568851

Shipper To Contact: Gregory Preece
E-mail: gprece@jag.net

Line Item	Price	Quantity	UOM	Ordered	Taxable
1 City Staff	25.00		EA		
		10	EA	250.00	

Requested Date correspond to the date of arrival at the Ship-to Location.

Line Total: 250.00
Total: 250.00

You have a free Document Cloud account
[Upgrade Now](#)

Step 13

The PDF is displayed.

Click the **Close** button.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

CITY OF JACKSONVILLE

Purchase Order: 600175-19

[Acknowledge](#) [View PDF](#) [Actions](#) [Done](#)

Main

General

Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	250.00 USD
Bill-to BU	COJ BU	Supplier Site	Ordering/Remit	Description	PO to Invoice
Order	600175-19	Supplier Contact	John Doe	Source Agreement	Supplier Order
Status	Closed for Receiving	Bill-to Location	Accounts Payable		
Buyer	Gregory Pease	Ship-to Location	Ed Ball 8th Floor		
Creation Date	8/8/19				

Terms [Notes and Attachments](#)

Required Acknowledgment	None	Shipping Method	Best Way	<input type="checkbox"/>	Requires signature
Payment Terms	Net 30	Freight Terms	Freight Prepaid	<input type="checkbox"/>	Pay on receipt
		FOB	FOB Destination	<input type="checkbox"/>	Confirming order

Additional Information

JSEB Prime	Contract Number	Ordinance Code	
JSEB Participation Percent	Renewal Options Total	Exemptions	
Solicitation Number	Renewal Options	Protest	
	Subcontractor	JSEB	

Order Life Cycle

Ordered	250
Received	200
Delivered	200
Invoiced	150

[View Details](#)

Step 14

You can also view receipt and invoice details.

Click the **View Details** button.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 15

Click the **7000012 Receipt** link.

Supplier Site Ordering/Remit
Supplier Contact John Doe
Ordered 250.00 USD

Category	Amount (USD)
Ordered	200
Shipped	0
Received	200
Delivered	200
Invoiced	200

In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lad
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
7000012	8/8/19 11:17 AM				0.00	250.00	250.00	0.00

Columns Hidden 3

Invoices

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
1234	8/11/19	Not validated	200.00	0.00	200.00		

Columns Hidden 3



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 16

Receipt details are displayed.

Click the **Done** button.

CITY OF JACKSONVILLE Home JD

Receipt: 7000012 View Transaction History Done

Summary

Supplier	ABC Company	Packing Slip
Shipment		Waybill
Shipped Date		Bill of Lading
Shipping Method		Note
Number of Supplier Packing Units		Attachments None
Supplier Site	Ordering/Remit	

► Additional Information

Lines

Actions View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	
				Ordered	Returned	Net Received	Rejected		
<	City Stuff	Purchase order	600175-19	10	0	10	0	EA	>



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 17

Click the **Scrollbar** down arrow.

CITY OF JACKSONVILLE

Order Life Cycle: 600175-19 Done

Sold-to Legal Entity City of Jacksonville
Order 600175-19
Supplier ABC Company
Supplier Site Ordering/Remit
Supplier Contact John Doe
Ordered 250.00 USD

Order Life Cycle

Category	Amount (USD)
Ordered	250
Shipped	250
Received	250
Delivered	250
Invoiced	200

In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lad
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
7000012	8/8/19 11:17 AM				0.00	250.00	250.00	0.00

Columns Hidden 3





View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 18

Click the **1234 Invoice** link.

Supplier Site Ordering/Remit
Supplier Contact John Doe
Ordered 250.00 USD

Category	Amount (USD)
Ordered	200
Shipped	0
Received	200
Delivered	200
Invoiced	200

In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lad
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
7000012	8/8/19 11:17 AM				0.00	250.00	250.00	0.00

Columns Hidden 3

Invoices

Actions View Format Freeze Detach Wrap

Invoice	Invoice Date	Status	Invoice Total	Paid	Matched Amount	Receipt	Packing Slip
1234	8/11/19	Not validated	200.00	0.00	200.00		

Columns Hidden 3



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Invoice: 1234

Done

Business Unit	COJ BU	Invoice Amount	200.00 USD	Invoice Type	Standard
Legal Entity Name	City of Jacksonville	Unpaid Amount	200.00 USD	Intercompany invoice	No
Supplier or Party	ABC Company	Payment Currency	USD	Description	Sample invoice
Supplier Site	Ordering/Remit	Conversion Rate Type		Attachment	Sample invoice 1234.docx
Address	123 Right Way, JACKSONVILLE, FL 32208Dunal	Conversion Rate			
Invoice Date	8/11/19	Conversion Date			

Step 19

Invoice details are displayed.

Click the **Done** button.

Lines Payments

Items

View Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Con #
						Number	Line	Schedule	Number	Line	
1	200.00	City Stuff	8	25	EA	600175-19	1	1			

Summary Tax Lines

View

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Line	Type	Amount
No data to display.								

Shipping and Handling

No shipping and handling.

Totals

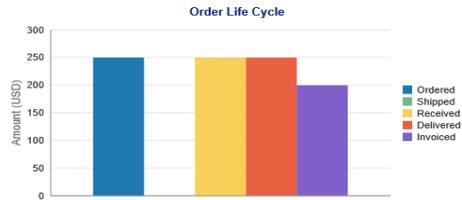


View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Order Life Cycle: 600175-19

Done

Sold-to Legal Entity City of Jacksonville
Order 600175-19
Supplier ABC Company
Supplier Site Ordering/Remit
Supplier Contact John Doe
Ordered 250.00 USD



Step 20

Click the **Done** button.

In-Transit Shipments

Actions View Format Freeze Detach Wrap

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

Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced
7000012	8/8/19 11:17 AM				0.00	250.00	250.00	0.00

Invoices



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Purchase Order: 600175-19

[Acknowledge](#) [View PDF](#) [Actions](#) [Done](#)

Main

General

Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	250.00 USD
Bill-to BU	COJ BU	Supplier Site	Ordering/Remit	Description	PO to Invoice
Order	600175-19	Supplier Contact	John Doe	Source Agreement	Supplier Order
Status	Closed for Receiving	Bill-to Location	Accounts Payable		
Buyer	Gregory Pease	Ship-to Location	Ed Ball 8th Floor		
Creation Date	8/8/19				

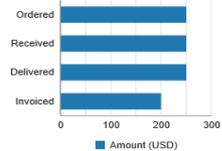
Terms

Required Acknowledgment	None	Shipping Method	Best Way	<input type="checkbox"/>	Requires signature
Payment Terms	Net 30	Freight Terms	Prepaid	<input type="checkbox"/>	Pay on receipt
		FOB	Destination	<input type="checkbox"/>	Confirming order

Additional Information

JSEB Prime	Contract Number	Ordinance Code	
JSEB Participation Percent	Renewal Options Total	Exemptions	
Solicitation Number	Renewal Options Used	Protest	
		JSEB Subcontractor	

Order Life Cycle



[View Details](#)

Step 21

Click the **Done** button.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 22

Click the **Done** button.

CITY OF JACKSONVILLE Home JD

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
600176-19	8/8/19	PO to Acknowledge	Ordering/Remit	Pease, Gregory	450.00	USD	Open
600175-19	8/8/19	PO to Invoice	Ordering/Remit	Pease, Gregory	250.00	USD	Closed for R...

Columns Hidden 25



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Last 30 Days	
Agreements opened	1
Orders opened	2
Receipts	1

Step 23

You can also view schedules.

Click the **Manage Schedules** link.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 24

Note: Notice the Schedules tab is now active.

Click the **Search** button.

Manage Orders Done

Headers **Schedules**

Search Advanced Manage Watchlist Saved Search All Schedules

Sold-to Legal Entity
Supplier Site
Order
Line Description

Supplier Item
Ship-to Location
Status

Search Results

Actions View Format

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price
No search conducted.								

Columns Hidden 42



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 25

Click the **600175-19 Order** link.

CITY OF JACKSONVILLE

Manage Orders Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Schedules

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price
600176-19	Ordering/Remit	1	Brush Chipper		1	3	Each	150.00
600175-19	Ordering/Remit	1	City Stuff		1	10	EA	25.00

Columns Hidden 42



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

CITY OF JACKSONVILLE

Purchase Order: 600175-19

[Acknowledge](#) [View PDF](#) [Actions](#) [Done](#)

Main

General

Sold-to Legal Entity	City of Jacksonville	Supplier	ABC Company	Ordered	250.00 USD
Bill-to BU	COJ BU	Supplier Site	Ordering/Remit	Description	PO to Invoice
Order	600175-19	Supplier Contact	John Doe	Source Agreement	Supplier Order
Status	Closed for Receiving	Bill-to Location	Accounts Payable		
Buyer	Gregory Pease	Ship-to Location	Ed Ball 8th Floor		
Creation Date	8/8/19				

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	Best Way	<input type="checkbox"/>	Requires signature
Payment Terms	Net 30	Freight Terms	Freight Prepaid	<input type="checkbox"/>	Pay on receipt
		FOB	FOB Destination	<input type="checkbox"/>	Confirming order

Additional Information

JSEB Prime	Contract Number	Ordinance Code	
JSEB Participation Percent	Renewal Options Total	Exemptions	
Solicitation Number	Renewal Options	Protest	
		JSEB Subcontractor	

Order Life Cycle

Ordered	250
Received	250
Delivered	250
Invoiced	150

Amount (USD)

[View Details](#)

Step 26

Details are displayed.

Click the **Done** button.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 27

Click the **Done** button.

CITY OF JACKSONVILLE Home JD

Manage Orders Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Schedules

Sold-to Legal Entity
 Supplier Site
 Order
 Line Description

Supplier Item
 Ship-to Location
 Status

Search Results

Actions

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price
No search conducted.								

Columns Hidden 42



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Recent Activity	
Last 30 Days	
Agreements opened	1
Orders opened	2
Receipts	1

Step 28

Agreement information is available for viewing, as well.

Click the **Manage Agreements** link.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 29

Click the **Search** button.

CITY OF JACKSONVILLE Home JD

Manage Agreements Done

Headers Lines

Search Advanced Manage Watchlist Saved Search All Agreements

Procurement BU Status

Supplier Site Include Closed and Expired Documents

Agreement

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date
No search conducted.								

Columns Hidden 30



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 30

Click the **POA-70010-19 Agreement** link.

CITY OF JACKSONVILLE

Manage Agreements Done

Search Advanced Manage Watchlist Saved Search All Agreements

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date
POA-70010-19	Contract Agreement	Ordering/Remit	Pease, Greg...	50,000.00	0.00	USD	Open	

Columns Hidden 30



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 31

Click the **Life Cycle** button next to the Agreement Amount.

CITY OF JACKSONVILLE

Contract Purchase Agreement: POA-70010-19

Acknowledge View PDF Actions Done

Main

General

Procurement BU	COJ BU	Supplier	ABC Company	Start Date	
Agreement	POA-70010-19	Supplier Site	Ordering/Remit	End Date	Life Cycle
Status	Open	Supplier Contact	John Doe	Agreement Amount	50,000.00 USD 
Buyer	Gregory Pease	Supplier Agreement		Minimum Release Amount	
Creation Date	8/8/19	Communication Method	None	Released Amount	0.00 USD
				Description	Contract Agreement

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	Best Way	<input type="checkbox"/>	Requires signature
Payment Terms	Net 30	Freight Terms	Freight Prepaid	<input type="checkbox"/>	Pay on receipt
		FOB	FOB Destination	<input type="checkbox"/>	Confirming order

Additional Information

JSEB Prime		Contract Number		Ordinance Code	
JSEB Participation Percent		Renewal Options Total		Exemptions	
Solicitation Number		Renewal Options Used		Protest	<input type="checkbox"/>
				JSEB Subcontractor	



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 32

Click the **Done** button.

The screenshot displays the 'CITY OF JACKSONVILLE' Supplier Portal interface. The main header shows the contract title 'Contract Purchase Agreement: POA-70010-19' and navigation buttons: 'Acknowledge', 'View PDF', 'Actions', and 'Done'. The 'Main' section is divided into 'General' and 'Terms' tabs. The 'General' tab shows contract details: Procurement BU (COJ BU), Agreement (POA-70010-19), Status (Open), Buyer (Gregory Pease), and Creation Date (8/8/19). The 'Terms' tab shows 'Required Acknowledgment' (Document) and 'Payment Terms' (Net 30). An 'Agreement Life Cycle' modal is open, showing a bar chart for 'Agreed' amount (USD) with a value of approximately 45K. The 'Done' button in the modal is highlighted with a red box. The 'Additional Information' section at the bottom lists contract details like Contract Number, Renewal Options, and Ordinance Code Exemptions.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

CITY OF JACKSONVILLE

Contract Purchase Agreement: POA-70010-19

Acknowledge View PDF Actions Done

Main

General

Procurement BU	COJ BU	Supplier	ABC Company	Start Date	
Agreement	POA-70010-19	Supplier Site	Ordering/Remit	End Date	
Status	Open	Supplier Contact	John Doe	Agreement Amount	50,000.00 USD
Buyer	Gregory Pease	Supplier Agreement		Minimum Release Amount	
Creation Date	8/8/19	Communication Method	None	Released Amount	0.00 USD
				Description	Contract Agreement

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	Best Way	___ Requires signature
Payment Terms	Net 30	Freight Terms	Freight Prepaid	___ Pay on receipt
		FOB	FOB Destination	___ Confirming order

Additional Information

JSEB Prime		Contract Number		Ordinance Code Exemptions	
JSEB Participation Percent		Renewal Options Total		Protest	___
Solicitation Number		Renewal Options Used		JSEB Subcontractor	

Step 33

You can view information on the released dollar amount. (In this example, there is no released amount.)

Click the **0.00** link.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 34

Click the **Done** button.

CITY OF JACKSONVILLE JD

Manage Orders Done

Headers Schedules

Advanced Search

Basic Manage Watchlist Saved Search All Schedules

Sold-to Legal Entity Equals

Supplier Site Equals

Order Starts with

Line Description Starts with

Source Agreement Equals

Supplier Item Starts with

Ship-to Location Equals

Status Equals

Include Closed Documents Equals

Requested Date Equals

Search Results

Actions

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price
No results found.								

Columns Hidden 42



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

CITY OF JACKSONVILLE

Supplier Portal

Search **Orders** Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts**
 - View Returns
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention

1 2 1

■ Schedules Overdue or Due Today
■ Negotiations Closing Soon

Recent Activity
Last 30 Days

Agreements opened	1
Orders opened	2
Receipts	1

Step 35

You can also view receipts directly from the Tasks menu.

Click the **View Receipts** link.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 36

Note: You can search receipts by purchase order, receipt number or receipt date.

Click in the **Purchase Order** field.

CITY OF JACKSONVILLE JD

View Receipts Done

Search Advanced Saved Search All Receipts

Receipt **Shipment** ** At least one is required

Organization **Item**

Purchase Order **Receipt Date** m/d/yy - m/d/yy

Supplier Item

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading
No search conducted.								



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 37

Enter the desired information into the **Purchase Order** field.
Enter "**600175-19**".

CITY OF JACKSONVILLE Home JD

View Receipts Done

Search Advanced Saved Search All Receipts

** At least one is required

** Receipt

Organization

** Purchase Order:

Supplier Item

** Shipment

** Item

** Receipt Date: m/d/yy - m/d/yy

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Ladin
No search conducted.								



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 38

Click the **Search** button.

CITY OF JACKSONVILLE Home JD

View Receipts Done

Search Advanced Saved Search All Receipts

** At least one is required

Receipt
Organization
Purchase Order 600175-19
Supplier Item

Shipment
Item
Receipt Date m/d/yy - m/d/yy

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Ladin
No search conducted.								



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

CITY OF JACKSONVILLE JD

View Receipts Done

Search Advanced Saved Search All Receipts

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Ladin
7000012	8/7/19 8:00 PM	FAPS: Procure...			600175-19			

Step 39

Click the **7000012 Receipt** link.





View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 40

Click the **View Transaction History** button.

CITY OF JACKSONVILLE

Receipt: 7000012

[Social](#) [View Transaction History](#) [Done](#)

Summary

Supplier	ABC Company	Packing Slip
Shipment		Waybill
Shipped Date		Bill of Lading
Shipping Method		Note
Number of Supplier Packing Units		Attachments None
Supplier Site	Ordering/Remit	

▶ Additional Information

Lines

Actions View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	
				Ordered	Returned	Net Received	Rejected		
<	City Stuff	Purchase order	600175-19	10	0	10	0	EA	>



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 42

Transaction history is displayed.

Click the **Done** button.

CITY OF JACKSONVILLE JD

Transaction History: Receipt 7000012 Done

Actions View

Transaction Type	Revision	Transaction ID	Subinventory	Locator	Transaction			Tr	Dt
					Quantity	Transaction UOM	Amount		
City Stuff					10	EA			
Receive		14001			10	EA			8/



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 43

Click the **Done** button.

CITY OF JACKSONVILLE Home JD

Receipt: 7000012 View Transaction History Done

Summary

Supplier	ABC Company	Packing Slip
Shipment		Waybill
Shipped Date		Bill of Lading
Shipping Method		Note
Number of Supplier Packing Units		Attachments None
Supplier Site	Ordering/Remit	

► Additional Information

Lines

Actions View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	
				Ordered	Returned	Net Received	Rejected		
<	City Stuff	Purchase order	600175-19	10	0	10	0	EA	>



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

View Receipts

Done

Search

Advanced Saved Search All Receipts

** At least one is required

Receipt

Shipment

Organization

Item

Purchase Order 600175-19

Receipt Date m/d/yy - m/d/yy

Supplier Item

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Ladin
7000012	8/7/19 8:00 PM	FAPS: Procure...			600175-19			

Step 44

Click the Done button.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

CITY OF JACKSONVILLE

Supplier Portal

Search **Orders** Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice
 - View Invoices**
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention

1 2 1

■ Schedules Overdue or Due Today
■ Negotiations Closing Soon

Recent Activity
Last 30 Days

Agreements opened	1
Orders opened	2
Receipts	1

Step 45

You can also search invoice information directly from the Tasks menu.

Click the **View Invoices** link.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Step 50

Invoice details are displayed.

Click the **Done** button.

CITY OF JACKSONVILLE

Invoice: 1234 Done

Business Unit	COJ BU	Invoice Amount	200.00 USD	Invoice Type	Standard
Legal Entity Name	City of Jacksonville	Unpaid Amount	200.00 USD	Description	Sample Invoice
Supplier or Party	ABC Company	Payment Currency	USD	Attachment	Sample Invoice 1234.docx
Supplier Site	Ordering/Remit				
Address	123 Right Way, JACKSONVILLE, FL 32208Duval				
Invoice Date	8/11/19				

Lines Payments

Items

View Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Comp
						Number	Line	Schedule	Number	Line	
1	200.00	City Stuff	8	25	EA	600175-19	1	1			

Summary Tax Lines Shipping and Handling

View

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Line	Type	Amount
No data to display.								

No shipping and handling.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

CITY OF JACKSONVILLE

Supplier Portal

Search **Orders** Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention

■ Schedules Overdue or Due Today
■ Negotiations Closing Soon

Recent Activity
Last 30 Days

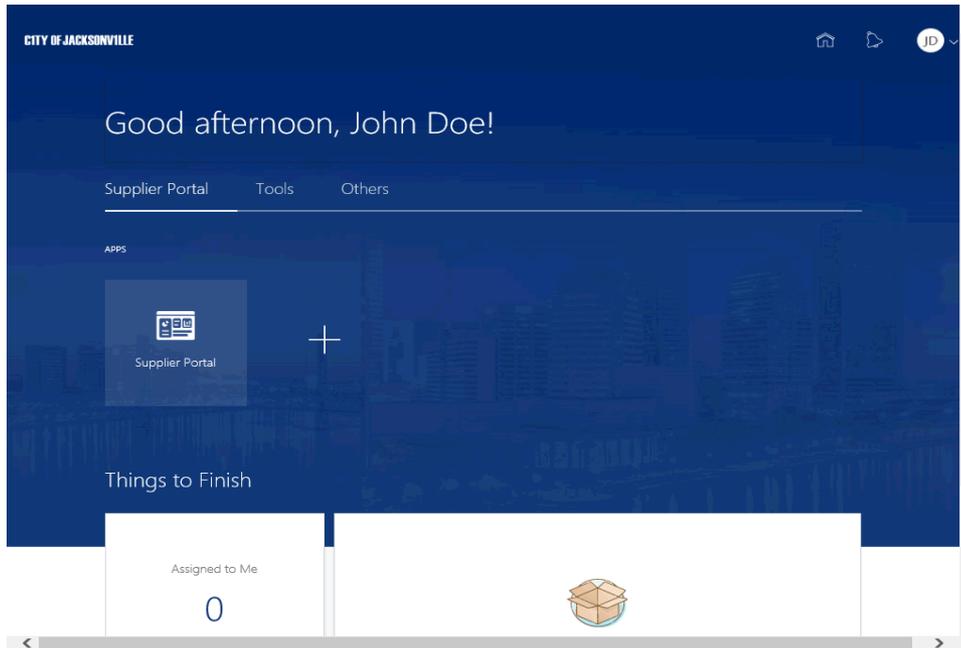
Agreements opened	1
Orders opened	2
Receipts	1

Step 52

Click the **Home** icon.



View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal



Step 53

End of Procedure.