

Viewing Purchase Orders in the Supplier Portal Quick Reference Guide

Purpose: This document provides instructions for Ascension suppliers to view PO details and download PDF copies of POs in the Supplier Portal.

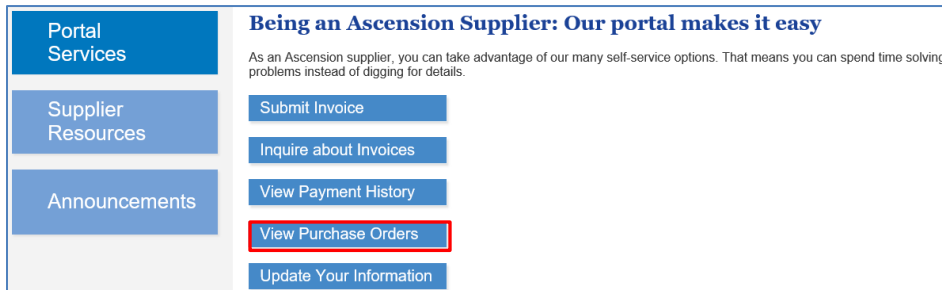
Audience: Ascension suppliers with access to the Ascension Supplier Portal

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Searching For POs

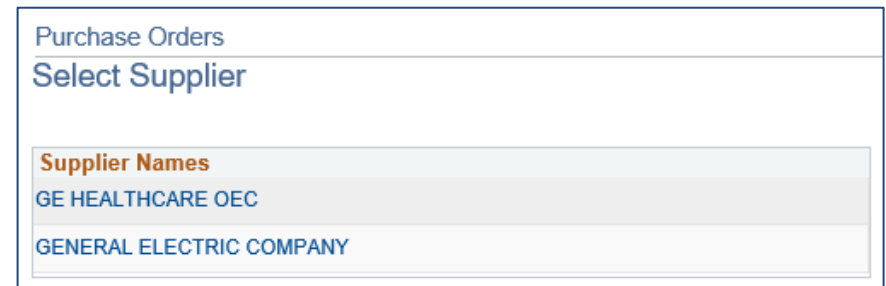
- Navigate to the Ascension Supplier Portal at <https://supplierportal.ascension.org>.
- Under the **Portal Services** menu, click the **View Purchase Orders** button.



- A new browser tab will open prompting you to log in to the Oracle PeopleSoft Supplier Portal.

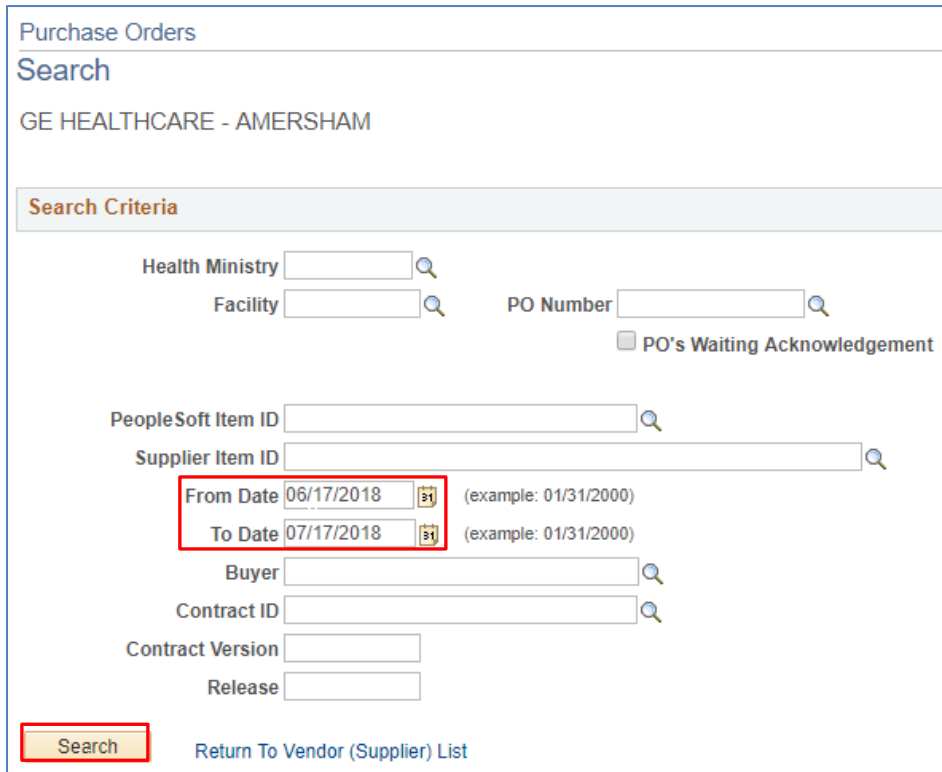


- Enter your User ID and Password and click the **Sign In** button.



- If you have multiple supplier IDs, you will be prompted to select a supplier for your search. Click the **Supplier Name** for the account you would like to search with.

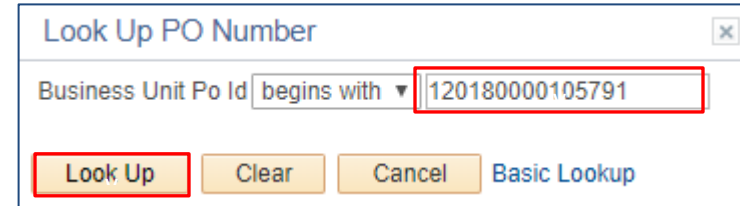
6. The **Purchase Order** search page will open.



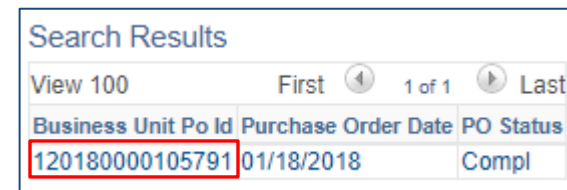
7. The **From Date** and **To Date** will auto-populate. Adjust the dates as necessary to view POs for a specific date range.

8. If you know the PO number, click the magnifying glass next to the **PO Number** field.

- a. The Look Up window will open. Enter the 15-digit PO number with no spaces or hyphens in the field labeled **Business Unit Po ID** and click the **Look Up** button.

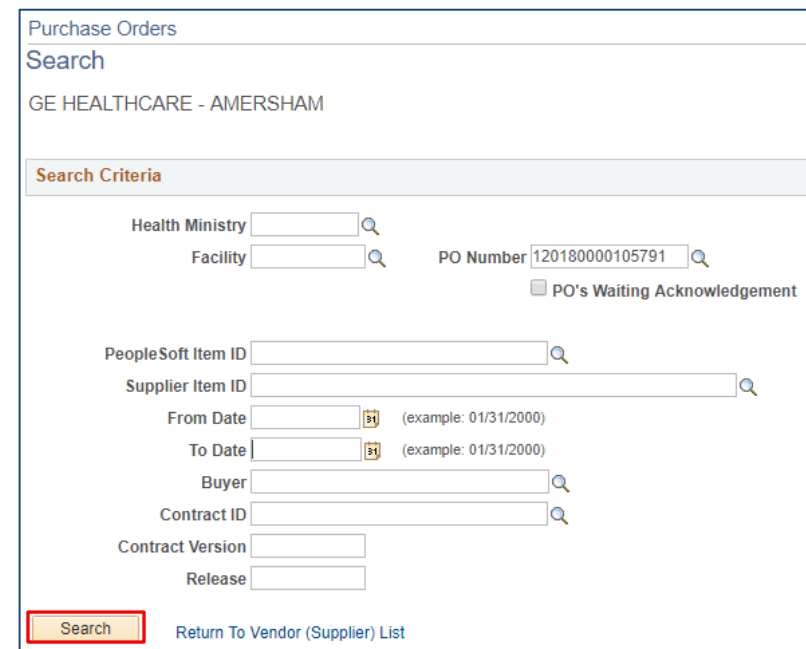


b. The PO will display in the **Search Results**. Click the PO number in the column labeled **Business Unit Po ID**.

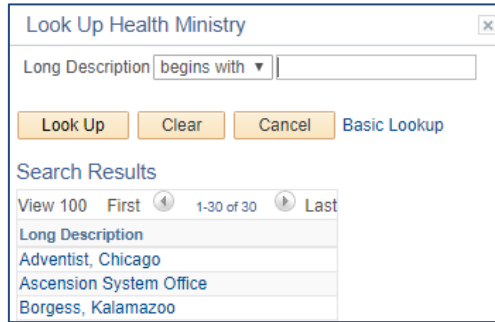


Business Unit Po Id	Purchase Order Date	PO Status
120180000105791	01/18/2018	Compl

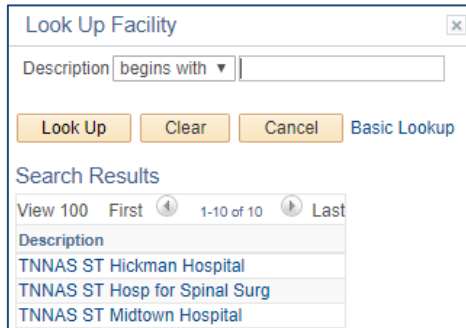
c. The PO number will populate in the **PO Number** field on the main Search screen. Ensure that all other fields are blank, and click the **Search** button.



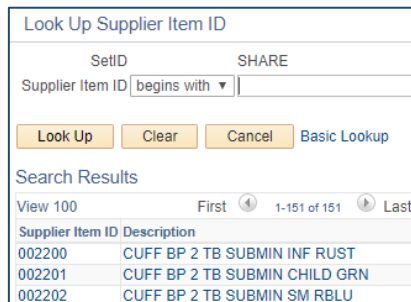
- To search for POs for a specific location, click the magnifying glass next to **Health Ministry** and select an option from the pop-up. Please note that this field is not required to search and will narrow search results.



- After selecting a Health Ministry, you can further narrow your search by selecting a Facility. Click the magnifying glass next to the **Facility** field and select an option from the pop-up.



- To search for POs that include a specific item, click the magnifying glass next to the **Supplier Item ID** field and select an option from the pop-up.



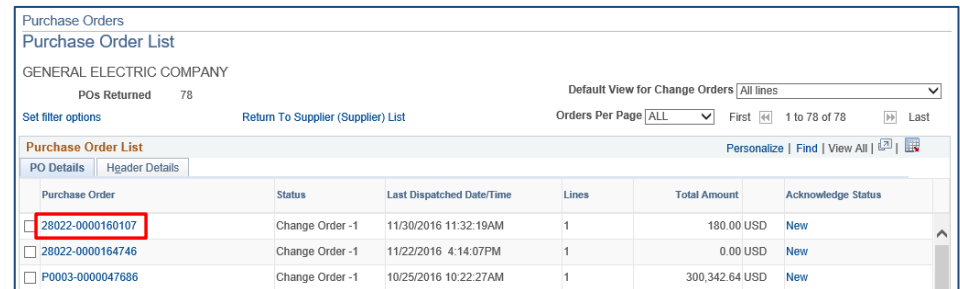
- After clicking the **Search** button, results will display for all POs that meet the criteria.

Purchase Order	Supplier ID	Purchase Order Date	Status	Dispatch Method	Requisition Type	Req BU	Requisition ID	Requisition Name	Total Amount
730000000020369	0000002907	09/24/2018	Dispatched	Email	CAPITAL ORDER	73000	0000021643	Capital-OEC C-arm	226,183.00
520090000211670	0000002907	09/07/2018	Dispatched	Phone	SPECIAL ITEM	52009	0000250019	0000250019	660.00
520090000211074	0000002907	08/31/2018	Dispatched	Fax	SPECIAL ITEM	52009	0000249507	0000249507	660.00
460290000175878	0000002907	08/20/2018	Dispatched	Email	SPECIAL ITEM	46029	0000235250	DISPOSABLE - C ARM DRAPE -	2,905.00

- Search results will indicate the PO number, Supplier ID number, Purchase Order Date, Dispatch Method, Requisition Type, Requisition Name, and Total Amount.
- Note:** Only POs in *Dispatched*, *Complete* or *Change Order* status are viewable in the Supplier Portal. If a change order has been issued for a purchase order, you will need to click the purchase order link to see the underlying status of the PO.

Viewing PO Details

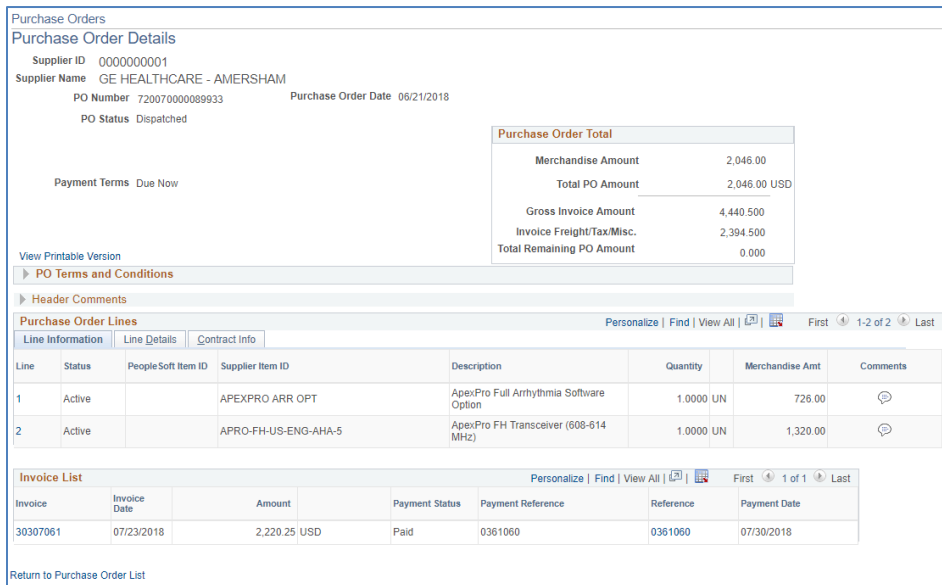
- Click the link under the Purchase Order column to view more details for a specific PO.



Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status
28022-0000160107	Change Order -1	11/30/2016 11:32:19AM	1	180.00 USD	New
28022-0000164746	Change Order -1	11/22/2016 4:14:07PM	1	0.00 USD	New
P0003-0000047686	Change Order -1	10/25/2016 10:22:27AM	1	300,342.64 USD	New

- The **Purchase Order Details** page will display for the selected PO. Details displayed include:
 - Supplier information:** the Supplier ID and Supplier Name under which the order was placed.
 - Purchase Order Date:** indicates the date the order was placed.

- e. **PO Status:** indicates if the PO is Dispatched or Complete.
- f. **Purchase Order Total:** the total amount on the PO, the invoiced amount applied to the PO, and the total remaining PO amount.
- g. **Purchase Order Terms & Conditions:** click the arrow next to this section to expand it to view Ascension's PO Terms & Conditions.
- h. **Header Comments:** If Header Comments were entered on the order by the requestor or by the MSC Purchasing team, a section will display under the PO Terms and Conditions.
- i. **Purchase Order Lines:** item detail by line including item ID, item description, quantity, unit of measure, total dollar amount for the line, and any line comments.
- j. **Invoice List:** provides detail for invoices and payments that have been applied to the PO.



Purchase Orders
Purchase Order Details

Supplier ID 000000001
Supplier Name GE HEALTHCARE - AMERSHAM
PO Number 720070000089933 Purchase Order Date 06/21/2018
PO Status Dispatched

Payment Terms Due Now



Purchase Order Total	
Merchandise Amount	2,046.00
Total PO Amount	2,046.00 USD
Gross Invoice Amount	4,440.500
Invoice Freight/Tax/Misc.	2,394.500
Total Remaining PO Amount	0.000

View Printable Version

PO Terms and Conditions

Header Comments

Purchase Order Lines

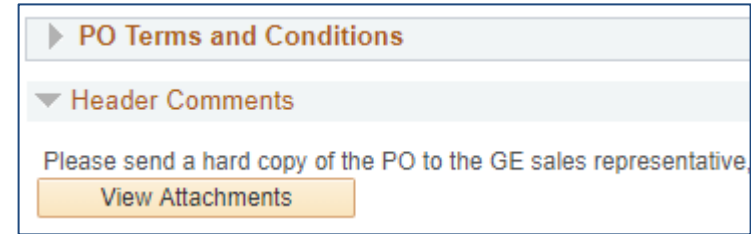
Line	Status	PeopleSoft Item ID	Supplier Item ID	Description	Quantity	Merchandise Amt	Comments
1	Active		APEXPRO ARR OPT	Ape Pro Full Arrhythmia Software Option	1.0000 UN	726.00	
2	Active		APRO-FH-US-ENG-AHA-5	Ape Pro FH Transceiver (608-614 MHz)	1.0000 UN	1,320.00	

Invoice List

Invoice	Invoice Date	Amount	Payment Status	Payment Reference	Reference	Payment Date
30307061	07/23/2018	2,220.25 USD	Paid	0361060	0361060	07/30/2018

Return to Purchase Order List

- 3. If Header Comments for the PO exist, the section will display under the PO Terms and Conditions. If documents are attached, a button will display to View Attachments.



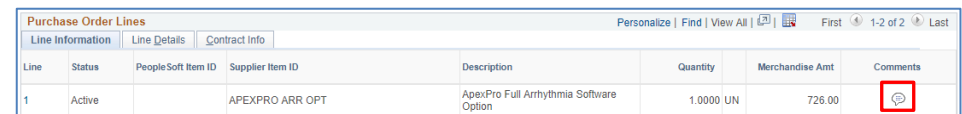
PO Terms and Conditions


Header Comments

Please send a hard copy of the PO to the GE sales representative.

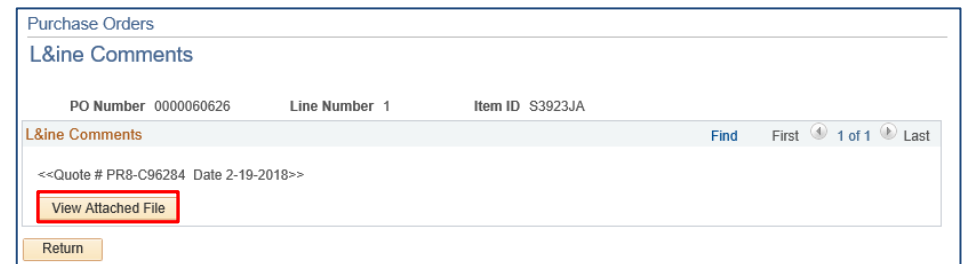
View Attachments

- 4. If comments exist for a PO line, a column will display on the **Purchase Order Details** screen. Click the Comments icon to view more information.



Line	Status	PeopleSoft Item ID	Supplier Item ID	Description	Quantity	Merchandise Amt	Comments
1	Active		APEXPRO ARR OPT	Ape Pro Full Arrhythmia Software Option	1.0000 UN	726.00	

- 5. The **Line Comments** page will display.



Purchase Orders
Line Comments

PO Number 0000060626 Line Number 1 Item ID S3923JA

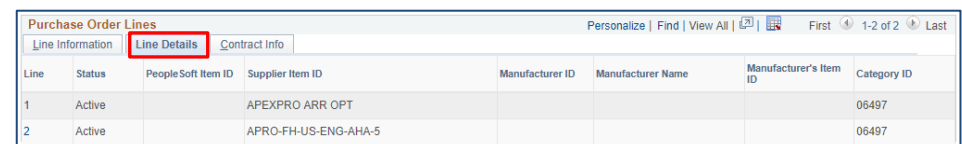
Line Comments Find First 1 of 1 Last

<<Quote # PR8-C96284 Date 2-19-2018>>

View Attached File

Return

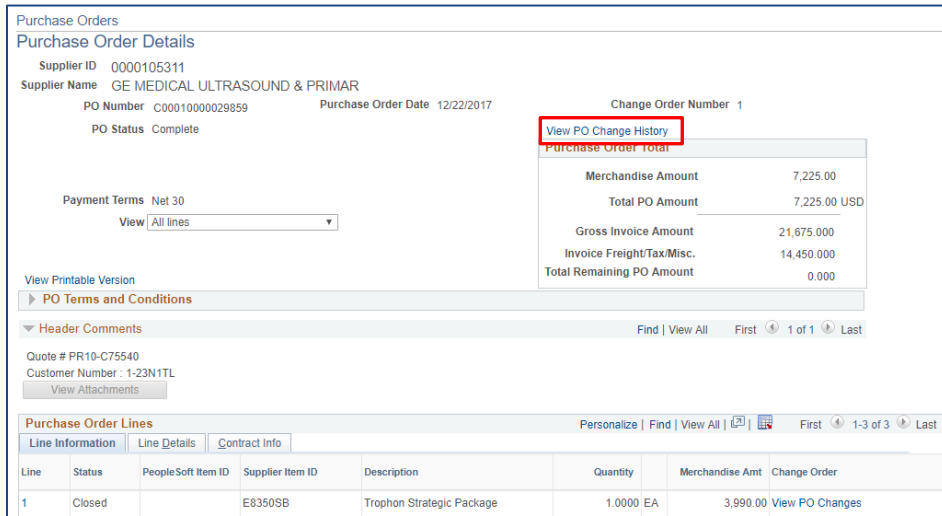
- 6. Click the **View Attached File** button to view any attachments for the line comment.
- 7. Click the **Return** button to return to the Purchase Order Details screen.
- 8. To view additional information about the PO lines, click the **Line Details** tab.



Line	Status	PeopleSoft Item ID	Supplier Item ID	Manufacturer ID	Manufacturer Name	Manufacturer's Item ID	Category ID
1	Active		APEXPRO ARR OPT				06497
2	Active		APRO-FH-US-ENG-AHA-5				06497

- 9. If changes have been made to the PO, the **View PO Change History** link will be visible above the Purchase Order Total section and a **Change Order** column will display in the Purchase Order Lines section.

10. Click **View PO Change History** or click the **View PO Changes** link next to a specific line to view change details.



Purchase Orders
Purchase Order Details

Supplier ID 0000105311
Supplier Name GE MEDICAL ULTRASOUND & PRIMAR
PO Number C00010000029859 Purchase Order Date 12/22/2017 Change Order Number 1
PO Status Complete

Payment Terms Net 30
View All lines

View Printable Version

PO Terms and Conditions

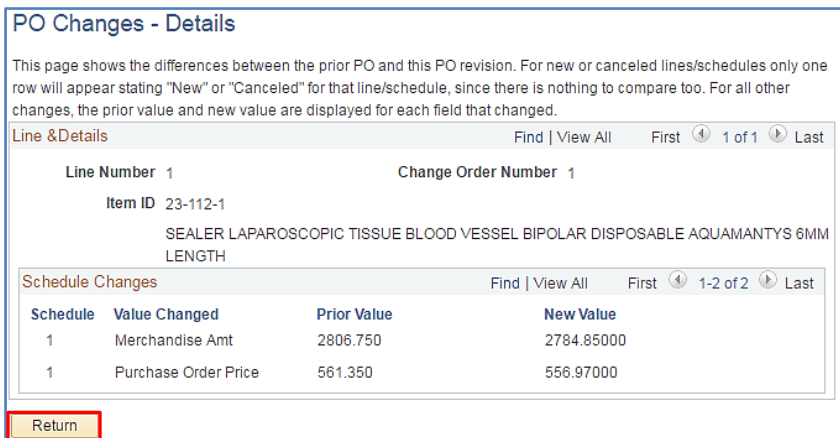
Header Comments Find | View All First 1 of 1 Last

Quote # PR10-C75540
Customer Number : 1-23N1TL
View Attachments

Purchase Order Lines Personalize Find | View All 1-3 of 3 Last

Line	Status	PeopleSoft Item ID	Supplier Item ID	Description	Quantity	Merchandise Amt	Change Order
1	Closed		E8350SB	Trophon Strategic Package	1.0000 EA	3,990.00	View PO Changes

11. The **PO Changes – Details** window will open displaying the changes for the PO or the specific line.



PO Changes - Details

This page shows the differences between the prior PO and this PO revision. For new or canceled lines/schedules only one row will appear stating "New" or "Canceled" for that line/schedule, since there is nothing to compare too. For all other changes, the prior value and new value are displayed for each field that changed.

Line & Details Find | View All First 1 of 1 Last

Line Number 1 Change Order Number 1
Item ID 23-112-1
SEALER LAPAROSCOPIC TISSUE BLOOD VESSEL BIPOLAR DISPOSABLE AQUAMANTYS 6MM LENGTH

Schedule Changes Find | View All First 1-2 of 2 Last

Schedule	Value Changed	Prior Value	New Value
1	Merchandise Amt	2806.750	2784.85000
1	Purchase Order Price	561.350	556.97000

Return

12. Click the **Return** button to go back to the previous page.

Corrections to a PO

IMPORTANT: If any details on the PO are incorrect, please call the MSC Supplier Line at 317-334-8363 to request a correction and **do not ship the order**. This includes corrections needed for any of the following PO details:

- Supplier Name
- Supplier ID
- Item ID
- Item Description
- Manufacturer ID
- Item Price
- Quantity
- Unit of Measure
- Total Merchandise Amount

Viewing/Downloading PDF PO

- You will have the ability to view and download the PDF version of a PO for all PO types except for Capital Orders. Please take care not to duplicate orders.
- To view the PDF version of the PO, click the **View Printable Version** link above the PO Terms and Conditions section.



View Printable Version

PO Terms and Conditions

- The PDF PO will open in a new browser tab and can be saved or printed.



Purchase Orders

PO_DISPATCH.pdf

Remaining PO Amount

- The remaining balance for a PO will be displayed in the **Purchase Order Total** section.

Purchase Order Total	
Merchandise Amount	500,000.00
Total PO Amount	500,000.00 USD
Gross Invoice Amount	4,794.000
Invoice Freight/Tax/Misc.	
Total Remaining PO Amount	495,206.000

- The **Gross Invoice Amount** indicates the total amount invoiced against the PO lines.
- Any additional invoice charges that are not included on the PO lines such as freight, shipping, or tax are indicated in the **Invoice Freight/Tax/Misc.** row.
- The **Total Remaining PO Amount** indicates the remaining amount on the PO.

Viewing Invoices and Payments

- The **Invoice List** displays all invoices and payments that have been applied to the PO. The Invoice number, Invoice Date, Amount, Payment Status, Payment Reference number, and Payment Date will display.

Invoice List						
Invoice	Invoice Date	Amount	Payment Status	Payment Reference	Reference	Payment Date
5167817	07/31/2018	2,370.00 USD	Paid	0371038	0371038	08/14/2018
4398859	07/31/2018	54.00 USD	Paid	0371038	0371038	08/14/2018

- To view details about an invoice that has been applied to the PO, click the link under the **Invoice** column.

Invoice List				
Invoice	Invoice Date	Amount		Payment Status
520668501	02/09/2018	7,225.00 USD		Paid

- The **Invoice Details** page will display with line details for the invoice.

Purchase Orders					
Invoice Details					
Invoice Number 62528638			Invoice Date 09/29/2016		
Gross Invoice Amount \$192,000			Due Date 10/29/2016		
Invoice Lines					
Item ID	Description	Statistic Amount	Unit Price	Merchandise Amount	
6600-0043-800	FILTER INCABUTOR MICRO SYNTHET		EA	9.00000	\$180.00 USD
Return to Purchase Order Details			Return to Purchase Order List		

- To return to the previous page, click **Return to Purchase Order Details**.
- Click the **Reference** number to view more details about the payment.

Invoice List						
Invoice	Invoice Date	Amount	Payment Status	Payment Reference	Reference	Payment Date
520674863	04/25/2018	488,179.96 USD	Paid	0327122	0327122	06/08/2018

- The **Payment Details** screen will display with details about the payment including the Payment Method and all invoices included on the payment. Please note that the bank account number displayed on this screen is Ascension's bank account number, not the account number that payment was deposited to.