

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 Purchase Orders

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

Portal Services	Being an Ascension Supplier: Our portal makes it easy
Supplier Resources	<small>As an Ascension supplier, you can take advantage of our many self-service options. That means you can spend time solving problems instead of digging for details.</small>
Announcements	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; text-align: center;">Submit Invoice</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; text-align: center;">Inquire about Invoices</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; text-align: center;">View Payment History</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; text-align: center; border: 2px solid red;">View Purchase Orders</div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; text-align: center;">Update Your Information</div> </div>

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



4. Enter your User ID and Password and click the **Sign In** button.
5. The Purchase Order search screen will open. From here you can search for a Purchase Order (PO) using the Supplier ID number, date range, Health Ministry, PO Number, or Supplier Item Number.

Please note: You will not see any PAY ONLY POs in the search results.

Purchase Orders
View Purchase Order
You can search for all PO types except for Pay Only POs

Suppliers

Select All Deselect All

Find | | | First 1-7 of 7 Last

From Date* 12/04/2018 PO Number

To Date* 01/04/2019 Supplier Item Number

Health Ministry

Supplier ID	Suppliers
0000000001	<input type="checkbox"/>
0000000432	<input type="checkbox"/>
0000002907	<input type="checkbox"/>
0000101555	<input type="checkbox"/>
0000101557	<input type="checkbox"/>
0000104215	<input type="checkbox"/>
0000105311	<input type="checkbox"/>

- The **From Date** and **To Date** will auto-populate. These fields are required to search. Adjust the dates as necessary to view POs for a specific date range.
- If you know the Supplier ID number for the PO, you can select it from the list of Supplier IDs. If not, you can click **Select All** to search all Supplier IDs.

Suppliers

Select All Deselect All

Find | View All | | | First 1-4 of 7 Last

Supplier ID	Suppliers
0000000001	<input type="checkbox"/>
0000000432	<input type="checkbox"/>
0000002907	<input type="checkbox"/>
0000101555	<input type="checkbox"/>

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

- The **Look Up PO Number** 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.

Look Up PO Number

Business Unit Po Id begins with

[Basic Lookup](#)

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

Search Results

View 100 First 1 of 1 Last

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

- The PO number will populate in the **PO Number** field on the main Search screen.

- If you do not know the PO number, you can 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.

Look Up Health Ministry

Long Description begins with

[Basic Lookup](#)

Search Results

View 100 First 1-30 of 30 Last

Long Description
Adventist, Chicago
Ascension System Office
Borgess, Kalamazoo



- 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.

Look Up Supplier Item ID

SetID: SHARE

Supplier Item ID:

Search Results

View 100 First 1-151 of 151 Last

Supplier Item ID	Description
002200	CUFF BP 2 TB SUBMIN INF RUST
002201	CUFF BP 2 TB SUBMIN CHILD GRN
002202	CUFF BP 2 TB SUBMIN SM RBLU

- Click the **Search** button to search for a PO. Search results will display below the search criteria in the **Purchase Order List** section.
- The **Purchase Order List** will show the PO Number, Supplier ID, PO Date, PO Status, PO Dispatch Method, Requisition Type, Requisition Name, and Total PO Amount.

Purchase Order	Supplier ID	Purchase Order Date	Status	Dispatch Method	Requisition Type	Requisition Name	Total Amount	Currency Code
440050000079555	0000101557	09/21/2018	Dispatched	Email	EMARKETPLACE	ANES BP HOSES 9-21-18	216.48 USD	
662040000038863	0000101557	09/21/2018	Dispatched	Email	EMARKETPLACE	0000055541	153.60 USD	
740090000017791	0000101557	09/21/2018	Dispatched	Email	PAR REPLEN	0000039520	138.70 USD	
711420000016395	0000101557	09/21/2018	Dispatched	Email	EMARKETPLACE	Angio Antifistgus Mat	308.00 USD	
680760000016143	0000101557	09/21/2018	Dispatched	Email	EMARKETPLACE	0000068048	1,264.00 USD	
740040000012537	0000101557	09/21/2018	Dispatched	Email	AUTO REPLEN	0000026840	22.40 USD	
590350000233296	0000101557	09/20/2018	Dispatched	Email	SPECIAL ITEM	St- panda matt 9/19/18	218.00 USD	
300020000187275	0000101557	09/20/2018	Dispatched	Email	PAR REPLEN	0000270918	389.50 USD	
180040000129904	0000101557	09/20/2018	Dispatched	Email	EMARKETPLACE	0000121240	89.60 USD	
180040000129576	0000101557	09/20/2018	Dispatched	Email	AUTO REPLEN	0000121236	1,254.40 USD	
120180000125682	0000101557	09/20/2018	Dispatched	Email	EMARKETPLACE	SPO2 CABLE LAB 4	293.04 USD	
600050000124567	0000101557	09/20/2018	Dispatched	Email	EMARKETPLACE	0000385568	341.22 USD	
340140000102396	0000101557	09/20/2018	Dispatched	Email	SPECIAL ITEM	0000173555	300.00 USD	
720070000099037	0000101557	09/20/2018	Dispatched	Email	EMARKETPLACE	PARU	293.04 USD	
140540000443579	0000101557	09/20/2018	Dispatched	Email	EMARKETPLACE	GS- CT SYR	496.00 USD	

Viewing Purchase Order Details

- To view additional details about a PO, click the link under the **Purchase Order** column.

Purchase Order List					
PO Details					
	Purchase Order▲	Supplier ID	Purchase Order Date▲	Status	Dispatch Method
<input type="checkbox"/>	120180000128780	0000101557	10/26/2018	Dispatched	Email
<input type="checkbox"/>	120180000129151	0000101557	10/31/2018	Dispatched	Email

- The **Purchase Order Details** page will display for the selected PO.

Purchase Order Details						
Supplier ID		0000101557				
Supplier Name		GENERAL ELECTRIC COMPANY				
PO Number	46055000017671	Dispatch Method	Fax Transmission			
PO Date	07/30/2018	Requisition Name	0000126132			
PO Status	Dispatched	Req Type	AUTO REPLEN			
Payment Terms	Net 30					
Phone Type	FAX					
Phone / Fax	800/421-6841					
Purchase Order Total						
Merchandise Amount		552.00				
Total PO Amount		552.00 USD				
Gross Invoice Amount		563.950				
Invoice Freight/Tax/Misc.		11.950				
Total Remaining PO Amount		0.000				
PO Terms and Conditions						
Purchase Order Lines						
Line Information		Personalize Find View All <input type="button" value="🔍"/> <input type="button" value="📄"/> First 1 of 1 Last				
Line	Status	PeopleSoft Item ID	Supplier Item ID	Description	Quantity	UOM
1	Active	00000000000566119	E8350NJ	CARTRIDGE STERILIZATION ULTRASOUND AQUEOUS HYDROGEN PEROXIDE TROPHON SONEX HIGH LEVEL DISINFECTION SOLUTION 80ML USE WITH TROPHON EPR DISINFECTION SYSTEM	1.0000	EX
						552.00
Invoice List						
Invoice		Personalize Find View All <input type="button" value="🔍"/> <input type="button" value="📄"/> First 1 of 1 Last				
Invoice	Invoice Date	Amount	Payment Status	Payment Reference	Payment Date	
202484445	07/31/2018	563.95 USD	Paid	0382169	08/29/2018	
Return to Purchase Order List						



3. In the top left corner, the Supplier details and PO details will display.

Purchase Orders			
Purchase Order Details			
Supplier ID	0000101557		
Supplier Name	GENERAL ELECTRIC COMPANY		
PO Number	460550000017671	Dispatch Method	Fax Transmission
PO Date	07/30/2018		
PO Status	Dispatched	Requisition Name	0000126132
Payment Terms	Net 30	Req Type	AUTO REPLEN

4. If the Dispatch Method is Email, the **Email ID** indicates the email address that the PO was sent to. If the Dispatch Method is Fax, the **Phone / Fax** number will display.

5. The **Req Type** will indicate one of the following:

- EMARKETPLACE
- AUTO REPLEN
- PAR REPLEN
- POINT OF USE
- BILL ONLY
- AMOUNT ONLY
- SPECIAL ITEM
- CAPITAL ORDER
- STANDING ORDER
- MULTIPLE SOURCES

6. In the top right corner, the link for the **PO Change History** will be available along with the **Purchase Order Total**. If the PO Change History link does not display, then no changes were processed from the original PO.

View PO Change History	
Purchase Order Total	
Merchandise Amount	340.00
Total PO Amount	340.00 USD
Gross Invoice Amount	366.000
Invoice Freight/Tax/Misc.	26.000
Total Remaining PO Amount	0.000

- 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.


7. 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. If no Header Comments exist this section will not be displayed.

▶ PO Terms and Conditions
▼ Header Comments
Please send a hard copy of the PO to the GE sales representative.
View Attachments

8. In the **Purchase Order Lines** section you will see details about the PO lines, including the Supplier Item ID number, the item Description, Quantity, Unit of Measure (UOM), and total line amount.

Purchase Order Lines							
Line Information		Line Details		Contract Info			
Line	Status	PeopleSoft Item ID	Supplier Item ID	Description	Quantity	UOM	Merchandise Amt
1	Active		CF-412681-005	LEADWIRE SET ELECTROCARDIOGRAPHY MULTI- LINK GROUP 5 LEAD GRAB AMERICAN HEART ASSOCIATION MIXED 5/SET	20.0000	EA	1,531.20

- Click the **Line Details** tab to view additional information about the line item such as the Manufacturer. Click the **Contract Info** tab to view details about existing contracts for the line item.
- If comments exist for a PO line, a column will display in the **Purchase Order Lines** section. Click the Comments icon to view more information.

Purchase Order Lines								
Line Information		Line Details		Contract Info				
Line	Status	PeopleSoft Item ID	Supplier Item ID	Description	Quantity	Merchandise Amt	Comments	
1	Active		APEXPRO ARR OPT	ApexPro Full Arrhythmia Software Option	1.0000	UN	726.00	

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

Purchase Orders		
Line Comments		
PO ID	280290000215861	Line Number 1
Item ID	S10000DH	
Line Comments		
<<Quotation # 2005022081.2 Date 9/19/2018>>		
View Attached File		
Return		

- Click the **View Attached File** button to view any attachments for the line comment.
- Click the **Return** button to return to the Purchase Order Details screen.
- If changes have been made to the PO line, the **Change Order** column will display on the right side of the **Purchase Order Lines** section. Click the **View PO Changes** link to view details of the change.

Merchandise Amt	Change Order
1,488.00	View PO Changes

- The **PO Changes – Details** window will open displaying the changes for the PO line.

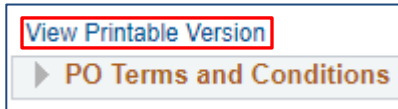
PO Changes - Details			
This page shows the differences between the prior PO and this PO revision. For new or canceled lines/schedules only one row will appear stating "New" or "Canceled" for that line/schedule, since there is nothing to compare too. For all other changes, the prior value and new value are displayed for each field that changed.			
Line & Details		Find View All	
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	
Schedule	Value Changed	Prior Value	New Value
1	Merchandise Amt	2806.750	2784.85000
1	Purchase Order Price	561.350	556.97000
Return			

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



Viewing/Downloading PDF PO

1. 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.**
2. To view the PDF version of the PO, click the **View Printable Version** link above the PO Terms and Conditions section.



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



Viewing Invoice and Payment Details

1. The **Invoice List** displays on the **Purchase Order Details** page with 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							Personalize Find View All [Print] [Refresh]	First 1-3 of 3 Last
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		

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

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

5. 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						Personalize Find View All [Print] [Refresh]	First 1 of 1 Last
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				

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

Invoice List							Personalize Find View All [Print] [Refresh]	First 1 of 1 Last
Invoice	Invoice Date	Amount	Payment Status	Payment Reference	Reference	Payment Date		
202484445	07/31/2018	563.95 USD	Paid	0382169		08/29/2018		



4. 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.

Payment Details

Bank Account # xxxxx3911

Supplier ID 000000001
Supplier Name GE MEDICAL SYS INFORMATION TECH INC
Remit Address 5517 COLLECTION CENTER DR
CHICAGO IL 60693 USA

Pymnt Ref ID 0397369
Payment Date 09/21/2018
Reconcile Date

Payment Amount 686,264.820 USD Payment Method ACH

Description

Details							
Business Unit	Invoice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge
AH Ministry Service Center	09/14/2018	30315853	-43,757.46	-43,757.46	USD		
AH Ministry Service Center	10/18/2017	289286	39,972.95	39,972.95	USD		

Corrections to a Purchase Order

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