![Ascension logo]

Viewing Purchase Orders
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

Contents

Logging In

There are two ways to log in at https://supplierportal.ascension.org to view a Purchase Order.
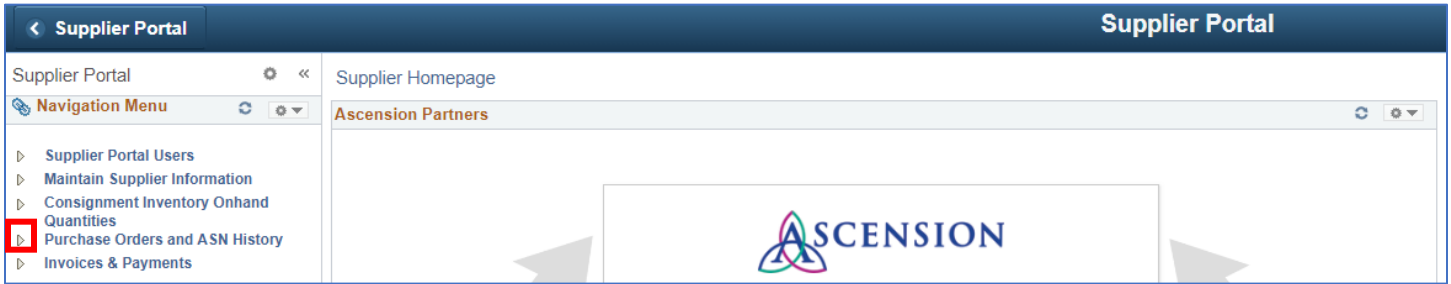
Option 1:

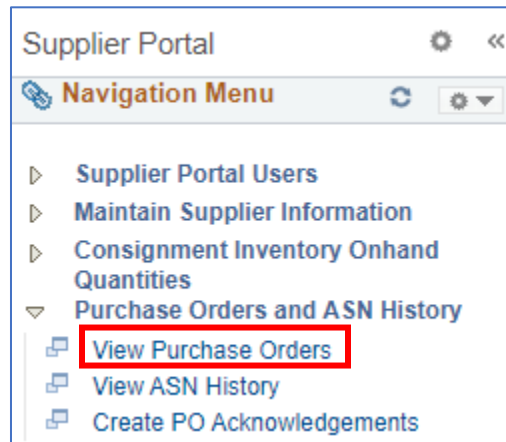1. Click the **Sign In** button at the top right.

2. A new browser tab will open. Enter your user ID and Password and click the **Sign In** button. If you cannot remember your user ID and/or password, use the Forgot Password? or Forgot User ID? links.

3. On the left-hand navigation, click the arrow next to **Purchase Orders and ASN History** to expand the menu options.
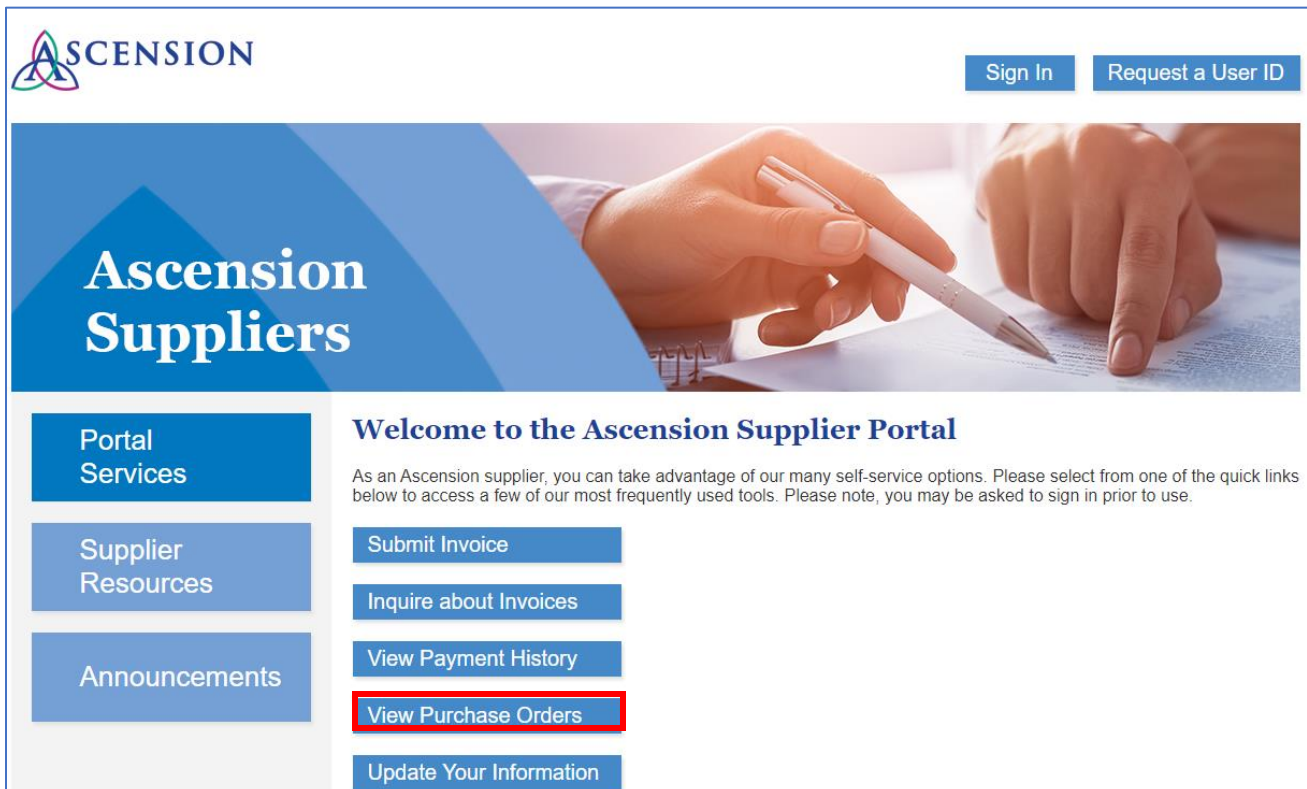

4. Click **View Purchase Orders.**

Option 2:

1. Click the **View Purchase Orders** button.

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2. A new browser tab will open. Enter your user ID and password and click the **Sign In** button.

Searching For Purchase Orders

1. On the **View Purchase Order** page, enter criteria to search for a PO. **Please note** that you must select at least one **Supplier ID** and a **Date Range** to search. Other search fields are optional.

    a. If you are not sure what the Supplier ID is for the PO, check the box next to **Select All** to search all supplier IDs.

    b. Click the **Search** button to search.

2. Search results will display in the **Purchase Order List.**

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

Suppliers

Supplier ID	Suppliers
0000001557	☐
0000061869	☐

From Date* 10/20/2020
To Date* 11/20/2020
Health Ministry
PO Number
Supplier Item Number
Req Type
Search

POs Returned 95
Default View for Change Orders: All lines
Orders Per Page 012
First ◀◀ 9 to 20 of 95 ▶▶ Last

Purchase Order List

Personalize | Find | View All | ⤢ | ▦

PO Details

	Purchase Order	Supplier ID	Purchase Order Date	Status	Dispatch Method	Requisition Type	Requisition Name	Total Amount	Currency Code	Download PDF	Acknowledge Status
☐	425030000003391	0000001557	11/18/2020	Dispatched	Email	BILL ONLY	M0081597510_ORTIZ_11132020	0.00	USD	Download PDF	New
☐	460290000266201	0000001557	11/17/2020	Dispatched	Print	BILL ONLY	4085511659 NUTHAKKI 10/29/2020	0.00	USD	Download PDF	New
☐	460290000266138	0000001557	11/17/2020	Dispatched	Print	EMARKETPLACE	ACUMED ORDER, DOS: 11/16/2020	0.00	USD	Download PDF	EDX Received
☐	460290000266138	0000001557	11/17/2020	Dispatched	Print	EMARKETPLACE	ACUMED ORDER, DOS: 11/16/2020	0.00	USD	Download PDF	EDX Received
☐	280120000171784	0000001557	11/17/2020	Dispatched	Email	BILL ONLY	7521152243_WEST_11162020	0.00	USD	Download PDF	New
☐	340150000143948	0000001557	11/17/2020	Dispatched	Email	BILL ONLY	40399339_DR.BAK_111620	0.00	USD	Download PDF	New
☐	662020000028208	0000001557	11/17/2020	Dispatched	Email	BILL ONLY	2541697_DR KOMNICK_11162020	0.00	USD	Download PDF	New
☐	460290000265980	0000001557	11/16/2020	Dispatched	EDX	EMARKETPLACE	ACUMED ORDER, DOS: 11/14/2020	0.00	USD	Download PDF	EDX Received
☐	460190000080442	0000001557	11/16/2020	Dispatched	Email	BILL ONLY	4086240853_Herbst_11/10/2020	0.00	USD	Download PDF	New
☐	680220000038497	0000001557	11/16/2020	Dispatched	EDX	EMARKETPLACE	ACCUMED_11162020	0.00	USD	Download PDF	EDX Received
☐	400300000009170	0000001557	11/16/2020	Dispatched	Email	BILL ONLY	660821_PERRY_11112020	0.00	USD	Download PDF	New
☐	500350000317160	0000001557	11/13/2020	Dispatched	Email	BILL ONLY	7000642309.mckeon.11.13.acum	0.00	USD	Download PDF	New

☑ Select All   ☐ Clear All

3. To download a PDF copy of a PO, click the **Download PDF** button in the search results. A new tab will open with the PDF PO file that you can save to your computer.

Purchase Order List

PO Details

	Purchase Order	Supplier ID	Purchase Order Date	Status	Dispatch Method	Requisition Type	Requisition Name	Download PDF
☐	425030000003391	0000001557	11/18/2020	Dispatched	Email	BILL ONLY	M0081597510_ORTIZ_11132020	Download PDF

Optional Search Fields:

- If you know the PO number, enter the full 15-digit number it in the **PO Number** field with no spaces or dashes.

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

Suppliers

☐ Select All   ☐ Deselect All

Find | ⤢ | ▦   First ◀ 1-2 of 2 ▶ Last

Supplier ID	Suppliers
0000001557	☑
0000061869	☐

From Date* 10/01/2020
To Date* 11/20/2020
Health Ministry
PO Number 460290000266307
Supplier Item Number
Search
Req Type

- If you do not know the PO Number but know the item number for products on the PO, click the magnifying glass next to the **Supplier Item Number** field.

- o A Look Up window will open. You can type the item number in the Supplier Item ID field and click **Look Up** or select from the Search Results displayed. Select the item and click the **Search** button to search for POs.

- If you know the location for the PO, click the magnifying glass next to the **Health Ministry** field.

- o A Look Up window will open. You can type the name of the facility in the Long Description field and click **Look Up** or select from the list of Search Results displayed. Select the Health Ministry and then click the **Search** button to search for POs.

- If you are looking for a particular type of PO, you can select the type from the **Req Type** dropdown to narrow your search results.

Viewing Purchase Order Details

1. To view details about a PO, click the PO number link in the **Purchase Order** column.

2. The **Purchase Order Details** page will open.

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Purchase Orders

Purchase Order Details

Supplier ID 0000001557
Supplier Name ACUMED LLC

PO Number	460290000266513	**Dispatch Method**	Electronic Document Exchange
PO Date	11/19/2020		
PO Status	Dispatched	**Requisition Name**	ACUMED ORDER, DOS: 11/19/2020
Payment Terms	Net 45	**Req Type**	EMARKETPLACE

Purchase Order Total

Merchandise Amount	1,376.00
Total PO Amount	1,376.00 USD
Gross Invoice Amount	
Invoice Freight/Tax/Misc.	
Total Remaining PO Amount	1,376.000

View Printable Version

▶ **PO Terms and Conditions**

▶ **Header Comments**

Purchase Order Lines   Personalize | Find | View All | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Line Information | **Line Details** | **Contract Info**

Line	Status	PeopleSoft Item ID	Supplier Item ID	Description	Quantity	UOM	Merchandise Amt
1	Active	000000000000600518	FX-4001-S	KIT FIXATOR EXTERNAL RADIOLUCENT FOR DISTAL RADIUS FRACTURE REPAIRS STERILE STABLELOC FX-4001-S	1.0000	EA	1,376.00

Invoice List   Personalize | Find | View All | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Invoice	Invoice Date	Amount		Payment Status	Payment Reference	Payment Date
		0.000			Reference	

No Invoices Found

Return to Purchase Order List

3. To download a PDF copy of the PO, click the **View Printable Version** link.

4. To view changes made to the PO, click the **PO Change History** link. If the PO Change History link is not displayed then no changes have been processed to the PO.

Purchase Orders

Purchase Order Details

Supplier ID 0000001557
Supplier Name ACUMED LLC

PO Number	460180000045775	**Dispatch Method**	Print
PO Date	02/28/2020		
PO Status	Complete	**Requisition Name**	4076963032_LEGRAND_02252020
Payment Terms	Net 30	**Req Type**	BILL ONLY

View PO Change History

Purchase Order Total

Merchandise Amount	1,690.00
Total PO Amount	1,690.00 USD
Gross Invoice Amount	18,590.000
Invoice Freight/Tax/Misc.	16,900.000
Total Remaining PO Amount	0.000

View Printable Version   View [All lines ▾]

5. To view the remaining amount of money on a PO, review the **Purchase Order Total** section at the top right.

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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

    a. The **Gross Invoice Amount** indicates the total amount invoiced against the PO lines.

    b. 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.

    c. The **Total Remaining PO Amount** indicates the remaining amount on the PO.

6. 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

7. In the **Purchase Order Lines** section, 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.

Purchase Order Lines   Personalize | Find | View All | 🗗 | 🏢   First ◀ 1 of 1 ▶ Last

Line Information	Line Details	Contract Info

Line	Status	PeopleSoft Item ID	Supplier Item ID	Description	Quantity	UOM	Merchandise Amt
1	Active	000000000000600518	FX-4001-S	KIT FIXATOR EXTERNAL RADIOLUCENT FOR DISTAL RADIUS FRACTURE REPAIRS STERILE STABLELOC FX-4001-S	1.0000	EA	1,376.00

8. 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   Personalize | Find | View All | 🗗 | 🏢   First ◀ 1-2 of 2 ▶ Last

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	💬

    a. The **Line Comments** page will display. Click the **View Attached File** button to view any attachments for the line comment.

    b. Click the **Return** button to return to the Purchase Order Details screen.

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Purchase Orders
Line Comments

PO ID 280290000215861   Line Number 1   Item ID S10000DH

Line Comments	Find First ◀ 1 of 1 ▶ Last
<<Quotation # 2005022081.2 Date 9/19/2018>>	
View Attached File	

Return

9. If changes have been made to a PO line, the **Change Order** column will display. Click **View PO Changes** to view the changes that have been made to the line.

Purchase Order Lines								Personalize | Find | View All | 🗗 | 🔢 First ◀ 1-11 of 11 ▶ Last
Line Information	**Line Details**	**Contract Info**						
Line	Status	PeopleSoft Item ID	Supplier Item ID	Description	Quantity	UOM	Merchandise Amt	Change Order
1	Closed	000000000000404923	70-0359	PLATE BONE VOLAR TITANIUM RADIUS DISTAL RIGHT ACU-LOC 2 NARROW	1.0000	EA	825.00	
2	Closed	000000000000158248	CO-T2316	SCREW DISTAL THREADED LOCKING COLOR CODED GOLD 2.3X16MM	1.0000	EA	75.00	
3	Closed	000000000000076239	CO-T2322	SCREW CORTICAL DISTAL RADIAL LOCKING THREADED TITANIUM ACU-LOC COLOR CODED GOLD 2.3MM DIAMETER 22MM LENGTH	3.0000	EA	225.00	View PO Changes

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.

Invoice List					Personalize | Find | View All | 🗗 | 🔢 First ◀ 1 of 1 ▶ Last	
Invoice	Invoice Date	Amount		Payment Status	Payment Reference	Payment Date
91022847	02/28/2020	1,690.00	USD	Paid	080588	09/01/2020

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

3. To view details about a payment related to the PO, click the payment number in the **Payment Reference** column.

4. If no invoice number(s) or payment number(s) are displayed, then no invoices or payments have been processed yet for this PO.

Invoice List					Personalize | Find | View All | 🗗 | 🔢 First ◀ 1 of 1 ▶ Last	
Invoice	Invoice Date	Amount		Payment Status	Payment Reference	Payment Date
		0.000			Reference	

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Corrections to a Purchase Order

- For corrections or updates to a PO that is not related to a bill-only surgery case, call the MSC Supplier Line at 317-334-8363. 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

- For bill-only PO corrections, email a copy of the PO with corrections noted to billonlyforms@ascension.org. Attach the patient case sheet and other relevant supporting documentation.