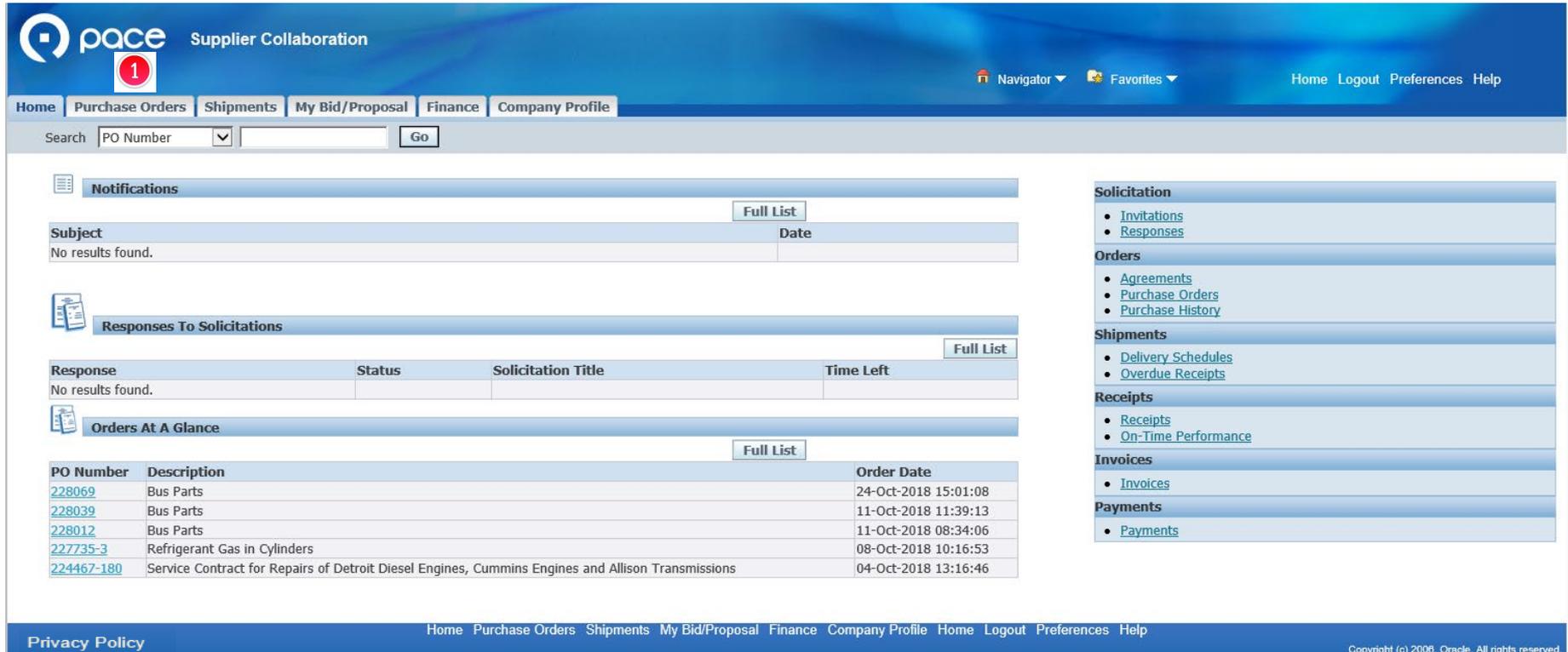


How to View Purchase Order Information



Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile

Search PO Number Go

Notifications [Full List](#)

Subject **Date**
No results found.

Responses To Solicitations [Full List](#)

Response **Status** **Solicitation Title** **Time Left**
No results found.

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
228069	Bus Parts	24-Oct-2018 15:01:08
228039	Bus Parts	11-Oct-2018 11:39:13
228012	Bus Parts	11-Oct-2018 08:34:06
227735-3	Refrigerant Gas in Cylinders	08-Oct-2018 10:16:53
224467-180	Service Contract for Repairs of Detroit Diesel Engines, Cummins Engines and Allison Transmissions	04-Oct-2018 13:16:46

Solicitation

- [Invitations](#)
- [Responses](#)

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)

Receipts

- [Receipts](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)

Payments

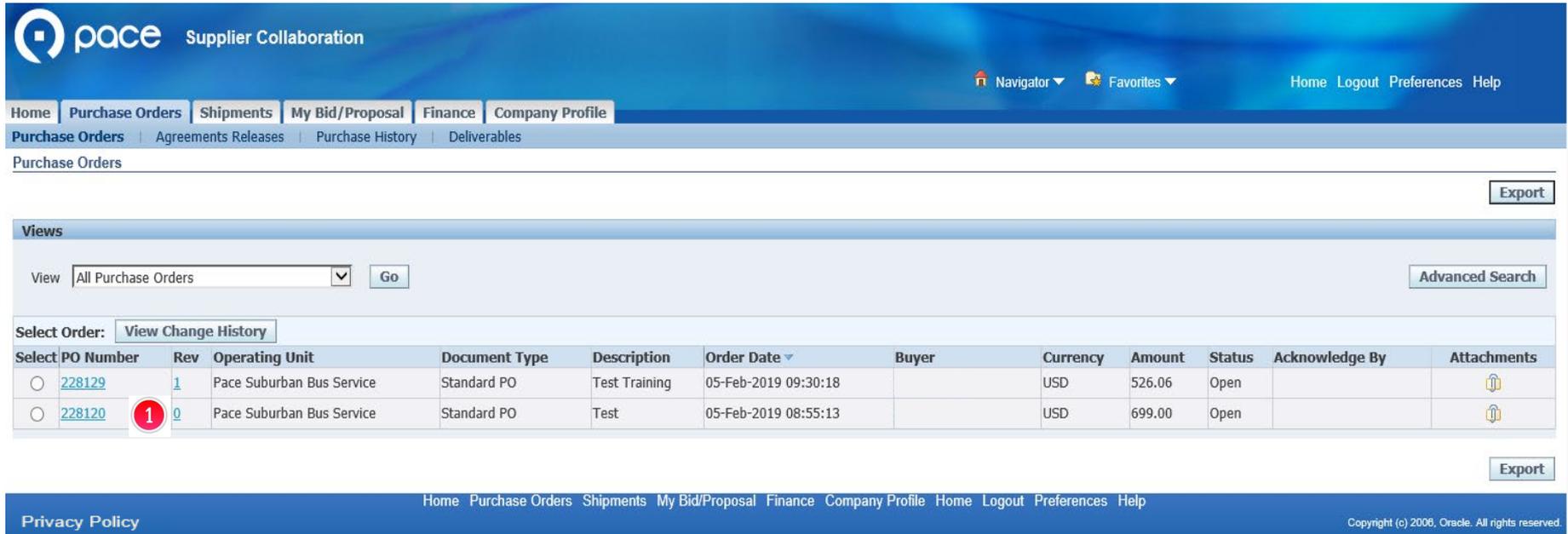
- [Payments](#)

Privacy Policy Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

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STEP 1

After you log in to the iSupplier Portal, the Supplier Collaboration Home page will appear. Click the Purchase Orders tab **1**.



The screenshot shows the Pace Supplier Collaboration interface. At the top, there is a navigation bar with the Pace logo and 'Supplier Collaboration' text. Below this is a secondary navigation bar with links for Home, Purchase Orders, Shipments, My Bid/Proposal, Finance, and Company Profile. A third navigation bar contains links for Purchase Orders, Agreements Releases, Purchase History, and Deliverables. The main content area is titled 'Purchase Orders' and features an 'Export' button. Below this is a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. An 'Advanced Search' button is also present. A 'Select Order:' section includes a 'View Change History' link. The main data table has columns for Select, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. Two rows are visible: the first for PO 228129 (Rev 1) and the second for PO 228120 (Rev 0). The number '1' in a red circle highlights the '1' in the Rev column of the second row. An 'Export' button is located at the bottom right of the table area. A footer bar contains a 'Privacy Policy' link on the left and copyright information on the right.

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

Purchase Orders

Purchase Orders

Export

Views

View All Purchase Orders Go Advanced Search

Select Order: View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	228129	1	Pace Suburban Bus Service	Standard PO	Test Training	05-Feb-2019 09:30:18		USD	526.06	Open		
<input type="radio"/>	228120	1 0	Pace Suburban Bus Service	Standard PO	Test	05-Feb-2019 08:55:13		USD	699.00	Open		

Export

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

Privacy Policy

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STEP 2

The Purchase Orders page will appear and list all of your Purchase Orders. To view information about a Purchase Order, click the number of the Purchase Order under the PO Number column **1**.


Supplier Collaboration

[Home](#) [Navigator](#) [Favorites](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

[Home](#) [Purchase Orders](#) [Shipments](#) [My Bid/Proposal](#) [Finance](#) [Company Profile](#)

[Purchase Orders](#) | [Agreements Releases](#) | [Purchase History](#) | [Deliverables](#)
[Purchase Orders: Purchase Orders](#) >
Standard Purchase Order: 228120, 0 (Total USD 699.00)
 Currency=USD

 Actions [View Change History](#) [Go](#) [Export](#)

Order Information

General Total 699.00 Supplier Fox Vehicle Sales Supplier Site FVS North Address 833 Fox Dr Fox City, IL 60504 Buyer Order Date 05-Feb-2019 08:55:13 Description Test Status Open Note to Supplier Operating Unit Pace Suburban Bus Service Sourcing Document 2139 Supplier Order Number Attachments View 1	Terms and Conditions Payment Terms Net 30 Days Carrier FOB Destination Freight Terms Paid Shipping Control Ship-To Address Address 900 E Northwest Hwy Des Plaines, IL 60016 Bill-To Address Address 550 W. Algonquin Road Arlington Heights, IL 60005	Summary Total 699.00 Received 0.00 Invoiced 0.00 Payment Status Not Paid
---	---	---

PO Details

[Show All Details](#) | [Hide All Details](#)

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Hide 1	Goods	2210021		PUMP:BOOST CIRCULATING PUMP	Assembly	3	233	699.00	Open		

Shipments

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced								
1	Pace Northwest	3			699.00			31-Jan-2019 09:47:00	31-Jan-2019 09:46:49		Open				

[Return to Purchase Orders: Purchase Orders](#) 2

 Actions [View Change History](#) [Go](#) [Export](#)

[Privacy Policy](#)

[Home](#) [Purchase Orders](#) [Shipments](#) [My Bid/Proposal](#) [Finance](#) [Company Profile](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

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STEP 3

The Purchase Order information will appear. If the Buyer included documents with the Purchase Order, the Attachments section will include a link 1, which you can click to view the documents. To retrieve information for another Purchase Order, click Return to Purchase Orders: Purchase Orders 2.