

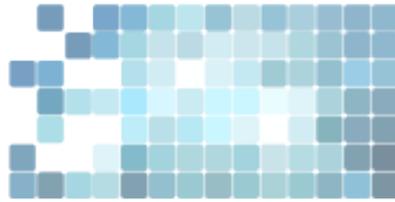
iSupplier - Viewing Purchase Orders

Procedure

To view your Purchase Orders from Hillsborough County and the City of Tampa, complete the steps below.

Note: This process is the same for doing business with both Hillsborough County and the City of Tampa.

Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 

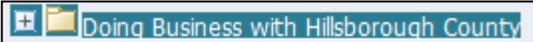


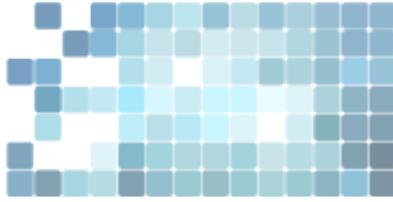
Training Guide iSupplier – Viewing Purchase Orders

The screenshot shows the Oracle Applications Home Page for the E-Business Suite. The page title is "E-Business Suite" and the user is logged in as "THATWASEASY". A notification indicates 3 open notifications. The Main Menu includes links for "Doing Business with City of Tampa", "Doing Business with Hillsborough County" (highlighted with a red box), and "Supplier Profile, User and Task Manager". The Worklist table contains the following data:

From	Type	Subject	Sent	Due
Benson, John	PO Approval	BOCCOU - Standard Purchase Order 215212850	25-Aug-2015	
	POS Supplier Registration and Profile Management	Hillsborough County and the City of Tampa Supplier Collaboration Network: Registration Approval	24-Aug-2015	
	Supplier User Registration Workflow Version 2	Hillsborough County and the City of Tampa Supplier Collaboration Network: Confirmation of Registration	24-Aug-2015	

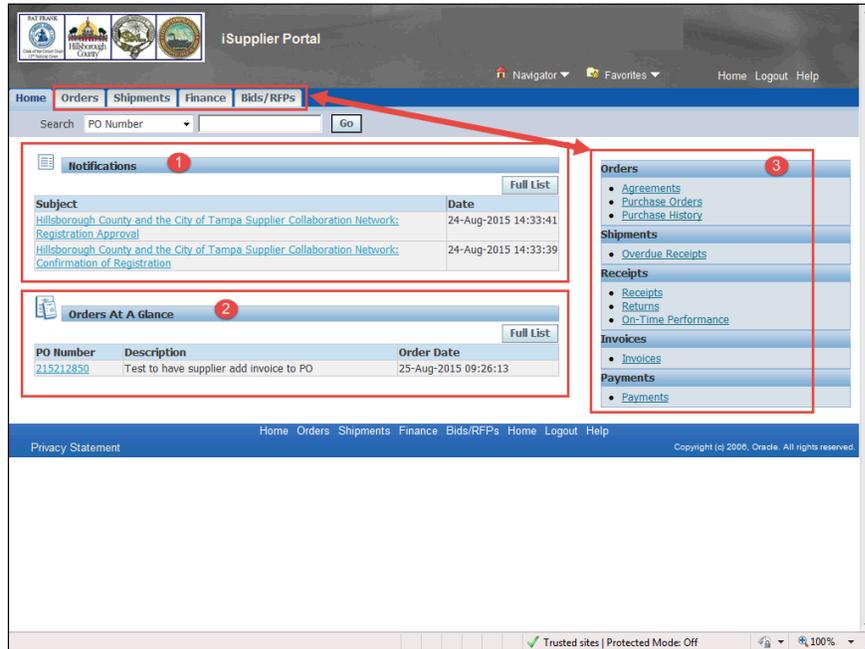
Additional information from the screenshot includes a "Full List (3)" button, tips for Vacation Rules and Worklist Access, and a footer with "Privacy Statement", "Logout Preferences Help", and "Copyright (c) 2006, Oracle. All rights reserved." The browser address bar shows the URL: https://project1.appshctfnonprod2dm22.oracleoutsourcing.com/OA_HTML/OA.jsp?OAF

Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. Here you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p> 

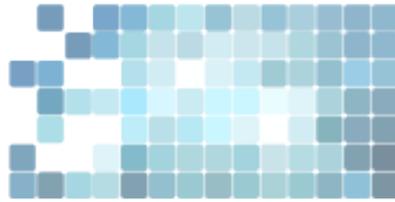


Training Guide

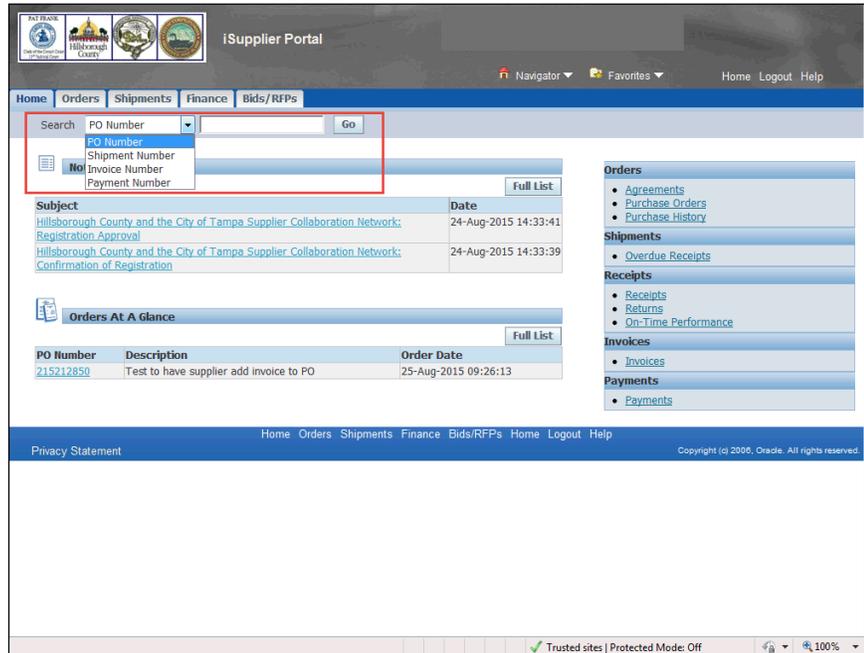
iSupplier – Viewing Purchase Orders



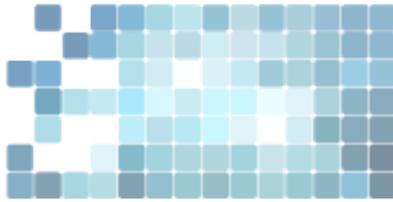
Step	Action
3.	<p>Your <i>Transactions Home</i> page opens.</p> <ol style="list-style-type: none"> Notifications: are communications from the buyer to you. Orders At A Glance: Your most recent Purchase Orders. Quick Links: On the right side of the window are quick links to your Orders, Shipments, Receipts, Invoices and Payments Screens. <p>Note: You can access the Orders, Shipments, Receipts, Invoices, and Payments screens from the Quick Links or from the Tabs at the top of the page.</p>



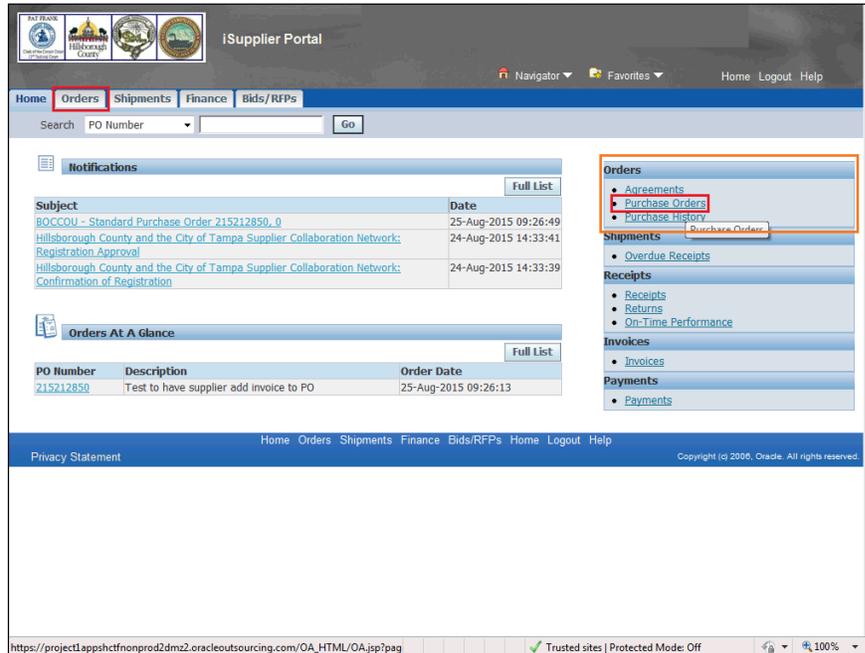
Training Guide iSupplier – Viewing Purchase Orders



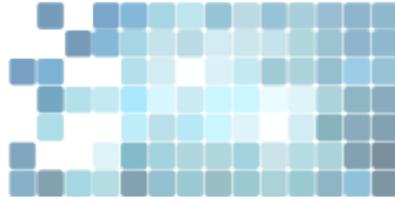
Step	Action
4.	<p><u>QUICK TIP:</u> You may search for any PO, Shipment, Invoice, or Payment from this search area, IF you know the assigned number.</p> <p>Simply select the correct dropdown option, enter the number in the search field on the right, and click Go.</p>



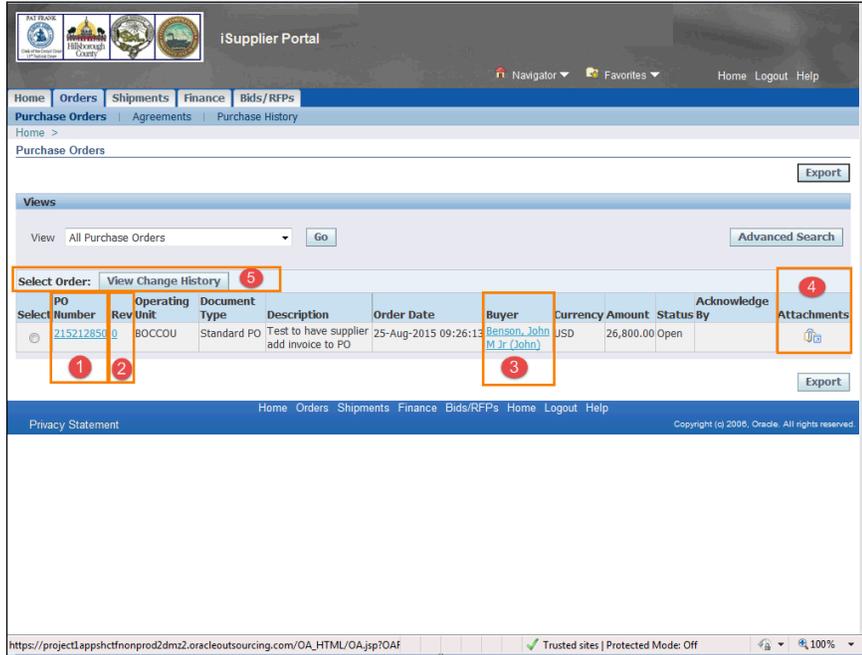
Training Guide iSupplier – Viewing Purchase Orders



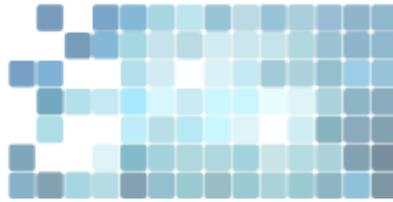
Step	Action
5.	<p>In this , we are navigating Purchase Orders. From this page, you have four options for looking at a Purchase Order:</p> <ol style="list-style-type: none"> 1. If it is displayed under Orders At A Glance you may click on the PO Number to view its details. 2. If you know the PO Number, you can enter it into the search field at the top of the page and click Go. 3. Click the Orders tab at the top of the page. 4. Click the Purchase Orders link on the right side of the page. <p>For this document, we are clicking the Purchase Orders link on the right side of the page.</p> <p>Purchase Orders</p>



Training Guide iSupplier – Viewing Purchase Orders



Step	Action
6.	<p>The <i>Purchase Order</i> window opens. Here is a Page Overview:</p> <ol style="list-style-type: none"> PO Number -- Click this link to review the PO details screen. Revisions -- This number shows whether any revisions have been made. If the number is greater than zero, click the number to compare the old and new POs. Buyer -- Click the buyer link to review the contact information for the buyer. You can use this information to reach out to the buyer with requests for more information. Attachments -- Click the attachments link to review any attachments. View Change History -- Select the PO with revisions and click View Change History to compare the original PO with the revised PO.

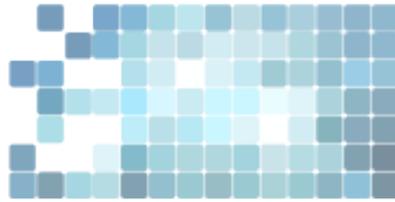


Training Guide iSupplier – Viewing Purchase Orders

The screenshot shows the iSupplier Portal interface. At the top, there are logos for Hillsborough County and other entities. The main navigation bar includes Home, Orders, Shipments, Finance, and Bids/RFPs. Below this, there are sub-navigators for Purchase Orders, Agreements, and Purchase History. The main content area displays a table of purchase orders. The first row is highlighted, and the PO number 215212850 is enclosed in a red box. The table columns include PO Number, Rev Unit, Operating Unit, Document Type, Description, Order Date, Buyer, Currency Amount, Status, and Acknowledge. The PO number 215212850 is highlighted in a red box.

Select	PO Number	Rev Unit	Operating Unit	Document Type	Description	Order Date	Buyer	Currency Amount	Status	Acknowledge	Attachments
<input type="radio"/>	215212850	0	BOCCOU	Standard PO	Test to have supplier add invoice to PO	25-Aug-2015 09:26:13	Benson, John M Jr (John)	USD	26,800.00	Open	

Step	Action
7.	Click the Purchase Order number to review the PO. In this example, click 215212850 . 



Training Guide iSupplier – Viewing Purchase Orders

Order Information

General

- Total: 26,800.00
- Supplier: That was Easy, Inc
- Supplier Site: BOCCPO
- Address: 444 East Kennedy Blvd, Tampa, FL 33601
- Buyer: Benson, John M Jr (John)
- Order Date: 25-Aug-2015 09:26:13
- Description: Test to have supplier add invoice to PO
- Status: Open
- Note to Supplier: BOCCOU
- Operating Unit: BOCCOU
- Sourcing Document: BOCCOU
- Supplier Order Number: [Attachments View]

Terms and Conditions

- Payment Terms: NET 30 DAYS
- Carrier: Best Way
- FOB: FOB - Destination
- Freight Terms: Freight Included
- Shipping Control: []

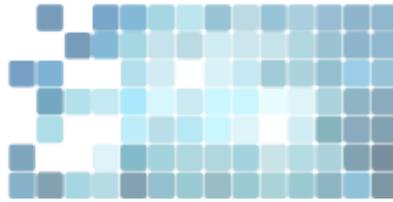
Summary

Total	26,800.00
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Quantity			COMPLETION OF TEST UPGRADE	Each	1	13400	13,400.00	Open	[]	
Show 2	Quantity			COMPLETION OF PRODUCTION UPGRADE	Each	1	13400	13,400.00	Open	[]	

Step	Action
8.	<p>The <i>Standard Purchase Order</i> page opens. The next four screens explain the different sections of this page.</p> <p>Section 1: General -- This section has general PO information. Notice the PO Total, Supplier, Buyer, Description, and Attachments.</p> <p>Note: The buyer and attachments are available both here and on the previous page.</p>



Training Guide iSupplier – Viewing Purchase Orders

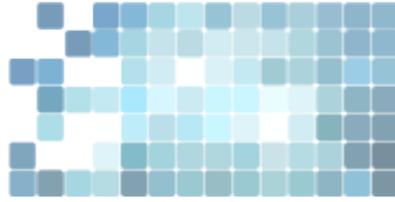
Order Information

General	Terms and Conditions	Summary
Total: 26,800.00	Payment Terms: NET 30 DAYS	Total: 26,800.00
Supplier: That was Easy, Inc	Carrier: Best Way	Received: 0.00
Supplier Site: BOCCPO	FOB: FOB - Destination	Invoiced: 0.00
Address: 444 East Kennedy Blvd Tampa, FL 33601	Freight Terms: Freight Included	Payment Status: Not Paid
Buyer: Benson, John M Jr (John)	Shipping Control:	
Order Date: 25-Aug-2015 09:26:13		
Description: Test to have supplier add invoice to PO		
Status: Open		
Note to Supplier:		
Operating Unit: BOCCOU		
Sourcing Document:		
Supplier Order Number:		
Attachments: View		

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Quantity			COMPLETION OF TEST UPGRADE	Each	1	13400	13,400.00	Open		
2	Quantity			COMPLETION OF PRODUCTION UPGRADE	Each	1	13400	13,400.00	Open		

Step	Action
9.	<p>Section 2: Terms and Conditions -- Contains the Payment Terms and Carrier.</p> <p>Section 3: Ship-To Address -- The physical address to which the products/services were shipped.</p> <p>Section 4: Bill-To Address -- This is the address where the invoice is sent.</p>



Training Guide iSupplier – Viewing Purchase Orders

Order Information

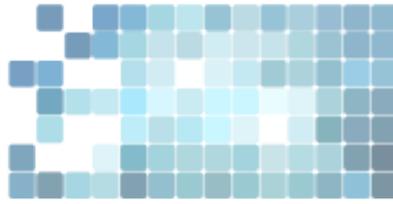
General	Terms and Conditions	Summary
Total: 26,800.00	Payment Terms: NET 30 DAYS	Total: 26,800.00
Supplier: That was Easy, Inc	Carrier: Best Way	Received: 0.00
Supplier Site: BOCCPO	FOB: FOB - Destination	Invoiced: 0.00
Address: 444 East Kennedy Blvd Tampa, FL 33601	Freight Terms: Freight Included	Payment Status: Not Paid
Buyer: Benson, John M Jr (John)	Shipping Control:	
Order Date: 25-Aug-2015 09:26:13	Ship-To Address	
Description: Test to have supplier add invoice to PO	Address: 601 E Kennedy Blvd 28th Floor Tampa, FL 33602	
Status: Open	Bill-To Address	
Note to Supplier:	Address: PO BOX 1110 Tampa, FL 33601-1110	
Operating Unit: BOCCOU		
Sourcing Document:		
Supplier Order Number:		
Attachments: View		

PO Details 5

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Quantity			COMPLETION OF TEST UPGRADE	Each	1	13400	13,400.00	Open		
Show 2	Quantity			COMPLETION OF PRODUCTION UPGRADE	Each	1	13400	13,400.00	Open		

Step	Action
10.	Section 5: PO Details -- Line item details; including the type, quantity, price and amount. Notice you can access PO Line Item attachments from this section.



Training Guide iSupplier – Viewing Purchase Orders

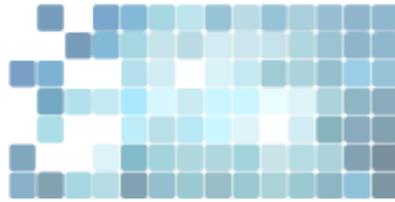
Order Information

General	Terms and Conditions	Summary
Total: 26,800.00	Payment Terms: NET 30 DAYS	Total: 26,800.00
Supplier: That was Easy, Inc	Carrier: Best Way	Received: 0.00
Supplier Site: BOCCPO	FOB: FOB - Destination	Invoiced: 0.00
Address: 444 East Kennedy Blvd Tampa, FL 33601	Freight Terms: Freight Included	Payment Status: Not Paid
Buyer: Benson, John M Jr (John)	Shipping Control:	
Order Date: 25-Aug-2015 09:26:13	Ship-To Address	
Description: Test to have supplier add invoice to PO	Address: 601 E Kennedy Blvd 28th Floor Tampa, FL 33602	
Status: Open	Bill-To Address	
Note to Supplier:	Address: PO BOX 1110 Tampa, FL 33601-1110	
Operating Unit: BOCCOU		
Sourcing Document:		
Supplier Order Number:		
Attachments: View		

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Quantity			COMPLETION OF TEST UPGRADE	Each	1	13400	13,400.00	Open		
Show 2	Quantity			COMPLETION OF PRODUCTION UPGRADE	Each	1	13400	13,400.00	Open		

Step	Action
11.	<p>Section 6: Actions -- The Actions dropdown gives you the following options:</p> <p>View Change History -- Here is another option for reviewing changes made to the PO.</p> <p>View PDF -- view the Purchase Order in PDF format. This gives you a format to print the PO, or to save it to your computer.</p> <p>View Receipts -- view any Receipts associated to this Purchase Order.</p> <p>View Invoices -- view Invoices associated with this Purchase Order.</p> <p>View Payments -- view Payments associated with this Purchase Order.</p> <p>View Shipments -- view Shipments associated with this Purchase Order.</p>



Training Guide

iSupplier – Viewing Purchase Orders

iSupplier Portal

Home > Purchase Orders > Standard Purchase Order: 215212850, 0 (Total USD 26,800.00)

Currency=USD

Order Information

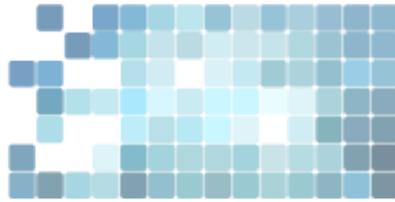
General	Terms and Conditions	Summary
Total: 26,800.00	Payment Terms: NET 30 DAYS	Total: 26,800.00
Supplier: That was Easy, Inc	Carrier: Best Way	Received: 0.00
Supplier Site: BOCCPO	FOB: FOB - Destination	Invoiced: 0.00
Address: 444 East Kennedy Blvd Tampa, FL 33601	Freight Terms: Freight Included	Payment Status: Not Paid
Buyer: Benson, John M Jr (John)	Shipping Control:	
Order Date: 25-Aug-2015 09:26:13	Ship-To Address:	
Description: Test to ha (Benson, John M Jr (John)) add invoice to PO	Address: 601 E Kennedy Blvd 28th Floor Tampa, FL 33602	
Status: Open	Bill-To Address:	
Note to Supplier:	Address: PO BOX 1110 Tampa, FL 33601-1110	
Operating Unit: BOCCOU		
Sourcing Document:		
Supplier Order Number:		
Attachments: View		

PO Details

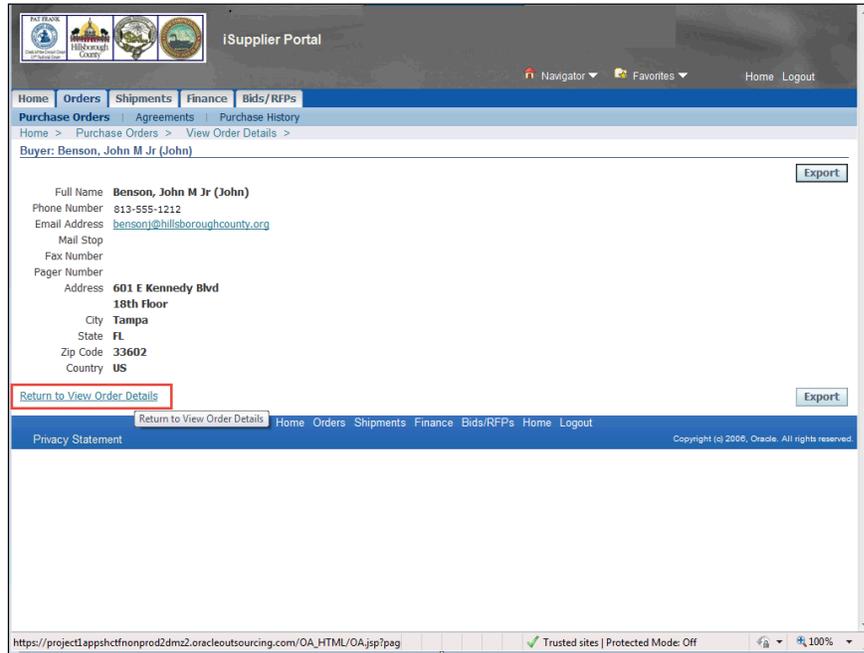
Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Quantity			COMPLETION OF TEST UPGRADE	Each	1	13400	13,400.00	Open		
Show 2	Quantity			COMPLETION OF PRODUCTION UPGRADE	Each	1	13400	13,400.00	Open		

Trusted sites | Protected Mode: Off

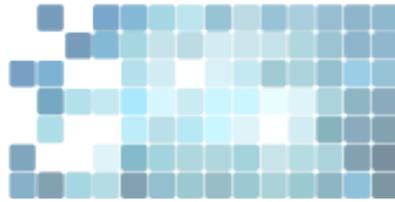
Step	Action
12.	<p>The first item we will review is the buyer information.</p> <p>Click the Buyer link.</p> <p>Benson, John M Jr (John)</p>



Training Guide iSupplier – Viewing Purchase Orders



Step	Action
13.	<p>This page contains a Phone Number and Email address for the buyer. To send an email, click the Email Address link.</p> <p>When finished reviewing this page, click the Return to View Order Details link.</p> <p>Return to View Order Details</p>



Training Guide iSupplier – Viewing Purchase Orders

Standard Purchase Order: 215212850, 0 (Total USD 26,800.00)
Currency=USD

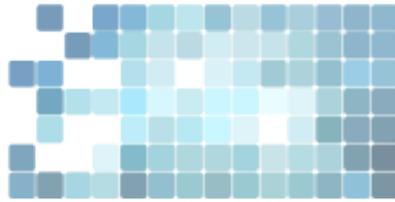
Order Information

General	Terms and Conditions	Summary
Total: 26,800.00	Payment Terms: NET 30 DAYS	Total: 26,800.00
Supplier: That was Easy, Inc	Carrier: Best Way	Received: 0.00
Supplier Site: BOCCPO	FOB: FOB - Destination	Invoiced: 0.00
Address: 444 East Kennedy Blvd Tampa, FL 33601	Freight Terms: Freight Included	Payment Status: Not Paid
Buyer: Benson, John M Jr (John)	Shipping Control:	
Order Date: 25-Aug-2015 09:26:13	Ship-To Address	
Description: Test to have supplier add invoice to PO	Address: 601 E Kennedy Blvd 28th Floor Tampa, FL 33602	
Status: Open	Bill-To Address	
Note to Supplier:	Address: PO BOX 1110 Tampa, FL 33601-1110	
Operating Unit: BOCCOU		
Sourcing Document:		
Supplier Order Number:		

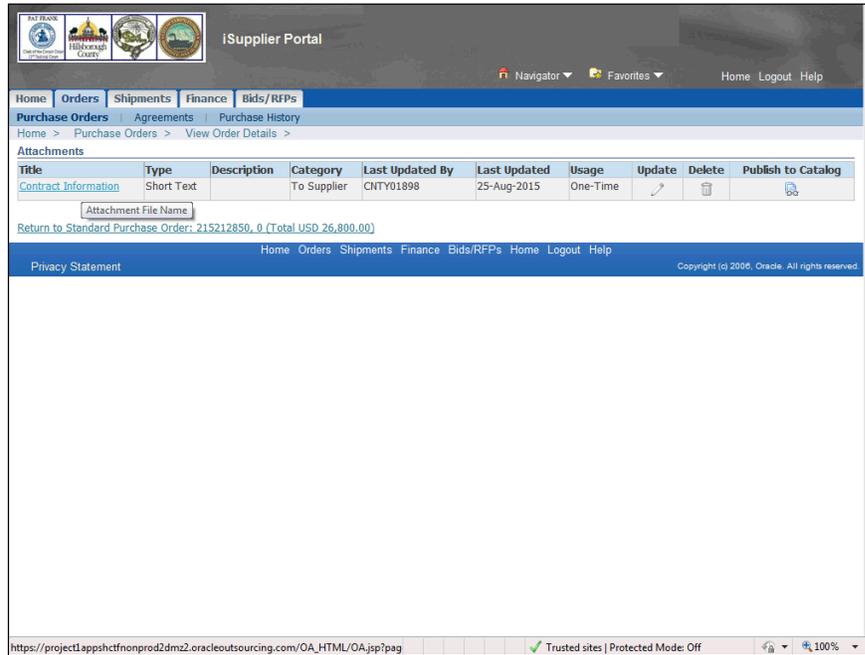
PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Quantity			COMPLETION OF TEST UPGRADE	Each	1	13400	13,400.00	Open		
Show 2	Quantity			COMPLETION OF PRODUCTION UPGRADE	Each	1	13400	13,400.00	Open		

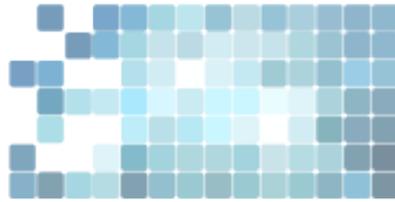
Step	Action
14.	Back on the <i>Standard Purchase Order</i> screen, click the Attachments link to view attachments. View



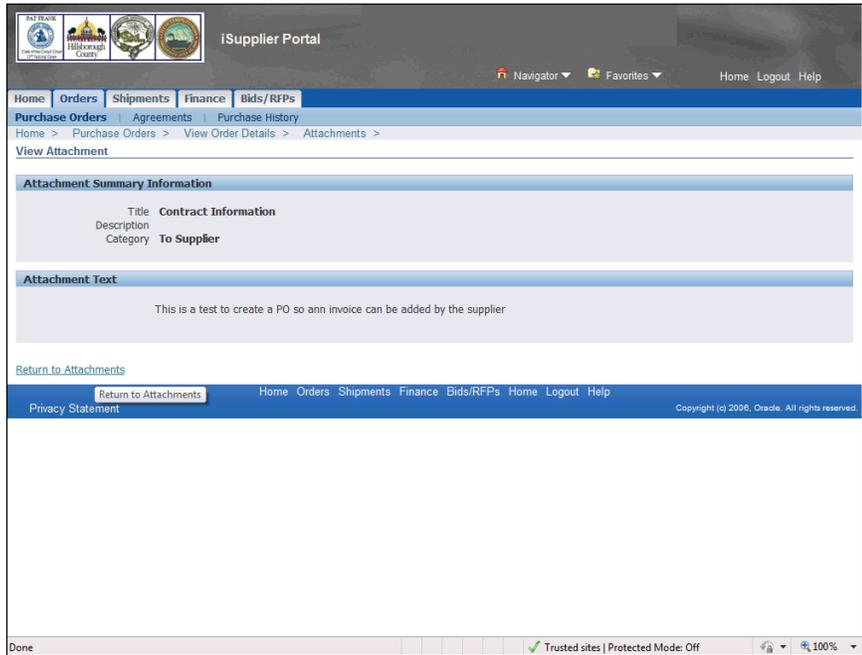
Training Guide iSupplier – Viewing Purchase Orders



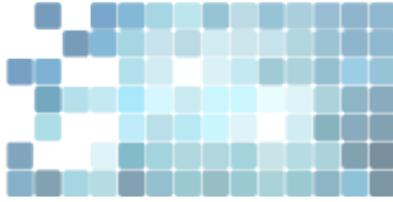
Step	Action
15.	<p>The <i>Attachments</i> screen opens. Notice in this example, one of the attachments listed is titled Contact Information.</p> <p>To review any attachment, click the title of that attachment.</p> <p>Contract Information</p>



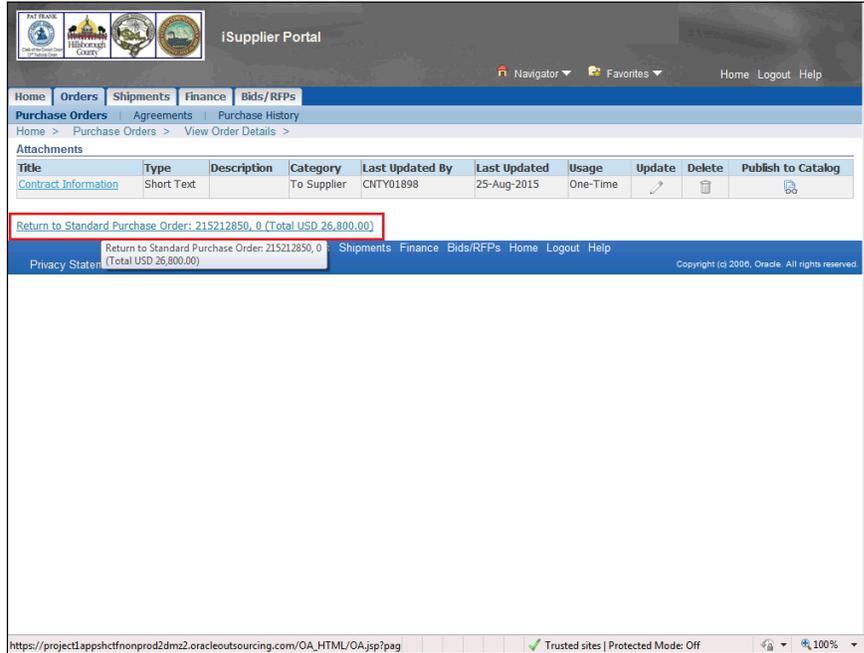
Training Guide iSupplier – Viewing Purchase Orders



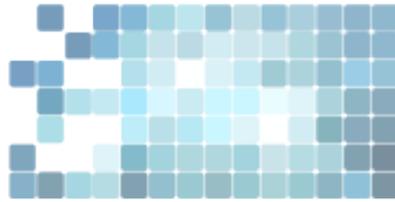
Step	Action
16.	When finished reviewing the attachment, click the Return to Attachments link. Return to Attachments



Training Guide iSupplier – Viewing Purchase Orders



Step	Action
17.	<p>You are returned to the <i>Attachments</i> screen.</p> <p>When you have finished reviewing the attachments, click the Return to Standard Purchase Order link.</p>



Training Guide iSupplier – Viewing Purchase Orders

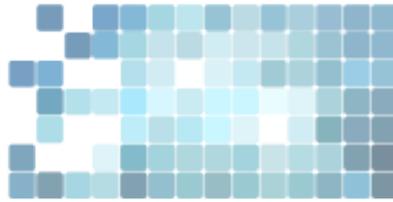
Order Information

General	Terms and Conditions	Summary
Total: 26,800.00	Payment Terms: NET 30 DAYS	Total: 26,800.00
Supplier: That was Easy, Inc	Carrier: Best Way	Received: 0.00
Supplier Site: BOCCPO	FOB: FOB - Destination	Invoiced: 0.00
Address: 444 East Kennedy Blvd Tampa, FL 33601	Freight Terms: Freight Included	Payment Status: Not Paid
Buyer: Benson, John M Jr (John)	Shipping Control:	
Order Date: 25-Aug-2015 09:26:13	Ship-To Address	
Description: Test to have supplier add invoice to PO	Address: 601 E Kennedy Blvd 28th Floor Tampa, FL 33602	
Status: Open	Bill-To Address	
Note to Supplier:	Address: PO BOX 1110 Tampa, FL 33601-1110	
Operating Unit: BOCCOU		
Sourcing Document:		
Supplier Order Number:		
Attachments: View		

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Quantity			COMPLETION OF TEST UPGRADE	Each	1	13400	13,400.00	Open		
Show 2	Quantity			COMPLETION OF PRODUCTION UPGRADE	Each	1	13400	13,400.00	Open		

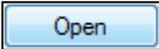
Step	Action
18.	<p>You are returned to the <i>Standard Purchase Order</i> screen.</p> <p>To view the PO in PDF format, go to the Actions area, select View PDF and click Go.</p> 

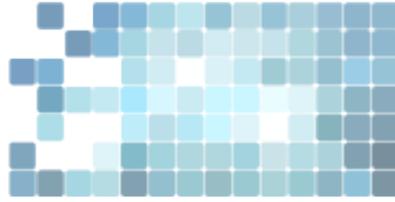


Training Guide iSupplier – Viewing Purchase Orders

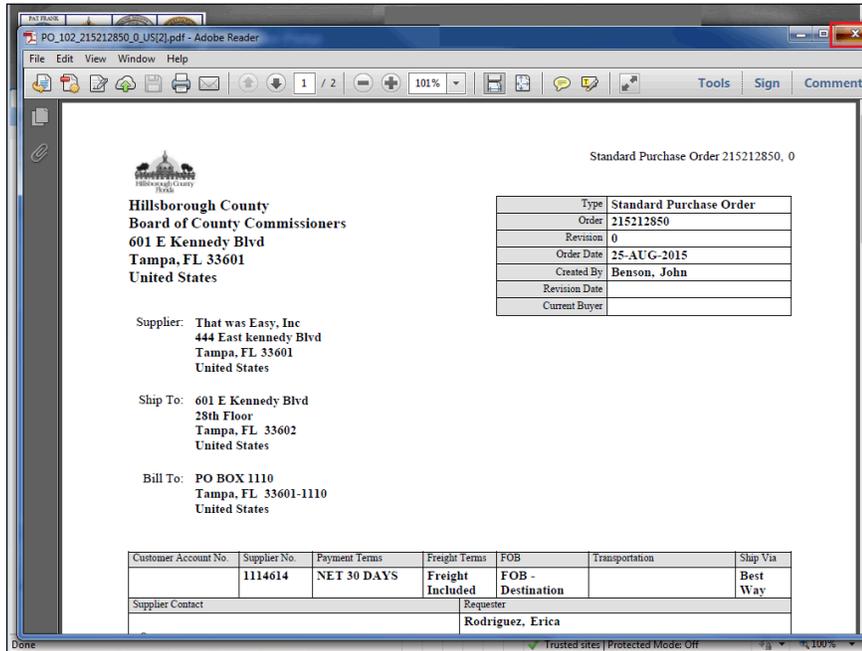
The screenshot shows the iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Shipments, Finance, and Bids/RFPs. The 'Purchase Orders' section is active, displaying a 'Standard Purchase Order: 215212850, 0 (Total USD 26,800.00)'. A 'File Download' dialog box is overlaid on the screen, asking 'Do you want to open or save this file?' for a PDF document named 'PO_102_215212850_0_US.pdf' from the source '...appshctfnonprod2dm2.oracleoutsourcing.com'. The dialog has 'Open', 'Save', and 'Cancel' buttons. The background page shows order details like 'Total 26,800.00', 'Supplier That was Easy, Inc.', and a table of PO details with columns for Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, and Reason.

Step	Action
19.	On the File Download prompt, click the Open button.

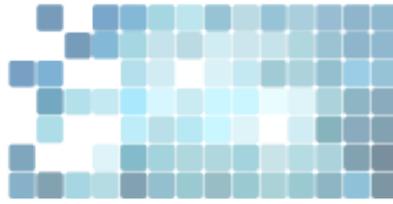




Training Guide iSupplier – Viewing Purchase Orders



Step	Action
20.	Review the document. From here, you may save or print this document. When your review is complete, click the X to close the PDF. 



Training Guide iSupplier – Viewing Purchase Orders

Purchase Orders | Agreements | Purchase History

Home > Purchase Orders >

Standard Purchase Order: 215212850, 0 (Total USD 26,800.00)

Currency=USD Actions View PDF Go Export

Order Information

General		Terms and Conditions		Summary	
Total	26,800.00	Payment Terms	NET 30 DAYS	Total	26,800.00
Supplier	That was Easy, Inc	Carrier	Best Way	Received	0.00
Supplier Site	BOCCPO	FOB	FOB - Destination	Invoiced	0.00
Address	444 East Kennedy Blvd Tampa, FL 33601	Freight Terms	Freight Included	Payment Status	Not Paid
Buyer	Benson, John M Jr (John)	Shipping Control			
Order Date	25-Aug-2015 09:26:13	Ship-To Address			
Description	Test to have supplier add invoice to PO	Address 601 E Kennedy Blvd 28th Floor Tampa, FL 33602			
Status	Open	Bill-To Address			
Note to Supplier		Address PO BOX 1110 Tampa, FL 33601-1110			
Operating Unit	BOCCOU				
Sourcing Document					
Supplier Order Number					
Attachments	View				

PO Details

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

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Quantity			COMPLETION OF TEST UPGRADE	Each	1	13400	13,400.00	Open		
Show 2	Quantity			COMPLETION OF PRODUCTION UPGRADE	Each	1	13400	13,400.00	Open		

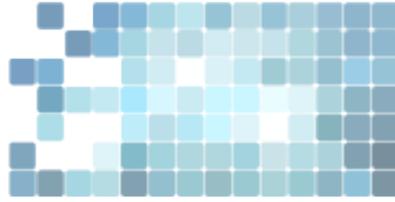
[Return to Purchase Orders](#) Actions View PDF Go Export

Privacy Statement Home Orders Shipments Finance Bids/RFPs Home Logout Help

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https://project1.appshctfnonprod2dmz2.oracleoutsourcing.com/OA_HTML/OA.jsp?pag

Step	Action
21.	Back on the <i>Standard Purchase Order</i> screen, scroll to the PO Details section. Click the plus sign to view more details on the PO Line. 



Training Guide iSupplier – Viewing Purchase Orders

Purchase Orders | Agreements | Purchase History

Home > Purchase Orders >

Standard Purchase Order: 215212850, 0 (Total USD 26,800.00)

Currency=USD Actions View PDF Go Export

Order Information

General		Terms and Conditions		Summary	
Total	26,800.00	Payment Terms	NET 30 DAYS	Total	26,800.00
Supplier	That was Easy, Inc	Carrier	Best Way	Received	0.00
Supplier Site	BOCCPO	FOB	FOB - Destination	Invoiced	0.00
Address	444 East Kennedy Blvd Tampa, FL 33601	Freight Terms	Freight Included	Payment Status	Not Paid
Buyer	Benson, John M Jr (John)	Shipping Control			
Order Date	25-Aug-2015 09:26:13	Ship-To Address			
Description	Test to have supplier add invoice to PO	Address	601 E Kennedy Blvd 28th Floor Tampa, FL 33602		
Status	Open	Bill-To Address			
Note to Supplier		Address	PO BOX 1110 Tampa, FL 33601-1110		
Operating Unit	BOCCOU				
Sourcing Document					
Supplier Order Number					
Attachments	View				

PO Details

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

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachment
1	Quantity			COMPLETION OF TEST UPGRADE	Each	1	13400	13,400.00	Open	

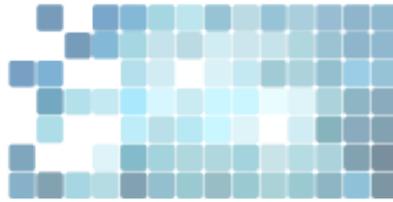
Shipments

Shipmen	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Supplier Status Line	Split Reas
		Ordered	Received	Invoiced	Ordered	Received	Invoiced					
1	CAD-County Center-28th Floor	1			13,400.00			16-Jul-2015 17:00:00	16-Jul-2015 17:00:00	Open		

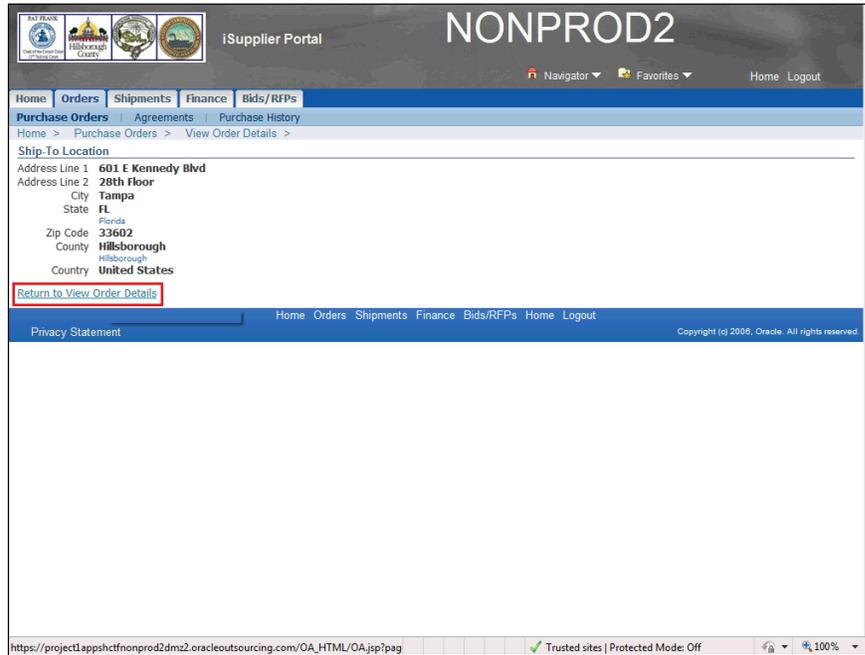
Note: In the screenshot, the 'Ship-To Location' link 'CAD-County Center-28th Floor' is highlighted with a red box.

Browser address bar: https://project1.appshctfnonprod2dm22.oracleoutsourcing.com/OA_HTML/OA.jsp?_ic=

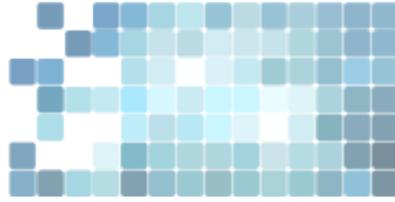
Step	Action
22.	Click the Ship-To Location link to see more detail on where the item was shipped. 



Training Guide iSupplier – Viewing Purchase Orders



Step	Action
23.	The <i>Ship-To Location</i> window opens. Review the address, then click the Return to View Order Details link. Return to View Order Details



Training Guide iSupplier – Viewing Purchase Orders

Purchase Orders | Agreements | Purchase History

Home > Purchase Orders >
Standard Purchase Order: 215212850, 0 (Total USD 26,800.00)
Currency=USD

Actions View PDF Go Export

Order Information

General	Terms and Conditions	Summary
Total 26,800.00	Payment Terms NET 30 DAYS	Total 26,800.00
Supplier That was Easy, Inc	Carrier Best Way	Received 0.00
Supplier Site BOCCPO	FOB FOB - Destination	Invoiced 0.00
Address 444 East Kennedy Blvd Tampa, FL 33601	Freight Terms Freight Included	Payment Status Not Paid
Buyer Benson, John M Jr (John)	Shipping Control	
Order Date 25-Aug-2015 09:26:13	Ship-To Address	
Description Test to have supplier add invoice to PO	Address 601 E Kennedy Blvd 28th Floor Tampa, FL 33602	
Status Open	Bill-To Address	
Note to Supplier	Address PO BOX 1110 Tampa, FL 33601-1110	
Operating Unit BOCCOU		
Sourcing Document		
Supplier Order Number		
Attachments View		

PO Details

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

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Quantity			COMPLETION OF TEST UPGRADE	Each	1	13400	13,400.00	Open		
Show 2	Quantity			COMPLETION OF PRODUCTION UPGRADE	Each	1	13400	13,400.00	Open		

[Return to Purchase Orders](#)

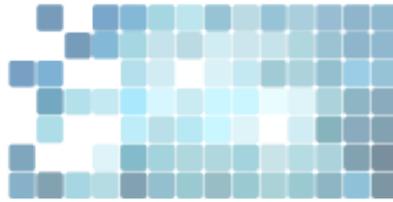
Actions View PDF Go Export

Privacy Statement Home Orders Shipments Finance Bids/RFPs Home Logout Help

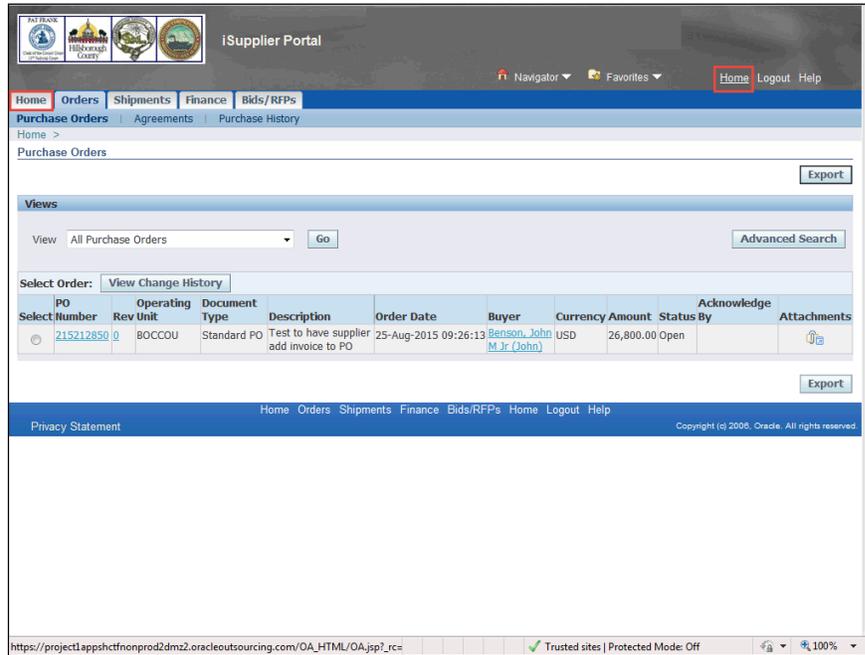
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Step	Action
24.	Back on the <i>Standard Purchase Order</i> screen, scroll to the bottom of the page. Click the Return to Purchase Orders link. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Return to Purchase Orders</div>



Training Guide iSupplier – Viewing Purchase Orders



Step	Action
25.	<p>You are now back in the <i>Purchase Orders</i> window. You can follow the steps from the beginning to view additional purchase orders.</p> <p>Click Home on the tab (top left side of the screen) to return to your <i>Transaction Home</i> page.</p> <p>Click the Home link on the header to return to your <i>Oracle Applications Home Page</i>.</p> 
26.	<p>You now can successfully view your company's purchase orders from Hillsborough County and the City of Tampa.</p> <p>End of Process.</p>