



CTTY OF JACKSONVILLE	\$	JD ~	^
Good afternoon, John Doe!			
Supplier Portal Tools Others			
Supplier Portal			
Things to Finish			
Assigned to Me O		>	~

By completing this topic, you will be able to use the Supplier Portal to view:

- Invoices
- Payments
- POs
- Contracts
- Blankets
- Receipts

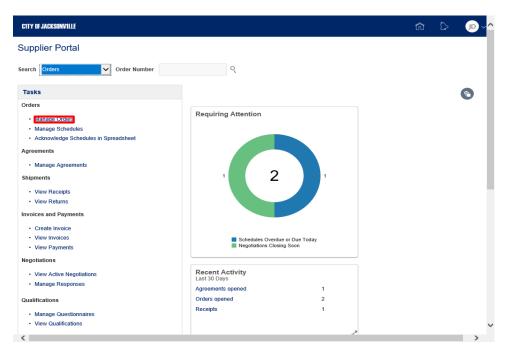


CITY OF JACKSOF	WILLE	۵	JD ~	^
	Good afternoon, John Doe!			
	Supplier Portal Tools Others			
	Supplier Portal			
	Things to Finish			
5	Assigned to Me			~

Step 1

Click the Supplier Portal tile.





Step 2

Note: The next steps will show you how to view purchase order information.

Click the Manage Orders link.



CITY OF JACKSONVILLE	â b 🕡 🗸	Step 3
Manage Orders	D <u>o</u> ne	_
Headers Schedules		Click the Include Closed
✓ Search	Advanced Manage Watchlist Saved Search All Orders	
Sold-to Legal Entity	Order	Documents list.
Bill-to BU	Status	
Supplier Site	Include Closed Documents No 🔽	
	Search Reset Save	
Search Results		
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Order Order Date Description	Supplier Site Buyer Ordered Currency Status	
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Columns Hidden 25		



CITY OF JACKSONVILLE	୍ ଏ ଜ	Step 4
Manage Orders	Dgne	Ē
Headers Schedules		Click the Yes list item
✓ Search	Advanced Manage Watchlist Saved Search All Orders	Click the res list item
Sold-to Legal Entity	Order	
Bill-to BU	Status	
Supplier Site	Include Closed Documents No	
	Search Reset Save	
Search Results		
Actions v View v Format v 🖽 🕎 View Freeze 📄 Detach		
Order Order Date Description	Supplier Site Buyer Ordered Currency Status	
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â 🎝 🔊	Step 5
Dgne	
	Click th
Advanced Manage Watchlist Saved Search All Orders	CICK III
Order	
Status	
Include Closed Documents	
Search Reset Save	
.↓Î Wrap	
Supplier Site Buyer Ordered Currency Status	
`	

Click the **Search** button.

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1TY OF JACKSONVILLE						ß		JD \
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	mat ▼ 昇 [Order Date		↓ Wrap	Buyer	Ordered	Currency	Status	
Actions View Fon	2			Buyer Pease, Gregory	Ordered 450.00		Status Open	
Actions View View For	Order Date	Description	Supplier Site			USD		(R
Actions View For Order 600176-19	Order Date 8/8/19	Description PO to Acknowledge	Supplier Site Ordering/Remit	Pease, Gregory	450.00	USD	Open	R

Click the Scrollbar right arrow.



Y OF JACKSONVILLE						ŵ	
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Search			Advanced Manage	e Watchlist Saved Search	All Orders		~
arch Results							
	▼ Format ▼ 💯 🕎	Freeze Detach					
		Freeze Detach Supplier Site	↓ Wrap Buyer	Ordered Currency	Status	Life Cycle	Creation Date
Actions 👻 View				Ordered Currency 450.00 USD	Status Open		
Actions View Order Date	Description	Supplier Site	Buyer				Date
8/8/19	Description PO to Acknowledge	Supplier Site Ordering/Remit	Buyer Pease, Gregory	450.00 USD	Open	Cycle	Date 8/8/19

Step 7

Click the Life Cycle button.



ITY OF JACKSONVILLE							â	0	JD
rder Life Cycle	600176-19								D <u>o</u> ne
Sold-to Legal Entity	City of Jacksonville				Orde	Life Cycle			
Order	600176-19			500 450					
Supplier	ABC Company			400					
Supplier Site	Ordering/Remit			Q 350				Ordere	d
Supplier Contact	John Doe			(GSN) 250 200 450				Shippe Receiv	d
Ordered	450.00 USD			200				Deliver	red
				50					
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Actions View F Shipment results found. Columns Hidden 2 Receipts Actions View F	ormat ▼ 『 III III III III III III III III III	Tracking Nu	mber	6ª Wrap					>

Step 8

Order life cycle details are displayed.

Click the **Done** button.



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lanage Orders									D <u>o</u> ne
leaders Schedules									
▶ Search			A <u>d</u> vanced	Manage Watchi	st Saved Search	All Orders			~
Search Results									
Search Results	i ▼ 月	Freeze 📄 Detach	📣 Wrap						
	t ▼ J∰ I Order Date		d Wrap الج	Site Buye	r	Ordered	Currency	Status	
Actions ▼ View ▼ Format	Order Date				r a, Gregory	Ordered 450.00	-	Status Open	
Actions ▼ View ▼ Format Order	Order Date	Description	Supplier	emit Peas			USD		

Step	9
Siep	Э

Click the Order link.



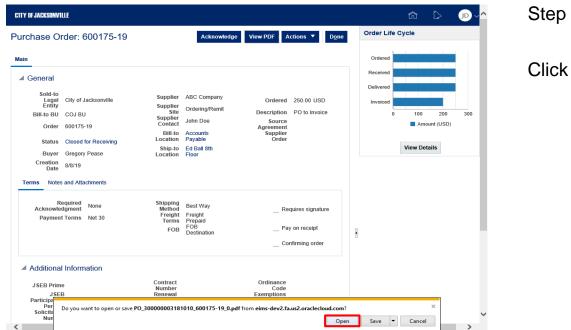
rchase Order: 600175-19	9	Acknowledge	View PDF Actions v Dg	one	Order Life	Cycle		
in					Ordered			
General					Received			
Sold-to Legal City of Jacksonville Entity Bill-to BU COJ BU	Supplier Supplier Site	ABC Company Ordering/Remit	Ordered 250.00 USD Description PO to Invoice		Delivered Invoiced	100	200	300
Order 600175-19	Supplier Contact Bill-to Location	John Doe Accounts Payable	Source Agreement Supplier Order		Ŭ	Amount		000
Status Closed for Receiving Buyer Gregory Pease Creation Date 8/8/19	Ship-to Location	Ed Ball 8th Floor	0.001			View Details	8	
Required None Acknowledgment None Payment Terms Net 30	Shipping Method Freight Terms FOB	Best Way Freight Prepaid FOB Destination	Requires signature Pay on receipt Confirming order					
Additional Information								
JSEB Prime JSEB Participation Percent	Contract Number Renewal Options Total		Ordinance Code Exemptions Protest					

Step 10

Purchase order details are displayed. You can also view the PDF of the order.

Click the **View PDF** button.

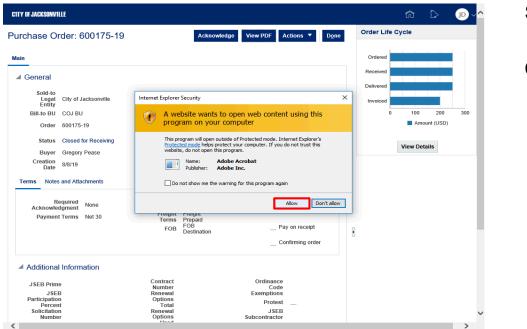




Step 11

Click the **Open** button.

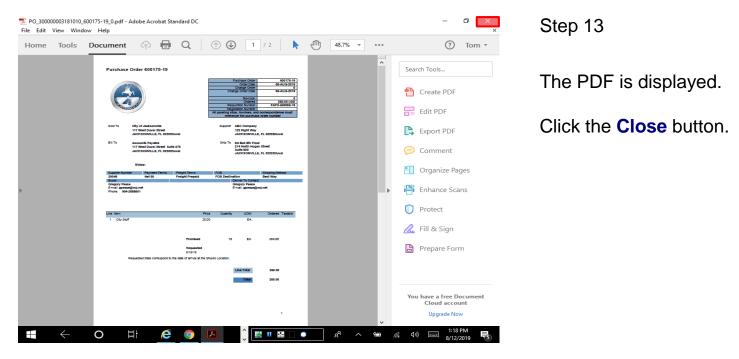




Step 12

Click the **Allow** button.







rchase Order: 600175-19		Acknowledge	View PDF Actions 🔻 Dor	ie	Order Life C	/cle		
n					Ordered			
General					Received			
Sold-to Legal City of Jacksonville Bill-to BU COJ BU Order 600175-19 Status Closed for Receiving Buyer Gregory Pease Creation Date 8/8/19	Supplier Site Supplier Contact Bill-to Location Ship-to Location	ABC Company Ordering/Remit John Doe Accounts Payable Ed Ball 8th Floor	Ordered 250.00 USD Description PO to Invoice Source Agreement Supplier Order		Delivered Invoiced 0	100 Amou View Deta	200 Int (USD)	300
Required Acknowledgment Payment Terms Net 30	Shipping Method Freight Terms FOB	Best Way Freight Prepaid FOB Destination	Requires signature Pay on receipt Confirming order					
Additional Information								
JSEB Prime JSEB Participation Percent	Contract Number Renewal Options Total		Ordinance Code Exemptions Protest					

Step 14

You can also view receipt and invoice details.

Click the View Details button.

1Cloud

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Receipts Receipt 7000012 Columns Hidden 3 Invoices Actions View F	Receipt Date 8/8/19 11:17 AM	Shipment	Detach el Wr Ship Dat	Packing Slip	Returned 0.00	Received 250.00	Delivered 250.00	
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results found.		3-		5				
Shipment	Ship Date	Tracking N	lumber Packi	ng Slip Expect	ed Receipt Date	Shipped	Carrier	Bill of La
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				0				
				₹ 100 50				
Ordered	250.00 USD			Jour				Delivered Invoiced
Ordered				D) 1 150				Ordered Shipped Received

Step 15

Click the 7000012 Receipt link.



CITY OF JACKSONVILLE							r () 🕡	Step 16
Receipt: 7000	012					Social View	v Transaction History Done	l
Summary	Supplier Shipment Shipped Date	ABC Company		acking Slip Waybill II of Lading				Receipt details are displayed.
	ipping Method Packing Units Supplier Site C	ordering/Remit	A	Note ttachments None				Click the Done button.
Lines Actions View								
Item	ltem Description	Document Type	Document Number	Ordered	Quant Returned	Net Received	UOM Name Rejected	
<	City Stuff	Purchase order	600175-19	10	0	10	0 EA	



ler Life Cycle	: 600175-19							D <u>o</u> ne
Sold-to Legal Entity	City of Jacksonville				Order	Life Cycle		
Order	600175-19		30	00				
Supplier	ABC Company		25	50				
Supplier Site	Ordering/Remit		(<u>)</u> 20	00				Ordered
Supplier Contact	John Doe		SD) # 15	50				Shipped Received
Ordered	250.00 USD		(DSU) 1000000000000000000000000000000000000	20				Delivered Invoiced
			a, 10					
n-Transit Shipm	ents			0				
tions ▼ View ▼ F			tach 🚽 Wrap	0	Receipt Date	Shipped	Carrier	Bill of Lad
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Step 17

Click the Scrollbar down arrow.

1Cloud

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Supplier Site Supplier Contact	John Doe			nt (US	150					Ordered Shipped Received
Ordered	250.00 USD			Amount (USD)	100					Delivered Invoiced
					50					
					0					
In-Transit Shipme	nts									
Actions ▼ View ▼ Fo	rmat 🕶 🎵 🖙	Freeze	Detach	🔶 Wrap						
Shipment	Ship Date	Tracking N	lumber	Packing	Slip I	Expected	Receipt Date	Shipped	Carrier	Bill of La
results found.										>
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7000012			6		Packing	Slip	Returned	Received 250.00	Delivered 250.00	0.00
Receipts	Receipt Date		6		Packing	Slip				
Receipts Receipt Receipt 7000012 Columns Hidden 3 Invoices	Receipt Date 8/8/19 11:17 AM	Shipment	Si	hip Date	Packing	Slip				0.00
Receipts Receipt Receipt 700012 Columns Hidden 3 Invoices Actions View View Foo	Receipt Date 8/8/19 11:17 AM	Shipment	Si Detach	hip Date ↓ Wrap	Packing		0.00	250.00	250.00	0.00
Receipts Receipt Receipt 7000012 Columns Hidden 3 Invoices	Receipt Date 8/8/19 11:17 AM	Shipment	Si Detach	hip Date	Packing	Slip Paid 0.00		250.00 Receipt	250.00	0.00
Receipts Actions < View < Foo	Receipt Date 8/8/19 11:17 AM rmat ▼ 第 특 Invoice Date	Shipment	Si Detach	+I Wrap	Packing	Paid	0.00 Matched Amount	250.00 Receipt	250.00	0.00

Step 18

Click the **1234 Invoice** link.

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

Line Amount Description Quantity Unit Price UM Part Lines Part Lines Receipt Receipt 1 200.00 City Stuff 8 25 EA 600175-19 1 1	voice: 1234											D <u>o</u> ne
Supplier or Party Supplier Site Address Address Address 2208Duval Invoice Date Ordering/Remit 123 Right Way, Address 3208Duval Invoice Date Description Payment Currency USD USD Description Attachment Sample Invoice Attachment Sample Invoice Attachment Line Payment Conversion Rate 32208Duval Invoice Date Ordering/Remit 123 Right Way, 32208Duval Invoice Date Conversion Rate Conversion Date USD Description Attachment Sample Invoice Attachment Sample Invoice Attachment View ▼ Image: Conversion Rate Supplier Stepset Conversion Date Conversion Date Conversion Date View ▼ Image: Conversion Rate Supplier Stepset Conversion Date Purchase Order Receipt Conversion Conversion Date View ▼ Image: Conversion Rate Supplier Stepset Conversion Date Uoint Price Name Purchase Order Receipt Conversion Conversion 1 200.00 City Stuff 8 25 EA 600175-19 1 1 1 200.00 City Stuff 8 25 EA 600175-19 1 1 View ▼ Image: Conversion Rate Supplier Stepset Tax Name Tax Status Rate Name Invoice	Business Unit	COJ BU	1	Invoice Amount	200.00	USD			Invo	ice Type	Standard	
Supplier or Party ABC Company Supplier Site Ordering/Remit Conversion Rate Type JACKSONVILLE, FL 2020BDual USD Description Sample Invoice Attachment Sample Invoice Attachment Sample Invoice Attachment Sample Invoice Attachment Line Payments Line Amount Description Line Amount Description Sample Invoice Line Amount Description Recipt Conversion Date Uom View V Image: Conversion Date	Legal Entity Name	City of Jacksonville						Inte	rcompany	/ invoice	No	
Supplier site Ordering/Rennt Attachment U234.doc: Address JACKSONVILLE_FL Conversion Rate Conversion Rate Invoice Date 8/11/19 Conversion Date Conversion Date	Supplier or Party	ABC Company	1	Unpaid Amount	200.00	USD			Des	scription	Sample Inv	pice
123 Right Way, Address 123 Right Way, 32208Duval Conversion Rate Type 1234.00EX Invoice Date 8/11/19 Conversion Date Conversion Date	Supplier Site	Ordering/Remit	Pay	ment Currency	USD				Att	achment		pice
Contrasto due Contrasto due Lines Payments View - Image: Ima		123 Right Way, JACKSONVILLE, FL									1234.00CX	
Items View • IF IDetach Line Amount Description Quantity Unit Price UOM Annee Purchase Order Receipt CC 1 200.00 City Stuff 8 25 EA 600175-19 1 1 Summary Tax Lines View •	Invoice Date	8/11/19	С	onversion Date								
Line Amount Description Quantity Unit Price OM Name Number Line Schedule Number Line Num		ich				P	urchase	Order		R	eceipt	Con
Key Summary Tax Lines Shipping and Handling View ▼ View Tax Jurisdiction * Tax Status * Rate Name	Line Amou	nt Description	Quantity	Unit Price		Number	Line	Sche	dule	Number	Line	Number
Summary Tax Lines Shipping and Handling View Line * Regime * Tax Name Tax Jurisdiction * Tax Status * Rate Name Line Type Amount												
View ▼ Line * Regime * Tax Name Tax Jurisdiction * Tax Status * Rate Name Line Type Amoun	1 200.0	00 City Stuff	8	25	EA	600175-19	1	1				
No shipping and handling.	1 200.	00 City Stuff		25	EA	600175-19	1	1				>
vo data to display.	Summary Tax Lines	5	<					Name	Line	Туре		

Step 19

Invoice details are displayed.

Click the **Done** button.



Sold-to Legal Entity	City of Jacksonville			Order	Life Cycle		
Order	600175-19		300				
Supplier	ABC Company		250				
Supplier Site	Ordering/Remit		<u>(</u> 200				Ordered
Supplier Contact	John Doe		(DSD) 150 100 100				Shipped Received
Ordered	250.00 USD		Inou				Delivered
			₹ 100				Invoiceu
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Actions View F Shipment oresults found. Columns Hidden 2	Format ▼ 第 中	Tracking Number	ch +l Wrap Packing Slip		Shipped	Carrier	2
Actions View F Shipment Columns Hidden 2 I Receipts Actions View F	Format ▼ 第 中	Tracking Number	ch +I Wrap Packing Slip				Bill of
Actions View F Shipment Columns Hidden 2 I Receipts Actions View F Receipt	Format ▼ 第 Ship Date Format ▼ 第 Receipt Date	Tracking Number	ch +I Wrap Packing Slip	g Slip Returned	Received	Delivered	Invoic

Step 20

Click the **Done** button.



urchase Order: 600175-19	Acknowle	dge View PDF Actions ▼ D <u>o</u> ne	Order Life Cycle	Step
Main			Ordered	1
Ceneral Sold to Legal City of Jacksonville Legal CoJ BU Order 600175-19 Status Closed for Receiving Buyer Gregory Pease Creation 8/8/19 Vertain 8/8/19 Status Notes and Attachments	Supplier ABC Company Supplier Contact John Doe Bill-to Accounts Location Payable Ship-to Ed Ball 8th Location Floor	Ordered 250.00 USD Description PO to Invoice Source Agreement Supplier Order	Received Delivered Invoiced 0 100 200 300 E Amount (USD)	Click
Required Acknowledgment Payment Terms Net 30	Shipping Method Freight Terms FOB FOB Destination	Requires signature Pay on receipt Confirming order		
Additional Information JSEB Prime JSEB Participation Percent Solicitation Number	Contract Number Remeted Options Total Renewal Options Used	Ordinance Code Exemptions Protest JSEB Subcontractor		

21

the **Done** button.



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aders Schedules									
▶ Search			A <u>d</u> vanced	Manage Watchlis	t Saved Search	All Orders			~
earch Results									
earch Results	rmat ▼ 🖽	Freeze 🖬 Detaci	h 📣 Wrap						
	rmat ▼ ∰ Order Date		h 🚽 Wrap Supplier S	Site Buyer		Ordered	Currency	Status	
Actions ▼ View ▼ Fo	2				Gregory	Ordered 450.00	-	Status Open	
Actions View Fo Order	Order Date	Description	Supplier	emit Pease,			USD		(R

Step 22

Click the **Done** button.



CITY OF JACKSONVILLE			() ()	JD ~ ^
Supplier Portal				
Search Orders V Order Number	٩,			- 1
Tasks				6
Orders Manage Orders Manage Schedules Addreements Manage Agreements Shipments View Recipts View Returns Invoices and Payments	Requiring Attention	1		
Create Invoice View Invoices View Payments Negotiations View Active Negotiations	Schedules Overdue or Due T Negotiations Closing Scon	oday		
Manage Responses	Last 30 Days Agreements opened	1		
Qualifications	Orders opened	2		
Manage Questionnaires View Qualifications	Receipts	1		~
<	1	an a		>

Step 23

You can also view schedules.

Click the Manage Schedules link.



CITY OF JACKSONVILLE									JD ~
Manage Orders									D <u>o</u> ne
Headers Schedules									
Search				A <u>d</u> vanced	Manage Watchlist	Saved Search	All Sche	dules	~
Sold-to Legal Enti	ty.		•	:	Supplier Item				
Supplier Si	te		•	Shij	o-to Location		Q,		
Ord	ər				Status	٠	~		
Line Descriptio	n								
							Search	Reset	Save
Search Results									
Actions • View • Format	• 7 F	Freeze	Detach 🚽 Wrap						
Order	Supplier Site	Line	Line Description	Supplie Item	er Schedule	Ordered Quantity	JOM		Price
No search conducted.									>
Columns Hidden 42									

Step 24

Note: Notice the Schedules tab is now active.

Click the Search button.

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anage Orders								Don
eaders Schedules								
▶ Search				A <u>d</u> vanced M	lanage Watchlist	Saved Searc	h All Schedule	s 🗸
Search Results								
Actions • View • Form	nat 🕶 🎵 🖙 🛛	III Freeze	📺 Detach 🚽 Wrap					
Actions View Form	nat ▼ J ^{TI} E T Supplier Site	Freeze	Detach 🚽 Wrap	Supplier Item	Schedule	Ordered Quantity	UOM	Price
	2				Schedule 1	Quantity	UOM	Price 150.00
Order	Supplier Site	Line	Line Description			Quantity 3		
Order	Supplier Site Ordering/Remit	Line 1	Line Description Brush Chipper		1	Quantity 3	Each	150.00

Step 2	25
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Click the 600175-19 Order link.



rchase Order: 600175-19	Acknowledge	View PDF Actions ▼ Done	Order Life Cycle
in I General Legal Entity Bill-to BU Orde 600175-19 Status <u>Closed for Receiving</u> Buyeo Gregory Pease Creation 8/8/19	Supplier ABC Company Supplier Ordering/Remit Supplier John Doe Contact Location Payable Ship-to Ed Ball 8th Location Floor	Ordered 250.00 USD Description PO to Invoice Source Agreement Supplier Order	Ordered Received Delivered Invoiced 0 100 200 300 Amount (USD)
Required Acknowledgment Payment Terms Net 30	Shipping Method Freight Freight Terms Prepaid FOB FOB Destination	_ Requires signature _ Pay on receipt _ Confirming order	
Additional Information JSEB Prime JSEB Participation Percent Solicitation Number	Contract Number Renewal Options Total Renewal Options	Ordinance Code Exemptions Protest JSEB Subcontractor	Ų

Step 26

Details are displayed.

Click the **Done** button.



CITY OF JACKSONVILLE			â 🎝 🝺 🗸	Step 27
Manage Orders			D <u>o</u> ne	-
Headers Schedules				Click the Done button.
⊿ Search		Advanced Manage Watchlist Saved Ser	arch All Schedules	
Sold-to Legal Entity	•	Supplier Item		
Supplier Site	•	Ship-to Location	Q	
Order		Status	~	
Line Description				
			Search Reset Save	
Search Results				
Actions ▼ View ▼ Format ▼ 3	🔄 🕅 Freeze 📄 Detach 📣 Wrap			
Order Supplier	Site Line Line Description	Supplier Schedule Ordere Item Schedule Quantit	d UOM Price	
No search conducted.			>	
			,	



CITY OF JACKSONVILLE			â 🎝 🕡 <
Supplier Portal	0		
Search Orders Order Number	Q		6
Orders Manage Orders Manage Schedules Aknowledge Schedules in Spreadsheet Agreements Manage Agreements Shipments View Receipts View Returns Invoices and Payments Create Invoice View Invoices	Requiring Attention	1	-
View Payments Negotiations	Negotiations Closing Soon		
View Active Negotiations Manage Responses	Recent Activity Last 30 Days Agreements opened	1	
Qualifications	Orders opened	2	
Manage Questionnaires View Qualifications	Receipts	1	~
<			>

Step 28

Agreement information is available for viewing, as well.

Click the Manage Agreements link.



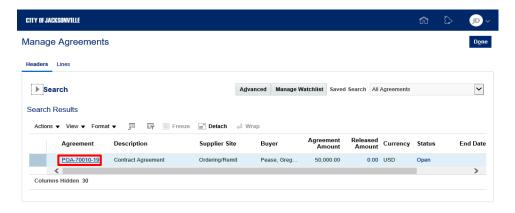
Manage Agreements Headers Lines A Search Advanced Manage Watchlist Saved Search All Agreements		Done
A Search All Agreements Saved Search All Agreements		×
		\checkmark
Procurement BU Status		~
Supplier Site Include Closed and Expired Documents No		
Agreement		
s	earch Rese	t Save
Search Results		
Actions 🕶 View 💌 Format 🖝 🎵 📴 Freeze 📓 Detach 斗 Wrap		
Agreement Description Supplier Site Buyer Agreement Released Currency	Status	End Date
No search conducted.		>
Columns Hidden 30		

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Click the **Search** button.

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Step	30
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Click the **POA-70010-19 Agreement** link.



Y OF JACKSONVILLE					
ntract Purchase	Agreement: F	POA-70010-19		Acknowledge View	PDF Actions v D
n					
General					
Procurement BU	COJ BU	Supplier	ABC Company	Start Date	
Agreement	POA-70010-19	Supplier Site	Ordering/Remit	End Date	Life Cycle
Status	Open	Supplier Contact Supplier	John Doe	Agreement Amount	50,000.00 USE
Buyer	Gregory Pease	Agreement		Minimum Release Amount	
Creation Date	8/8/19	Communication Method	None	Released Amount	0.00 USD
				Description	Contract Agreement
Terms Notes and Attac	chments				
Required Acknowle	dgment Document	Shipping Method	Best Way		Requires signature
Payment	it Terms Net 30	Freight Terms	Freight Prepaid		Pay on receipt
		FOB	FOB Destination		Confirming order
Additional Information	ation				
	ation	Contract Number		Ordinance Code	
JSEB Prime JSEB Participation	ation	Contract Number Renewal Options		Ordinance Code Exemptions Protest	
JSEB Prime	ation	Renewal Options Total Renewal Options		Exemptions Protest JSEB	_
JSEB Prime JSEB Participation Percent	ation	Renewal Options Total		Exemptions Protest	_

Step 31

Click the **Life Cycle** button next to the Agreement Amount.

1Cloud

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

CITY OF JACKSONVILLE			~^
Contract Purchase Agreement: PO	A-70010-19	Acknowledge View PDF Actions ▼ Done	
Main			
▲ General			
Procurement BU COJ BU Agreement POA-70010-19 Status Open Buyer Gregory Pease Creation Date 8/8/19	Agreement Life Cycle ×	Start Date End Date Agreement Amount Minimum Release Amount Released Amount Description Contract Agreement	
Required Acknowledgment Document Payment Terms Net 30	Amount (USD) Done FOB FOB Destination	Requires signature Pay on receipt Confirming order	
✓ Additional Information JSEB Prime JSEB Participation Percent Solicitation Number	Contract Number Renewal Options Total Renewal Options Used	Ordinance Code Exemptions Protest JSEB Subcontractor	~

Step 32

Click the **Done** button.

Cloud

View Invoices, Payments, POs, Contracts, Blankets and Receipts in Supplier Portal

						JD
ntract Purchase A	Agreement: POA	-70010-19		Acknowledge View	w PDF Actions 🔻	Done
1						
General						
Procurement BU C	OJ BU	Supplier	ABC Company	Start Date		
Agreement P	OA-70010-19	Supplier Site	Ordering/Remit	End Date		
Status O	open	Supplier Contact	John Doe	Agreement Amount	50,000.00 USD	
Buyer G	egory Pease	Supplier Agreement		Minimum Release		
Creation Date 8/	/8/19	Communication Method	None	Amount Released Amount		
					Contract Agreement	
Terms Notes and Attach	monto					
Terms Notes and Attach	ments					
Terms Notes and Attach		Shipping Method	Best Way		Requires signature	
Required Acknowleds		Shipping Method Freight Terms	Best Way Freight Prepaid		Requires signature	
Required Acknowleds	gment Document	Method				
Required Acknowleds	gment Document Terms Net30	Method Freight Terms	Freight Prepaid		Pay on receipt	
Required Acknowledg Payment 1 Additional Informat	gment Document Terms Net30	Method Freight Terms FOB	Freight Prepaid	Ordinance Code	Pay on receipt	
Required Acknowled Payment 1 Additional Informat JSEB Prime JSEB Prime	gment Document Terms Net30	Method Freight Terms FOB Contract Number Renewal Options	Freight Prepaid	Ordinance Code Exemptions Protest	Pay on receipt	
Required Acknowledg Payment 1 Additional Informat JSEB Prime	gment Document Terms Net30	Method Freight Terms FOB Contract Number	Freight Prepaid	Exemptions	Pay on receipt	

Step 33

You can view information on the released dollar amount. (In this example, there is no released amount.)

Click the 0.00 link.



CITY OF JACKSONVILLE		Step 34
Manage Orders	Done	
Headers Schedules		Click the Done butto
▲ Advanced Search	Basic Manage Watchlist Saved Search All Schedules 🗸	Click the Done Datto
Sold-to Legal Entity Equals	Supplier Item Starts with	
Supplier Site Equals	Ship-to Location Equals	
Order Starts with	Status Equals	
Line Description Starts with	Include Closed Documents Equals V Yes V	
Source Agreement Equals V POA-70010-19	Requested Date Equals V m/d/yy	
	Search Reset Save Add Fields v Reorder	
Search Results		
Actions 🗸 View 🗸 Format 👻 🎹 🔄 🖓 Treeze 😭 Detach 斗 Wrap		
Order Supplier Site Line Line Description	Supplier Schedule Ordered UOM Price	
No results found.	>	



CITY OF JACKSONVILLE			🙃 🖒 🝺 - <mark>^</mark>
Supplier Portal Search Orders Order Number	Q		
Tasks Orders			0
Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Shipments View Receipts View Receipts Invoices and Payments Create Invoice View Invoices View Invoice V	Requiring Attention	1	
Negotiations View Active Negotiations Manage Responses	Recent Activity Last 30 Days		
Qualifications Manage Questionnaires View Qualifications	Agreements opened Orders opened Receipts	1 2 1	
<			>

Step 35

You can also view receipts directly from the Tasks menu.

Click the View Receipts link.



CITY OF JACKSONVILLE			ŵ	\$.
View Receipts				D <u>o</u> ne
⊿ Search		Advanced	Saved Search	
** Receipt	** Shipmer	t	** At I	east one is required
Organization	▼ ** Iter	n	•	
** Purchase Order	▼ ** Receipt Dat	e m/d/yy	m/d/yy	Ċø
Supplier Item				
			Search	Reset Save
Search Results				
View ▼ 5 ^円				
Receipt Receipt Date Organization Shipn	ent Ship Date Pu	chase Order Invoice	Packing Slip	Bill of Ladin
No search conducted.				>

Step 36

Note: You can search receipts by purchase order, receipt number or receipt date.

Click in the Purchase Order field.



CITY OF JACKSONVILLE					â	⊳ _ ⊳ ~
View Receipts						Done
✓ Search			А	dvanced	Saved Search	All Receipts 🗸
** Receipt		*** Shipment			** At I	east one is required
Organization	•	** Item			•	
** Purchase Order	•	** Receipt Date	m/d/yy	Ē© -	m/d/yy	Ċ
Supplier Item						
					Search	Reset Save
Search Results						
View • 3						
Receipt Receipt Date Organization	Shipment	Ship Date Pure	hase Order Invoice		Packing Slip	Bill of Ladin
No search conducted.						>

Step 37

Enter the desired information into the **Purchase Order** field. Enter "600175-19".



CITY OF JACKSONVILLE				Step 38
View Receipts			Done	
▲ Search			Advanced Saved Search All Receipts ** At least one is required	Click the Search button
** Receipt		** Shipment	•	
Organization	•	** Item	•	
** Purchase Order 600175-19	× •	** Receipt Date m/d/yy	tio - m/d/yy tio	
Supplier Item				
			Search Reset Save	
Search Results				
View 🔻 💯				
	Organization Shipment	Ship Date Purchase Order	Invoice Packing Slip Bill of Ladin	
No search conducted.			>	

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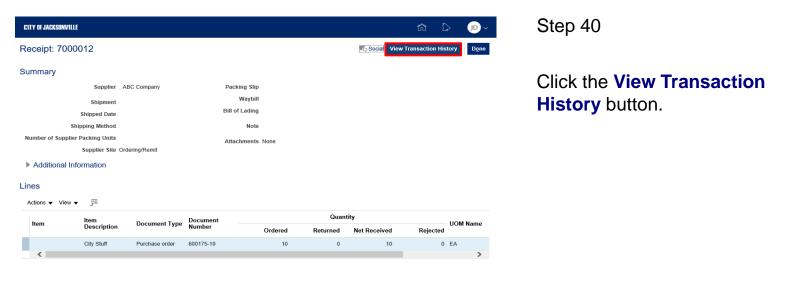


CITY OF JACKSONVIL	LE						â	۵	JD ~
View Receipt	ts								D <u>o</u> ne
▶ Search						Advanced	Saved Search	All Rece	pts 🗸
Search Result	s								
View 🔻 📰									
Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill	of Ladin
7000012	8/7/19 8:00 PM	FAPS: Procure			600175-19				
<									>

Step 39

Click the 7000012 Receipt link.





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CITY OF JACKSONVILLE						ŵ		JD ~	
Transaction History: I	Receipt 7000012							D <u>o</u> ne	
Actions ▼ View ▼ 3									
Transaction					Transaction				
Expand	Transaction ID	Subinventory	Locator	Quantity	Transaction UOM	Amount	Currency	τr Di	
City Stuff				10	EA				
<								>	

Step 41

Click the **Transaction Type Expand** button.



CITY OF JACKSONVILLE									JD ~
ransaction His	tory: Rec	eipt 7000012						l	D <u>o</u> ne
Actions 🗸 View 🗸	更 東	TE III							
Transaction						Transa	action		т.
Transaction R Type	Revision	Transaction ID	Subinventory	Locator	Quantity	Transa Transaction UOM	action Amount	Currency	Ti D
	Revision	Transaction ID	Subinventory	Locator		Transaction		Currency	
Туре	Revision	Transaction ID	Subinventory	Locator	10	Transaction UOM		Сиггепсу	

Step 42

Transaction history is displayed.

Click the **Done** button.



CITY OF JACKSONVILLE						r (* 10	Step 43
Receipt: 7000012					, Social View	v Transaction History	3
Summary							
Supplier	ABC Company		Packing Slip				Click the Done button.
Shipment			Waybill				
Shipped Date		E	Bill of Lading				
Shipping Method			Note				
Number of Supplier Packing Units			Attachments None				
Supplier Site	Ordering/Remit						
Additional Information							
Lines							
Actions View ₪							
Item Item Description	Document Type	Document Number		Quan	•	UOM Name	
Description		Number	Ordered	Returned	Net Received	Rejected	
City Stuff	Purchase order	600175-19	10	0	10	0 EA	
<						> >	



CITY OF JACKSONVILL	ır						â		Step 44
GITY OF JACKSUNVILL	u						ហ		Step 44
View Receipt	ts							D <u>o</u> ne	
Search						Advance	d Saved Search	All Receipts	Click the Dame button
**	Receipt			** Shipmer	nt		** At le	east one is required	Click the Done button.
	anization		•	** Iter			-		
** Purcha	ase Order 600175-1	9	•	** Receipt Dat	e m/d/yy	Ċo	- m/d/yy	Ċø	
Supp	plier Item								
							Search	Reset Save	
Search Results	S								
View 👻 🎵									
Receipt	Receipt Date	Organization	Shipment	Ship Date Pu	rchase Order In	voice	Packing Slip	Bill of Ladin	
7000012	8/7/19 8:00 PM	FAPS: Procure		600)175-19				
<								>	



CITY OF JACKSONVILLE			ŵ b 🗩 🗸	^
Supplier Portal Search Orders Order Number	Q			
Tasks Orders			6	
Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Shipments View Receipts View Receipts View Returns Invoices and Payments Create Invoice View Invoices View Payments	Requiring Attention	1 ay		
Negotiations View Active Negotiations	Recent Activity			
Manage Responses	Last 30 Days Agreements opened	1		
Qualifications	Orders opened	2		
Manage Questionnaires View Qualifications	Receipts	1		~
<			>	

Step 45

You can also search invoice information directly from the Tasks menu.

Click the View Invoices link.



CITY OF JACKSONVILLE				â		JD ~
View Invoices						D <u>o</u> ne
▲ Search			Advance	d Saved Search	All Invoices	~
** Invoice Number			Consumption Advice	**	At least one is	3 required
** Supplier	•		Invoice Status	~		
Supplier Site	-	-	Paid Status	\checkmark		
** Purchase Order			Payment Number			
				Search	Reset	Save
Search Results						
View 👻 💯 💮 Detach						
Invoice Invoice Date Type	Purchase Su Order Su	upplier Supplier Sit	e Unpaid Amount	Invoice Invoid Amount Status		t C
No search conducted.						_
<						>

Step 46

Note: You can view invoices by purchase order, invoice number or supplier.

Click in the Purchase Order field.



CITY OF JACKSONVILLE				ŵ	۵	JD ~
View Invoices						D <u>o</u> ne
▲ Search		Adva	inced Saved	Search /	All Invoices	~
** Invoice Number		Consumption Advice		** At	least one i	3 required
** Supplier	•	Invoice Status		~		
Supplier Site	•	Paid Status		~		
** Purchase Order		Payment Number				
				Search	Reset	Save
Search Results						
View 🔻 🎵 🗑 Detach						
Invoice Invoice Date Type	Purchase Supplier Order	Supplier Site Unpaid Amount	Invoice Amount		Paymer Numbe	
No search conducted.						>

Step 47

Enter the desired information into the **Purchase Order** field. Enter "600175-19".



CITY OF JACKSONVILLE	ଜି 🗘 🗊 ~	Step 48
View Invoices	Dgne	
∡ Search	Advanced Saved Search All Invoices ** At least one is required	Click the Search button.
** Invoice Number	Consumption Advice	
** Supplier 🗸 🗸	Invoice Status	
Supplier Site	Paid Status	
** Purchase Order 600175-19 ×	Payment Number	
	Search Reset Save	
Search Results		
View ▼ ∰ Detach		
Invoice Invoice Date Type Purchase Supplier	Supplier Site Unpaid Invoice Invoice Payment Cr	
No search conducted.	>	
×		

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								ŵ	6	JD ~
/iew Invoi	ces									D <u>o</u> ne
Search						Advar	ced Saved	Search A	VI Invoices	~
								** At	least one is I	required
**	Invoice Number					Consumption Advice				
	** Supplier			•		Invoice Status		~		
	Supplier Site			•		Paid Status		~		
**	Purchase Order	600175-19				Payment Number				
							-	Search	Reset S	ave
Search Res	ults									
_										
2	mj Detach									
Invoice Number	Invoice Date	туре	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	C
1234	8/11/19	Standard	600175-19	ABC Company	Ordering/Remit	200.00 USD	200.00 USD	In proc		

Step -	49
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Click the 1234 Invoice Number link.



Business Unit COJ BU Invoice Amount 200.00 USD Invoice Type Standard Legal Entity Name City of Jacksonville Unpaid Amount 200.00 USD Description Sample Invoice Supplier or Party ABC Company Payment Currency USD Attachment Sample Invoice Supplier Site Ordering/Remit JACKSONVILLE, FL Sample Invoice Attachment 1234.docc Invoice Date 8/11/19 Address JACKSONVILLE, FL Sample Invoice Verver	CITY OF JACKSO	NVILLE											0	JI
Legal Entity Name City of Jacksonville Unpaid Amount 200.00 USD Description Sample Invoice Supplier or Party ABC Company Payment Unpaid Amount 200.00 USD Description Sample Invoice Address 32080Davial 1234.docx Sample Invoice Attachment Sample Invoice Invoice Date 8/11/19 8 25 EA 600175-19 1 1 Invoice Date City Stuff 8 25 EA 600175-19 1 1 1 200.00 City Stuff 8 25 EA 600175-19 1 1	voice: 12	234												D <u>o</u> n
Supplier or Party ABC Company Payment Currency USD Attachment 1234.docx Supplier Site Ordering/Remit 123.Right Way, JACKSONVULLE, FL 3234.docx Payment Currency USD View Invoice Date 8/11/19 Payment Umit Price UOM Name Purchase Order Receipt CC Line Amount Description Quantity Unit Price View View Image: Circle Control												Sample	e Invoice	
32208Duval Invoice Date 8/11/19 ines Tax Name Tax Surisdiction * Tax Status * Ret Name Line * Ret Name No shipping and handling.		Supplier Site	Ordering/Remit 123 Right Way,				030			At	tachment			•
tems View F Detach Line Amount Description Quantity Unit Price UOM Name Purchase Order Number Line Schedule Number Schipping and Handling View View Schipping and handling.			32208Duval											
Number Line Schedule Number Line Number 1 200.00 City Stuff 8 25 EA 600175-19 1 1														
Summary Tax Lines View ▼ Ine *Regime *Tax Name Tax Jurisdiction *Tax Status *Rate Name Line Type Amoun No shipping and handling.	View 🔻			Quantity	Unit Price		Р	urchase (Order		R	eceipt		Co
Shipping and Handling View ▼ Line * Regime * Tax Name Tax Jurisdiction * Tax Status * Rate Name Line Type Amoun o data to display. No shipping and handling.	View 🔻			Quantity	Unit Price					lule			ne	
lo data to display. No shipping and handling.	View 🔻	Amour	nt Description	8		Name	Number	Line	Scheo	lule			ne	Numb
	View Line 1 Summary	Amour 200.0	t Description 0 City Stuff	8		Name	Number	Line	Scheo 1		Number	L		Numb
	View View View View View View View View	Amour 200.0 Tax Lines	t Description 0 City Stuff	8	25	EA	Number 600175-19	Line 1	Sched	Shipp	Number	Hand	lling	

Step 50

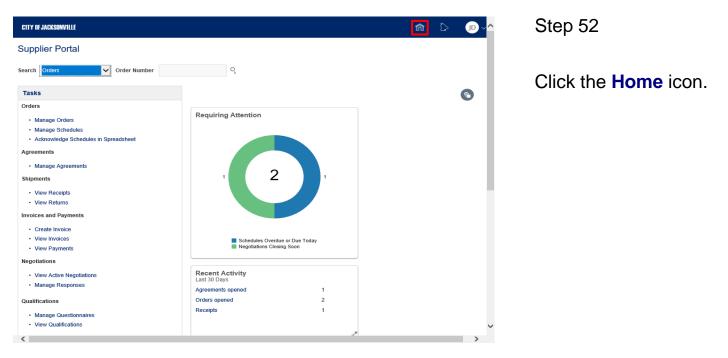
Invoice details are displayed.

Click the **Done** button.



CITY OF JACKSONVI	ШЕ							â	\$	JD ~	Step 51
View Invoice	es									D <u>o</u> ne	_
Search						A <u>d</u> va	nced Saved Se		II Invoices least one is	required	Click the Done button.
** 1	nvoice Number					Consumption Advice					
	** Supplier			•		Invoice Status		~			
	Supplier Site			•		Paid Status	~	·			
** 1	Purchase Order	600175-19				Payment Number					
							S	earch	Reset	Save	
Search Resu	ts										
View 🔻 🎵	Detach										
Invoice Number	Invoice Date	Туре	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice I Amount	nvoice Status	Paymen Number	t c	
1234	8/11/19	Standard	600175-19	ABC Company	Ordering/Remit	200.00 USD	200.00 USD	n proc			
<										>	







CITY OF JACKSO	WILLE	ŝ	۵	^
	Good afternoon, John Doe!			
	Supplier Portal Tools Others			
	Supplier Portal			
H IIII	Things to Finish			
5	Assigned to Me			~

Step 53

End of Procedure.