Manage Orders and Review Payment Information

Step #	Do This:
1	Using your password and User ID, sign in on the Bidder and Supplier Registration page. For security reasons, if you have not already changed your password, please click on Change My Password in the main menu options and follow instructions located in Register as a Supplier Quick Reference Guide.
2	Click the **Manage Orders** link. There are three sub-headings: Purchase Orders, View Order Summary and View Receipts

3	Click on **Purchase Orders**
	• To search by a date range, fill in the beginning date and end date and click on SEARCH button.
	    o There are two headers: **PO Details** and **Header Details**.
	    o The **PO Details** displays: PO number, Status, Date sent, Number of lines on the PO, and the total dollar amount of the PO.
	    o To print the Purchase Order, click on **View PDF** to open a printable version of the Purchase Order. It defaults to Latest changes only, but you can change this to show all lines.
	    o The **Header Details** displays: PO number, Business unit –which indicates the Agency and Department, PO date, the name and phone number of the Buyer, and the Payment terms.
	    o To view the PO, click on the blue line and the following will be displayed: PO Status, Buyer, Date, Total amount, Line items, and Invoice list with dates of invoices, amounts, and associated voucher numbers.
	    o Click **Return to Purchase Order List** or **Purchase Order Details.**
	• You may also search by
	    o Buyer
	    o Item ID number
	    o PO number range
	    o Only those POs that have not been completed
	    o POs associated with a particular Contract

4	Click on **View Order Summary** • Check the **Include PO Data** box and fill in the beginning date and end date and click on **SEARCH** button. • The screen shows the Order Schedule for the Supplier. You may expand your view by hiding the navigation menu by clicking on the – (minus sign) next to Menu. Be sure to expand it when you are done.
5	Click on **View Receipts**. • To search by a date range, fill in the beginning date and end date and click on **SEARCH** button. • The following information is displayed; Receipt ID, Receipt Date, Associated PO number, a description of what was purchased, the number purchased by Units of measure, and the Status. • Click on a receipt to view the information. Click on **Return to Receipt** to go back.
6	In the Main menu, click on **Review Payment Information**. • There are three sub-headings: **Invoices**, **Payments**, and **Account Balances**.

Step #	Do This:
	• Click on **Invoices**. o To search by a date range, fill in the beginning date and end date and click on **SEARCH** button. Note that the approval status—approved, denied or pending—is one of the options o The following information is displayed: Invoice number, Invoice date, Total amount, Status, and Voucher number. o Click on a receipt to view the information. The Invoice information provided includes Invoice Details, Payments, Purchase Orders, Receipts • Click on **Payments** o To search by a date range, fill in the beginning date and end date and click on **SEARCH** button. o The following information is displayed: Reference number, the Invoice Number, the Payment Date and the amount of the payment. • Click on **Account Balances** o If there is an Invoice that is outstanding, the Supplier can see the date of the invoice, the amount, the date the invoice is scheduled to be paid and that this payment has been approved—along with the associated voucher number. o Click on the invoice number and the description of the goods sold and payment terms or discounts associated with the award will be displayed.