University of Iowa – Review Purchase Orders and Receipts

Link to Online Application: eSupplier Connection Supplier Portal

Introduction:

Thank you for doing business with the University of Iowa. This script will help you review orders including dispatched *Purchase Orders* (POs), *View Order Summary*, and *View Receipts*. Should you have any questions or comments, please email the **Supplier Relations** team at purchasing-vendor@uiowa.edu.

NOTE: We recommend that you use one of the following browsers: Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge. **For security purposes while logged in, anytime you are not actively using the system for approximately 20 minutes you will timeout from the system. Any unsaved work will need to be entered again from the beginning.** To guard against this, we recommend actively using the system while logged in and logging out fully once you are done using the system.

Step 1 – Login
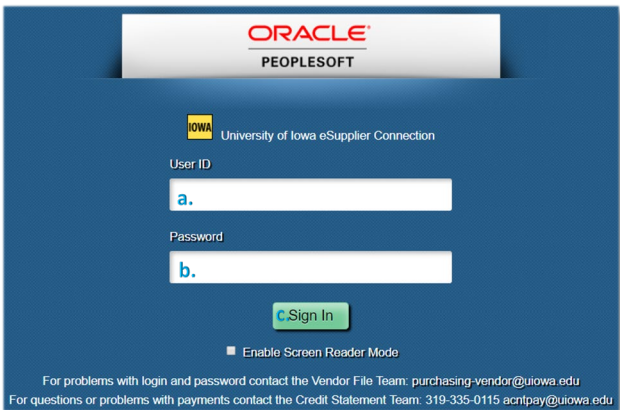
a. Enter your *User ID* which begins with 'ES-'. *User ID* is case sensitive, be sure to use the same case from the email you received with your login credentials.

b. Enter your *Password* which is case sensitive, be sure to use the same case you originally entered for your password. If it is the first time you are logging in, you will be asked to change your password and to set your forgotten password reminder.

c. Select the *Sign In* button to continue to *Step 2*.

Step 2 – Navigate
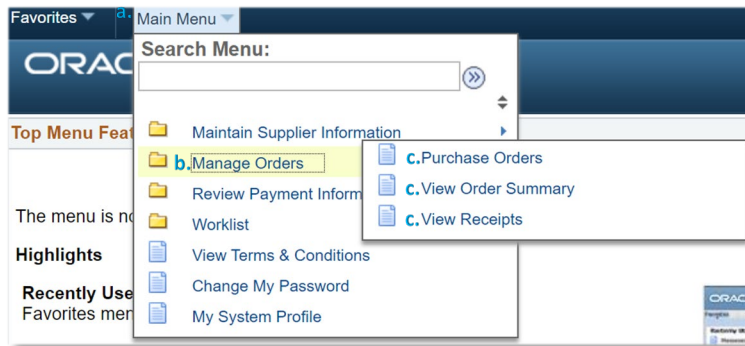
a. Select the *Main Menu* at the top of the webpage on the top left of eSupplier Connection.
b. Select the *Manage Orders* menu group.
c. Select the *Purchase Orders*, *View Order Summary*, or *View Receipts* menu item and continue to *Step 3*, *Step 4*, or *Step 5*, respectively.

Step 3 – Purchase Orders

a. Enter the *Search Criteria* for the Purchase Orders (POs) you would like to review.
b. Make sure the *From Date* and the *To Date* include the PO(s) you are searching for.
c. Select the *Search* button to see all POs matching the criteria entered.

Favorites ▼ | Main Menu ▼ | > | Manage Orders ▼ | > | Purchase Orders

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Purchase Orders
Purchase Order List

POs Returned   31   Default View for Change Orders [All lines   ▼]
Set filter options   Orders Per Page [ALL ▼] First [◄◄] 1 to 31 of 31 [►►] Last

Purchase Order List   Personalize | Find | View All | 🗗 | 🖩
PO Details | d. Header Details

	Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount		
☐	1002216203 e.	Dispatched	03/28/2020 1:10:22PM	1	156.00	USD	f. View PDF
☐	1002216144	Change Order -1	02/25/2020 8:54:00AM	1	178.80	USD	View PDF
☐	1002216139	Dispatched	11/15/2019 5:23:24PM	5	74.66	USD	View PDF
☐	1002215946	Dispatched	11/15/2019 2:04:46PM	1	73.79	USD	View PDF
☐	1002215701	Dispatched	11/15/2019 9:34:45AM	6	95.39	USD	View PDF
☐	1002215685	Dispatched	11/15/2019 9:12:59AM	1	610.00	USD	View PDF
☐	1002215454	Dispatched	11/14/2019 5:23:23PM	5	84.94	USD	View PDF
☐	1002215108	Dispatched	11/14/2019 10:14:02AM	5	82.50	USD	View PDF
☐	1002214769	Dispatched	11/13/2019 5:23:17PM	6	63.68	USD	View PDF
☐	1002214743	Dispatched	11/13/2019 4:52:36PM	18	50.10	USD	View PDF
☐	1002214495	Dispatched	11/13/2019 1:23:41PM	1	30.56	USD	View PDF
☐	1002214089	Dispatched	11/12/2019 5:23:03PM	2	42.40	USD	View PDF
☐	1002214084	Dispatched	11/12/2019 5:23:03PM	9	998.46	USD	View PDF
☐	1002213400	Dispatched	11/11/2019 5:22:57PM	11	88.61	USD	View PDF
☐	1002213090	Change Order -1	11/11/2019 1:42:48PM	1	55.03	USD	View PDF

☑ Select All g.   ☐ Clear All   The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

h. View Selected POs in Downloadable Format

d. Select the *Header Details* tab to see header information for each PO.
e. Select the hyperlink on the *Purchase Order* number to see details for a given PO.
f. Select the *View PDF* button to access a printable copy of the PO, once pressed a copy of the PO will be prepared. After the button has been pressed to prepare the PO, wait a moment, and then press the *View PDF* button again to see the copy of the PO.
g. The *Select All* hyperlink can be selected to check the box in front of each *Purchase Order* number. The *Clear All* hyperlink can be selected to uncheck the box in front of each *Purchase Order* number.
h. Select the *View Selected POs in Downloadable Format* button to see details for all POs with a checkbox selected from the list of POs above.

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Purchase Orders

Purchase Order Details

PO Number 1002216139	**Purchase Order Date** 11/15/2019
PO Status Dispatched	**Last Dispatch** 11/15/19 5:23:24PM
Buyer Cawiezell,Elizabeth	
Billing Location PCO-202	
Payment Terms Net 30	

Purchase Order Total

Merchandise Amount	1,374.66
Freight/Tax/Misc.	0.00
Total Amount	1,374.66 USD

▶ **Standard BU Comments**

Purchase Order Lines   Personalize | Find | View All | 🗗 | 📇   First ◀ **1-5 of 5** ▶ Last

| Line Information | Extension | Line Details | Contract Info | **i.** |

Line	Status	Item ID	Description	Quantity	Merchandise Amt	
j. 1	Active	A4	Methanol	1.0000	CS	39.48 USD
2	Active	23	Stain Remover	3.0000	EA	61.80 USD
3	Active	BP·	Triton	1.0000	CS	120.48 USD
4	Active	087	Cell Strainer	7.0000	CS	61.80 USD
5	Active	072	Tissue	2.0000	CS	39.48 USD

Invoice List   Personalize | Find | View All | 🗗 | 📇   First ◀ **1 of 1** ▶ Last

Invoice	Invoice Date	Amount	Due Date	Appr Stat	Voucher
		0.000			

No Invoices Found

k. Return to Purchase Order List

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i.   In the **Purchase Order Lines Section**, select any of the tabs (**Line Information**, **Extension**, **Line Details**, and/or **Contact Info**) to review additional order details.

j.   Select the hyperlink on the **Line** number to see PO line details.

k.   Select the **Return to Purchase Order List** hyperlink to return to the list of POs.

Step 4 – View Order Summary

a. Navigate to the **View Order Summary** menu item in the **Manage Orders** menu group.
b. Enter the **Search Criteria** for the Purchase Orders (POs) you would like to review.
c. Select the **Include PO Data** checkbox if it is not already selected.
d. Make sure the **From Date** and the **To Date** include the PO(s) you are searching for.
e. Select the **Search** button to see all POs matching the criteria entered.

f. Select the **Set filter options** hyperlink to search for other POs.
g. Select the hyperlink in the **Ship To** column to access information for the specific ship to address and contact information.

h. Select the **Return to Order Schedule** hyperlink to return to the list of PO schedules.

Step 5 – View Receipts

a. Navigate to the **View Receipts** menu item in the **Manage Orders** menu group.
b. Enter the **Search Criteria** for the receipts you would like to review.
c. Make sure the **From Receipt Date** and the **To Receipt Date** include the receipt(s) you are searching for.
d. Select the **Search** button to see all receipts matching the criteria entered.

Review Receipts
Receipt Lines

e. Set filter options

Receipt Number	Received Date	PO Number	Ship No	Item ID	Description	Received	UOM	Status
f. 6000949705	11/15/2019	1002214084		13202473	Thermometer	3.0000	EA	Received
6000949829	11/15/2019	1002214769		07200364	Section	3.0000	CS	Received
6000946388	11/05/2019	1002208459		S25459A	Pepsin	1.0000	EA	Received
6000949723	11/15/2019	1002214089		189992886	FACE SHIELD	2.0000	CS	Received
6000948577	11/12/2019	1002212675		P232500	Thermometer	1.0000	EA	Received
6000948577	11/12/2019	1002212675		101401A	Section	1.0000	PKG	Received

e. Select the *Set filter options* hyperlink to search for other receipts.

f. Select the hyperlink on the *Receipt Number* to see details for a given receipt.

Review Receipts
Receipt Details

Receipt Number 6000949705
Receipt Datetime 11/15/2019 11:28AM
Receipt Status Moved to Destination
Item ID 000000000001007931
Supplier Item ID 13202473
Quantity Received 3.0000 Each
Quantity Inspected 0.0000 Each
Quantity Accepted 3.0000 Each
Quantity Returned 0.0000 Each
Quantity Rejected 0.0000 Each
Net Receipt Quantity 3.0000 Each
Reason for Rejection
RMA Number

Packing Slip Number
Pro Number

RMA Line

Purchase Order Schedule

PO Number	Due Date	Quantity	Ship To	Ship Via	Freight Trm	Price	Merchandise Amt	
1002214084	11/12/2019	3.0000	BSB Loading Dock	Best Way	Destination-UI	6.86000	$20.58 USD	

Invoice Lines

Invoice	Description	Statistic Amount	Unit Price	Merchandise Amt	

No Invoices Found

g. Return to Receipt List

g. After reviewing the *Receipt Details* for a given receipt, select the *Return to Receipt List* hyperlink to return to the list of receipts for further review.