University of Iowa – Review Purchase Orders and Receipts

Link to Online Application: eSupplier Connection Supplier Portal

Introduction: ............................................................................................................................................... 1
Step 1 – Login .............................................................................................................................................. 1
Step 2 – Navigate ......................................................................................................................................... 2
Step 3 – Purchase Orders ............................................................................................................................. 2
Step 4 – View Order Summary ..................................................................................................................... 5
Step 5 – View Receipts ................................................................................................................................. 6

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.
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.
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.
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.

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.