

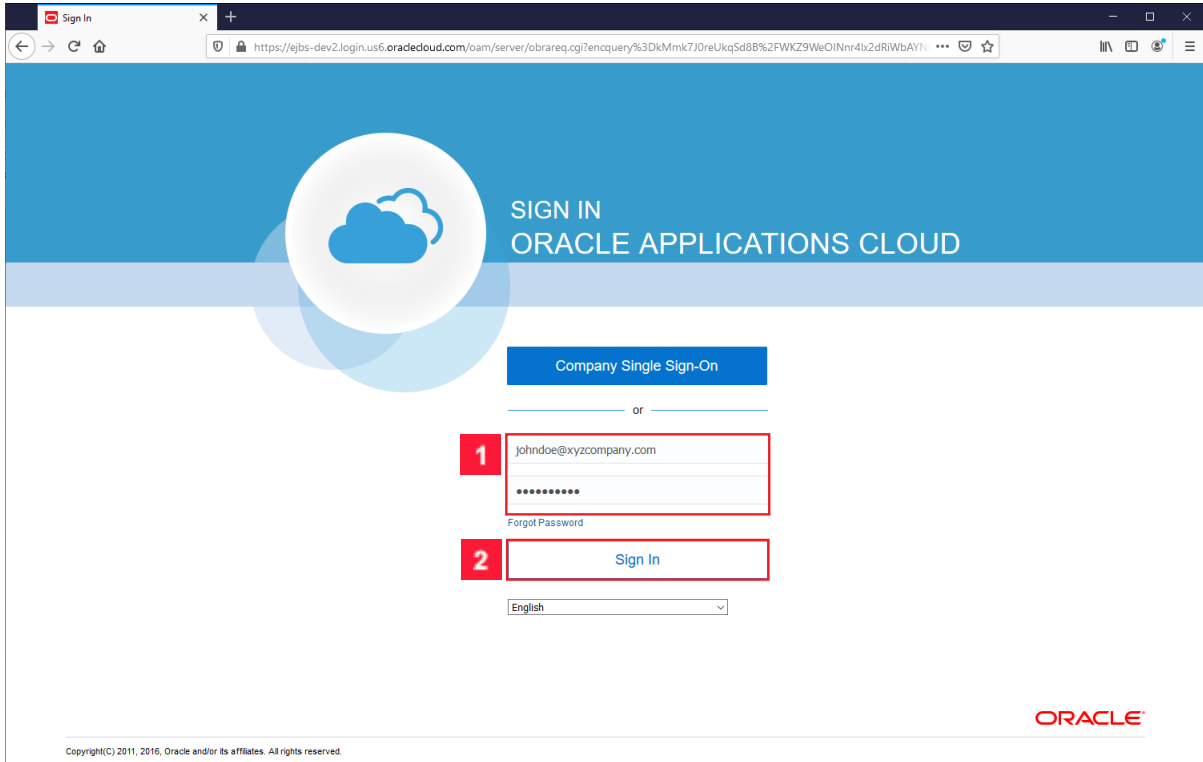
View Purchase Orders in Supplier Portal

As a Supplier for the City of Virginia Beach you may receive purchase orders from the City. This user guide demonstrates how to view purchase orders in Supplier Portal.

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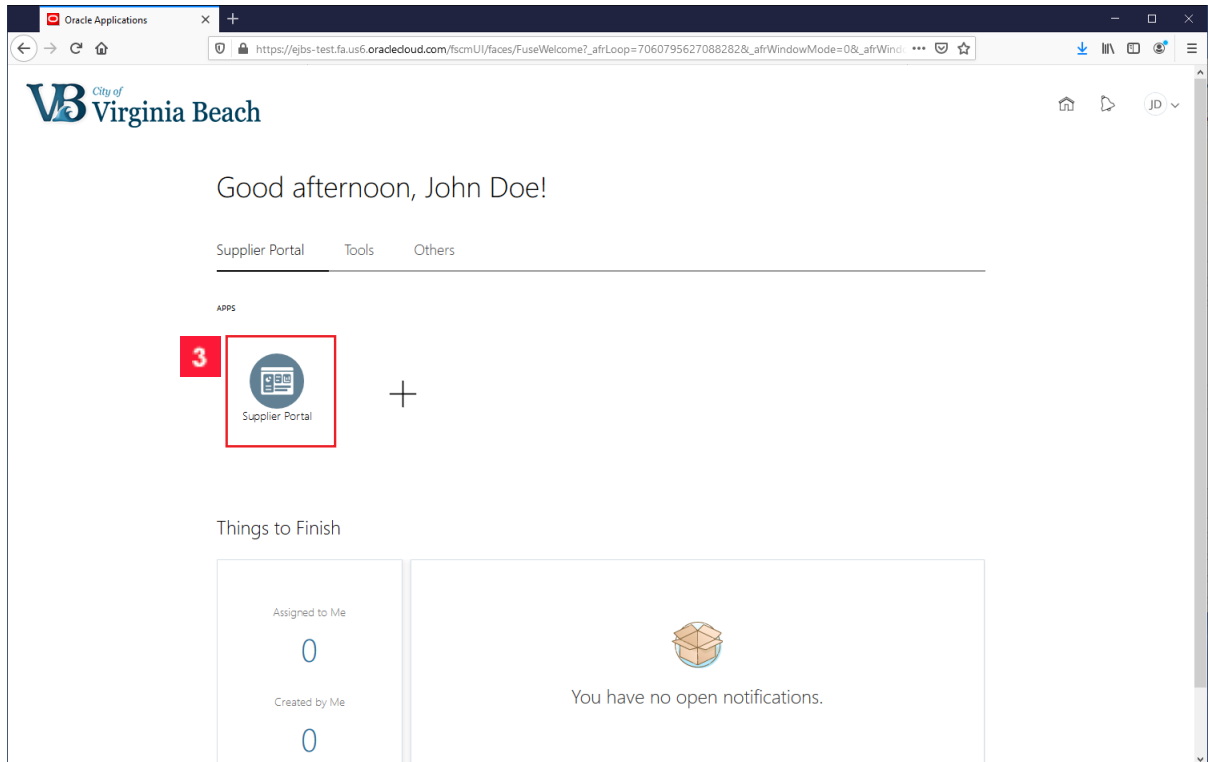
1 Sign into Supplier Portal



- 1 Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.
 - Your user ID was sent to you in an email from the City of Virginia Beach when your Supplier Portal account was created. It also included a password reset link.
 - If you do not have your user ID or Password click the **Forgot Password** link.

- 2 Click the **Sign In** button.

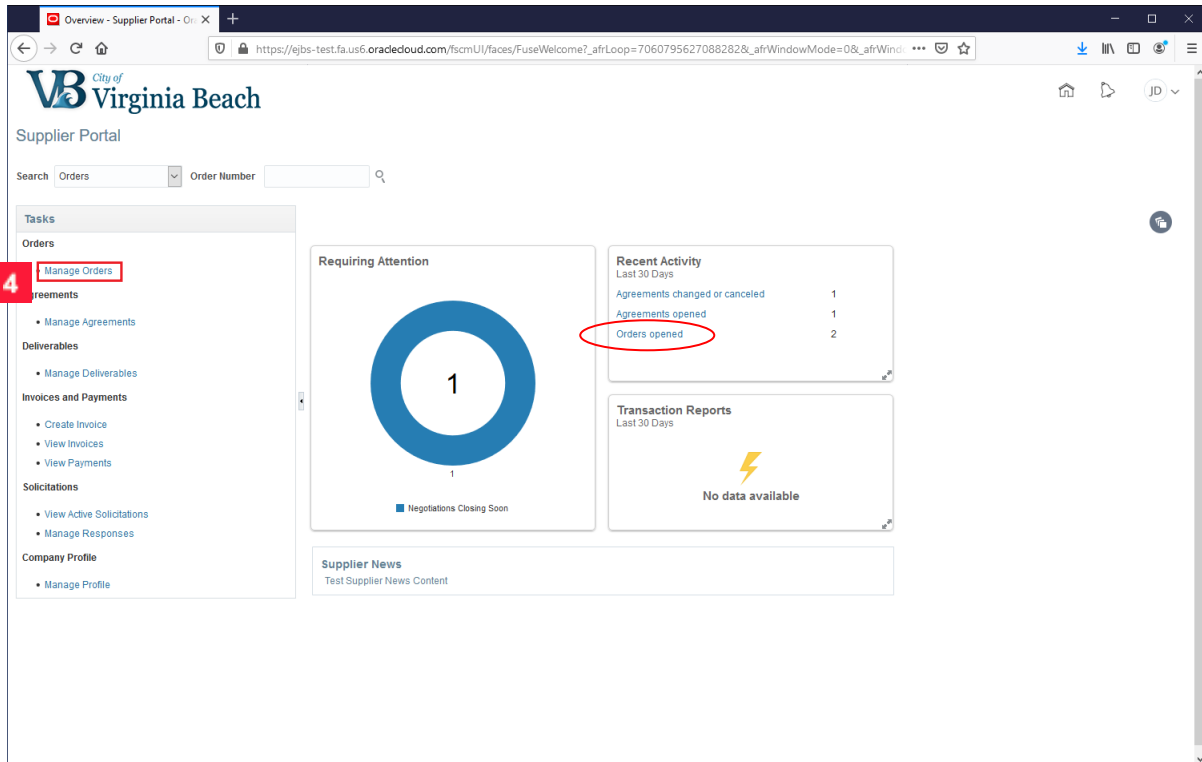
2 Your Home Page



- Notice the City of Virginia Beach logo in the top left corner and the Home icon on the top right. If you are on any other page and want to return to this Home page, click the **COVB logo** or the **Home icon**.
- Notice the Bell icon at the top of the page. The Bell icon will alert you to recent notifications on your account.
- The Setting & Actions menu, indicated by your initials in the top right corner, will enable you to personalize your account and access help resources.
- These icons at the top of the page will always be visible no matter what page you are on.

3 Click the **Supplier Portal** icon.

3 Supplier Portal Dashboard

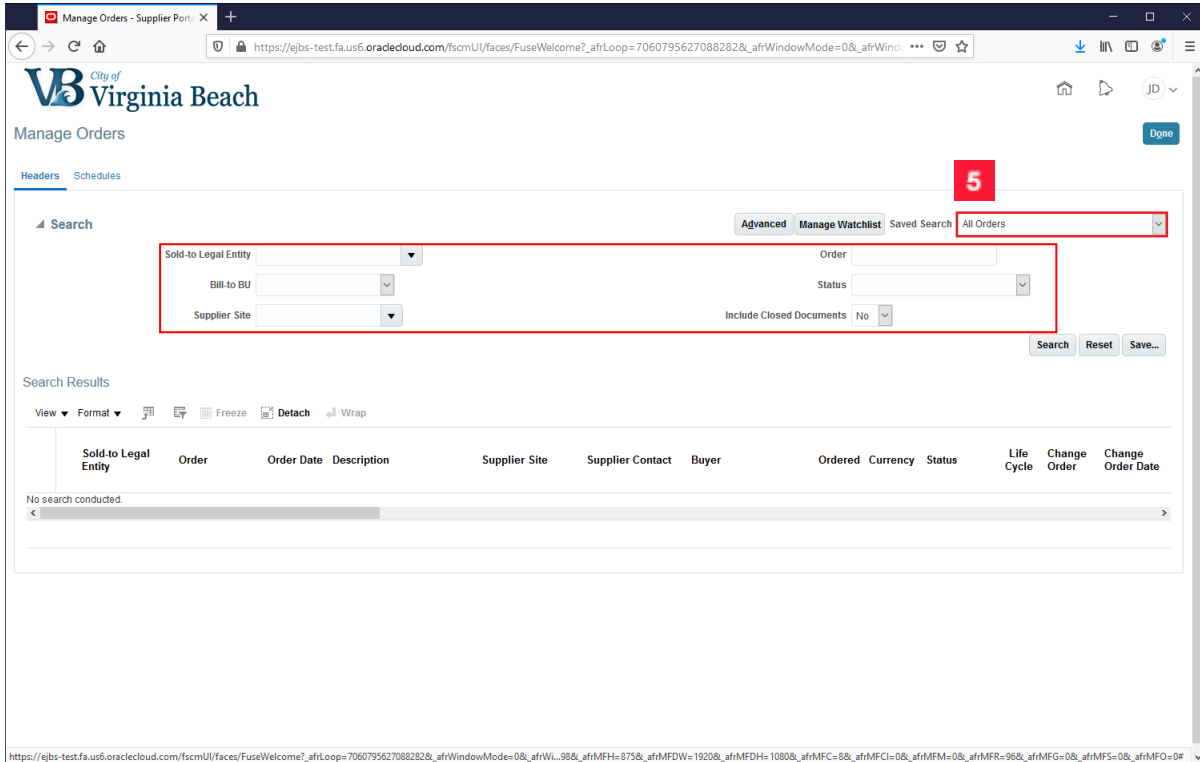


You are now viewing the **Supplier Portal** dashboard.

- Notice the Home, Bell, and Settings & Actions icons at the top of the page are still visible.
- The Tasks menu is located on the left-hand side.
- In the middle are 3 infolets: Requiring Attention, Recent Activity and Transaction Reports. Currently, there is no data available because the Supplier account is new. As activity occurs, these fields will update with important information.
- Finally, Supplier News is located at the bottom of the page. This is where City of Virginia Beach will communicate news and updates to Suppliers.

4 Click the **Manage Orders** link in the Tasks menu. Alternatively, you can click **Opened Orders** in the **Recent Activity** infolet.

4 Search for and View Orders

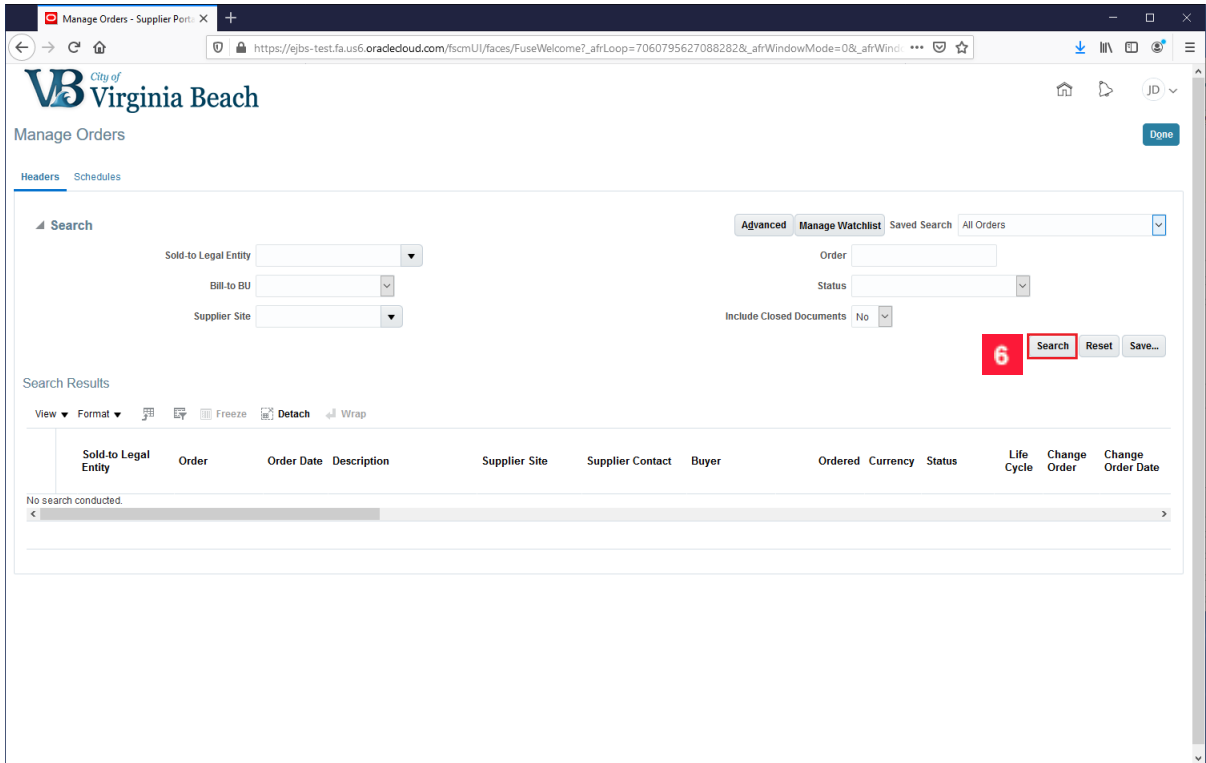


There are various ways to search for orders. By clicking the Saved Search drop-down arrow, you have the ability to search by:

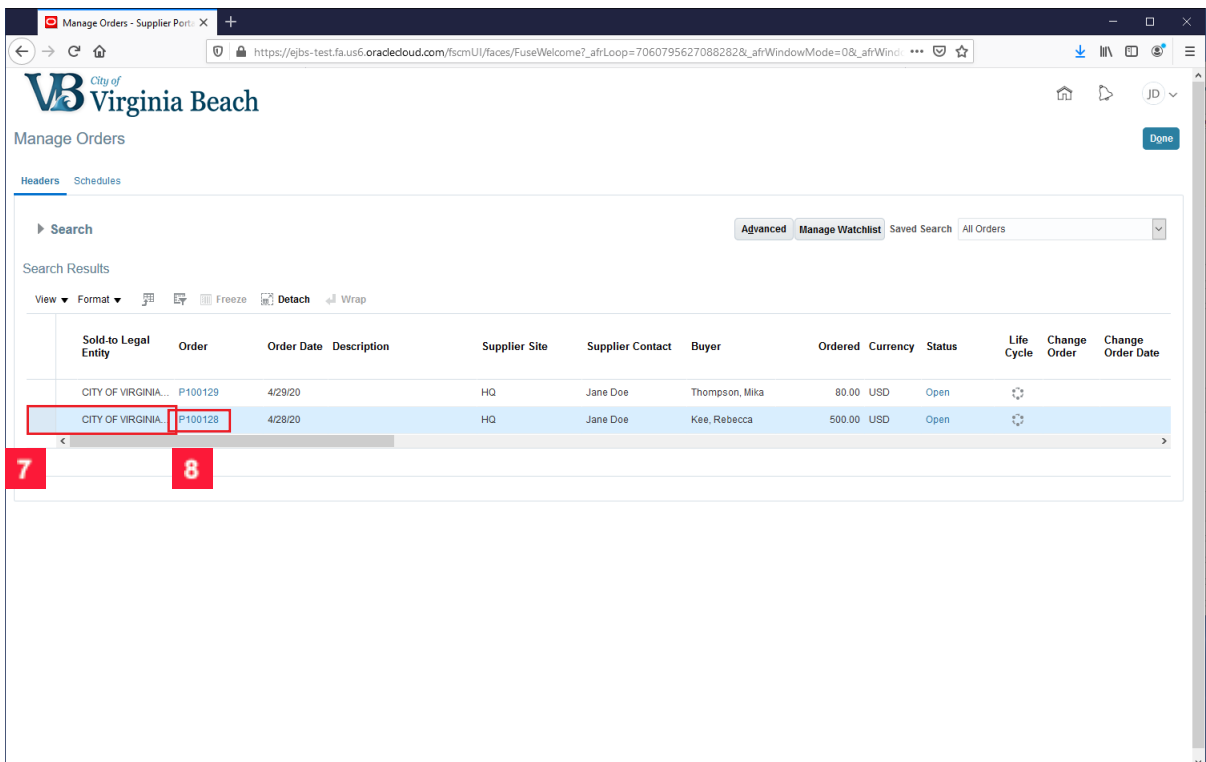
- All Orders
- Changed or Cancelled in the last 30 days
- Changed or Cancelled in the last 7 days
- Opened in the last 30 days
- Opened in the last 7 days
- Pending Acknowledgement

5 For this example, we are selecting **All Orders** from the drop-down list.

By not entering information in the other search fields it will search for all possible purchase orders.



6 Click the **Search** button.



In this example, there are two **Purchase Orders** to choose from. The blue highlight indicates which item is selected.

7 Select the row of the order you would like to review. The blue highlight indicates which items is selected.

8 Click the Order number link of the Purchase Order you would like to review.

9 Purchase Order: P100128 View PDF Done

General

Sold-to Legal Entity	CITY OF VIRGINIA BEACH	Supplier	XYZ Company	Ordered	500.00 USD
Bill-to BU	CITY OF VIRGINIA BEACH	Supplier Site	HQ	Description	
Order	P100128	Supplier Contact	Jane Doe	Source Agreement	
Status	Open	Bill-to Location	C-CITY OF VIRGINIA BEACH	Supplier Order	
Buyer	Rebecca Kee	Ship-to Location	C-CITY OF VIRGINIA BEACH		
Creation Date	4/28/20				

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	— Requires signature
Payment Terms	Net 30	Freight Terms	— Pay on receipt
		FOB	— Confirming order

Additional Information

PURCHASE TYPE	General Purchase	SURETY	
BOND WAIVERS	No	Context Prompt	

Lines Schedules

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		HR Consulting Services			500.00	500.00	Open

Columns Hidden 13

9 You can now view the details of the **Purchase Order**.

10 Purchase Order: P100128 View PDF Done

General

Sold-to Legal Entity	CITY OF VIRGINIA BEACH	Supplier	XYZ Company	Ordered	500.00 USD
Bill-to BU	CITY OF VIRGINIA BEACH	Supplier Site	HQ	Description	
Order	P100128	Supplier Contact	Jane Doe	Source Agreement	
Status	Open	Bill-to Location	C-CITY OF VIRGINIA BEACH	Supplier Order	
Buyer	Rebecca Kee	Ship-to Location	C-CITY OF VIRGINIA BEACH		
Creation Date	4/28/20				

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	— Requires signature
Payment Terms	Net 30	Freight Terms	— Pay on receipt
		FOB	— Confirming order

Additional Information

PURCHASE TYPE	General Purchase	SURETY	
BOND WAIVERS	No	Context Prompt	

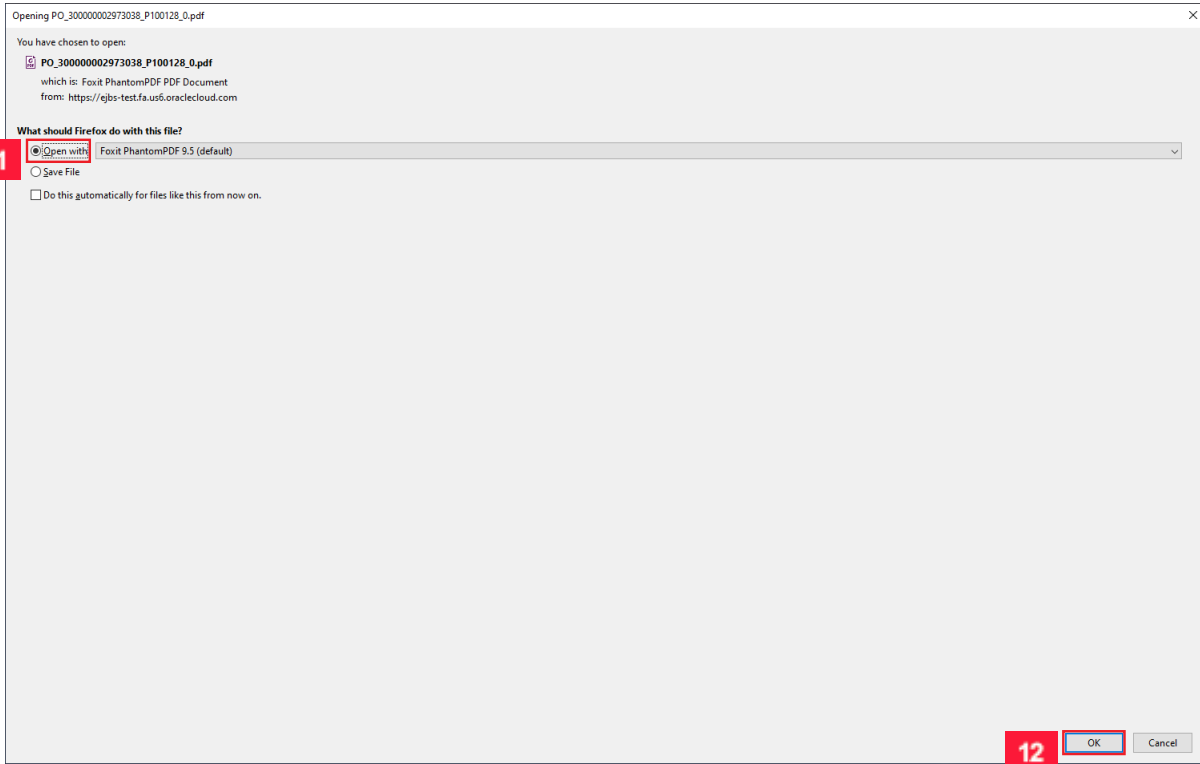
Lines Schedules

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		HR Consulting Services			500.00	500.00	Open

Columns Hidden 13

10 To view a PDF of the purchase order by click the **View PDF** button.

5 View/Save PDF of Purchase Order



You will have the option to **Save** the PDF to your computer or to **Open** the file to view it.

- 11** Click the **Open with** radio button. Choose the PDF program of your choice.
- 12** Click the **OK** button.

6 Purchase Order Detail

Purchase Order: P100128

15 Done

General

Sold-to Legal Entity: CITY OF VIRGINIA BEACH
 Supplier: XYZ Company
 Ordered: 500.00 USD

Bill-to BU: CITY OF VIRGINIA BEACH
 Supplier Site: HQ
 Description:

Order: P100128
 Supplier Contact: Jane Doe
 Source Agreement:

Status: Open
 Buyer: Rebecca Kee
 Ship-to Location: C-CITY OF VIRGINIA BEACH
 Supplier Order:

Creation Date: 4/28/20

Terms

Required Acknowledgment: None
 Shipping Method: — Requires signature

Payment Terms: Net 30
 Freight Terms: — Pay on receipt

FOB: — Confirming order

Additional Information

PURCHASE TYPE: General Purchase
 SURETY: Context Prompt

BOND WAIVERS: No

Lines

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		HR Consulting Services			500.00	500.00	Open

Columns Hidden: 13

15 Click the **Done** button.

Manage Orders

16 Done

Search

Sold-to Legal Entity:

Bill-to BU:

Supplier Site:

Order:

Status:

Include Closed Documents: No

Search Results

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Currency	Status	Life Cycle	Change Order	Change Order Date
No search conducted.												

16 Click the **Done** button.

7 **Supplier Portal Support**

You have successfully viewed your purchase orders in Supplier Portal. If you have questions or need additional assistance, please contact us at SupplierPortal@vbgov.com or (757) 385-4438.