



Orange County iSupplier Portal

Orders Guide

Rev: 2022-01-18

Orange County iSupplier Orders Guide

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I. Introduction

The Orders tab allows users to view Purchase Orders and Purchase History.

The screenshot shows the 'Supplier Home' navigation menu with 'Orders' highlighted. Below the navigation, there are tabs for 'Purchase Orders' and 'Purchase History'. A red arrow points to the 'Orders' tab. Under 'Purchase Orders', there is a link for 'Orange County iSupplier Orders Guide'. Below that, there is a 'Views' section with a 'View All Purchase Orders' link and an 'Advanced Search' button. The main content area displays a table of Purchase Orders with columns for Select, PO Number, Rev, Document Type, Description, Order Date, Currency, Amount, Status, Change Request, and Attachments.

Select	PO Number	Rev	Document Type	Description	Order Date	Currency	Amount	Status	Change Request	Status	Attachments
<input type="radio"/>	149013	1	Standard PO	SR HD NC CMS #2020*0880 1/1/2021-12/31/2021 118501/571820 Medical Investigator Services	14-Jul-2021 08:29:04	USD	21,600.00	Open			
<input type="radio"/>	138776	3	Standard PO	SR HD NC CMS#2019-1242 1/1-12/31/2020 Medical Investigator	10-Dec-2020 16:24:55	USD	33,000.00	Finally Closed			
<input type="radio"/>	128225	2	Standard PO	SR HD NC CMS#2018-1260 Investigator services. ENCUMBER 1/1-12/31/19 to provide Medical	14-Nov-2019 14:34:10	USD	24,800.00	Finally Closed			
<input type="radio"/>	122179	1	Standard PO	SR HD NC CMS#2018-0517 Investigator services. ENCUMBER 4/3-12/31/18 to provide Medical	10-Oct-2018 15:40:07	USD	21,589.06	Finally Closed			
<input type="radio"/>	117896	0	Standard PO	SR HD EC CMS#2017-1181 services. 1/1-12/31/18 to provide Medical Investigator	18-Jan-2018 09:01:47	USD	20,800.00	Finally Closed			
<input type="radio"/>	106447	0	Standard PO	SR HD NC CMS#2016-1420 services. 1/1-12/31/17 to provide Medical Investigator	06-Jan-2017 11:28:58	USD	20,800.00	Finally Closed			
<input type="radio"/>	96705	0	Standard PO	SR HD NC CMS#2016-0128 services. 1/1-12/31/16 to provide Medical Investigator	03-Feb-2016 12:58:27	USD	25,000.00	Finally Closed			
<input type="radio"/>	84023	1	Standard PO	SR HD NC CMS#2014*1336	05-Nov-2015 13:08:44	USD	33,600.00	Finally Closed			
<input type="radio"/>	74732	5	Standard PO	SR HD NC CMS#2014-0102	06-Nov-2014 13:08:48	USD	16,900.00	Finally Closed			

Purchase Order Status and Definitions:

Status	Definition
Open	Purchase Order has been created
Cancelled	Purchase Order has been Cancelled
Closed	Purchase Order has been Closed, but changes can still be made
Closed for Receiving	All goods/services on the Purchase Order have been received
Closed for Invoicing	All good/services on the Purchase Order have been invoiced
Finally Closed	No further action can be taken against this Purchase Order

II. Purchase Orders

Upon clicking the Orders tab, the form automatically displays a list of Purchase Orders ordered by PO Number.

To see more information about a Purchase Order, users can click on the PO Number:

Supplier Home | **Orders** | Shipments | Finance | Administration

Purchase Orders | Purchase History

Purchase Orders

[Orange County iSupplier Orders Guide](#)

Views

View All Purchase Orders Advanced Search

Select	PO Number	Rev	Document Type	Description	Order Date	Currency	Amount	Status	Change Request	Status	Attachments
<input type="radio"/>	149013	1	Standard PO	SR HD NC CMS #2020*0880 1/1/2021-12/31/2021 118501/571820 Medical Investigator Services	14-Jul-2021 08:29:04	USD	21,600.00	Open			

Supplier Home | **Orders** | Shipments | Finance | Administration

Purchase Orders | Purchase History

Orders: Purchase Orders >

Standard Purchase Order: 149013, 1 (Total USD 21,600.00)

Currency= USD

Order Information

<p>General</p> <p>Total 21,600.00</p> <p>Supplier</p> <p>Supplier Site CORNWALL ON,ALL</p> <p>Supplier Contact</p> <p>Address 17 PAULA COURT CORNWALL ON HUDSON, NY 12520</p> <p>Buyer</p> <p>Order Date 14-Jul-2021 08:29:04</p> <p>Description SR HD NC CMS #2020*0880 Medical Investigator Services 1/1/2021-12/31/2021 118501/571820</p> <p>Status Open</p> <p>Note to Supplier</p> <p>Operating Unit Orange County NY</p> <p>Sourcing Document</p> <p>Supplier Order Number</p> <p>Attachments None</p>	<p>Terms and Conditions</p> <p>Payment Terms IMMEDIATE</p> <p>Carrier</p> <p>FOB</p> <p>Freight Terms</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address Medical Examiner 22 Wells Farm Road Goshen, NY 10924</p> <p>Bill-To Address</p> <p>Address Finance - Accounts Payable PO Box 407 Goshen, NY 10924</p>	<p>Summary</p> <table border="1"> <tr><td>Total</td><td>21,600.00</td></tr> <tr><td>Received</td><td>20,230.19</td></tr> <tr><td>Invoiced</td><td>20,090.00</td></tr> <tr><td>Payment Status</td><td>Partially Paid</td></tr> </table>	Total	21,600.00	Received	20,230.19	Invoiced	20,090.00	Payment Status	Partially Paid
Total	21,600.00									
Received	20,230.19									
Invoiced	20,090.00									
Payment Status	Partially Paid									

PO Details

Return to Orders: [Purchase Orders](#)

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	OC Amount Based Services			SR HD NC CMS #2020*0880 12/31/2021 118501/571820 Medical Investigator Services 1/1/2021-	USD	20000	1	20,000.00	Open		
2	OC Amount Based Services			SR HD NC CMS #2020*0880 12/31/2021 118501/576700 Medical Investigator Services Mileage 1/1/2021-	USD	1600	1	1,600.00	Open		

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To return to the Purchase Orders form, please click the 'Return to Orders: Purchase Orders' hyperlink at lower left of the form.

PO Details

...

[Show All Details](#) | [Hide All Details](#)

Details Line	Type	Item
▶ 1	OC Amount Based Services	
▶ 2	OC Amount Based Services	

[Return to Orders: Purchase Orders](#)

If there are multiple revisions to the Purchase Order, users may click the number in the Rev column in order to see information about the revisions:

Supplier Home | **Orders** | Shipments | Finance | Administration

[Purchase Orders](#) | [Purchase History](#)

Purchase Orders

[Orange County iSupplier Orders Guide](#)

Views

View All Purchase Orders

Select	PO Number	Rev	Document Type	Description	Order D
<input type="radio"/>	149013	1	Standard PO	SR HD NC CMS #2020*0880 1/1/2021-12/31/2021 118501/571820	Medical Investigator Services 14-Jul-20
<input type="radio"/>	138776	3	Standard PO	SR HD NC CMS#2019-1242	1/1-12/31/2020 Medical Investigator 10-Dec-
<input type="radio"/>	128225	2	Standard PO	SR HD NC CMS#2018-1260	ENCUMBER 1/1-12/31/19 to provide Medical Investigator services. 14-Nov-2
<input type="radio"/>	122179	1	Standard PO	SR HD NC CMS#2018-0517	ENCUMBER 4/3-12/31/18 to provide Medical Investigator services. 10-Oct-20
<input type="radio"/>	117896	0	Standard PO	SR HD EC CMS#2017-1181	1/1-12/31/18 to provide Medical Investigator services. 18-Jan-2
<input type="radio"/>	106447	0	Standard PO	SR HD NC CMS#2016-1420	1/1-12/31/17 to provide Medical Investigator services. 06-Jan-
<input type="radio"/>	96705	0	Standard PO	SR HD NC CMS#2016-0128	1/1-12/31/16 to provide Medical Investigator services. 03-Feb-2
<input type="radio"/>	84023	1	Standard PO	SR HD NC CMS#2014*1336	05-Nov-2
<input type="radio"/>	74732	5	Standard PO	SR HD NC CMS#2014-0102	06-Nov-

To check on status of a specific Purchase Order:

1. Click the 'Advanced Search' button
2. Enter PO Number
3. Click Go

The invoice in the below example is in 'Open' status.

Supplier Home **Orders** Shipments Finance Administration

Purchase Orders | Purchase History

Purchase Orders

[Orange County iSupplier Orders Guide](#)

Views

View All Purchase Orders Advanced Search

Select	PO Number	Rev	Document Type	Description	Order Date	Currency	Amount	Status	Change Request Status	Attachments
<input type="radio"/>	149013	1	Standard PO	SR HD NC CMS #2020*0880 Medical Investigator Services 1/1/2021-12/31/2021 118501/571820	14-Jul-2021 08:29:04	USD	21,600.00	Open		
<input type="radio"/>	138776	3	Standard PO	SR HD NC CMS#2019-1242 1/1-12/31/2020 Medical Investigator	10-Dec-2020 16:27:55	USD	33,000.00	Finally Closed		

Supplier Home **Orders** Shipments Finance Administration

Purchase Orders | Purchase History

Purchase Orders

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Advanced Search

Specify parameters and values to filter the data that is displayed in your results set. Views

Match All Any

PO Number is

Document Type is

Order Date is

Buyer is

Go **Clear** Add Another Buyer **Add**

Select	PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Attachments
<input type="radio"/>	149013	1	Standard PO	SR HD NC CMS #2020*0880 Medical Investigator Services 1/1/2021-12/31/2021 118501/571820	14-Jul-2021 08:29:04		USD	21,600.00	Open		

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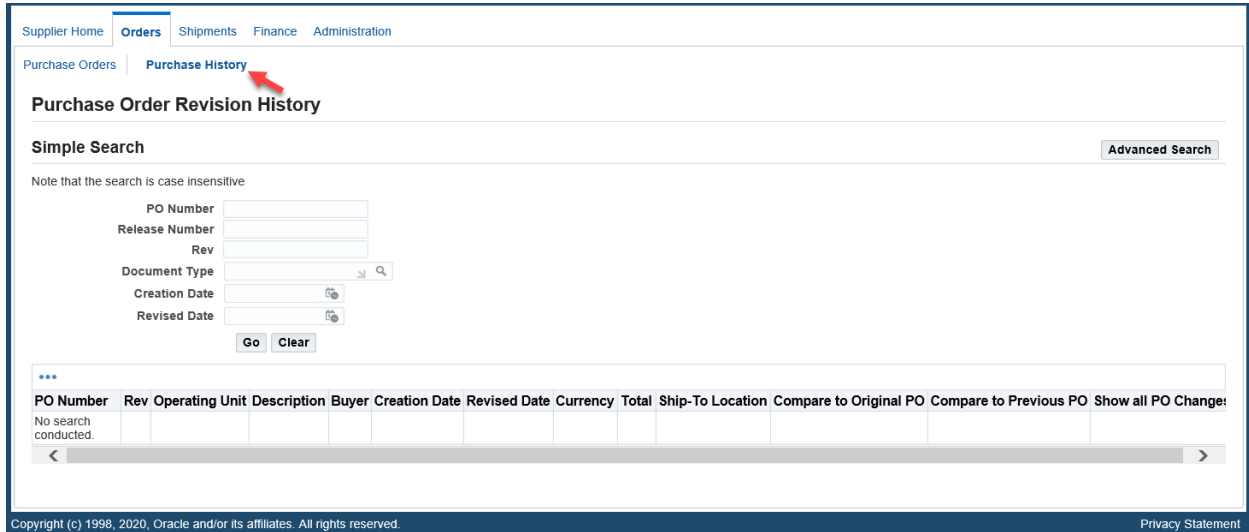
Advanced Search allows users to search by:

- PO Number
- Document Type
- Order Date
- Buyer

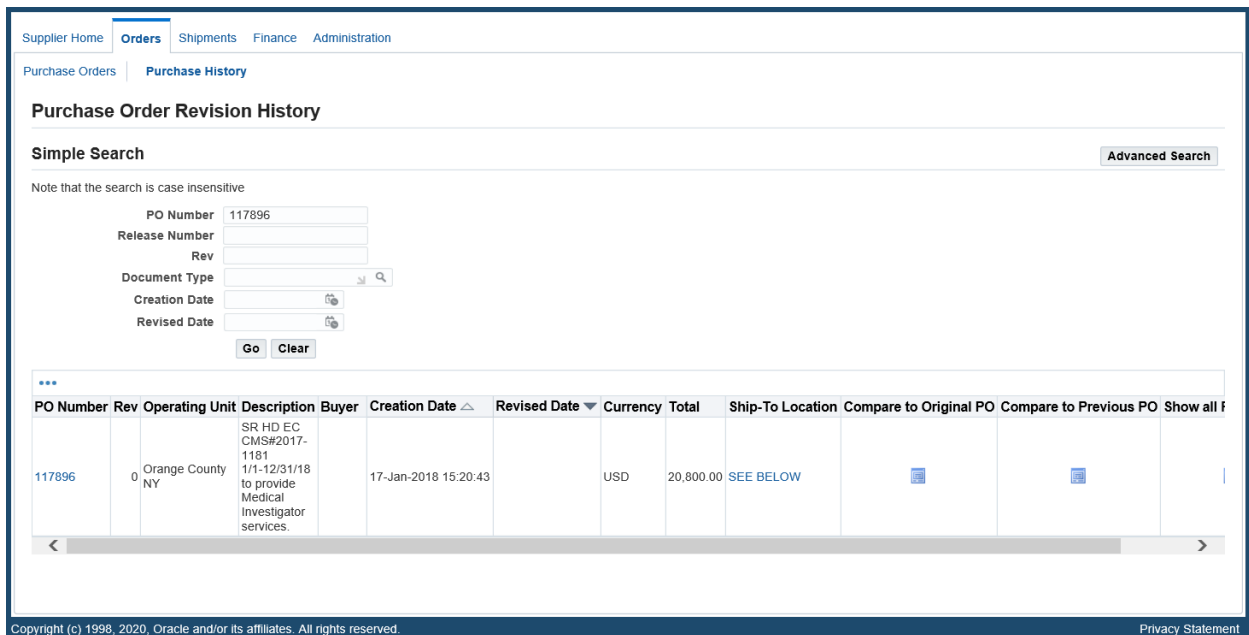
NOTE: 'Match' allows user to search All or Any search criteria.

III. Purchase History

Purchase History provides users the ability to search Purchase Order Revision History. This functionality should only be leveraged to view Purchase Orders which have been revised.



To start, enter the desired search criteria and click 'Go'.



In the above example, the Purchase Order has no revisions. From here the user can click on the hyperlinks to see more information about the PO Number or Buyer. The SEE BELOW hyperlink refers to the Ship-To Address that is at the PO header level.

There are also three icons which can be clicked:

Compare to Original PO	Compare to Previous PO	Show all PO Changes
		

- Compare to Original PO = shows changes made compared to the original Purchase Order
- Compare to Previous PO = shows changes made compared to the previous Purchase Order (applies if there are more than two revisions)
- Show all PO Changes = shows all changes made to the Purchase Order

As a reminder, when drilling down to see additional information, click the 'Return' hyperlink at the lower left of the form to return to the previous form.

[Return to Orders: Purchase History](#)



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