METROLINX



View PO Details

Version No: 1.0 Date: 04/08/2023

Overview

This document provides you the steps to view PO details.

View PO Details

Follow the steps below to view PO details:

1. To view all the POs created by Metrolinx for your organization, click the **Menu** icon on the EBS home page.

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T	CRACLE' E-Business Suite Announcement Welcome to Oracle E-Business Suite! You can personalize the choices available on this page by selecting favorites using the Add Favorites icon (with a star and plus sign). You can also select a specific start page when you log in to Oracle E-Business Suite. Choose Settings (gearci icon) from the jor of the page, and then choose Preferences. Select the responsibility and Page you want, and apply war chonges. The page they use in the well fell	 Logged In As KIM DERIKX@GLOBALKNOWLEDGE.COM Please note, ISupplier is used to submit non-Regime 3 Construction Act invoices. If you were expecting to submit an invoice against a Regime 3 PO, please reach out to your Metrolinx Business Partner. To view all the POs created by Metrolinx for your organization, click the Menu icon on the EBS home page. 	?	U
Соруг	be taken to your preferred start page instead of this home page. Vendor Training Documents - French Vendor Training Documents - English System Outage Schedule	ved. About this Page	Privacy S	atement

METROLINX

2. Click the MX iSupplier Portal Supplier PO Inv Admin option.

Note: The options displayed in the menu may be different depending on your role and access levels.



3. Click the **Home Page** option.



- 4. The **Supplier Home** page displays. It has the following sections:
 - Notifications
 - Orders At A Glance

pplier Home Orders Shipments Finance Search PO Number Image: Shipments Finance Image: Shipments Finance Image: Shipments Finance Image: Shipments Image: Shipments Finance Image: Shipments Image: Shipments Image: Shipments Notifications: Here, you can view all the iSupplier notifications that are relevant your organization (e.g., bank account update, invoice cancellation, etc.). Image: Shipments Subject Subject Profile Management: Charge in Bank Orders At A Glance: Here, you can view the list of the most recent POs includin the PO number, description, and order date. You can click the Full List button to view all the POs. Bank Account Creation/Update mesage Image: Shipment Notices Image: Shipment Notices Suppler Profile Management: Approval of Bank Account Image: Shipment Notices Suppler Profile Management: Approval of Bank Account Image: Shipment Notices Suppler Profile Management: Approval of Bank Account Image: Shipment Notices Suppler Profile Management: Approval of Bank Account Image: Shipment Notices Suppler Profile Management: Approval of Bank Account Image: Shipment Notices Suppler Profile Management: </th <th>ORACL</th> <th>_€[°] iSupplier Portal</th> <th></th> <th>î ★</th> <th>•</th> <th>↓¹² Lo</th> <th></th>	ORACL	_€ [°] iSupplier Portal		î ★	•	↓ ¹² Lo	
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5. Click the **Orders** tab.

Note: You can also view the list of POs from the Orders tab.

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Supplier Profile Management: Approval of Bank Account		25-J	lan-2022 0	3:29:51	Delivery Schedules		
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The **Purchase Orders** page displays. Here, you can view all the POs linked to your organization.

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6. To utilize more advanced search parameters, click the **Advanced Search** option.

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The **Advanced Search** page displays. Here, you can search for POs using one or multiple criteria including **PO Number**, **Document Type**, **Order Date**, and **Buyer**.

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7. Enter the PO number that you wish to search for.

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8. Click the **Go** button.

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0	233221	0	GO Transit	Standard PO	Technician visit to install equipment	28-Jan-2022 10:55:06	MX_TT_BUYER	CAD	100.00	Open			

The PO corresponding to the search criteria is displayed. Here, you can also click the PO number to view the PO details for the PO.

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9. To return to the **Purchase Orders** page and view the complete list of POs, click the **Views** button.

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elect Order: View	Re			IT Equipment (Monitor/Printer) -	11-Feb-2022 02:15:24	MX TT BUYER	R, CAD	300.00	Open			

The **Purchase Orders** page displays. In this demonstration, we will open PO number 233228 to view its details.

upplier	Home Orders	Ship	ments Finance									
Purcha	se Orders A	green	ents Purchase	History						_		
Purc	hase Order	s			The	Purchase O	dore page	o displ	ave lr	a thic		
liews	6				i der	monstration, v	we will op s.	en PO	numt	per 233228		
	View All Purcha	ase Or	ders								Advar	ced Search
Select	Order: View C	hang	History	•								
Select Select	Order: View C	hang	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	t Status Change Reques	st Status Acknowledge By	Attachments
Select Select	Order: View C t PO Number 233228	Rev	Operating Unit	Document Type Standard PO	Description IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb	Order Date 스 11-Feb-2022 02:15:24	Buyer MX_TT_BUYER	Currency CAD	Amount 300.00	t Status Change Reques	st Status Acknowledge By	Attachment
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Select Select	Order: View C PO Number 233228 233229 233221	Rev Rev 1 0	History ••• Operating Unit GO Transit GO Transit GO Transit GO Transit GO Transit	Document Type Standard PO Standard PO Standard PO	Description IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb Technician visit charges Technician visit to install equipment	Order Date 11-Feb-2022 02:15:24 09-Feb-2022 03:30:47 28-Jan-2022 10:55:06	Buyer MX_TT_BUYER MX_TT_BUYER MX_TT_BUYER	Currency CAD CAD CAD	Amount 300.00	PO Summary Open Open	st Status Acknowledge By	Attachments
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Select Select	Order: View C PO Number 233228 233229 233221 233220 233221 233220 233221	hange Rev 1 0 0 0	History Operating Unit GO Transit GO Transit GO Transit GO Transit GO Transit	Document Type Standard PO Standard PO Standard PO Standard PO Standard PO	Description IT Equipment (Wonitor/Printer) - Delivery needed by 20 Feb Technician visit charges Technician visit to install equipment Equipment and additional supplies Consultation for design and delivery	Order Date A 11-Feb-2022 02:15:24 09-Feb-2022 03:30:47 28-Jan-2022 10:55:06 28-Jan-2022 10:19:45 28-Jan-2022 10:14:58	Buyer MX_TT_BUYER MX_TT_BUYER MX_TT_BUYER MX_TT_BUYER MX_TT_BUYER	Currency CAD CAD CAD CAD CAD	Amount 300.00 100.00 300.00 250.00	Description of the second seco	st Status Acknowledge By	Attachment

View PO Details

METROLINX

10. To view the details of a particular PO, click the PO number; for example, **233228**.

(ORAC	ILE' is	Supplier Po	rtal		Â	* 🌣	1 2	Log	gged in A	AS KATHERINE.SM	MITH@INV	ALIDEMAIL.CO	м	? (
lier i	Home Ord	ders Shi	ipments Fina	ance											
cha	se Orders	Agreer	ments Purc	hase History											
Irc	hase Or	rders													
w	s														
	lo vi	iew the n	e details iumber;	of a particul for example	lar PO, click 1 , 233228 .	the PO							A	dvance	d Search
ect	Orde	iew Chang	ge History												
ect lect	Orde t PO .umb	liew Chang	ge History	Unit Document Type	e Description	Order Date △	Buyer	Currency	Amount	Status	Change Reque	st Status	Acknowledge	By At	ttachments
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lect lect	Orde t PO	iew Chang ber	ge History v Operating GO Transit GO Transit	Unit Document Type Standard PO Standard PO	e Description IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb Technician visit charges	Order Date 11-Feb-2022 02:15:24 09-Feb-2022 03:30:47	Buyer MX_TT_BUYER MX_TT_BUYER	Currency CAD CAD	300.00	Status Open Open	Change Reque	st Status	Acknowledge	By Ai	ttachment
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The PO details are displayed. Note that the **Summary** section displays the PO value, delivered quantity, invoiced quantity, and payment status.

	oplier Portal	í	î ★	\$	1	2	Logg	ed in As KA	THERIN	E.SMITH(BINVALIDE	EMAIL.COM	?	ሳ
Bupplier Home Orders Shipm Purchase Orders Agreemen Orders: Furchase Orders > Standard Purchase C Currency= CAD Order Information	ents Finance Its Purchase History Order: 233228, 1 (Total CAD 300.00)	į	The sec inve	PO de tion dis piced q	tails a plays uantit	are c the ty, a	displ PO nd p	ayed. N value, aymen	Note deliv It stat	that t ered tus.	he Sur quanti	mmary ity,		Export
General	1	ferms and C	onditions							Summ	ary Total	300.00		
Total Supplier Supplier Site	300.00 ACME Learning Ltd Home Base	Payment (Terms NET Carrier FOB	30						Paym	Received Invoiced ient Status	0.00 0.00 Not Paid		
Supplier Contact Address	567 Office St	Freight Shipping C	Terms Control											
Buyer Order Date	MX_TT_BUYER, 11-Feb-2022 02:15:24	Ship-To Add	ress											
Description	IT Equipment (Monitor/Printer) - Delivery needed by 20 Feb	Address	20 Bay Stree Toronto, TOR	ONTO M5J 2	2W3									
Status Note to Supplier	Open	Bill-To Addre	955											
Operating Unit Sourcing Document	GO Transit	Address	20 Bay Stree Toronto, TOF	ONTO M5J 2	2W3									

View PO Details

The PO displays information such as **Supplier**, **Supplier Site**, **Address**, etc., which are part of your organization's profile information.

Note: These details are entered or validated by your organization's Profile Administrator during the registration process.

how All betails	Details Hi Line 🔺	ide All Detail: Type Goods	s Item/Job	Supplier Iten	Description 15" LCD Mo	nitors (Product T2	50-004)	L	JOM IOX	Qty 10	Price	Amount 100.00	Status Open	Attachments	Reason
D Der now All etails	Details Hi	ide All Detail	s Item/Job	Supplier Iten	n Description	1		L	JOM	Qty	Price	Amount	Status	Attachments	Reason
D De	Details Hi	ide All Detail	s												
SI	Note Ope Sourcing upplier Orc At tails	Address Buyer Order Date Description Status to Supplier erating Unit J Document Jer Number ttachments	567 Office 3 Toronto, ON MX_TT_BU 11-Feb-202 IT Equipme needed by 3 Open GO Transit	8 I, MSC 2N5 YER, 2 02:15:24 II (Monitor/Printe 20 Feb	r) - Deilvery	Freight Terms Shipping Control Shipping Control The PO displays information such as Supplier, Supplier Site, Address, etc., which are part of your organization's profile information. Address 20 Bay Stree Toronte, TOF Bill-To Address 20 Bay Stree Toronte, TOF						plier , art of lidated tor			
	Suppl	lier Contact	Home Base			Freigh	FOB It Terms								
		Supplier	ACME Lear	ning Ltd			Carrier						Payment S	tatus Not Paid	
		Total	300.00			Paymer	t Terms NET	30					Inv	piced 0.00	

- 11. View the following PO details:
 - Buyer
 - Order Date
 - Description
 - Status
 - Payment Terms
 - Ship-To Address
 - Bill-To Address

	Total 300.00 Supplier & ACME Learning Ltd Supplier Site Home Base Supplier Contact Address & 567 Office St Toronfo. OM. MSC 2NI5					Payment Terms NET 30 Carrier FOB				The PC	n Inv Dalso	displays the	e
	Suppli	Address	567 Office S Toronto, ON	St 4, M5C 2N5		Shipping Control				follow • Buye	ing inf	ormation:	
		Order Date Description	11-Feb-202 IT Equipme needed by 1	2 02:15:24 nt (Monitor/Printer) - D 20 Feb	elivery	Address 20 Bay Street Toronto, TORONTO	M5J 2W3	(į	 Orde Desc Statu 	er Date cription us	1	
	Note to Supplier Operating Unit GO Transit Sourcing Document Supplier			Address 20 Bay Street Toronto, TORONTO	M5J 2W3			 Payn Ship Bill-T 	nent Te -To Ad To Add	erms dress ress			
	Sourcing Document Supplier Order Number Attachments None Details												
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D D D D D D D D D D D D D D D D D D D D	At etails Il Details Hit Line ▲ 1	ide All Detail Type Goods	s Item/Job	Supplier Item	Descripti 15° LCD M	on fonitors (Product T250-004)	UOM BOX	Qty 10	Price 10	Amount 100.00	Status Open	Attachments	Reason
O De now A etails	At etails dl Details Hid s Line ▲ 1 2	ide All Detail Type Goods Goods	s None	Supplier Item	Description 15° LCD M Wireless L	on fonitors (Product T250-004) aser Printer (Product P834-020)	UOM BOX CARTON	Qty 10 4	Price 10 50	Amount 100.00 200.00	Status Open Open	Attachments	Reason

Payment terms refers to the time within which Metrolinx will process payment. For example, NET 30 means that Metrolinx will process the payment within 30 days after receiving the invoice.

Note: Payment terms may vary and are determined based on the mutual agreement between Metrolinx and your organization.

		Total	300.00		Payment Terms NET 30					Receiv	ved 0.00	
		Supplier	ACME Learning	1 I td	Carrier					Invoid	ced 0.00	
	Su	polier Site	Home Booo	1 2.00	FOR					Payment Sta	tus Not Paid	1242
	Supplie	er Contect										
	Jupping	Addrase										
	C Di	Buyer Order Date escription Status o Supplier	(j	Payment For exam after rece Note that	terms refers to the time perioc ple, NET 30 means that Metro iving the invoice. payment terms may vary and	d within whic linx will proc are determi	ch Met cess th ned b	trolinx ie pay ased o	will proment w	ocess pa vithin 30 mutual	ayment. I days	
s 'O De	Oper Sourcing I Supplier Orde Att	rating Unit Document er Number tachments		agreeme	nt between Metrolinx and you	r organizatic	on.					
s O De	Oper Sourcing I Supplier Orde Att etails	rating Unit Document er Number tachments de All Detail	s	agreeme	nt between Metrolinx and you	r organizatio	on.	Print	A	Status	Attachmenta	Baaaa
s O De how Al)etails	Oper Sourcing I Supplier Orde Att etails	rating Unit Document er Number tachments de All Detail Type	s Item/Job S	agreeme	nt between Metrolinx and you	r organizatio	Qty	Price	Amount	Status	Attachments	Reason
S O De Show Al Details	Oper Sourcing I Supplier Orde Att etails U Details Hid s Line ▲ 1	rating Unit Document er Number tachments de All Detail Type Goods	s Item/Job S	agreeme	nt between Metrolinx and you Description 15° LCD Monitors (Product T250-004)	r organizatic	Qty 10	Price 10	Amount 100.00	Status Open	Attachments	Reason

The **Ship-To Address** and the **Bill-To Address** could be different or the same, as in this example.

Tot									IC.		
	al 300.00			Paymen	t Terms NET 30				Receiv	ed 0.00	
Suppli	ACME Lear	ming Ltd		10.5.000	Carrier				Invoid	ed 0.00	
Supplier Si	e Home Base				FOB				Payment Sta	tus Not Paid	
Supplier Conta	at			Freigh	t Terms						
Addres	s 567 Office S	St		Shipping	Control						
	Toronto, ON	4, M5C 2N5		Ship To Add	trace						
Buy	F MX_TT_BU	JYER,		Ship-TO Aut	11035						
Order Da	e 11-Feb-202	2 02:15:24		Addrago	20 Pay Street						
Descriptio	n IT Equipme needed by	nt (Monitor/Printer) - Deli 20 Feb	very	Address	Toronto, TORONTO M	5J 2W3					
Statu	is Open			Bill-To Addr	ess						
Note to Suppli	ər										
Operating Ur	it GO Transit			Address	20 Bay Street						
Sourcing Docume	nt				Toronto, TORONTO M	5J 2W3					
Supplier Order Numb	ər		L								
Attachmen	s None										
D Details	alla		í	The Sh Addres	i p-To Address i s could be di	and the Bi fferent or th	II-To ne same,				
atails Line A Tune	Item/Joh	Supplier Item		as in th	is example.			Amount	Status	Attachments	Reason
								100.00	Open		
1 Goods											

The **PO Details** section displays the ordered quantity, which could consist of a single or multiple line items, as in this example. However, the sum of the values will always be equal to the total PO value.

		-1075-3						1	То	tal 300.00	
	Tota	I 300.00		Payment Terms	NET 30				Receiv	ed 0.00	
	Supplie	r ACME Lea	ming Ltd	Carrier					Invoic	ed 0.00	
	Supplier Sit	e Home Base	B	FOB					Payment Stat	us Not Paid	
Su	pplier Contac	t		Freight Terms							
	Addres	s 567 Office	St	Shipping Control							
	Buve	Toronto, Ol	N, M5C 2N5	Ship-To Address		- 21					
'O Details	the sum	s None	values will al	ways be equal to the tota	al PO value.						
how All Details	Hide All Deta	ils									
)etails Line 🔺	Туре	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
▶ 1	Goods			15" LCD Monitors (Product T250-004)	BOX	10	10	100.00	Open		
2	Goods			Wireless Laser Printer (Product P934-02	0) CARTON	4	50	200.00	Open		
tetum to Supplie	r Home							Actions	View Change	e History 🗸 🗸	Go Export
right (c) 1998, 2	020, Oracle ar	nd/or its affiliate	es. All rights reserved.								Privacy Staterr

12. To view the line items in more detail, click the **Show All Details** link.

												uai 500.00	
	Total	300.00			Paymer	nt Terms NET 30					Receiv	ed 0.00	
	Supplier	ACME Lear	ning Ltd			Carrier					Invoic	ed 0.00	
Su	pplier Site	Home Base				FOB					Payment Stat	us Not Paid	
Suppli	ier Contact				Freigh	nt Terms							
	Address	567 Office S	St		Shipping	Control							
		Toronto, ON	, M5C 2N5		Chin To Ad	desse							
	Buyer	MX_TT_BU	YER,		Ship-TO Ad	aress							
	Order Date	11-Feb-202	2 02:15:24			00.0							
	Description	IT Equipme needed by 3	nt (Monitor/Printer) - E 20 Feb	Delivery	Address	Toronto, TORONT	O M5J 2W3						
	Status	Open			Bill-To Add	ress							
Note t	to Supplier												
Ope	rating Unit	GO Transit			Address	20 Bay Street							
	Operating Unit GO Transit					Toronto TODONIT	O M5 L 21/3						
Sourcing Supplier Ord	ler Number						0 100 2000						
Sourcing Supplier Ord	w the li	ine item	s in more de	etail, click t	he Show	All Details	s link.						
Sourcing Supplier Ord To view	w the li de All Details	ne item s Item/Job	s in more de Supplier Item	etail, click t Description	he Show	All Details	link.	Qty	Price	Amount	Status	Attachments	Reason
Sourcing Supplier Ord To view	de All Details Goods	ne item s Item/Job	s in more de Supplier Item	Description	he Show	All Details	UOM BOX	Qty 10	Price 10	Amount 100.00	Status Open	Attachments	Reason
Sourcing Supplier Ord	w the li de All Details Type Goods Goods	ne item s Item/Job	s in more de Supplier Item	Description 15° LCD Monitor Wireless Laser	he Show	50-004) tt P934-020)	bilink.	Qty 10 4	Price 10 50	Amount 100.00 200.00	Status Open Open	Attachments	Reason

The details are displayed. Here, you can view the **Shipments** section, including the **Need-By Date** information.

O Details	8			Ψ	sect	ion, inc	ludin	g the f	Need-By D	Date informati	on.	ipine	into				
how All Deta	alis Hid	e All Details	m/lob	Supplier	Item	Descripti	ion			LIOM	Otv	Price	Amo	unt Status	Attac	hments	Reason
▲ 1	-	Goods		oupplier	ite in	15" LCD N	Nonitors (P	Product T250	0-004)	BOX	10	10	100	0.00 Open	Atta	siments	ricuson
1	20 Bay	Street	Ordered 10	Received	Invoiced	Ordered F	Received	Invoiced	Fromsed Date	пеес-Бу Date 20-Feb-2022 11:25:19	raymen	I STATUS	Open	Supplier Line	Split R	teason i	Attachments
² Shipment	ts	Goods				Wireless L	aser Print.	er (Product	P934-020)	CARTON	4	50	200	0.00 Open			
Shipment	Ship-	To Location	Ordered	Qty Received	Invoiced	Ordered F	Amount Received	Invoiced	Promised Date	Need-By Date	Paymen	t Status	Status	Supplier Line	Split R	Reason	Attachments
	20 Bay	Street	4			0.00				20-Feb-2022 11:25:21			Open				

13. Click the **Actions** drop-down arrow to view the possible actions you can take on the PO.

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		Attach	inento i	10116															
O De	tails																		
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Jetails	Line	🔺 Тур	pe Ite	em/Job	Supplier	Item	Descript	ion				UOM	Qty	Price	Amo	unt Status	Att	achments	Reason
4	1	Go	ods				15" LCD 1	Monitors (Pr	oduct T250	0-004)		BOX	10	10	100	0.00 Open			
Shipn	nents	s																	
Shipr	ment	Shin-To I	ocation		Qty			Amount		Promised Date	Need-Bu	Date	Paymen	t Status	Status	Supplier Line	Solit	Reason	Attachments
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1		20 Bay Str	eet	4			0.00				20-Feb-20	22 11:25:21			Open				
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teturn to	Supp	lier Home													Acti	ons View Cha	ange His	story	Go Expo
																			10
	4000	2020 Ora	icle and/or	r its affiliates	. All rights r	reserved.													Privacy State

View PO Details

You can take the following actions based on your requirement:

- View Change History
- Printable View
- View Related Contracts
- View Receipts
- View Invoices
- View Payments
- View Shipments

Note: At any stage during the PO life cycle, you can track your invoice and/or payment status in real-time by selecting the relevant option from the drop-down and clicking the **Go** button.

Supplier Ord A O Details	fer Number Itachments None			
now All Details H	Ide All Details	Amount Statue	Attachmente	Peason
Shir Shir	You can take the following actions based on your requirement: • View Change History • Printable View • View Related Contracts • View Receipts • View Invoices • View Payments • View Schimerents	100.00 Open	e Split Reason A	ttachments
Ship 1	At any stage during the PO life cycle, you can track your invoice and/or payment status in real-time by selecting the relevant option from the drop-down and clicking the Go button.	Status Sup Open View R View C	Ange History e View Hated Contracts colpts volces ymments ipments ange History ~	Go Export