



Transaction Inquiry – Quick Reference Card (Orders, Receipts, Invoices, Payments)

Navigation Tips

- Use the tabs and links on the screens to navigate between pages.
- Do not use your browser's back button as it may cause errors.
- When performing searches, try to enter as much as search criteria as possible before pressing the **Go** button. This will reduce the time it takes for search results to return.
- When searching, partial values can be entered with the wildcard (%). Example: Invoice Search for INN% will return all invoices that begin with INN.
- Use **Export** button to export results to Excel

Overview

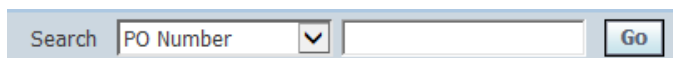
- Dallas ISD iSupplier Portal allows a supplier to view details related to the supplier's Purchase Orders, Receipts, Invoices, and Payments.
- To access, login to the Dallas ISD iSupplier account using the username and password previously provided.
- Once logged in, click 'DISD iSupplier User' open up menu. Click on **Transaction Inquiry** to go to Transaction Inquiry Home page.



Home



- The Home tab provides an at-a-glance view of the most recent purchase orders/agreements issued by Dallas ISD.
- Click on any PO number in the **Orders at a Glance** section to view the PO details.
 - When viewing a purchase order, in the **Actions** field, Click on **View PDF** and click on the **Go** button to see an official copy of the purchase order.
- The **Full List** button under **Orders at a Glance** will take the supplier to the **Orders/Purchase Orders** tab and will list all purchase orders/agreements issued by Dallas ISD.
- The list of purchase orders can be exported to Excel by clicking the **Export** button.
- The Search field can be used to search for a specific PO Number, Shipment, Invoice, or Payment. Click on the **Go** button to return search results.



- The navigation list on the right side of the screen can be used to find purchase orders/agreements, shipments (receipts), invoices, or payments.

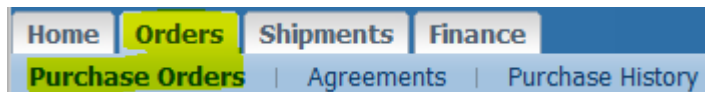


Transaction Inquiry – Quick Reference Card (Orders, Receipts, Invoices, Payments)

Orders <ul style="list-style-type: none">AgreementsPurchase OrdersPurchase History
Receipts <ul style="list-style-type: none">Receipts
Invoices <ul style="list-style-type: none">Invoices
Payments <ul style="list-style-type: none">Payments

Orders

Purchase Orders



- The **Orders/Purchase Orders** tab provides a full list of purchase orders/agreements issued by Dallas ISD.
- Click on any PO number to review additional details about the PO.
 - Click on the Buyer link to review the buyer's contact information.
- Click on the Buyer link to review the buyer's contact information
- The list of purchase orders can be exported to Excel by clicking the **Export** button.
- The **Search** button can be used to search for a specific PO Number. After typing the search criteria, click on the **Go** button to return search results.

Orders/Agreements



- The **Orders/Agreements** tab provides a full list of blanket agreements or contract agreements issued by Dallas ISD.
- Enter the search criteria and click on the **Go** button to retrieve details.

Orders/Purchase History



- The **Orders/Purchase History** tab provides details of all purchase agreements and purchase orders that have been issued.
- Enter the search criteria and then click the **Go** button to retrieve details.

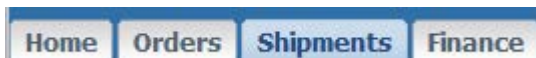


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PO Number	#####
Release Number	
Rev	
Document Type	<input type="text"/>
Creation Date	<input type="text"/>
Revised Date	<input type="text"/>
Operating Unit	<input type="text"/>
	<input type="button" value="Go"/> <input type="button" value="Clear"/>

- Click on the PO Number to review additional details related to the PO.
 - In the Actions field, Click on **View Change** and click on the button to see any changes against the PO Number.
 - In the Actions field, Click on **View PDF** and click on the button to see a copy of the PO Number.
 - In the Actions field, Click on **View Receipts** and click on the button to see any receipts against the PO Number.
 - In the Actions field, Click on **View Payments** and click on the button to see any payments against the PO Number.
 - In the In the Actions field, Click on **View Shipments** and click on the button to see any shipments against the PO Number.
 - Scroll down the page to see all PO line item details.
- Click on the Buyer to review additional details related to the Buyer.
 - Click on the Buyer's email address to send the buyer an email.
- Click on the Ship to Location link to review additional details related to the ship to location.
- Click on the Compare to Original PO icon if applicable to the PO.
- Click on the Compare to Previous PO icon if application to the PO.
- Click on the Show all PO Changes icon if application to the PO.

Shipments



- The **Shipments** tab provides details of receipts that have been entered against purchase orders.
- Type in a specific PO Number (or any other search criteria) and then click the button to retrieve details.

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Simple Search

[Personalize "Simple Search"](#)

Receipt Number	<input type="text"/>	Organization	<input type="text"/>
PO Number	##### (example : 1234)	Item Number	<input type="text"/>
Release Number	<input type="text"/>	Supplier Item	<input type="text"/>
Shipment Number	<input type="text"/>	Item Description	<input type="text"/>
Shipped Date	<input type="text"/> (example: 29-Jun-2016)		

- Click on a receipt number to see additional details related to the receipt.
- Click on the PO number to see additional details related to the PO.

Finance

Finance/View Invoices

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[View Invoices](#) | [View Payments](#)

- The **Finance/View Invoices** History tab provides details of all invoices issued.
- Provide a value in any of the fields provided and click on the button.
- Click on a specific Invoice to review details related to that invoice number.
- Click on the link in the On Hold field to review invoice hold details.
- Click on the Due Date field to review scheduled payment details.
- Click on the PO number to review details related to the PO number.
- The list of invoices can be exported by clicking the button.

Finance/View Payments

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[View Invoices](#) | **[View Payments](#)**

- The **Finance/View Payments** History tab provides details of all payments issued.
- Provide a value in any of the fields provided and click on the button.
- Click on a specific Payment to review details related to that payment number.
- Click on the link in the Invoice field to review all invoices tied to the particular payment.
- Click on the link in the PO number field to review all purchase orders tied to the particular payment.
- The list of payments can be exported by clicking the button.

Finance/Create Invoices

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[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

- The **Finance/Create Invoices** tab allows the supplier to create a new invoice.
- Navigate to the far right where it states 'Create Invoice With a PO' and click on the button.
- Key in the PO number to invoice against and then click the button.
- Place a check in the box for the items to be invoiced.

- Click on the **Next** button when finished.
- Key in the invoice number in the **Invoice Number** field and then click on the **Next** button.
- Review your invoice for accuracy and then click on the **Submit** button.
- The Accounts Payable department will review your invoice and process for payment.