



Office of the Chief Financial Officer

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# **DIFS Supplier Portal**

## **View Purchase Orders**

Version 1.0

25 April 2024

## Objective

Starting on April 25, 2024, District suppliers are able to view Purchase Order (PO) details via the District Integrated Financial System (DIFS) Supplier Portal.

## Instructions

This job aid shows step-by-step instructions for viewing Purchase Orders to provide goods and/or services issued to your company by a District Agency.

To update any company information, please go to [https://cfo.dc.gov/supplier\\_portal](https://cfo.dc.gov/supplier_portal) and click on the **Existing Suppliers** button. For questions, email us at [Support@DIFSSupport.Zendesk.com](mailto:Support@DIFSSupport.Zendesk.com) or call us Monday through Friday, 8:00 a.m. to 5:00 p.m. EST at 202-671-DIFS (3437).

## System Requirements

- **Default Browser:** For the best performance of DIFS (Oracle) use the latest browser version of Mozilla Firefox. Other browsers that can be used include Apple Safari, Google Chrome, Microsoft Edge, to be the fastest, in that order.
- **Blocked Pop-ups:** DIFS (Oracle) Notifications are opened as pop-ups. If you have the Pop-ups disabled by default in your security settings, the browser will block the notifications from DIFS (Oracle).
- **Site Exceptions:** Here are the URLs for all DIFS (Oracle) notifications in order to add them as exceptions (e.g., Chrome):
  - Navigate within the browser, e.g., Chrome > Settings > Show advanced settings > Privacy > Content Settings > Pop-ups > Manage exceptions
  - Add these exceptions:
    1. [\*.]oracle.com
    2. [\*.]oraclecloud.com
    3. [\*.]oracleoutsourcing.com



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## Version History

Version #	Date	Key Differences
1.0	25-APR-2024	Published Version

## Document Legend

Symbol	Description
Asterisk *	These are either system or process <b>Required</b> fields. Information must be entered/selected in these fields.
	Optional tips to assist you.
	Important information to act upon.

# View Purchase Orders

This document provides step-by-step instructions for viewing Purchase Order details.

## 1. Log into the Supplier Portal

Go to the DIFS Supplier Portal Registration webpage at [https://cfo.dc.gov/supplier\\_portal](https://cfo.dc.gov/supplier_portal) and click on the **Existing Supplier** button.

The **Sign In Oracle Applications Cloud** page displays.

1. In the **User ID** field, enter the email address registered with your supplier record.
2. In the **Password** field, enter your password.
3. Click the **Sign In** button.

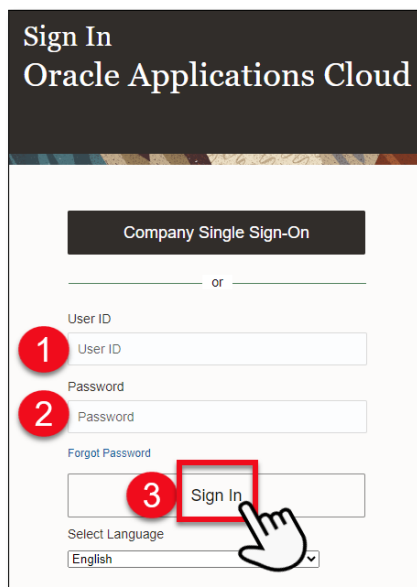



Figure 1 - Company Single Sign-On

## 2. Navigate to the Supplier Portal

A Welcome page displays.

1. Click the Home icon  to access the Supplier portal screens.

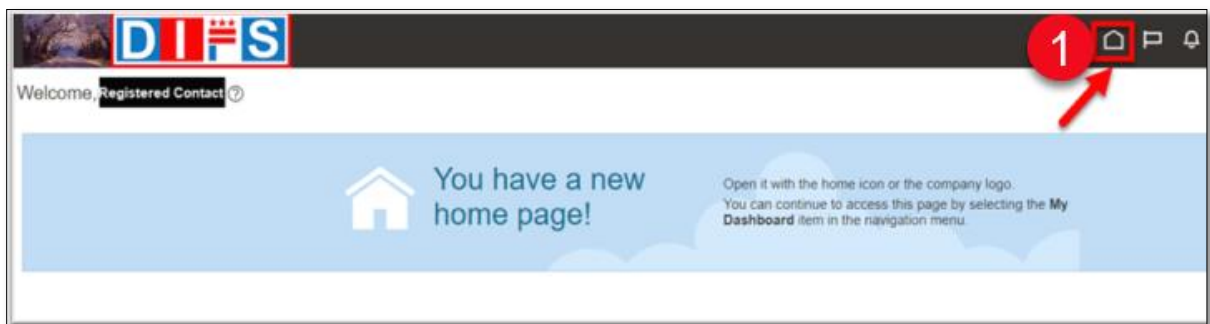


Figure 2 - Supplier Portal Home Page

The Oracle Dashboard screen displays.

2. Click the **Supplier Portal** link or icon

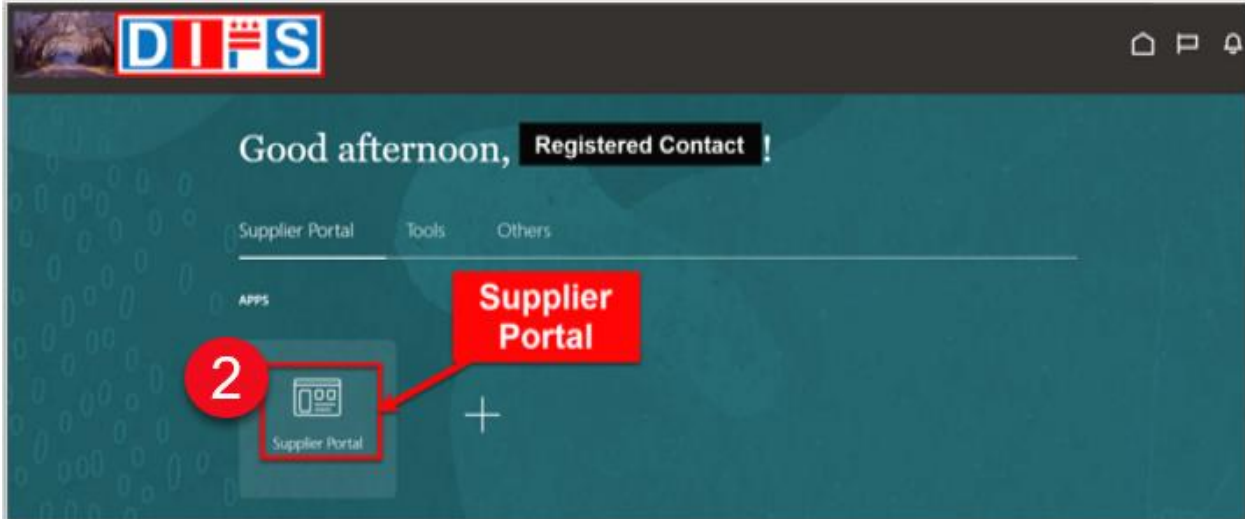


Figure 3 - Supplier Portal Welcome Page

### 3. Manage Orders

The **Supplier Portal** dashboard opens.

1. Under the **Tasks** section, go to the **Orders** heading, click **Manage Orders**.

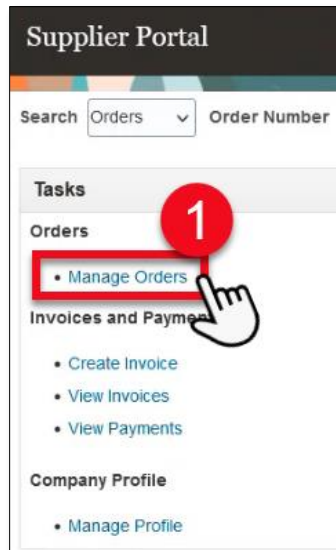


Figure 4 - Supplier Portal Dashboard – Manage Orders

### 3.1 Search Purchase Orders

The **Manage Orders** page opens and displays various fields to perform a search.

**Tip:** To view all purchase orders, click the **Search** button, no need to enter search criteria in the field.

2. Click the **Advanced** button to view additional fields to search.

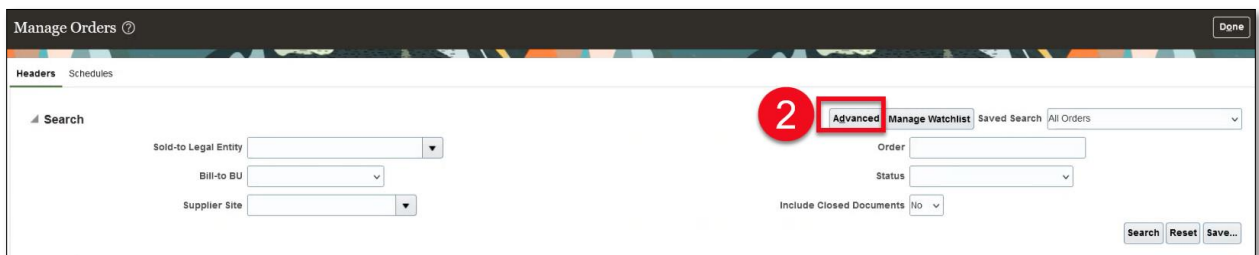


Figure 5 – Search Invoice Status

3. The fields show data qualifiers to narrow down the search, for example: ‘Starts with’, ‘Equals’, ‘Contains’, ‘Before’, ‘After’, etc. Each value may produce different search results.
4. Click the **Add Fields** button to add additional fields to search.

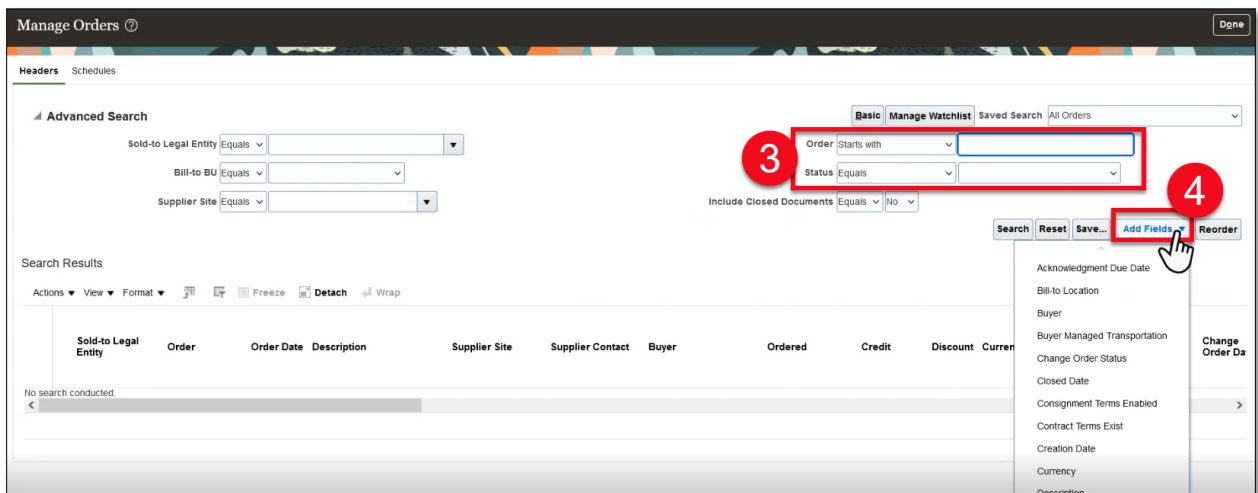


Figure 6 – Add Fields to Search

**Note:** The search fields are case sensitive. For example, if the PO number contains capital letters, the DIFS User must enter the exact capital letters in the search field; otherwise, no results will be displayed.

5. Click the **Search** button.

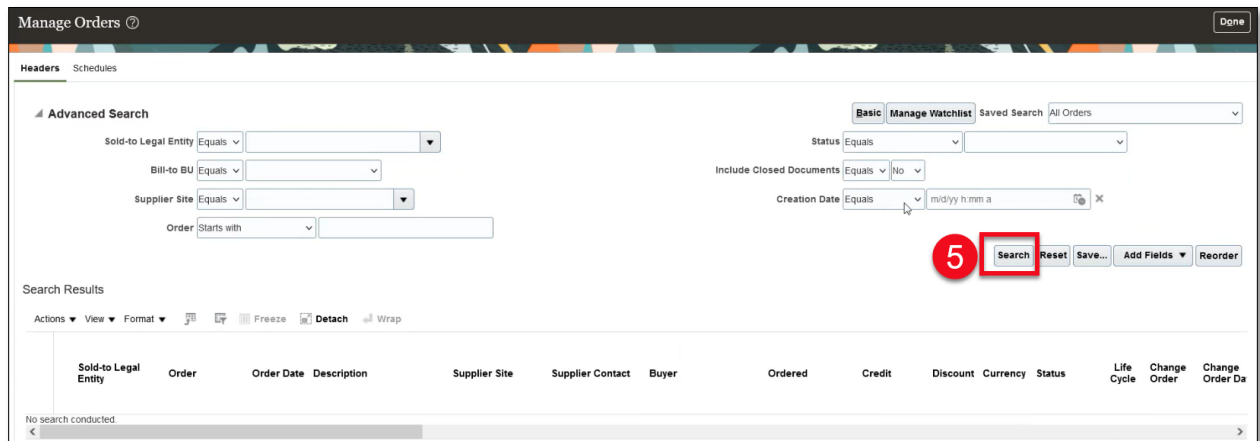


Figure 7 – Search for POs

### 3.2 View Search Results

1. The **Search Results** section displays the results of the search criteria.

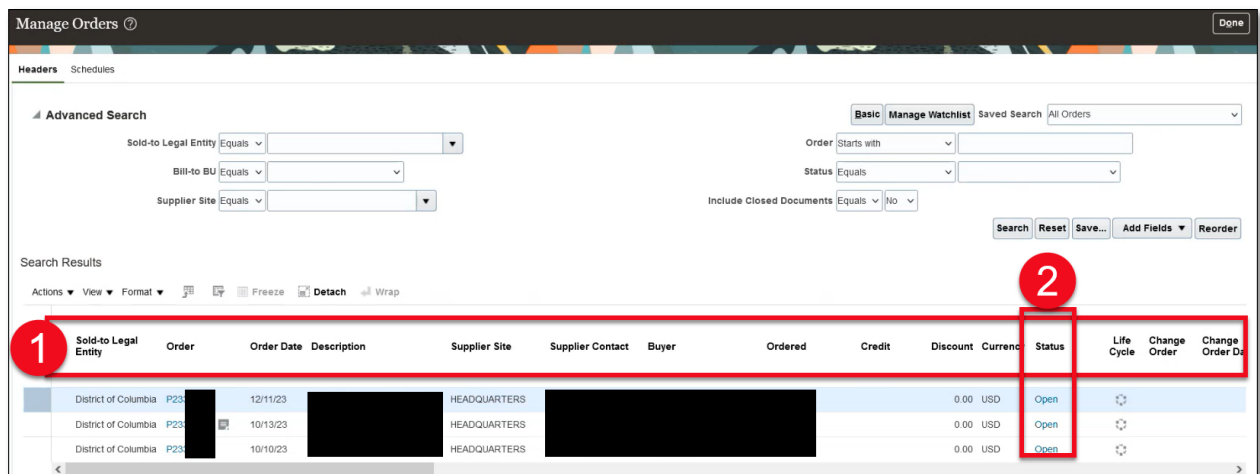



Figure 8 – View Search Results

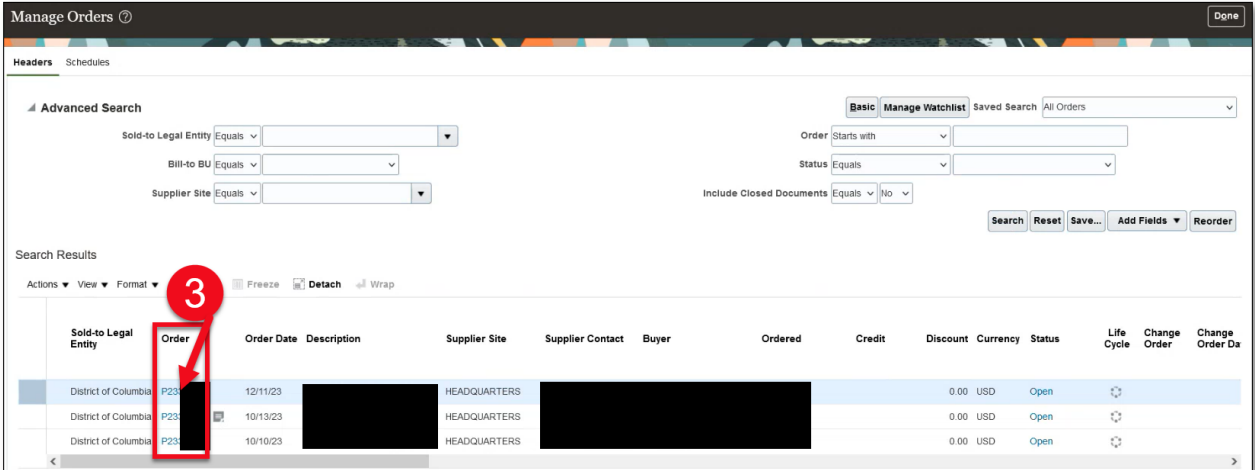
2. The **Status** field displays the following possible statuses:

- Open – The Purchase Order (PO) is available to invoice.
- Canceled – The PO has been canceled by the District’s Payables Department.
- Closed – The PO is not available to invoice against.

 **Tip:** The columns on the **Search Results** section can be shortened or expanded by clicking and dragging the column border.

### 3.3 View Purchase Order Details

3. The **Order** field displays the purchase order number. Click on the PO number to view the PO details.



The screenshot shows the 'Manage Orders' interface. At the top, there are tabs for 'Advanced Search', 'Basic', 'Manage Watchlist', and 'Saved Search'. Below these are various search filters including 'Sold-to Legal Entity', 'Bill-to BU', 'Supplier Site', 'Order', 'Status', and 'Include Closed Documents'. The 'Search Results' section contains a table with columns: Sold-to Legal Entity, Order, Order Date, Description, Supplier Site, Supplier Contact, Buyer, Ordered, Credit, Discount, Currency, Status, Life Cycle, Change Order, and Change Order Da. A red box highlights the 'Order' column header, with a red circle containing the number '3' and an arrow pointing to it.

Sold-to Legal Entity	Order	Order Date	Description	Supplier Site	Supplier Contact	Buyer	Ordered	Credit	Discount	Currency	Status	Life Cycle	Change Order	Change Order Da
District of Columbia	P23	12/11/23		HEADQUARTERS					0.00	USD	Open			
District of Columbia	P23	10/13/23		HEADQUARTERS					0.00	USD	Open			
District of Columbia	P23	10/10/23		HEADQUARTERS					0.00	USD	Open			

Figure 9 – View PO Information

The **Purchase Order** page opens and displays the PO details.

4. Scroll down the page to view the PO line information.

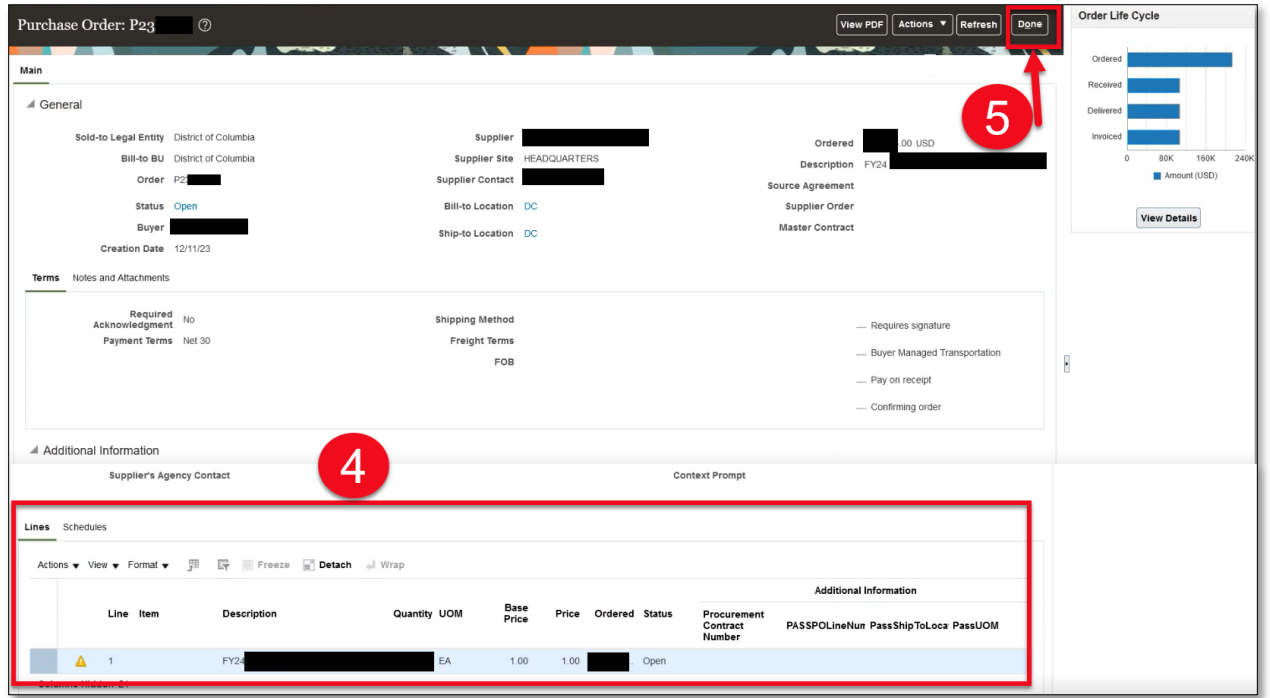


Figure 10 – PO Details Page

5. When done reviewing the PO information, click the **Done** button to close the window.

**End of Process.**