

View Purchase Orders

Suppliers can view Purchase Orders (POs) through the Supplier Portal.

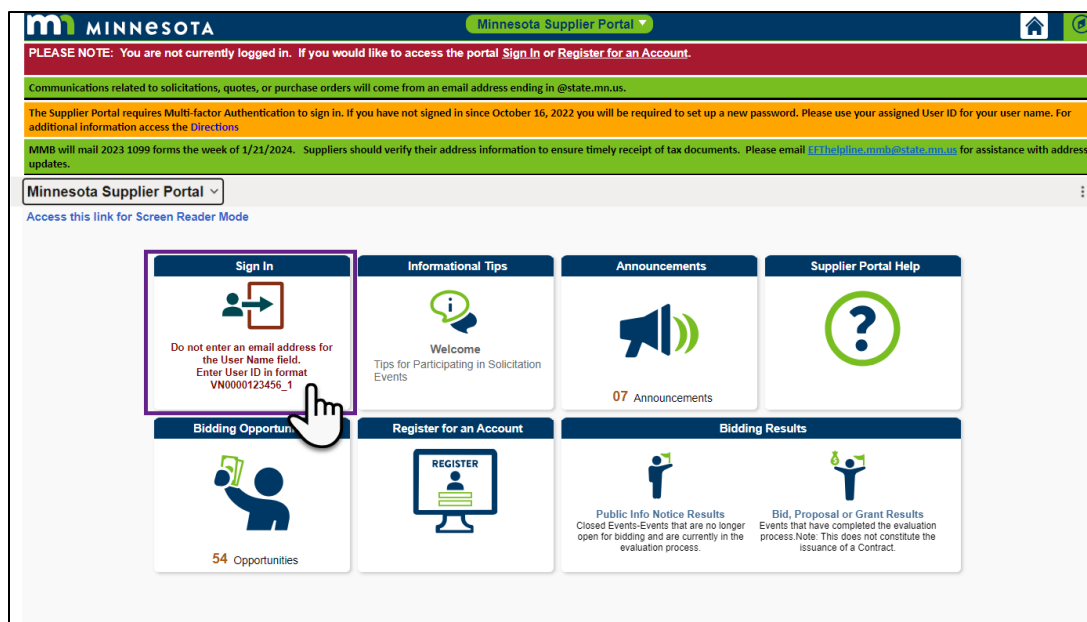
Steps to Complete

- Step 1: Log in to the Supplier Portal.
- Step 2: View PO Information.
- Step 3: Download PO Information.
- Step 4: View PO Details.

Step 1: Log in to Supplier Portal

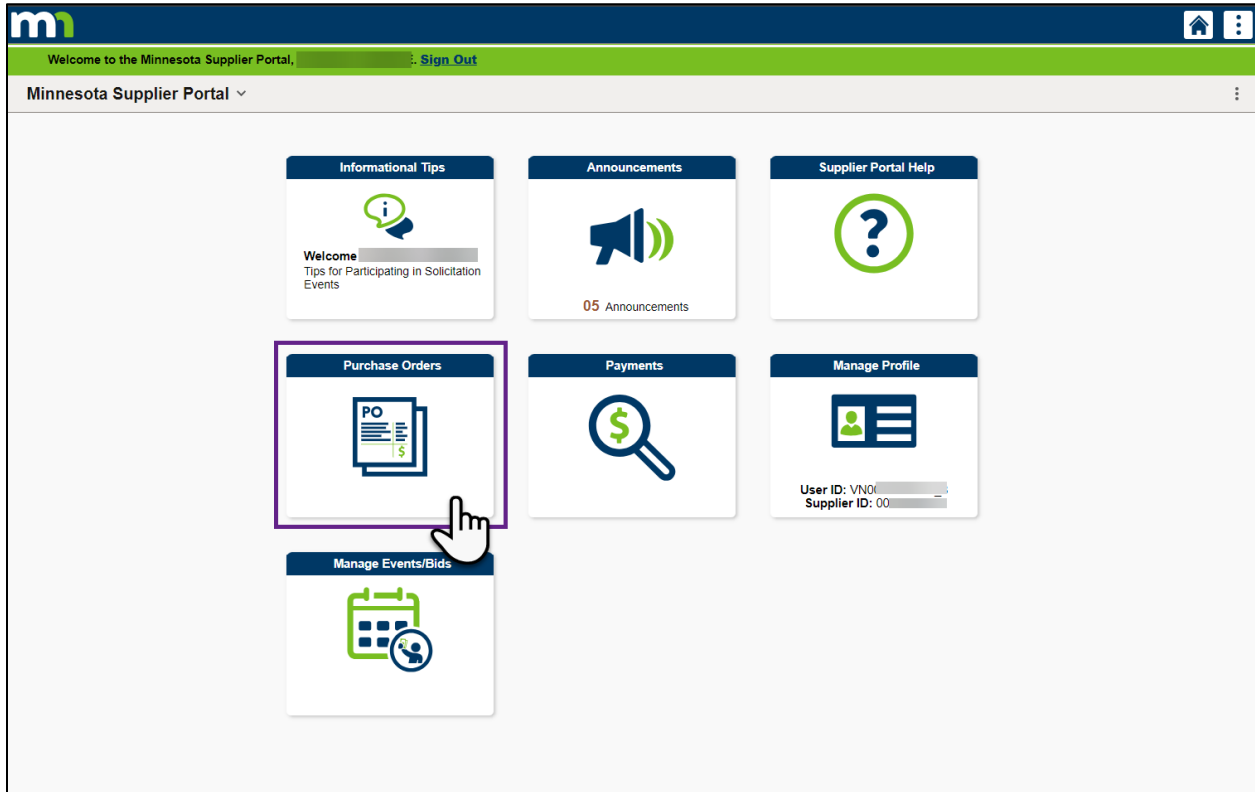
Access the Supplier Portal from the following link: <http://mn.gov/supplier>

1. To log in to the Supplier Portal, select the **Sign In** tile.
2. Enter the registered supplier information in the *User ID* and *Password* fields. **Note: Please do not enter an email address in the username field when logging in. This must be an assigned User ID (Example user ID: VN0000123456_1).**
3. Select the **Sign In** button and complete the multifactor authentication process. For help, please refer to the [SWIFT Supplier Portal Multi Factor Authentication Reference Guide](#).



Step 2: View PO Information

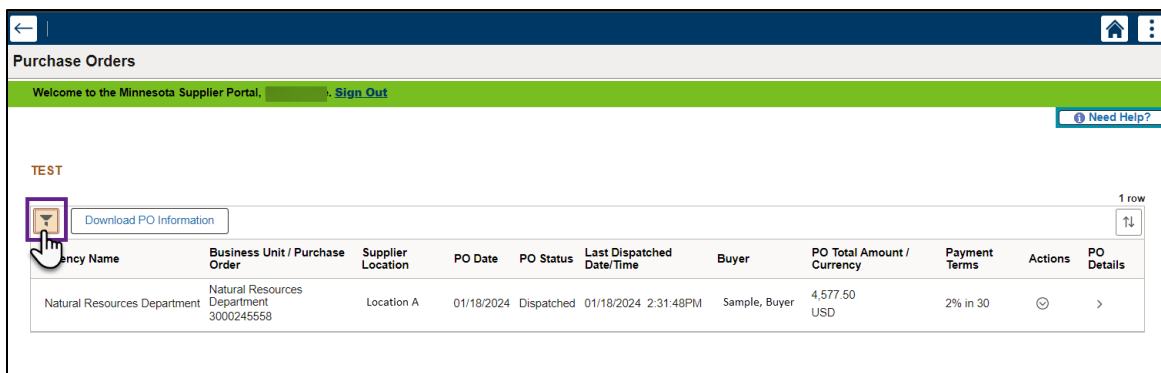
1. Select the **Purchase Orders** tile.



2. When the *Purchase Orders* page displays, purchase orders (POs) that have been dispatched in the last 90 days will automatically display.

NOTE: If you receive an initial “There are no PO(s) to display” message it may indicate that no POs have been dispatched or that the PO history is beyond 90 days.

3. To view POs older than 90 days, Select the *Filter Items* icon to display the *Filters* screen. Change the date range in the *PO Dispatched Between* field.



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

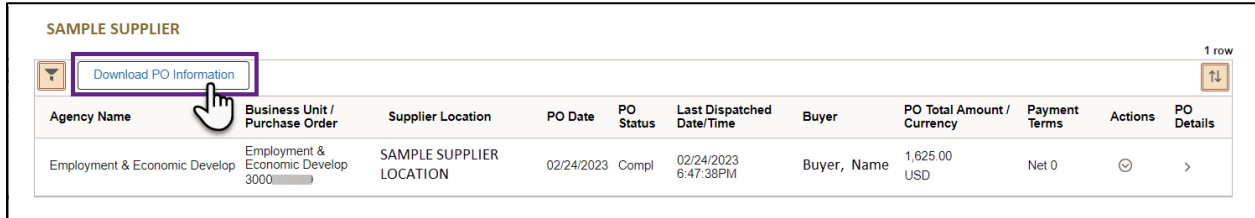
- You can use any of the search criteria to filter search results. Enter your search criteria then select the **Done** button. To change your search criteria, select the **Reset** button.

- Search results will display on the *Purchase Orders* page. To sort the results, select the **Sort** icon.
- From the *Sort* drop-down list, select a sorting option, and select the **X**.

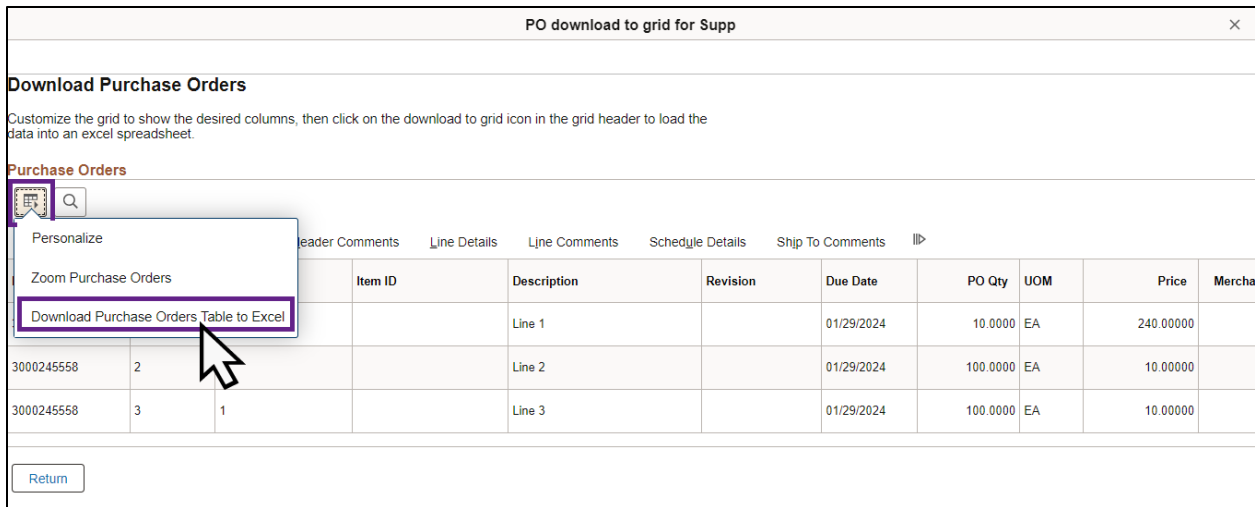
Agency Name	Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency
Office of Higher Education	Office of Higher Education 300	SAMPLE SUPPLIER LOCATION	08/21/2023	Dispatched	07/27/2023 1:08:27PM	Buyer, Name	150,000.00 USD
Office of Higher Education	Office of Higher Education 300	SAMPLE SUPPLIER LOCATION	08/01/2023	Dispatched	07/24/2023 11:57:19AM	Buyer, Name	162,482.00 USD
Employment & Economic Develop	Employment & Economic Develop 300	SAMPLE SUPPLIER LOCATION	07/28/2023	Dispatched	07/28/2023 6:51:51PM	Buyer, Name	1,025.00 USD
Employment & Economic Develop	Employment & Economic Develop 300	SAMPLE SUPPLIER LOCATION	07/26/2023	Dispatched	07/26/2023 6:55:33PM	Buyer, Name	480.00 USD
Employment & Economic Develop	Employment & Economic Develop 300	SAMPLE SUPPLIER LOCATION	07/26/2023	Dispatched	07/26/2023 6:55:33PM	Buyer, Name	600.00 USD
Employment & Economic Develop	Employment & Economic Develop 300	SAMPLE SUPPLIER LOCATION	07/26/2023	Dispatched	07/26/2023 6:55:33PM	Buyer, Name	625.00 USD
Employment & Economic Develop	Employment & Economic Develop 300	SAMPLE SUPPLIER LOCATION	07/26/2023	Dispatched	07/26/2023 6:55:33PM	Buyer, Name	360.00 USD

Download PO Information

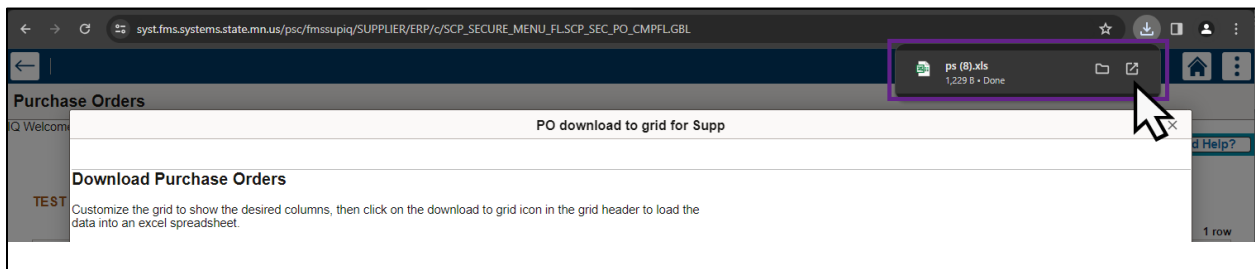
1. To download the PO information in Excel, select the **Download PO Information** button.



2. The *PO download to grid for Supplier* window will display. Select the *Grid Action Menu* icon. From the drop-down list, select "Download Purchase Orders Table to Excel."



3. A popup box may display. Select the **File Open Icon** or locate the file in the **Downloads File**.



4. A spreadsheet will open with all the downloaded PO information in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	PO Number	Line	Schedule	Item ID	Description	Revision	Due Date	PO Qty	UOM	Price	Merchandise Amount	Freight/Tax/Misc.	Currency
2	3000245558	1	1		Line 1		1/29/2024	10	EA	240	2400	0	USD
3	3000245558	2	1		Line 2		1/29/2024	100	EA	10	1000	0	USD
4	3000245558	3	1		Line 3		1/29/2024	100	EA	10	1000	0	USD

View PO Details

1. Select the **PO Details** arrow to view PO details.

SAMPLE SUPPLIER

Download PO Information

1 row

Agency Name	Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Currency	Payment Terms	Actions	PO Details
Employment & Economic Develop	Employment & Economic Develop 3000	SAMPLE SUPPLIER LOCATION	02/24/2023	Compl	02/24/2023 6:47:38PM	Buyer, Name	1,625.00 USD	Net 0	☺	>

2. The *Review Purchase Orders* screen will display. You may view *Purchase Order Details* and *Purchase Order Total* amounts.

Review Purchase Orders

Purchase Order Details

PO Number	3000	Purchase Order Date	02/24/2023
PO Status	Complete	Last Dispatch	02/24/23 6:47:38PM
Buyer	Buyer, Name		
Billing Location	B22f		
Payment Terms	Net 0		

Purchase Order Total

Merchandise Amount	1,625.00
Freight/Tax/Misc.	0.00
Total Amount	1,625.00 USD

3. Scroll down to the *Purchase Order Lines* section to view line data in the *Line Information* tab.

Purchase Order Lines

Line Information

Line	Status	Item ID	Description	Quantity	Merchandise Amt
1	Closed		Intake Fee	1.0000 EA	125.00 USD
2	Closed		Vocational Evaluation Assessment	1.0000 EA	1,500.00 USD

4. Select the *Extension* tab to view the *Part Number Extension*.

Purchase Order Lines

Extension

Line	Status	Item ID	Part Number Extension
1	Closed		
2	Closed		

5. Select the *Line Details* tab to view the manufacturer information.

Purchase Order Lines

Line Information Extension **Line Details** Contract Info

Line	Status	Item ID	Freight/Tax/Misc.	Manufacturer ID	Description	Manufacturer's Item ID	Category ID
1	Closed		0.00				01149
2	Closed		0.00				01149

6. Select the *Contract Info* tab to view the contract information.

Purchase Order Lines

Line Information Extension Line Details **Contract Info**

Line	Status	Item ID	Contract ID	Contract Version	Contract Line Nbr	Category Line Number	Release Number
1	Closed		000000000000000000000000	1		1 445	
2	Closed		000000000000000000000000	1		1 446	

7. Scroll down to the *Invoice List* section to view the invoice information for the PO.

Note: If there are no invoices for the PO, a message will display below the *Invoice List*:

“No Invoices Found.”

8. Select an *Invoice* number to view invoice and payment details for the PO.

Invoice List

Invoice	Invoice Date	Amount	Due Date	Appr Stat	Voucher
INT142668581	04/18/2023	125.00 USD	04/18/2023	Approved	02027303
VE142668581	04/18/2023	1,500.00 USD	04/18/2023	Approved	02027321

9. The *Invoice Details* screen will display, which shows *Invoice Lines and Payment Schedule* details. Select the *Return to Purchase Order Details* link to return to *Purchase Order Details*.

Review Purchase Orders
✕

Invoice Details

Invoice Number INT142668581	Invoice Date 04/18/2023
Gross Invoice Amount \$125.000	Due Date 04/18/2023

▼ **Invoice Lines**

Item ID	Description	Statistic Amount	Unit Price	Merchandise Amount	
	Intake Fee	EA	125.00000	\$125.00	USD

▼ **Payment Schedule**

Scheduled to Pay	Payment	Amount	Discount	Method	Status	On Hold	Withd Hold
04/21/2023	0008048777	\$125.00 USD	\$0.00	ACH	Paid	No	No

Return to Purchase Order Details

10. Close the *Review Purchase Orders* screen to return to the *Purchase Order* page.

Review Purchase Orders
✕

Purchase Order Details

PO Number 3000	Purchase Order Date 02/24/2023
PO Status Complete	Last Dispatch 02/24/23 6:47:38PM
Buyer Buyer, Name	
Billing Location B22	
Payment Terms Net 0	

Purchase Order Total

Merchandise Amount	1,625.00
Freight/Tax/Misc.	0.00
Total Amount	1,625.00 USD

11. To view a PO document, select the downward arrow under the *Actions* column, and then select “View PO Dispatch Document.”

SAMPLE SUPPLIER

1 row

Agency Name	Business Unit / Purchase Order	Supplier Location	PO Date	PO Status	Last Dispatched Date/Time	Buyer	PO Total Amount / Payment	Actions	PO Details
Employment & Economic Develop	Employment & Economic Develop 3000	SAMPLE SUPPLIER LOCATION	02/24/2023	Compl	02/24/2023 6:47:38PM	Buyer, Name	1,625.00 USD	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> View PO Dispatch Document ✕ </div>	>

12. The *View PO Dispatch Document* screen will display. To generate a printable version of the Purchase Order, select the **View PDF** button.

The screenshot shows the 'View PO Dispatch Document' interface. At the top, it says 'Purchase Order List' and 'SAMPLE SUPPLIER'. Below that, there are tabs for 'PO Details' and 'Header Details'. A table displays the following data:

Purchase Order	Status Description	Last Dispatched Date/Time	Lines	Total Amount		
<input type="checkbox"/> 30005	Compl	02/24/2023 6:47:38PM	2	1,625.00	USD	View PDF

Below the table, there are 'Select All' and 'Clear All' options. A text box explains: 'The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)' A purple box highlights the 'View PDF' button, and a mouse cursor is pointing at it.

13. A PDF of the PO will display in another browser tab or window.

14. Close the *View PO Dispatch Document* screen to return to the *Purchase Order* page.

This screenshot is identical to the previous one, but with a mouse cursor clicking the close button (an 'X' in a square) in the top right corner of the window. The table data is as follows:

Purchase Order	PO Business Unit	Purchase Order Date	Buyer Name	Short Description
<input type="checkbox"/> 30005	B2201	02/24/2023	Buyer, Name	Net 0

The 'View PDF' button is no longer visible in this view. A mouse cursor is shown clicking the close button in the top right corner.