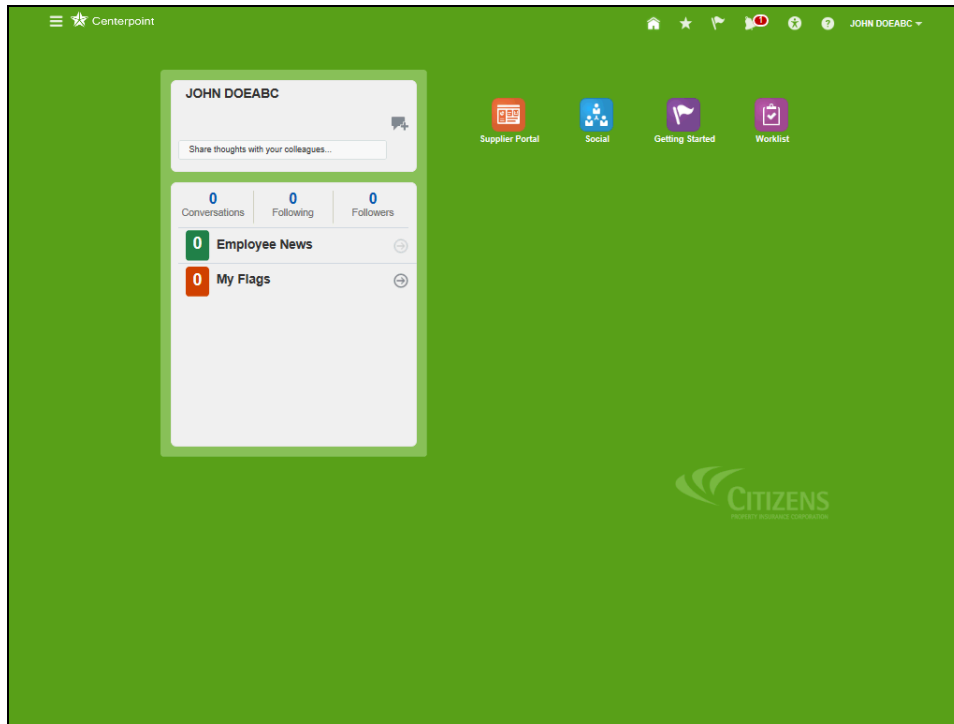

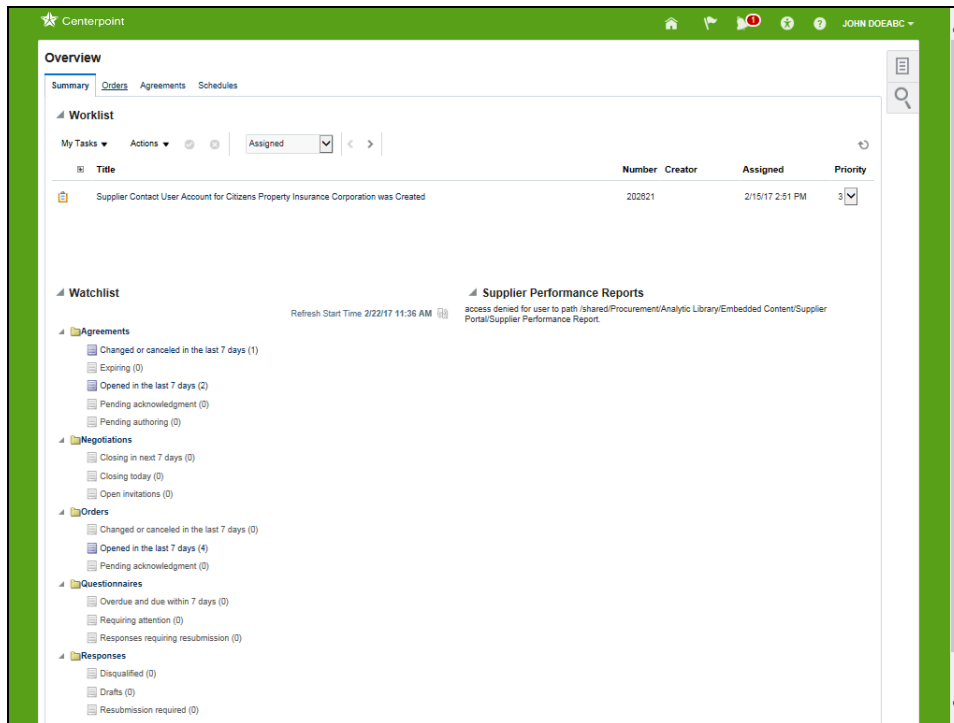




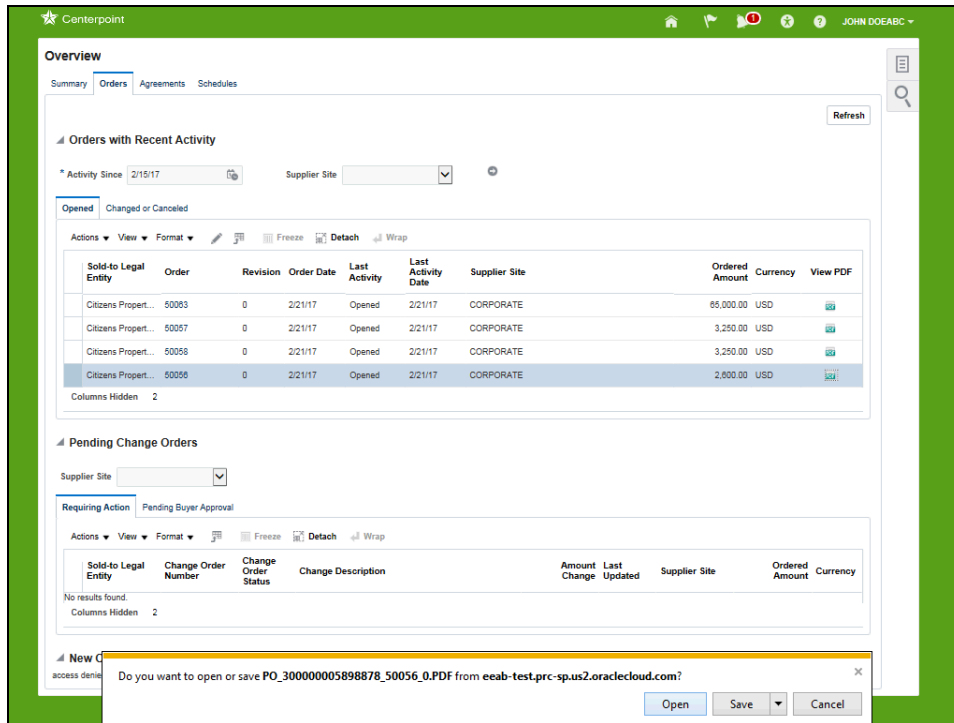
## View Invoices, Payments, POs, Contracts, BPAs and Receipts in Supplier Portal FRC



Step	Action
1.	Click the <b>Supplier Portal</b> button. 



Step	Action
2.	<p>The supplier portal summary page displays, including the Watchlist.</p> <p>Click the <b>Orders</b> tab.</p> 
3.	<p>Note: Purchase Orders can be viewed in the Opened or Changed/Canceled tabs. Also, notice the Activity Since date. It may need to be reset for your search.</p> <p>Find the PO. Click the <b>View PDF</b> button for that PO.</p> 



**Overview**

Summary Orders Agreements Schedules

Orders with Recent Activity

\* Activity Since 2/15/17 Supplier Site

Sold-to Legal Entity	Order	Revision	Order Date	Last Activity	Last Activity Date	Supplier Site	Ordered Amount	Currency	View PDF
Citizens Propert...	50063	0	2/21/17	Opened	2/21/17	CORPORATE	65,000.00	USD	
Citizens Propert...	50057	0	2/21/17	Opened	2/21/17	CORPORATE	3,250.00	USD	
Citizens Propert...	50058	0	2/21/17	Opened	2/21/17	CORPORATE	3,250.00	USD	
Citizens Propert...	50056	0	2/21/17	Opened	2/21/17	CORPORATE	2,600.00	USD	

Columns Hidden 2

Pending Change Orders

Supplier Site

Requiring Action Pending Buyer Approval

Sold-to Legal Entity	Change Order Number	Change Order Status	Change Description	Amount Change	Last Updated	Supplier Site	Ordered Amount	Currency
No results found.								

Columns Hidden 2

New Order Summary

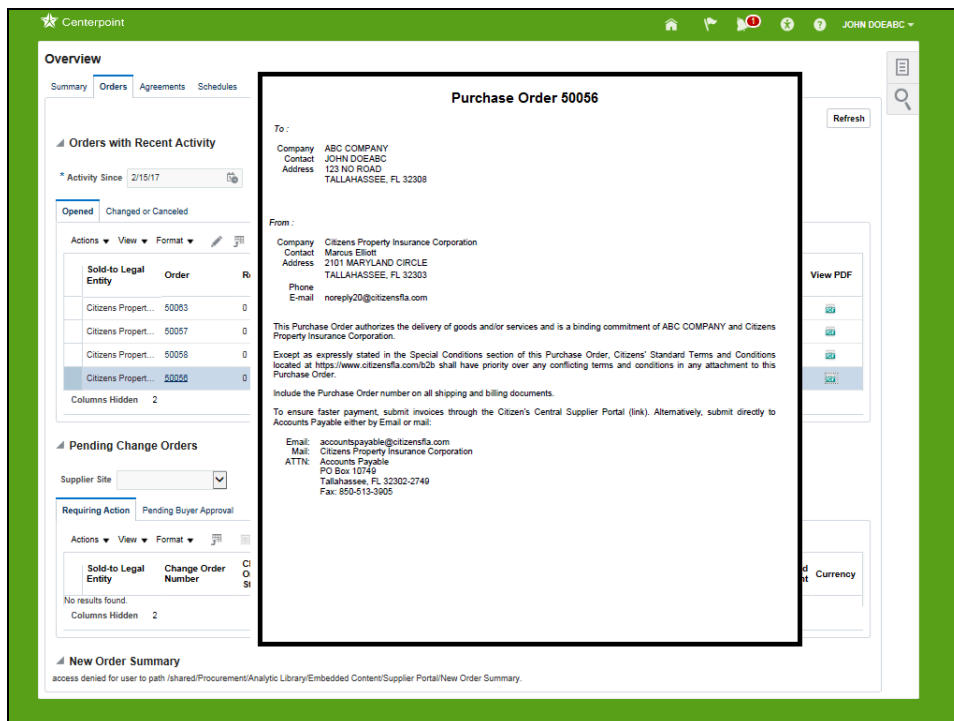
access denied for user to path (/shared/ProcurementAnalyticLibrary/EmbeddedContent/SupplierPortal/NewOrderSummary.

Do you want to open or save PO\_30000005898878\_50056\_0.PDF from eab-test-prc-sp.us2.oraclecloud.com?

Open Save Cancel

Step	Action
4.	Click the <b>Open</b> button.

Open



**Overview**

Summary Orders Agreements Schedules

Purchase Order 50056

To:

Company ABC COMPANY  
 Contact JOHN DOEABC  
 Address 123 NO ROAD  
 TALLAHASSEE, FL 32308

From:

Company Citizens Property Insurance Corporation  
 Contact Marcus Elliott  
 Address 2101 MARYLAND CIRCLE  
 TALLAHASSEE, FL 32303  
 Phone  
 E-mail noreply20@citizensfla.com

This Purchase Order authorizes the delivery of goods and/or services and is a binding commitment of ABC COMPANY and Citizens Property Insurance Corporation.

Except as expressly stated in the Special Conditions section of this Purchase Order, Citizens' Standard Terms and Conditions located at <https://www.citizensfla.com/b2b> shall have priority over any conflicting terms and conditions in any attachment to this Purchase Order.







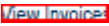




Include the Purchase Order number on all shipping and billing documents.




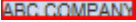


To ensure faster payment, submit invoices through the Citizen's Central Supplier Portal (link). Alternatively, submit directly to Accounts Payable either by Email or mail.

Email: [accounts payable@citizensfla.com](mailto:accounts payable@citizensfla.com)  
 Mail: Citizens Property Insurance Corporation  
 ATTN: Accounts Payable  
 PO Box 10749  
 Tallahassee, FL 32302-2749  
 Fax: 850-613-3905

View PDF

Step	Action
5.	<p>The PO is displayed. In the live system, you would scroll down to see the second page. For this topic, just click on the PO number to view the second page.</p> <p>Click the <b>Purchase Order 50056</b> object.</p> <p><b>Purchase Order 50056</b></p>
6.	View the second page of the Purchase Order.
7.	<p>Click the <b>50056</b> Order link.</p> <p><b>50056</b></p>
8.	<p>Review the PO details.</p> <p>Click the <b>Scrollbar</b> to view the bottom of the page.</p> 
9.	<p>Click the <b>View Details</b> button.</p> <p><b>View Details</b></p>
10.	<p>Review the Order Life Cycle details.</p> <p>Click the <b>10020</b> Receipt link.</p> <p><b>10020</b></p>
11.	<p>Review the receipts detail.</p> <p>Click the <b>Done</b> button.</p> <p><b>Done</b></p>
12.	<p>Click the <b>INV-50056</b> Invoice link.</p> <p><b>INV-50056</b></p>
13.	<p>Review the invoice detail.</p> <p>Click the <b>Payments</b> tab.</p> <p><b>Payments</b></p>
14.	<p>Review the payments detail.</p> <p>Click the <b>1000000</b> Number link.</p> <p><b>1000000</b></p>

Step	Action
15.	<p>Review the payment detail.</p> <p>Click the <b>Done</b> button.</p> 
16.	<p>Click the <b>Done</b> button.</p> 
17.	<p>Click the <b>Done</b> button.</p> 
18.	<p>Click the <b>Done</b> button.</p> 
19.	<p>Click the <b>Agreements</b> tab.</p> 
20.	<p>The recent Agreements are displayed.</p> <p>Note: If needed, you can click the Agreement Number to see details. For this topic, you will now view Invoices.</p> <p>Click the <b>Tasks</b> button.</p> 
21.	<p>Click the <b>View Invoices</b> link.</p> 
22.	<p>Click the <b>Supplier</b> list.</p> 
23.	<p>You can only select your company as the supplier, but you must select it.</p> <p>Click the <b>ABC COMPANY</b> list item.</p> 
24.	<p>Click the <b>Search</b> button.</p> 
25.	<p>Review the Invoices. This includes all invoices by your company. If needed, you can click on the Invoice Number link for more details.</p> <p>Note: This data can be exported to Excel by using the icon under Search Results.</p> <p>Click the <b>Done</b> button.</p> 

Step	Action
26.	Click the <b>Tasks</b> button. 
27.	Click the <b>View Payments</b> link. 
28.	Click the <b>Supplier</b> list. 
29.	You can only select your company as the supplier, but you must select it.  Click the <b>ABC COMPANY</b> list item. 
30.	Note: On this page, you can set search filters as needed.  Click the <b>Search</b> button. 
31.	Review the payments This includes all payments to your company.  Note: This data can be exported to Excel by using the icon under Search Results.  Click the <b>Done</b> button. 
32.	This topic covered:  - View PO's and agreements - View invoices and payments - View receipts <b>End of Procedure.</b>