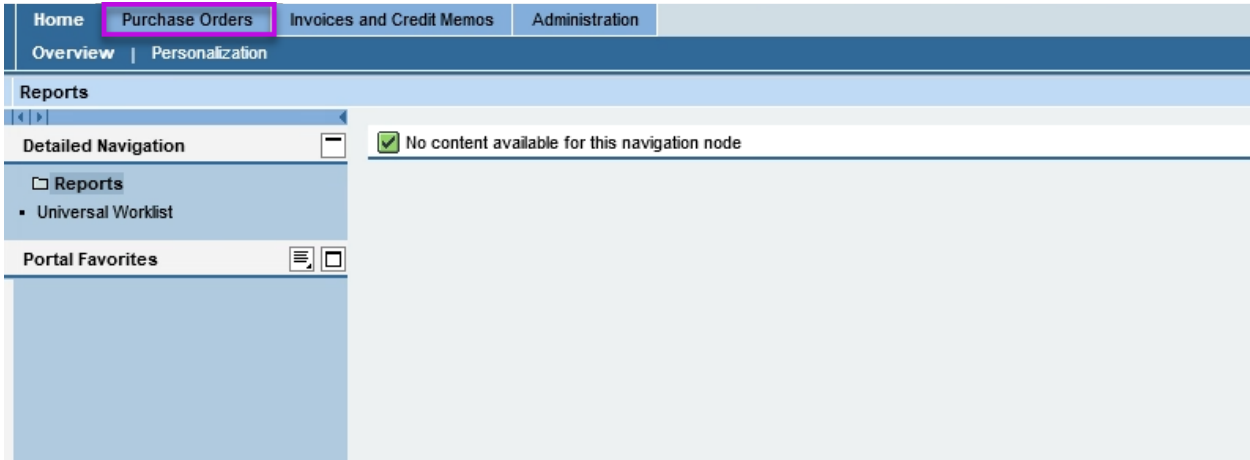


Displaying Purchase Order in the SUS Portal

1. To display a purchase order, click the Purchase Order Tab.



2. The system displays a list of all purchase orders related to goods or services you have provided to CalSTRS.

The screenshot shows the 'List of Purchase Orders' page. The table below lists the purchase orders:

External Reference No.	Number	Name	Date	Total Value	Status
2000002813	8100001521	Local Purchase Order1 SRM_CPA 06/07/2021	06/07/2021	30.00 USD	New
2000002811	8100001520	Local Purchase Order1 SRM_CPA 05/25/2021	05/25/2021	20.00 USD	New
2000002802	8100001519	Local Purchase Order1 SRM_CPA 05/21/2021	05/21/2021	96,000.00 USD	New

3. To display a purchase order, click the purchase order number in the External Reference column. For this example, we are clicking 2000002621.

The screenshot shows the 'List of Purchase Orders' page. The number '2000002811' in the 'External Reference No.' column is highlighted with a red box.

External Reference No.	Number	Name	Date	Total Value	Status
2000002813	8100001521	Local Purchase Order1 SRM_CPA 06/07/2021	06/07/2021	30.00 USD	New
2000002811	8100001520	Local Purchase Order1 SRM_CPA 05/25/2021	05/25/2021	20.00 USD	New
2000002802	8100001519	Local Purchase Order1 SRM_CPA 05/21/2021	05/21/2021	96,000.00 USD	New

4. The system displays the selected purchase order details. The top part of the Display Order screen contains the following information:
 - a. Messages from CalSTRS
 - b. Purchase Order ID
 - c. Document Name
 - d. Document Date

The screenshot shows the 'Supplier Self-Services' interface. The top navigation bar includes 'Home', 'Purchase Orders', 'Invoices and Credit Memos', and 'Administration'. Below this, there are tabs for 'All', 'New', and 'Confirmed'. The main content area is titled 'Supplier Self-Services' and includes a navigation menu on the left with options like 'Find', 'Purchase Orders', 'Invoices and Credit Memos', and 'Administration'. The main display area shows the 'Purchase Order: 2000002811' details, including a 'Basic Data' section with fields for Purchase Order ID, Number, Name, Date, Status, and Follow-On Documents. The 'Follow-On Documents' section shows a list of documents, with one document named 'Invoice'.

5. Scroll down to review additional purchase order information. Additional details include the Item Overview which shows all the lines for products and services for the associated purchase order.

The screenshot shows the 'Item Overview' section of the purchase order details. It includes a table with columns for 'Number', 'Short Text', 'Product', 'PO Quantity', 'Purchase Order Value', and 'Req'. The table lists three items: 'Test Line 1', 'Test Line 3', and 'Test Line 2'. Below the table, there are summary rows for 'Net Value (Unconfirmed Items)', 'Net Value (Confirmed Items)', and 'Net Value (Total of all Items)'. The 'Partner Information' section is also visible, showing details for the 'Sold-to Party', 'Goods Recipient', and 'Ship-To Address'.

Number	Short Text	Product	PO Quantity	Purchase Order Value	Req
1	Test Line 1		10 each	0.00 USD	
2	Test Line 3		10 each	10.00 USD	
3	Test Line 2		10 each	10.00 USD	
				Net Value (Unconfirmed Items)	
				Net Value (Confirmed Items)	
				Net Value (Total of all Items)	

Partner	Number	Name	Street	Hous...	PostCode	City	Telephone	Fa
Sold-to Party	3100000111	7920	100 Waterfront Place		95605	West Sacramento	800-228-5453	91
Goods Recipient		Liam Neeson	100 Waterfront Place		95605	West Sacramento		
Ship-To Address	3100000111	7920	100 Waterfront Place		95605	West Sacramento	800-228-5453	80

6. To print or view a copy of the official purchase order, click the Print button.

The screenshot shows the 'Supplier Self-Services' interface. The main content area displays 'Purchase Order: 2000002811'. Below this, there are navigation buttons: 'Create Invoice', 'Display History', 'Display Document Flow', 'Print', and 'Download'. The 'Print' button is highlighted with a red box. Below the navigation buttons, there are sections for 'Communication and Collaboration' and 'General Information'. Under 'General Information', there is a 'Basic Data' section with the following fields:

- Purchase Order ID: 2000002811
- Number: 8100001520
- Name: Local Purchase Order1 SRM_CPA 05/25/2021
- Date: 05/25/2021
- Status: New
- Follow-On Documents: 1 Invoice

7. Open or save the document per your preference when prompted:

The screenshot shows a file download dialog box. The text reads: 'Do you want to open or save susdoc.zip (9.98 KB) from vms216.staging.calstrs.ca.gov?'. The 'Open' button is highlighted with a red box. Other buttons include 'Save', 'Cancel', and a close button (X).

8. A PDF version will be created and you may open the file

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM PURCHASING AUTHORITY PURCHASE ORDER CHANGE		CONTRACT REGISTRATION NUMBER 	AGENCY ORDER NUMBER: 2000002811	AMENDMENT NO.
STD. 65		SUPPLIER: The number identified above MUST be shown on Invoice & Packing Slip	Date 05/25/2021	PAGE: 1 OF 2
S H I P T O	CalSTRS ATTN: 7920 100 Waterfront Place West Sacramento , CA US, 95605.	B I L L T O	CalSTRS ATTN: Accounting - A/P , MS-29 (916) 414-4590 P.O. Box 15275 Sacramento, CA 95851-0275 Or Send to FMIS-CorporateImagingServices@CalSTRS.com	
	AGENCY BILLING CODE 70000			
	PURCHASING AUTHORITY NUMBER LEVERAGED PROCUREMENT AGREEMENT NO.			
TO SUPPLIER ADDRESS (Type or Print Legibly)	JOHNNIE WALKER IVV 123456789012345678901 Vendor Name Line 2 Vendor Name Line 2222 Vendor Name Line 3 Vendor Name Line 3333 1234 STRS Street West Sacramento CA 95605	INFORMATION TECHNOLOGY PROJECT IDENTIFICATION NUMBER		
		AGENCY OR BUYER INFORMATION Procurement	AGENCY TRACKING/REQUISITION NUMBER (Optional)	
		AGENCY CONTACT NAME		
		CONTACT E-MAIL ADDRESS @calstrs.com		
		CONTACT PHONE NUMBER	CONTACT FAX NUMBER	