

Viewing transactions using the Whitbread Supplier Portal

Using the Whitbread Supplier Self-Service Administrator role, you can view the status of your Purchase Orders, Receipts and Invoices.

Step 1	Access the Whitbread Supplier Portal	Notes
1.1	Log into the Whitbread Supplier portal using the web link, User ID and Password provided	Click here to access the Supplier Portal
1.2	Click on the Home icon and then the Supplier Portal icon	Supplier Portal screen is displayed
1.3	<p>The top half of the screen is entitled 'Overview' and displays 3 tabs as follows:</p> <ul style="list-style-type: none"> • Summary • Orders • Agreements <p>The lower half of the screen displays a 'Watchlist' of Agreements, Orders and Schedules</p>	These tabs provide a snapshot of the latest Purchase Orders, Agreements, Receipts, Returns and Invoices related to your company

Step 2	To view your Purchase Orders, Receipts and Invoices	
2.1	Click on the Orders tab	
2.2	Under 'Orders with Recent Activity' enter the date from which you wish to see recent activity	<p>A list of Orders created since your specified activity date is displayed on the Opened tab</p> <p>A list of Orders changed or cancelled since your specified activity date is displayed on the Changed or Cancelled tab</p>
2.3	<p>Click on an Order number to display full details of the Purchase Order concerned</p> <p>Click View PDF to view, print or save a PDF copy of the Purchase Order</p>	General / Header information is displayed in the upper half of the screen and line item detail in the lower half of the screen
2.4	Click on View Details beneath the Order Life Cycle chart in the top right hand corner of the screen to display details of Receipts and Invoices related to the Purchase Order concerned.	General / Header information is displayed in the upper half of the screen and line item detail in the lower half of the screen
2.5	Click on Done to return to the Purchase Order summary	Purchase Order summary is displayed
2.6	Click on Done to return to the list of Orders	List of Orders is displayed

Step 3	Watchlists	
3.1	The lower half of the Supplier Portal screen displays a 'Watchlist' of Agreements, Orders and Schedules	List of menu options is displayed
3.2	<p>Here you can customise and save searches to view Purchase Orders that have been, for example:</p> <ul style="list-style-type: none"> • Created in the last 7 days, 28 days etc. • Changed in the last 7 days, 28 days etc. 	