



### Login to Supplier Portal & Search for Documents

1. Login to the JAGGAER Supplier Network (JSN) and the UD Supplier Portal home page via <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=UDayton>.  
\*\*Consider bookmarking this URL in your web browser\*\*
2. Suppliers will be able to search for any customer Sales Orders or Sales Invoices (including Payment Requests entered by UDayton users) at this level, or may drill down into a specific customer portal from the middle of the homepage as shown here:

Customer Portal Access		
Customer	Registration Status	Customer Contact
University of Dayton	Complete	University of Dayton

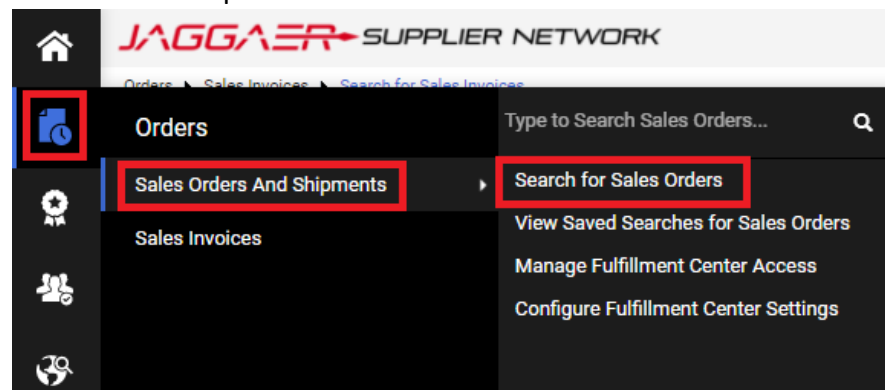
[View All Registrations](#)

**Note:** if you click into the University of Dayton Portal but want to go back to the JSN, use the person silhouette in the upper right hand corner and select Return To JAGGAER Supplier Network.

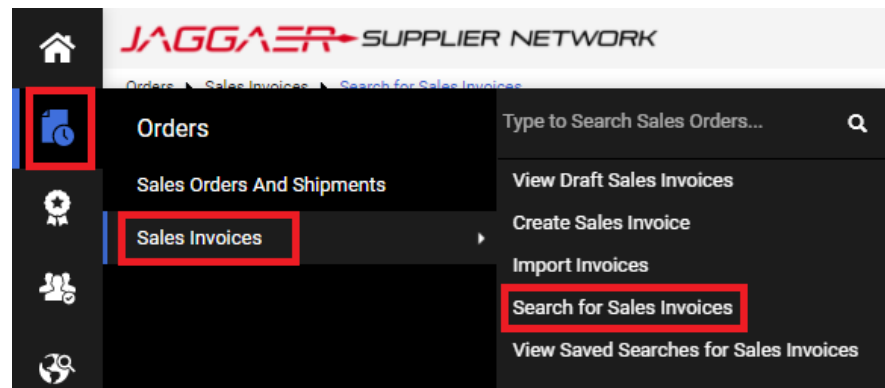
Heather Juhascik

[Return to JAGGAER Supplier Network](#) [Logout](#)

3. From either the JSN screen or the UD Supplier Portal home page, use the Orders icon from the left toolbar to search Orders > Sales Orders and Shipments > Search for Sales Orders.



4. Similarly, use the Orders icon from the left toolbar to search Orders > Sales Invoices > Search for Sales Invoices.



**Note:** There are more menu options for Orders and Invoices from the JAGGAER Supplier Network than the UD Portal, however the Orders search function can be selected from both screens. If you manage POs and Invoices for customers other than UD, that data will show up when doing a search via the JSN. To only show UD data, first drill down into the UD Portal.



5. When Search for Sales Orders is selected, the results will default to orders created in the Last 90 days. Click on the Created Date filter to change the date parameter from the dropdown list to expand the date range.

Orders > Sales Orders And Shipments > Search for Sales Orders

**Search Sales Orders**

Created Date: Last 90 days Quick search Add Filter

1-5 of 5 Results

Sales Order Number	PO Number	Created Date/Time	Supplier	Fulfillment
1986811	RT000037	11/24/2021 2:49:55 PM	HMJ test company	Network
1986156	RT000036	11/19/2021 3:30:16 PM	HMJ test company	Network
1983756	RT000032	11/8/2021 1:34:19 PM	HMJ test company	Network
1982776	RT000030	11/4/2021 8:54:39 AM	HMJ test company	Network
1975041	RT000028	9/24/2021 4:41:11 PM	HMJ test company	Network

Save As Pin Filters Export All

20 Per Page

Acknowledgement Status	Advanced Ship Status	Total Amount
Pending	Pending	277.00 USD
Pending	Pending	13.00 USD
Fully Acknowledged	Fully Shipped	1.00 USD
Fully Acknowledged	Partially Shipped	99.00 USD
Fully Acknowledged	-	140.00 USD

Learn how to Create an Invoice or Credit Memo [here](#).  
 Questions? Email [UDsupplier@udayton.edu](mailto:UDsupplier@udayton.edu) or call 937-229-3868

6. Actions that can be performed from a document search are:
- Choose **Add Filter** to add additional filters from the dropdown list. New filters will show underneath the Created Date and Quick Search box.
  - Use the “...” next to the Sales Order number to **create a Credit Memo or Invoice** directly from this screen. Note that UD’s PO number is listed to the right of the Sales Order Number.
  - Click on the **gear icon** to **add more columns** to the search.
  - Choose **Pin Filters** (or Pin Columns from the dropdown menu) to retain the filters and/or columns that you’ve customized in order for them to save for the next time you access the search.
  - Use **Save As** to save a customized report for future use and find it via the Saved Search options for Sales Orders and Sales Invoices.
  - **Export All** enables data to be exported to Excel.
7. Invoice search via Orders > Sales Invoices > Search for Sales Invoices works the same way as the Sales Order search screen. Note that for invoices the Pay Status and Payment Date are visible from the main search screen. When an invoice has a Pay Status of “Paid”, then a Payment Date will be populated. Click the invoice link to view more invoice information. Any invoices entered as Payment Requests (non-PO invoices) by UDayton users will be visible via invoice searches in order to view pay status or payment information.

Pay Status	Payment Date	Payment Method	Type	Total Amount
In Process	-	Unknown	Invoice	1,440.00 USD
In Process	-	Unknown	Invoice	140.00 USD
In Process	-	Unknown	Invoice	60.00 USD
In Process	-	Unknown	Invoice	24.00 USD
Cancelled	-	Unknown	Invoice	36.76 USD