



CPS Supplier Portal

Initial Logon and View Policy Acceptances

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CPS Supplier Portal

Initial Logon and View Policy Acceptances

Introduction

Chicago Public Schools (CPS) Supplier Collaboration Network is available to all current suppliers. This application enhances the exchange of information and enables secure transactions between CPS and our suppliers using the Internet and our CPS Supplier Portal. Suppliers can monitor purchase orders, invoices and payments.

This User Guide is designed to assist you with learning the functionality of the CPS Supplier Portal. There is an abundance of functionality that exists within the CPS Supplier Portal.



CPS Supplier Portal

Initial Logon and View Policy Acceptances

Account Registration

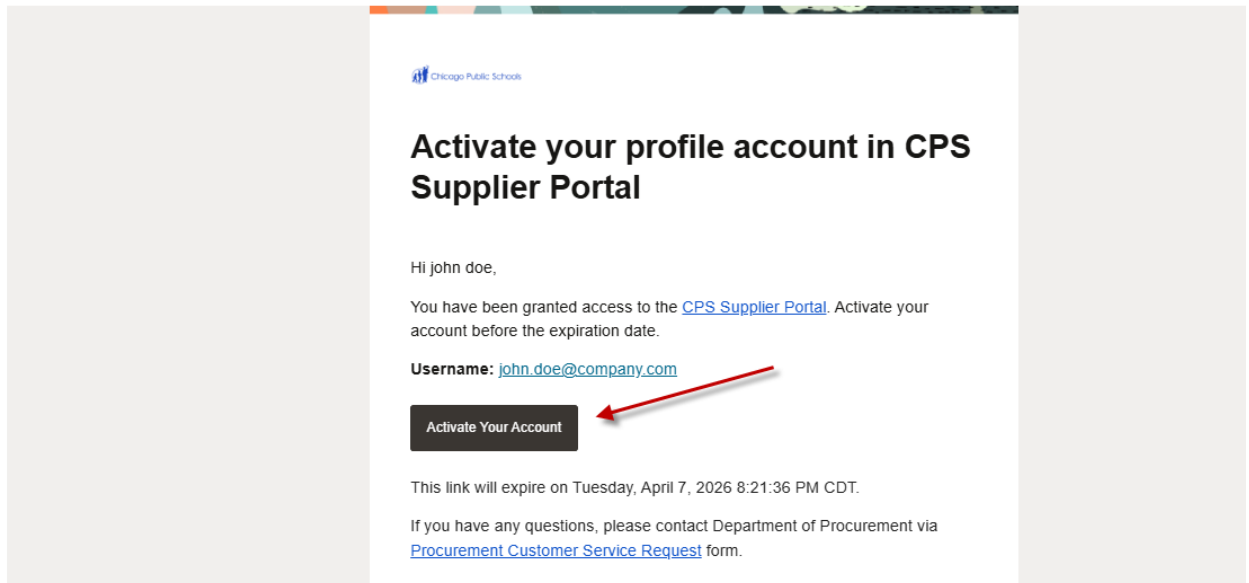
Once your request to register a supplier user is approved by Chicago Public Schools, you will receive an email (from noreply_supplier@cps.edu), containing instructions to activate your account (set up new password and configure Multi-Factor Authentication). You should follow the steps below to successfully confirm your registration and to use the portal.

Email Confirmation

Step	Action
1.	Open your "Account Activation" email and click "Activate Your Account" button. This email will be sent to the email address provided on the user account request form.

An example of the "Account Activation" email is displayed below:

From: Oracle <noreply_supplier@cps.edu>
Date: Tue, Mar 31, 2026 at 8:21 PM
Subject: Activate your profile in account - CPS Supplier Portal
To: <john.doe@company.com>





CPS Supplier Portal Initial Logon and View Policy Acceptances

Step	Action
2.	You will be redirected to a page to Reset Your Password. Enter and confirm the password.



CPS Supplier Portal

john.doe@company.com

Identity domain ⓘ
cpsextnonprod

Reset your password.

Set a password for your user account.

New Password

- The password must have at least 12 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat last 4 passwords

Confirm New Password

Reset Password





CPS Supplier Portal Initial Logon and View Policy Acceptances

Step	Action
3.	You will get a confirmation page. Click on "Continue to Sign In" button.



CPS Supplier Portal

john.doe@company.com

Identity domain ⓘ
cpsextnonprod



Congratulations!

Your password has been reset. Please login using your new password.

[Continue to Sign In](#)





CPS Supplier Portal Initial Logon and View Policy Acceptances

Step	Action
4.	You will be redirected to the CPS Supplier Portal website.

CPS Supplier Portal

Welcome to the CPS Supplier Portal! Chicago Public Schools has a district-wide initiative for paperless collaboration with our Suppliers, and this Supplier Portal is designed to enhance communication and collaboration with our Suppliers. Through this portal, Suppliers will have access to the following:

- Download approved purchase orders and view purchase order history
- Request email delivery of purchase orders
- Review invoices and payment status
- Provide updates to business information

New Features

Starting April 2026, CPS is implementing Multi-Factor Authentication (MFA) to enhance account security. As part of this implementation, all supplier users will receive an automated email containing instructions to activate their account (set up new password and configure Multi-Factor Authentication). Completion of this setup is required to access the CPS Supplier Portal.

Beginning July 24, 2020, CPS expanded the functionality available to Business Administrator users and Primary Contacts through the CPS Supplier Portal. In addition to managing their organization's contacts, Business Administrator users will now be able to manage addresses directly within the CPS Supplier Portal. Updates to all other business information will require contacting Procurement to initiate an update process.

As part of that process, CPS introduced a **Supplier Attestation** to collect and update your organization's business information. When contacted, Procurement will initiate the Supplier Attestation so that you can update business information that cannot be updated directly within the CPS Supplier Portal. Additionally, CPS now mandates that each CPS Supplier attest, on a yearly basis via the Supplier Attestation, that the business information we have in our system about your organization is up to date and accurate. All CPS communication about the Supplier Attestation process will be directed to the Primary Contact, and they will be responsible for completing the Supplier Attestation in order for your organization to remain an active CPS Supplier.

On March 6, 2020, CPS introduced a new **Business Administrator** access role for CPS Supplier Portal users so that organizations can designate the users who should have additional access within the Supplier Portal. In addition, CPS also required all CPS Suppliers to select one (1) **Primary Contact** to be the one point of contact for all CPS business communications.

Supplier Login [Login](#)



Please log in to the CPS Supplier Portal using the above "Login" link.

Account Registration [Register](#)

In order to facilitate electronic communication with Suppliers, CPS requires all Suppliers to register on this portal. If your organization is not yet registered with the CPS Supplier Portal, please do so now.

The registration process is simple. Click on the "Register" button above, complete all the required fields on the form and submit your application. That's it! Your registration will be processed within one business day. As soon as it is processed, you will receive an e-mail confirmation, with your username, containing instructions to activate your account (set up new password and configure Multi-Factor Authentication).

If you have already registered your organization and would like to register additional users from your organization, you can do so through the Portal's self-service functionality. Please refer to the [Training](#) documents for more information.

Supplier Activation/Reactivation [More Information](#)

If your organization would like to begin doing business with CPS, click the button above for more information on how to become a new active CPS Supplier.

If your organization is no longer an active CPS Supplier but would like to resume doing business with CPS, you need to follow the same process above to reactivate your CPS Supplier account.

NOTE: A Supplier becomes inactive when no PO has been generated with the Supplier within a 15 month period. Inactive status is typically communicated via email from CPS, and it can also be verified by contacting the school and/or the Procurement department via [Procurement Customer Service Request Form](#).

News


View the latest [Contracting Opportunities](#) at CPS.

Frequently Asked Questions

If you have any questions or trouble accessing the CPS Supplier Portal, please [click here](#) for FAQs.



CPS Supplier Portal Initial Logon and View Policy Acceptances

Step	Action
5.	Click on the  button. This will open the Supplier Portal Login page in a new tab.

A screenshot of the CPS Supplier Portal login page. The page features the Chicago Public Schools logo in the top left corner. The main heading is "CPS Supplier Portal". Below the heading are two input fields: "Username" with the value "john.doe@company.com" and "Password" with masked characters "*****". A blue "Login" button is positioned below the password field. A link for "Forgot your Password?" is located below the login button. At the bottom of the page, there is a note: "Trouble signing in, contact Department of Procurement via [Procurement Customer Service Request Form](#)".

Chicago Public Schools

CPS Supplier Portal

Username
john.doe@company.com

Password




Login

[Forgot your Password?](#)

Trouble signing in, contact Department of Procurement via [Procurement Customer Service Request Form](#)



CPS Supplier Portal Initial Logon and View Policy Acceptances

Step	Action
6.	Enter the User Name (Email Address) This is the email address that you entered on the account request form.
7.	Enter the Password This is the password that you setup in Step 2.
8.	Click the  button
9.	<p>You Will be redirected to Multi-factor Authentication setup page where you will have the options to get the OTP (One-Time Password) Code over SMS or E-Mail.</p> <p>The options are:</p> <ul style="list-style-type: none">• •  <p>Please note that if you select OTP over E-Mail, you cannot switch to the OTP over SMS option to receive your authentication code.</p> <p>If you selected OTP over E-Mail as your primary Multi-Factor Authentication method and want to switch to OTP over SMS later, you would need contact the Department of Procurement at 773-553-2280 or via Procurement Customer Service Request to reset your Multi-factor Authentication setup.</p>

Setup **OTP Over SMS**

Step	Action
10 (a).	Setting up OTP (One-Time Password) Code Over SMS . Click on OTP over SMS button.





CPS Supplier Portal Initial Logon and View Policy Acceptances

Step	Action
10 (b).	You will be getting a field to enter your mobile number. Enter your mobile number starting with the country code. E.g. for US+1xxxxxxxxxx

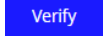
Enrolling in OTP over SMS

Please enter mobile number to send SMS

Mobile Number (must include country code e.g., +1 for USA)



CPS Supplier Portal Initial Logon and View Policy Acceptances

Step	Action
10 (b).	You will receive an OTP on your mobile phone. Enter this OTP in the "OTP Code" field and click on  button

Verifying OTP

Please enter OTP code sent to +1XXXXXXXX827

OTP Code

807373

Verify

Did not get the SMS? [Resend SMS](#)

OR

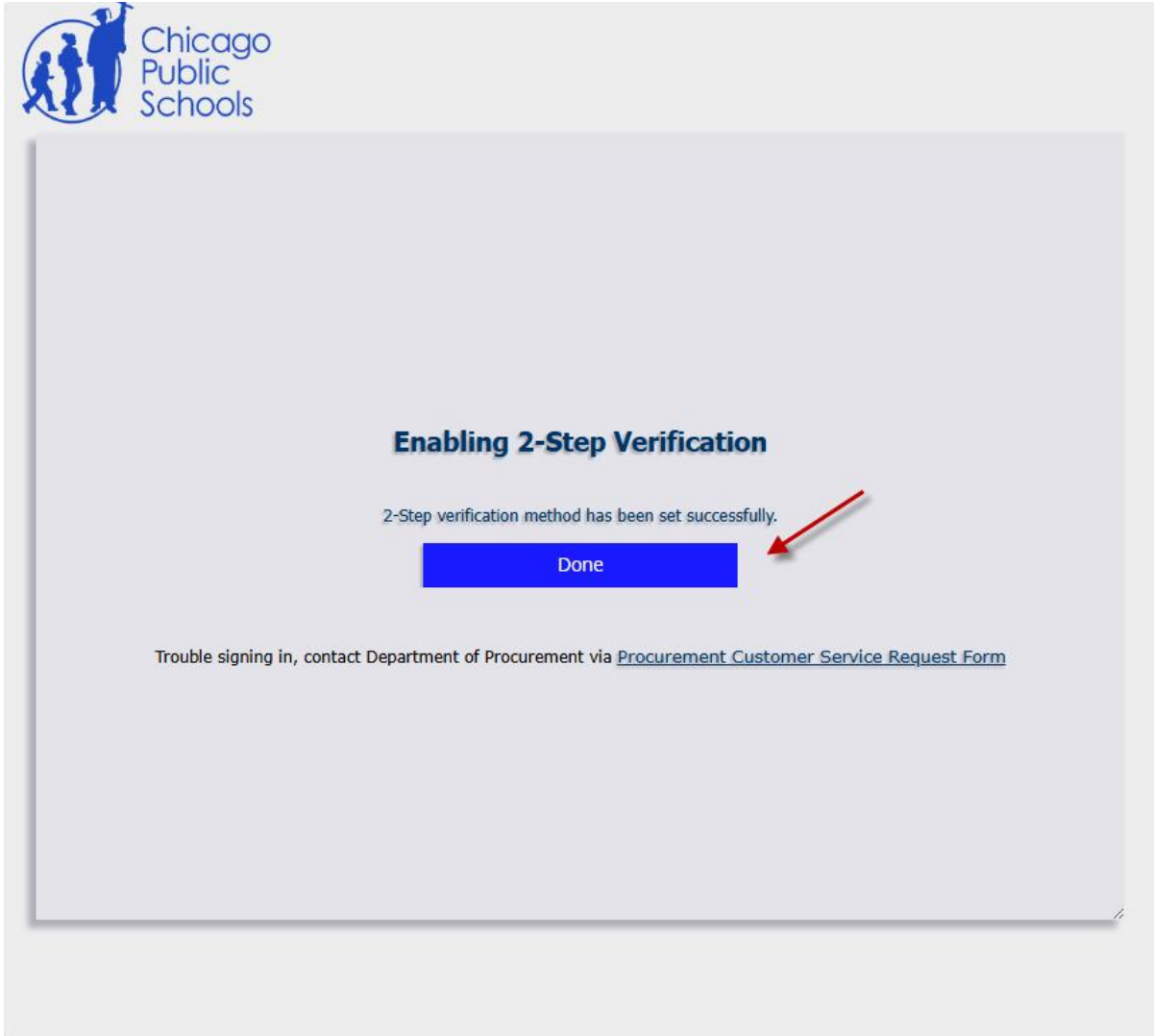
[Switch Factor to Enroll](#)

Trouble signing in, contact Department of Procurement via [Procurement Customer Service Request Form](#)



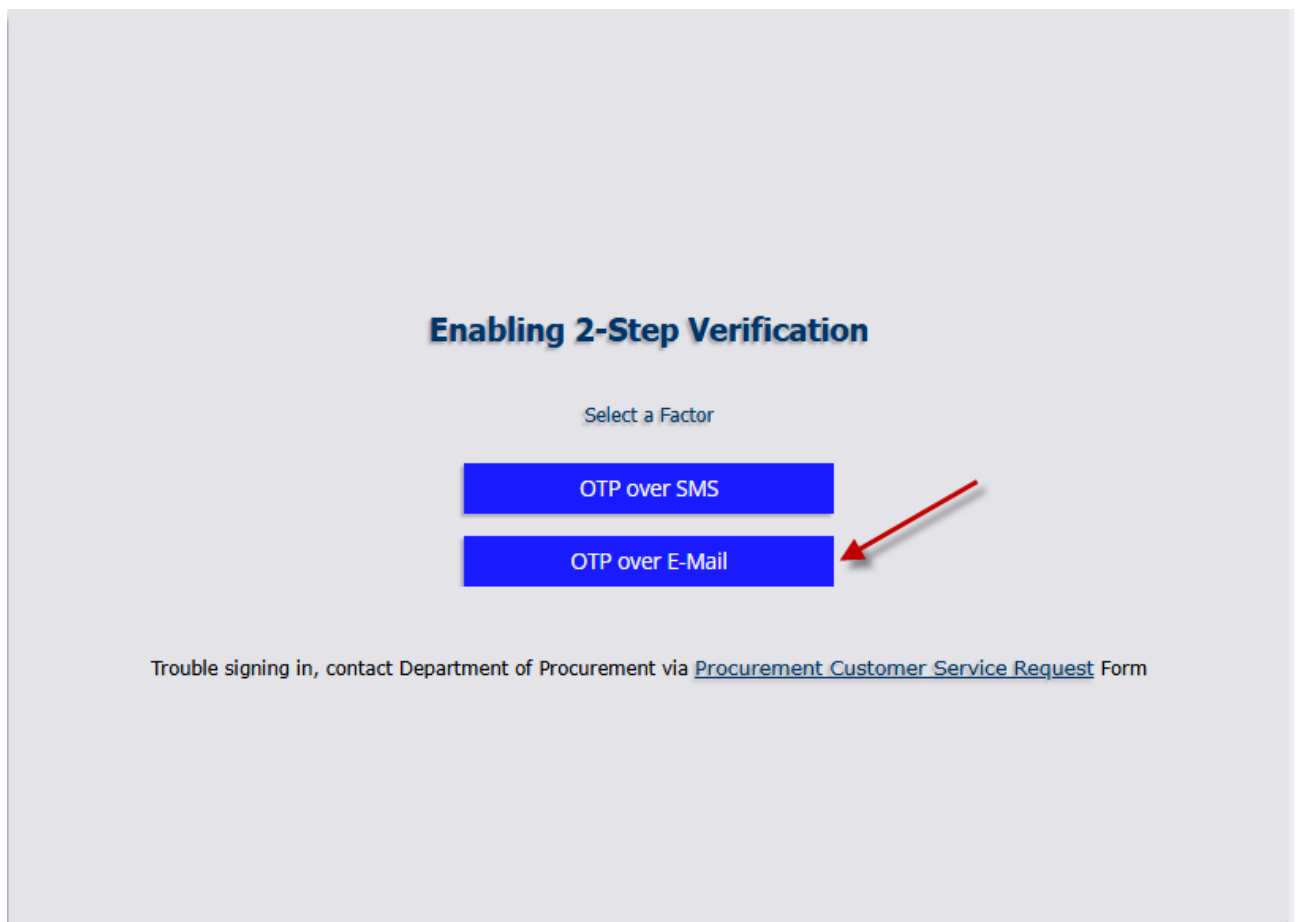
CPS Supplier Portal Initial Logon and View Policy Acceptances

Step	Action
10 (c).	You will get a success message. Click on “Done” button and you will be logged into CPS Supplier Portal home screen.



Setup **OTP Over E-Mail**

Step	Action
11 (a).	Setting up OTP (One-Time Password) Code Over E-Mail . Click on OTP over E-Mail button.





CPS Supplier Portal Initial Logon and View Policy Acceptances

Step	Action
12 (b).	You will receive an OTP on your registered email address. Enter this OTP in the “OTP Code” field and click on Enroll button

Enrolling in OTP over E-Mail

Please enter OTP code sent to john.doe@company.com

OTP Code
968787

Enroll

Did not get the email? [Resend email](#)

OR

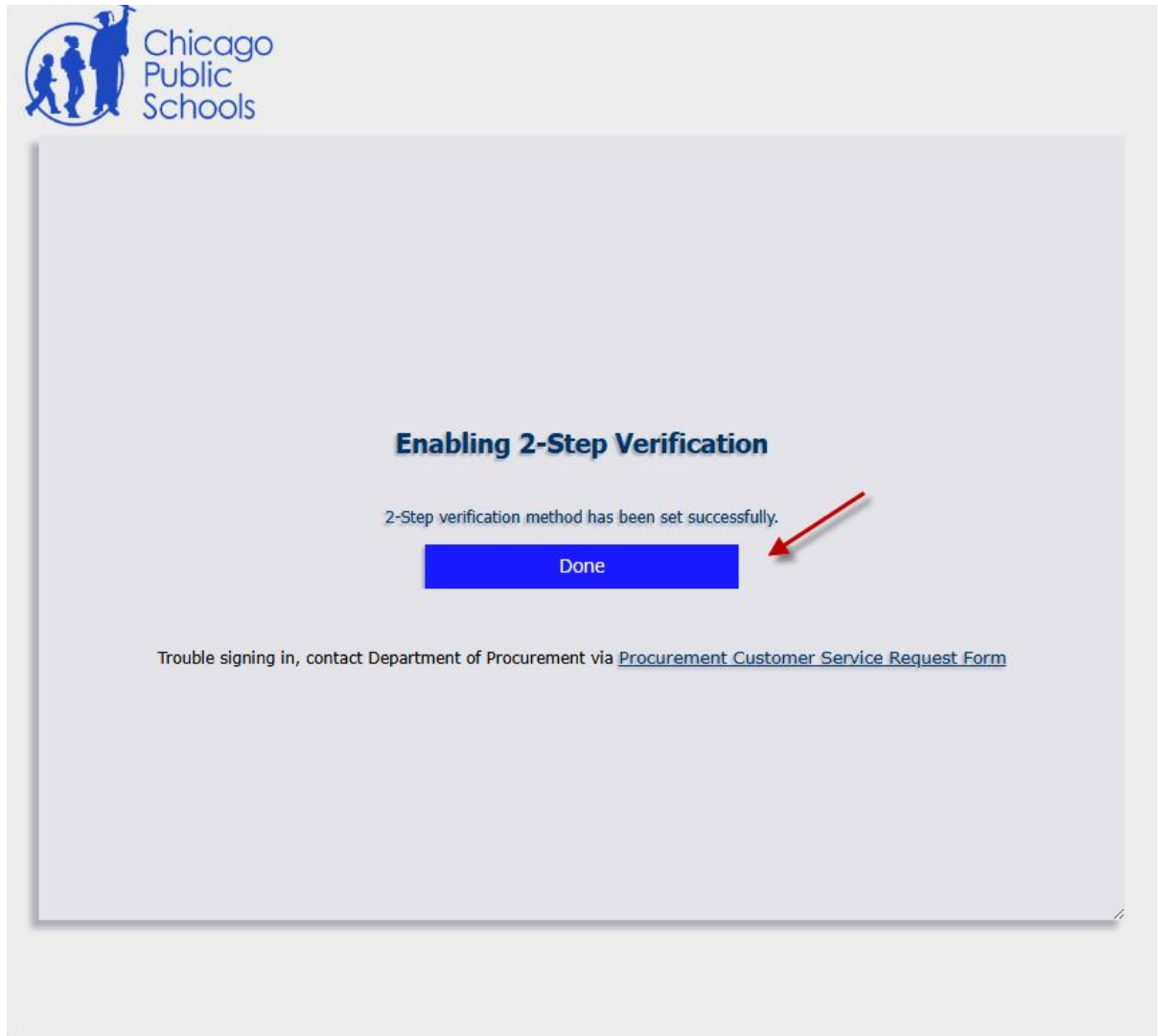
[Switch Factor to Enroll](#)

Trouble signing in, contact Department of Procurement via [Procurement Customer Service Request Form](#)



CPS Supplier Portal Initial Logon and View Policy Acceptances

Step	Action
12 (c).	You will get a success message. Click on “Done” button and you will be logged into CPS Supplier Portal home screen.





CPS Supplier Portal Initial Logon and View Policy Acceptances

When you try to access CPS Supplier Portal Home Page, if you haven't accepted all of the CPS Policies, you will be re-directed to the Policies Acceptance Page.

Home

Navigator

[Personalize](#)

- ▶ [CPS Supplier Portal \(Supplier Access\)](#)
 - [Home Page](#)
 - [View Acceptance Status](#)
 - [View Attestation History](#)

Worklist

[Full List](#)

From	Type	Subject	Sent	Due
There are no notifications in this view.				

[✔ TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Accept CPS Policies

You will need to review and accept the various policies to comply with Code of Ethics, Indebtedness, Purchase Order Terms and Conditions, and Portal Usage.

☰ Chicago Public Schools
★ JANE.DOE1234@COMPANY.COM ▾

Policies Acceptance Page ☆

Supplier Name : 4IMPRINT, INC. Supplier Number : 24993 User Name : JANE.DOE1234@COMPANY.COM

✔ **NOTE** You must accept the following policies before you may enter the site.

[View Policy](#)

Select Policy Name

- Disclaimer and Terms and Conditions
- Ethics Policy
- Indebtedness Policy
- Purchase Orders Terms and Conditions

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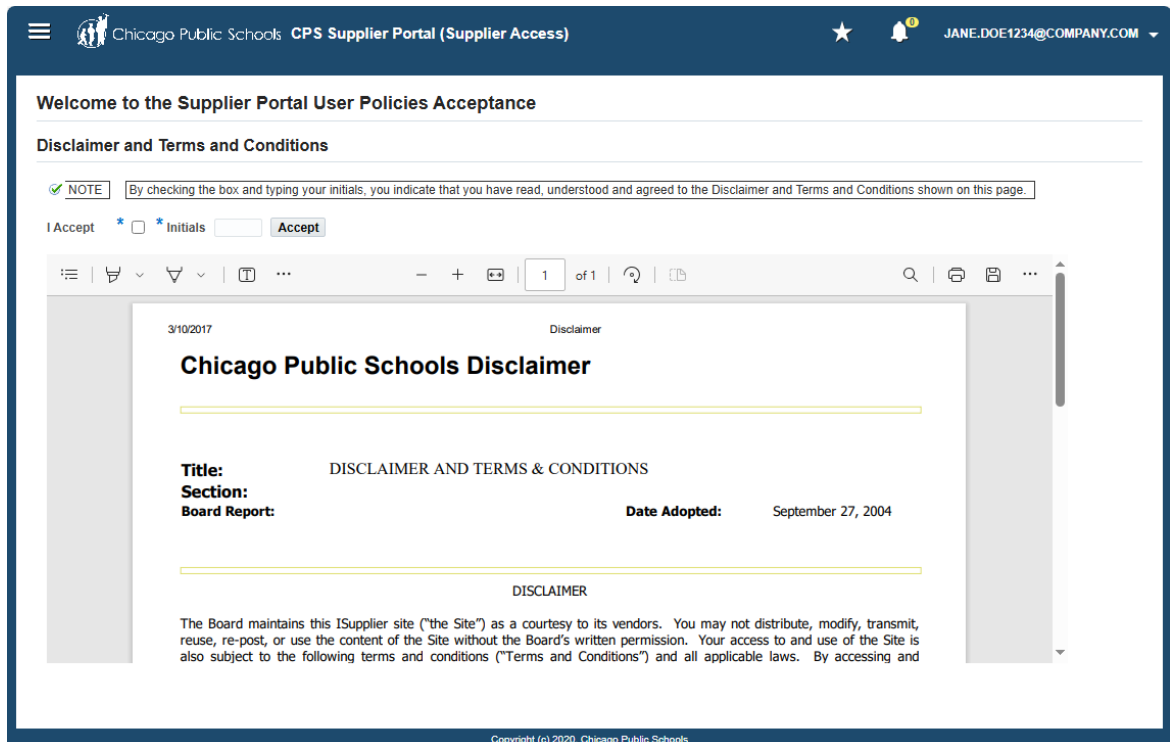


CPS Supplier Portal

Initial Logon and View Policy Acceptances

Accept Disclaimer and Terms and Conditions

Step	Action
1.	Select 'Disclaimer and Terms and Conditions' and click on View Policy. The policy document will be displayed.



Step	Action
2.	<p>Read through the policy and confirm your acceptance at the top of the window.</p> <p>Click the I Accept checkbox option, enter your Initials and click the ACCEPT button.</p> <p>You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies, if any, will be displayed.</p>



CPS Supplier Portal

Initial Logon and View Policy Acceptances

Accept Ethics Policy

Step	Action
1.	Select 'Ethics Policy' and click on View Policy. The policy document will be displayed.

Step	Action
2.	<p>Read through the policy and confirm your acceptance at the top of the window.</p> <p>Click the I Accept checkbox option, enter your Initials and click the ACCEPT button.</p> <p>You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies will be displayed.</p>



CPS Supplier Portal

Initial Logon and View Policy Acceptances

Accept Indebtedness Policy

Step	Action
1.	Select 'Indebtedness Policy' and click on View Policy. The policy document will be displayed.

Welcome to the Supplier Portal User Policies Acceptance

Indebtedness Policy

NOTE | By checking the box and typing your initials, the Supplier agrees to the Indebtedness Policy shown on this page.

I Accept * * Initials **ACCEPT**

Chicago Public Schools Policy Manual

Title: POLICY ON INDEBTEDNESS
Section: 404.2
Board Report: 96-0626-PO3 **Date Adopted:** June 26, 1996

Policy:
SECTION I – DEFINITIONS

Whenever used in this policy, the following words and phrases shall have the following meanings:

1. Bid contracts" means all city contracts let by a competitive bidding process as set forth in Illinois Compiled Statutes, 105 ILCS 5/10-20.21.
2. Bidder" means any person who submits a bid for a bid contract.
3. Board" means Chicago School Reform Board of Trustees
4. Contract" means any agreement or transaction pursuant to which a contractor (i) receives Board funds in consideration for services, work or goods provided or rendered, or (ii) pays the Board money in consideration for a lease, or license allowing it to rent or otherwise use Board property.
5. Contractor" means the person to whom a contract is awarded.
6. Court-ordered child support arrearage" means that the Circuit Court of Cook County has issued an order declaring the respondent in arrearage on his or her child support obligations in a specific

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Step	Action
2.	Read through the policy and confirm your acceptance at the top of the window. Click the I Accept checkbox option, enter your Initials and click the ACCEPT button. You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies will be displayed.



CPS Supplier Portal Initial Logon and View Policy Acceptances

Accept Purchase Orders Terms and Conditions

Step	Action
1.	Select 'Purchase Orders Terms and Conditions' and click on View Policy. The policy document will be displayed.

The screenshot shows the 'Purchase Orders Terms and Conditions' page in the CPS Supplier Portal. At the top, there is a navigation bar with the Chicago Public Schools logo and the user's email address, JANE.DOE1234@COMPANY.COM. The main heading is 'Welcome to the Supplier Portal User Policies Acceptance'. Below this, the section is titled 'Purchase Orders Terms and Conditions'. A 'NOTE' box states: 'By checking the box and typing your initials, the Supplier agrees to the Purchase Orders Terms and Conditions shown on this page.' There is an 'I Accept' checkbox, an 'Initials' input field, and an 'ACCEPT' button. Below the form is a preview of a document titled 'Instructions to Vendor' with the following content:

Instructions to Vendor

1. Under no circumstances is the amount of this purchase order to be exceeded without prior written approval of the school or originating unit.
2. Our purchase order number must appear on all invoices, delivery memoranda, bills of lading, packages, and correspondence.
3. Address all communications concerning this purchase order to the school or originating unit.
4. Unless specifically agreed upon in writing in a contract signed by the authorized representatives of both parties, Purchase Orders should be used to purchase goods and services for the fiscal year (e.g., July 1, 2024 through June 30, 2025) in which they are issued. POs will be canceled three (3) months after the end of the CPS fiscal year in which they are issued, unless they are capital- or grant-funded. For example, a PO issued on May 15, 2024, would be canceled on September 30, 2024, after the fiscal year ends on June 30, 2024. Grant-funded purchase orders have the cancellation date printed in bold letters on the face of the purchase order. All deliveries, invoices, and payments must be made before the purchase order is canceled.
5. Steven's Amendment - Activities for the below funds are provided by:
 - 220-Federal Special Education IDEA Programs 336-NCLB Title V Fund 362-Early Childhood Development
 - 324-Miscellaneous Federal, State & Local Grants 353-Title II - Teacher Quality 367-Title I - Comprehensive School Reform

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Step	Action
2.	<p>Read through the policy and confirm your acceptance at the top of the window.</p> <p>Click the I Accept checkbox option, enter your Initials and click the ACCEPT button.</p> <p>You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies will be displayed.</p>



CPS Supplier Portal

Initial Logon and View Policy Acceptances

Accept Faith's Law Trailer Bill Certification

Step	Action
1.	After accepting the policies, you will be redirected to Faith's Law Trailer Bill Certification page.

Chicago Public Schools CPS Supplier Portal (Supplier Access)
JANE.DOE1234@COMPANY.COM

Faith's Law Trailer Bill Certification

We confirm we are compliant with the Faith's Law trailer bill (105 ILCS 5/22-94), which goes into effective July 1, 2023, and confirm, to the best of our knowledge, the answer is "no" to the following where the employee performs work that involves direct contact with CPS students:

1. has ever been the subject of an allegation of Sexual Misconduct;
2. has ever been discharged from, been asked to resign from, resigned from, or otherwise been separated from any employment; been disciplined by you (the employer); or had an employment contract not renewed due to an adjudication or finding of Sexual Misconduct, or while an allegation of Sexual Misconduct was pending or under investigation; and
3. has ever had a license or certificate suspended, surrendered, or revoked; or had an application for licensure, approval, or endorsement denied due to an adjudication or finding of Sexual Misconduct or while an allegation of Sexual Misconduct against Applicant was pending or under investigation.

Note: if a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated, this information does not need to be reported as a "yes" to any of the above under the Faith's Law trailer bill.

I Certify * * Initials

Step	Action
2.	<p>Read through the policy and confirm your acceptance at the bottom of the page.</p> <p>Click the I Accept checkbox option, enter your Initials and click the ACCEPT button.</p> <p>You will be redirected to the Policies Acceptances Page where the remaining unaccepted policies will be displayed.</p>



CPS Supplier Portal

Initial Logon and View Policy Acceptances

Set Primary Contact

When you try to access CPS Supplier Portal Home Page, you will be re-directed to the Primary Contact page (where you will see all your active user accounts) if you have not set one user as Primary contact for your CPS Supplier account. One Primary contact is mandatory and he/she will be the one point of contact for CPS business communications, will have access to update Supplier Account business information in the Supplier Portal.

Primary Contact Confirm

Primary Contact Details

CPS recently updated the Supplier Portal, and all CPS Suppliers are now required to identify a Primary Contact for their CPS Supplier Account. The Primary Contact will be the one point of contact for CPS business communications, will have access to update Supplier Account business information in the Supplier Portal, and will also be responsible for completing the new CPS Supplier Attestation in order to remain an active CPS Supplier.

From the following list of contacts at your organization, please select the one user who will be the Primary Contact for your CPS Supplier Account

Select User Name	Contact First Name	Contact Last Name	Job Title	Phone Area Code	Phone Number	Phone Extension
<input type="radio"/> JANE.DOE1234@COMPA...	Jane	Doe	Account			

Select one user and click on '**Confirm**' button to set your Primary account.



CPS Supplier Portal

Initial Logon and View Policy Acceptances

Supplier Portal Home Page

The portal is organized into three main menu options as displayed below.

The screenshot shows the home page of the CPS Supplier Portal. The top navigation bar includes the Chicago Public Schools logo, the text "Enterprise Financial Systems", a star icon, a notification bell icon, and the user information "Logged In As JANE.DOE1234@COMPANY.COM" with a dropdown arrow and "Last Login 07-Apr-2026 18:47".

The main content area is titled "Home" and is divided into two columns:

- Navigator:** Contains a "Personalize" button and a folder icon labeled "CPS Supplier Portal (Supplier Access)". Underneath are three menu items: "Home Page", "View Acceptance Status", and "View Attestation History".
- Worklist:** Contains a "Full List" button and a table. The table has columns for "From", "Type", "Subject", and "Sent Due". The content of the table is "There are no notifications in this view." Below the table is a link: "TIP Vacation Rules - Redirect or auto-respond to notifications."



CPS Supplier Portal

Initial Logon and View Policy Acceptances

Home Page

The Home page provides access to all self-service functionality through tabs.

You may navigate to Order to view Purchase Order related Information. The 'Shipment' Tab will display Receipt related Information. The 'Accounts' tab has the details of the Invoice and the Payments.

Chicago Public Schools iSupplier Portal

JANE.DOE1234@COMPANY.COM

Supplier Home Orders Shipments Accounts Administration

Search PO Number Go

Notifications

Full List

Subject	Date
No results found.	

Orders At A Glance

Full List

PO Number	Description	Order Date
4503266		04-Mar-2026 11:19:15
4503221		04-Mar-2026 10:56:10

Orders

- Agreements
- Purchase Orders
- Purchase History
- PO Receipt Rating

Receipts

- Receipts

Invoices

- Invoices

Payments

- Payments



CPS Supplier Portal

Initial Logon and View Policy Acceptances

View Acceptance Status

Allows users to review the policies accepted during the initial logon. Users can use this link to read the documents anytime.

Policy Acceptance Status

TIP Welcome to the Supplier Portal User Policies Acceptance Page.

Supplier Name: 4IMPRINT, INC. Supplier Number: 24993 User Name: JANE.DOE1234@COMPANY.COM

Acceptance Type	Acceptance Date	Start Date	End Date
Faiths Law Trailer Bill Certification	08-Apr-2026 15:33:00	08-Apr-2026	
Purchase Orders Terms and Conditions	08-Apr-2026 15:27:06	08-Apr-2026	
Indebtedness Policy	08-Apr-2026 15:25:49	08-Apr-2026	
Ethics Policy	08-Apr-2026 15:25:12	08-Apr-2026	
Disclaimer and Terms and Conditions	08-Apr-2026 15:23:38	08-Apr-2026	

View Policy

Select Policy Name


- Disclaimer and Terms and Conditions
- Ethics Policy
- Indebtedness Policy
- Purchase Orders Terms and Conditions

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View Attestation History

Allows users to review history of Supplier Attestations with CPS.

Action

Click the  link to return back to the home page.