



PeopleSoft e-Supplier

Vendor Quick Reference Guide

OFFICE OF BUSINESS AND PROCUREMENT SERVICES (OBPS)

APRIL 2025

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1. SYSTEM ACCESS - NEW VENDORS

BEFORE YOU START:

- A. A company must have been in business for at least 2 years before registering as a supplier in the CCC system. If your business has not been in business for more than 2 years, STOP, the system will not allow you to register.
- B. If you are an individual providing services (e.g. independent contractor), you must have been providing services for at least 2 years before registering in the CCC system. If you have not been providing services for more than 2 years, STOP, the system will not allow you to register.
- C. The following information is required and available on the OBPS website (Register as a Supplier page). Please prepare this information before you sign in:
 - a. Signed IRS W-9 Form – available in the IRS website;
 - b. Economic Disclosure Statement (EDS) – available in the OBPS website;
 - c. Illinois Secretary of State Certificate of Good Standing;
 - d. Conditions of Purchase;
 - e. Ethics Orientation Document;
 - f. Minority/Woman Business Enterprise Certificate, if applicable.
- D. P.O. Boxes are not valid **banking primary addresses**.
- E. Companies may identify up to two (2) authorized users to update company information.

INSTRUCTIONS:

1. Follow this link to the Office of Business and Procurement Services (OBPS) website where you will find the latest link to e-Supplier Registration: <https://www.ccc.edu/departments/procurement/>
2. Select the **Register as a Supplier** link from the OBPS website.
3. Once there, review the steps involved in registering to become a supplier with the City Colleges of Chicago (CCC)
4. Select the **Register as a Supplier in PeopleSoft** button which will take you to the **PeopleSoft welcome** page below.

Welcome

Welcome to City Colleges Chicago eSupplier Portal! The purpose of this eSupplier Portal is to streamline the vendor registration process by allowing vendors to create, maintain and provide the most updated information. Suppliers will have the ability to access the following information:

- Create a supplier profile
- Update supplier profile information
- Review invoices and payment status

Contact Us

Contact us at:
Procurementservices@ccc.edu and we'll try to respond within 48 hours!

Visit our website for additional information [Business & Procurement Services - City Colleges of Chicago](#)

Address:
3901 S State St, Chicago, IL 60609
1st Floor - Room 102
Chicago, IL 60606
Phone: (312) 553-2590
[Get Directions](#)

Supplier Login

User ID
Password

[Forgot Password ?](#)

Register as a Supplier

Select Register a New User to add a new user to an existing Supplier account

Announcements

Announcements

In April 2025, the City Colleges of Chicago deployed the supplier portal giving suppliers the ability to create and update supplier profiles and view payment status. To access open solicitations and participate in the solicitation process, Suppliers must register in Bonfire, the City Colleges e-sourcing platform at: <https://ccc.bonfirehub.com>

Please note: Suppliers that have not conducted business with the City Colleges for more than 24 months will be de-activated from this portal and will be required to re-register information in this system.

Coming soon: Suppliers will soon be able to update payment information - stay tuned for more!

FAQs

FAQ

Below is a list of Frequently Asked Questions (FAQ)

5. Select the Register as Supplier Link

Supplier Login

User ID
Password

[Forgot Password ?](#)

Register as a Supplier

6. If you are registering for the first time, follow the prompts, selecting 'next' as you complete each page until you complete the process.

Welcome - Step 1 of 6

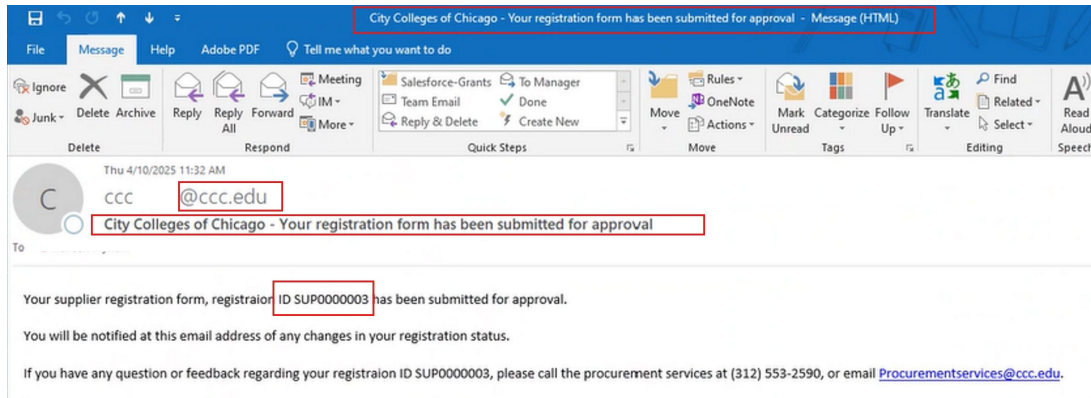
Progress bar steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, Submit

Buttons: Exit, Previous, Next

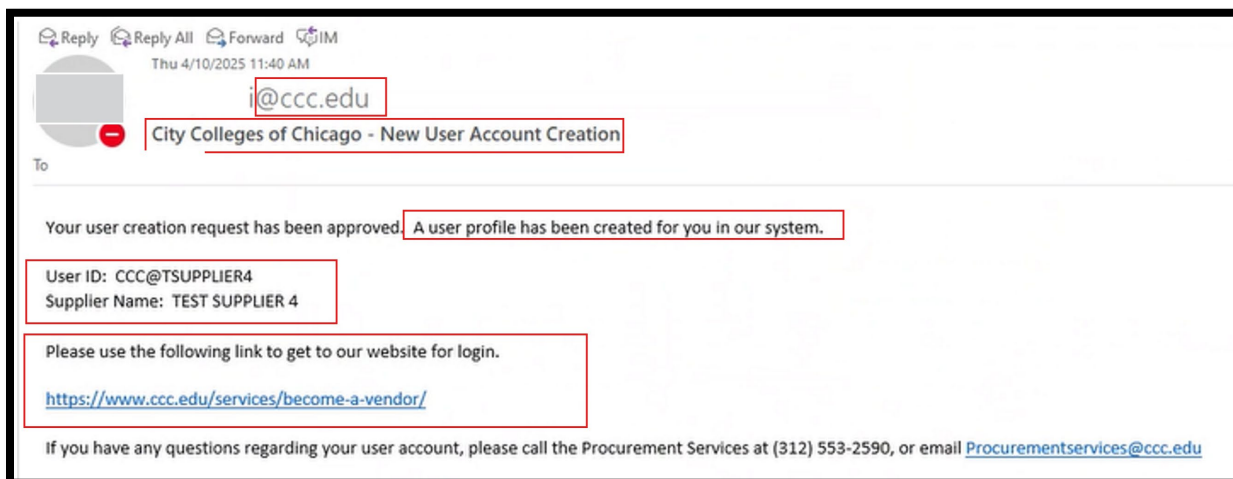
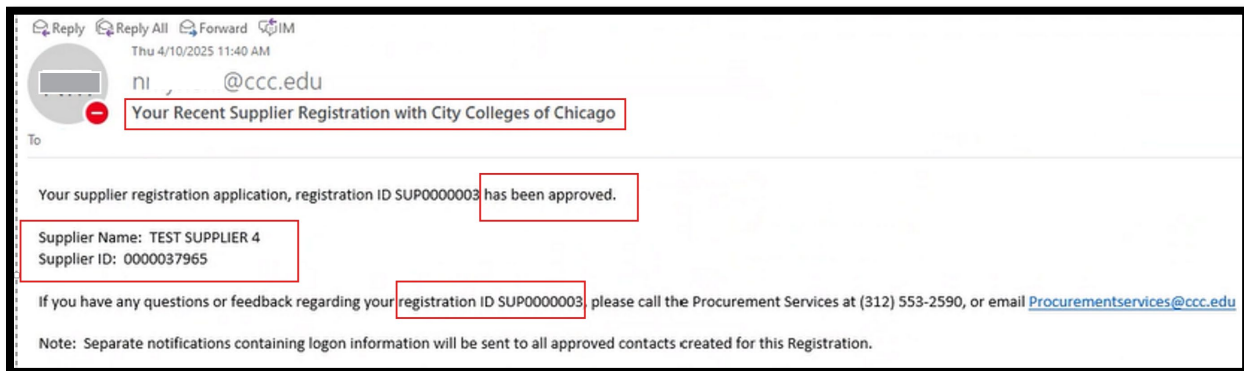
Red arrow points to the 'Next' button.

7. Your registration will be routed to OBPS for review and approval.

8. After you complete your registration, you will receive an email from the City Colleges of Chicago



9. After OBPS approves your registration, you will receive two (2) additional emails to a) indicate that your registration has been approved by OBPS, and b) share your New Account information.

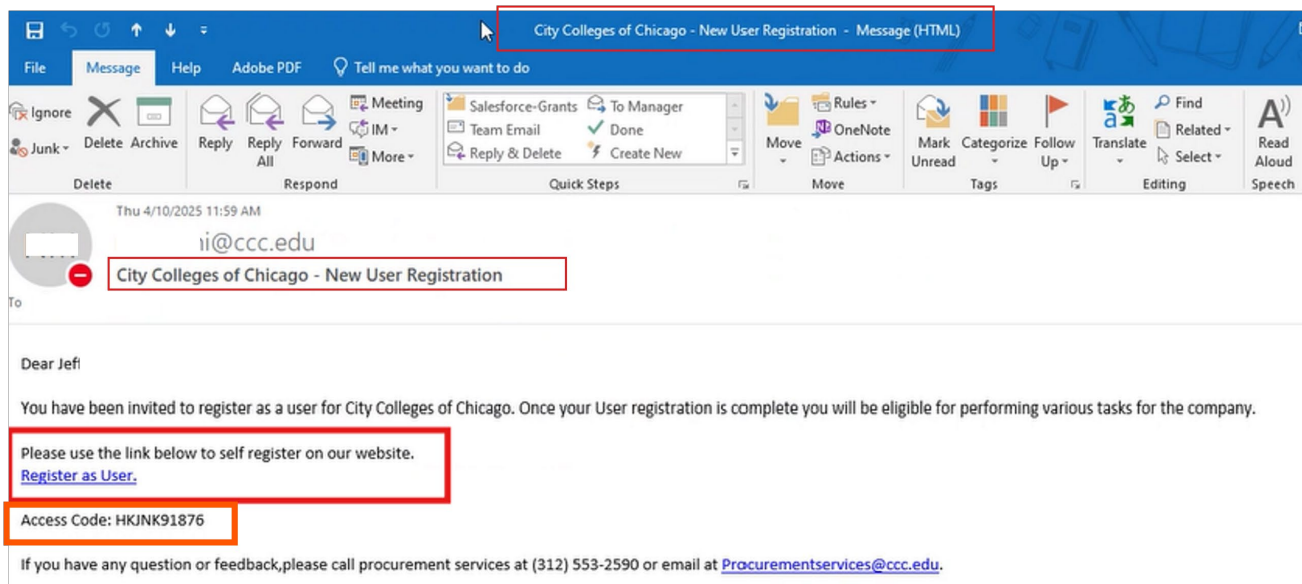


2. SYSTEM ACCESS - EXISTING VENDORS

- A.** Do you have an **Access Code**? If you do not have an Access Code, you cannot proceed. Please contact your OBPS representative to obtain an access code.
- B.** The following information is required and available on the OBPS website (Register as a Supplier page). Please prepare this information before you sign in:
- g. Signed IRS W-9 Form – available in the IRS website;
 - h. Economic Disclosure Statement (EDS) – available in the OBPS website;
 - i. Illinois Secretary of State Certificate of Good Standing;
 - j. Conditions of Purchase;
 - k. Ethics Orientation Document;
 - l. Minority/Woman Business Enterprise Certificate, if applicable.
- C.** P.O. Boxes are not valid **banking primary addresses**.
- D.** Companies may identify up to two (2) authorized users to update company information.

INSTRUCTIONS:

1. Vendors can access PeopleSoft e-Supplier by invitation only.
2. Vendors will receive an email from the City Colleges of Chicago (CCC) with an Access Code and a link to PeopleSoft.



3. The link will take invited vendors to the Authentication page where they can update their account information.

- a. Supplier ID – if you do not know your CCC supplier ID you can find the ID in exiting POs or previous checks.
- b. Tax Identification Number – Do NOT enter hyphens. Numbers only.
- c. NOTICE: the **User ID** will be automatically created by the system using your first initial and last name. For example, Joe Smith will receive a User ID: CCC@jSmith.
- d. Also NOTICE the **Description** is optional
- e. Last, make sure to open the terms of agreement before proceeding.

The screenshot shows the City Colleges of Chicago e-Supplier registration interface. The top navigation bar includes 'Favorites' and 'Main Menu'. The 'Authentication' section has an 'Access Code' field with the value 'HKJNK91876'. The 'Supplier List' section shows a table with columns for 'Supplier ID' (0000037965) and 'Tax Identification Number' (999999996). The 'User Account Information' section contains fields for 'First Name' (Test), 'Last Name' (Supplier5), 'User ID' (CCC@TSUPPLIER5), 'Password', 'Confirm Password', 'Description' (Optional), 'Email ID' (vendor@ccc.edu), 'Language Code' (English), 'Time Zone', and 'Currency Code' (USD). A red arrow points to the 'Description' field. The 'Terms and Conditions' section includes a checkbox labeled 'Select to accept the Terms of Agreement below.' and a 'Submit' button.

4. After you submit the registration, it will be routed to OBPS for approval.

From: test@ccc.edu <test@ccc.edu>
Sent: Thursday, April 10, 2025 3:42 PM
To: vendor@vendor.com
Subject: User ID Registration

Your User ID CCC@TUSER associated with Supplier ID 0000037965 has been submitted.

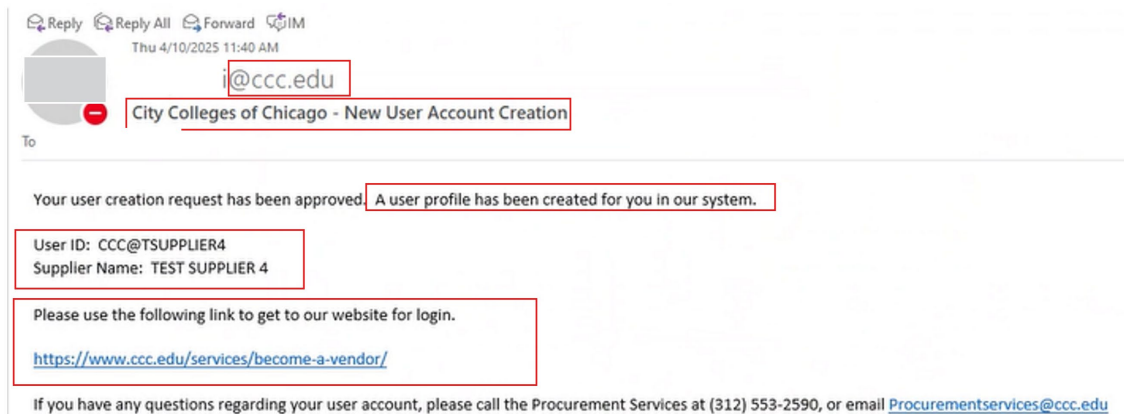
You will be notified at this email address of any changes in your registration status.

If you have any question or feedback regarding your User ID CCC@TUSER, please contact the Office of Business and Procurement Services at procurementservices@ccc.edu.

Thank you.

Office of Business and Procurement Services

5. Once your registration is approved by OBPS, you will receive a system email indicating approval. The email may be similar to the email below.

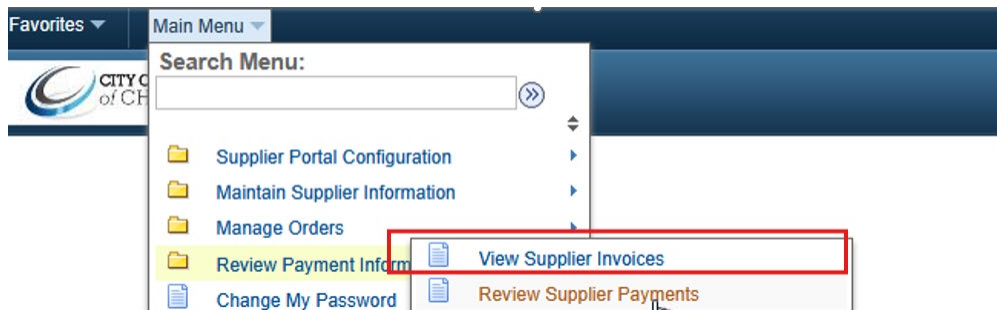


6. Once your account is approved, proceed to log in and update your information as needed. Login access is available through the OBPS website: <https://www.ccc.edu/departments/procurement/>
7. Remember that every time you update your profile, the system will route changes to OBPS for approval.



3. HOW TO VIEW INVOICES

1. Login access is available through the OBPS website: <https://www.ccc.edu/departments/procurement/>
2. Navigate to Main Menu > Review Payment Information > View Supplier Invoices



1. Select the search criteria, mainly your invoice number or a date range to specify when you submitted your invoice.

A screenshot of the 'Review Invoices' page in the City Colleges of Chicago web application. The page has a dark blue header with the City Colleges of Chicago logo and the text 'CITY COLLEGES OF CHICAGO'. Below the header, the breadcrumb navigation shows 'Main Menu > Review Payment Information > View Supplier Invoices'. The main content area is titled 'Review Invoices' and 'Filter Options'. It includes a search criteria section with the following fields: 'From Invoice Number', 'To Invoice Number', 'Item ID', 'Supplier Item ID', 'From Date' (with a calendar icon and example '01/31/2000'), 'To Date' (with a calendar icon and example '01/31/2000'), 'From Amount', 'To Amount', and 'Approval Status' (a dropdown menu). A 'Search' button is located at the bottom left of the search criteria section.

2. Select/click the invoice number of your choice. In the **example below**, the vendor has an invoice number "TST"
 - a. If you do not see the invoice number you were searching for, contact your City Colleges business client/user, as the invoice has not been entered into the system.

Review Invoices

Invoice List

NM11

[Set filter options](#)

Invoice List							Personalize	Find		First	1 of 1	Last
Invoice Number	Invoice Date		Gross Amt		Approval Status	Due Date	Voucher					
TST	01/13/2025		\$10.00 USD		Approved	01/13/2025	00199082					

3. Scroll down to the invoice details to find the PO number and if paid, the payment number.

Review Invoices

Invoice Details

NM11

Invoice Number	TST
Invoice Date	01/13/2025
Due Date	01/13/2025
Discount End Date	
Approval Status	Approved
Payment Status	Paid in Full
Terms	DUE IMMEDIATELY

Invoice Total	
Gross Amount	\$10.00 USD
Discount	\$0.00 USD
Net Amount	\$10.00 USD

Invoice Line Details						Personalize	Find	View All		First	1 of 1	Last
Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt							
999-79	IT Consulting Services		HR	10.00000	\$10.00 USD							

Payment Schedule									Personalize	Find	View All		First	1 of 1	Last
Scheduled to Pay	Payment Number	Gross Amt		Discount		Method	Status	On Hold	Withd Hold						
01/13/2025	0000229523	\$10.00 USD		\$0.00 USD		ACH	Paid	No	No						

Payments Made				Personalize	Find	View All		First	1 of 1	Last
Reference	Date		Amount							
00043281	01/13/2025		\$10.00 USD							

Item ID	Description	Quantity	Unit Price	Extended Price
999-79	IT Consulting Services	HR	10.00000	\$10.00 USD

Payment Schedule									
Personalize Find View All First 1 of 1 Last									
Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold		
01/13/2025	0000229523	\$10.00 USD	\$0.00 USD	ACH	Paid	No	No		

Payments Made									
Personalize Find View All First 1 of 1 Last									
Reference	Date	Amount							
00043281	01/13/2025	\$10.00 USD							

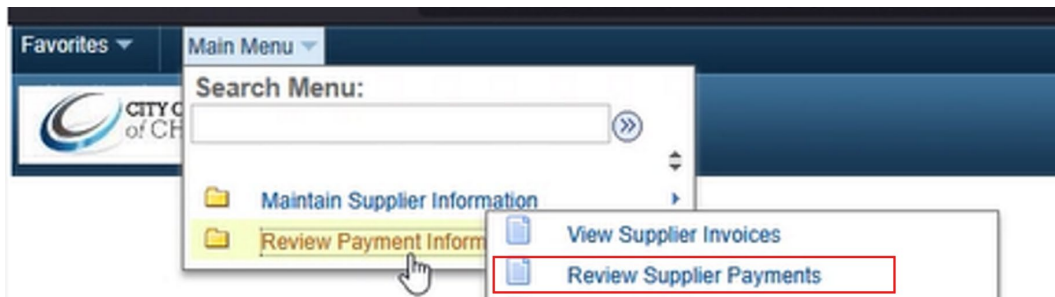
Purchase Orders									
Personalize Find View All First 1 of 1 Last									
Purchase Order	PO Date	Status							
0000054534	01/13/2025	Dispatched							

Receipts									
Personalize Find View All First 1 of 1 Last									
Received Date	Receipt Number	Bill of Lading	Packing Slip						
01/13/25	0000121514								



4. HOW TO VIEW PAYMENTS

3. Login access is available through the OBPS website: <https://www.ccc.edu/departments/procurement/>
4. Navigate to Main Menu > Review Payment Information > Review Supplier Payments



5. Enter the available search criteria. For example, you may want to know which invoices got paid for with a given check. You can enter a **CCC check number under payment reference** to find the Invoice that corresponds to the received check. You can also simply enter a date range and search.

A screenshot of the 'Review Payments' page in the City Colleges of Chicago web application. The breadcrumb trail at the top reads: 'Main Menu > Review Payment Information > Review Supplier Payments'. Below the breadcrumb, the page title 'Review Payments' is followed by a 'Filter Options' section. Under 'Filter Options', the text 'NM11' is displayed. Below this, a message states: 'Enter search criteria and click on Search. Leave blank for all values.' A 'Search Criteria' section contains the following fields: 'Invoice Number' (text input), 'Payment Reference' (text input), 'From Payment Date' (calendar icon with date '01/01/2025' and a note '(example: 12/31/2000)'), and 'To Payment Date' (calendar icon with date '03/21/2025' and a note '(example: 12/31/2000)'). A 'Search' button is located at the bottom left of the search criteria section, with a mouse cursor hovering over it.

6. Notice the following information under **Payments Made**.
7. Select the **Reference link**, which is the check number, to drill down on the details.

Navigation: Favorites ▾ Main Menu ▾ > Review Payment Information ▾ > Review Supplier Payments

CITY COLLEGES of CHICAGO

Review Payments

Payments Made

NM11

Set filter options

Payments Made

Personalize | Find | [X] | [Y] | First 1 of 1 Last

Reference	Invoice Number	Payment Date	Amount
00043281	TST	01/13/2025	\$10.00 USD

8. Notice the information in this example shows the **Pay Status** as “Paid,” and payment **Method** was ACH.

Navigation: Favorites ▾ Main Menu ▾ > Review Payment Information ▾ > Review Supplier Payments

CITY COLLEGES of CHICAGO

Review Payments

Payment Details

NM11

00043281

Invoice Number	TST	Payment Date	01/13/2025
Method	ACH	Pay Status	Paid
Amount	\$10.00	Currency	USD
Paid To	NM11		
	NM11		

Country USA United States

Address 1 123 Main St

Address 2

Address 3

City chicago

County Postal 60606

State IL Illinois

From JPMorgan Chase Bank, N.A.

Payment Advice

Personalize | Find | [X] | [Y] | First 1 of 1 Last

Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
TST	10.00 USD	0.00 USD	0.00 USD	10.00 USD

Return to Payments Made