Step 1: Log in to your member credentials.

Step 2: In the member dashboard, click "Order Portal" in the bottom right.

Step 3: Here, you can add your purchasing reports. There is a template available to download (Excel format) that will make for simple and easier uploads, especially for bulk uploading.

requirements!

Dashboard

877.696.2122   About Us   Members   Vendors   Services   Bidders/RFPs

Home > Members Dashboard > Add Purchase Order

Add Purchase Order

MANAGE PURCHASE ORDER

Please add your purchase order to our system to qualify for your **Choice Ca$h** Rebate. Use the button named "Bulk Upload" if you have multiple PO's or multiple vendors; otherwise you can enter them one at a time using the button named "Manual Upload"

Name of Person Submitting: Andrey Cuellar   **Email:** andrey.cuellar@hcde-texas.org   **Date:** August 26, 2022
Member Name: Harris County Department of Education   **CP Member City:** Houston

If you have a new PO, use one of the 2 buttons below;
to manage previously submitted P.O.s, click here.

BULK UPLOAD? (CSV OR XLSX)   OR   ADD MANUALLY?

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Step 4a: If bulk uploading, ensure that column headers match the list of criteria: Vendor name, Contract Number, Bill Date, PO Number, and PO Order Total.

requirements!

Dashboard

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Name of Person Submitting: Andrey Cuellar   **Email:** andrey.cuellar@hcde-texas.org   **Date:** August 26, 2022
Member Name: Harris County Department of Education   **CP Member City:** Houston

Upload File (CSV OR XLS): Choose File no file selected

Below is a list of valid column headers we are looking for. For faster processing times, Please insure you have this info in your file before uploading.

"Vendor Name",
"Contract Number",
"Bill Date",
"PO Number",
"PO Order Total"

UPLOAD

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Step 4b: **If you are manually adding a report, be sure to fill all fields and send when complete. The purchasing order will not go to the vendor unless you select "Yes" for *Send PO to Vendor on my behalf.***

Note:
- When you click the button in the top right named "Manage Purchase Order," you can see previously submitted purchase orders.