Log in under <u>CSX iSupplier Portal Access</u>

On your Home screen you will see a list of PO's. The Order Date will tell you if a new one has been submitted.

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7 🤉			Receipts
🔲 🔛	Description	Order Dete	Receipts
-O Number 121960	Eer portal instructions	01 Epb 2016 10:40:44	On-Time Performance
131000	TEST partial invoice quantities	20. Jap 2016 15:02:00	Invoices
128634	TEOT partial invoice quantities	25-Jan-2016 15:38:01	
128605		25-Jan-2016 15:10:38	- Invoices
098711	test	19-Nov-2015 09:11:57	Payments
Shipments At A	Glance	Full List	
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Click on the Orders tab

You can View Recent Purchase Orders there

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π	6131860	A Rev	CSX TRANSPORTATION	Standard PO	For portal instructions	01-Feb-2016 10:40:44	MYERS, Ms. JENNIFER	USD	54.65	Open	Acknowledge By	Attachme
	6131257	0	CSX TRANSPORTATION	Standard PO	TEST partial invoice quantities	29-Jan-2016 15:03:00	VERSTEEG, MR. NEIL W	USD	21.86	Open		
	6128634	0	CSX TRANSPORTATION	Standard PO		25-Jan-2016 15:38:01	WHIGHAM, Ms. ALISHA L	USD	10.00	Open		
	6128605	0	CSX TRANSPORTATION	Standard PO		25-Jan-2016 15:10:38	WHIGHAM, Ms. ALISHA L	USD	100.00	Open		
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Select your PO

Click on Show All Details to bring up the PO line details

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From there you can see the Ship-To-Location for each line. Click on that to see the actual address.

If you see there is an Alternate Address option (The section will say yes).

🌽 iSupplier Portal: View Order Details - M	icrosoft Internet Explorer provi	ded by CSX	
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Buyer	25510 <u>GOODING JR, MR.</u> <u>JAMES C</u> 08-Dec-2009	Address ENGINEER, ELECTRONICS LOUISVILLE, KY 40219- 3441	
	05:18:41	Bill-To Address	
Description Status	Auto-Created from Requisition No. 2589397 Supplier Change Pending	Address ACCOUNTS PAYABLE - SC 3682 P.O. BOX 44057 JACKSONVILLE, FL 32231- 4057	
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Use Alternate Address	Yes		
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Click on View to see the Alternate Address

Click on Alternate Address located in the File Name field on the left of the screen.

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A window will open displaying the correct ship to address for the PO.

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