



**chs**<sup>®</sup>

**Customer Portal**

**CHS Customer Portal  
Start Guide**



## Overview

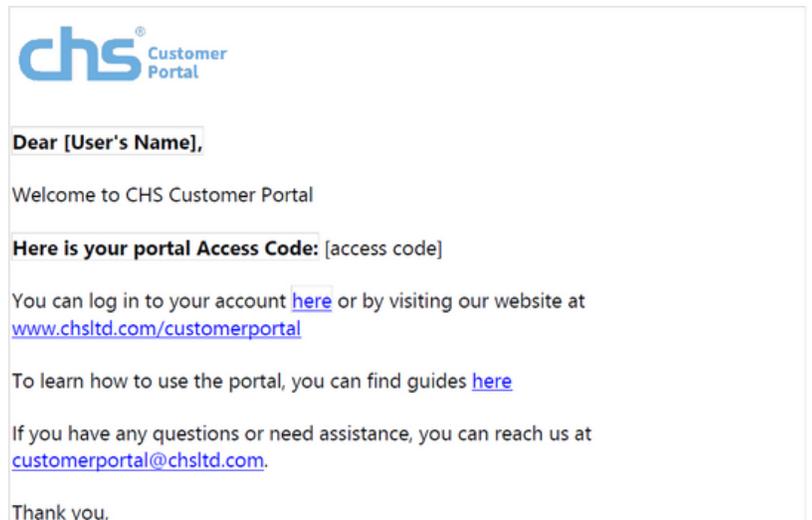
The CHS Customer Portal is a self service tool that generates a daily report of your customer order data. This tool enables you to keep track of your orders by providing visibility on order shipment dates, shipment tracking info, and much more.

## Step 1: Getting Started

To get started with the Customer Portal, you must first register, You can find out online registration form online on the CHS website: [www.chsltd.com/customerportal](http://www.chsltd.com/customerportal)

Once you have been entered into our system, you will receive an email from [customerportal@chsltd.com](mailto:customerportal@chsltd.com) with your access code and link to the portal.

Please note that this email may be caught in your organization's spam filters. If you have any issues receiving this email, please contact: [customerportal@chstld.com](mailto:customerportal@chstld.com)



## Step 2: Logging In

You can login to the CHS Customer Portal via <https://chsltd.app.powerbiportal.com/login>

To sign into the CHS Customer Portal, you simply copy and paste the access code in your email in the Access Code area and click "Sign In"

The screenshot shows the login interface. At the top, there is an orange icon of a document with a checkmark. Below it, the text 'Please insert your access code' is displayed. There is a text input field labeled 'Access Code'. Below the input field is a dark blue 'Sign In' button. Underneath the button, the word 'or' is centered. Below 'or' are two buttons for social login: 'Sign in with Microsoft' and 'Sign in with Google'.

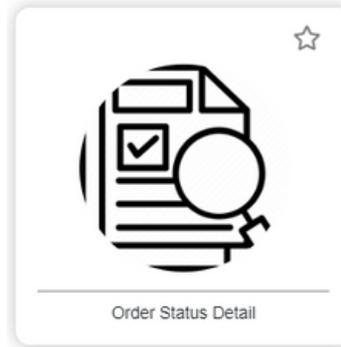
By clicking "Sign in", you have read and agreed to DevScope's [Terms and Conditions](#) and [Privacy Policy](#).

## Step 3: Your Portal Homepage

On your portal homepage, you will see 2 reports: “Order Status Detail” and “Outgoing Shipments”.

The “Order Status Detail” report will show your orders that have not shipped.

The “Outgoing Shipments” report will show your orders that have been shipped.



## Step 4: Viewing Your Reports - Order Status Detail

Inside the “**Order Status Detail**”, you will be able to see all your orders that are outstanding and have not shipped yet.

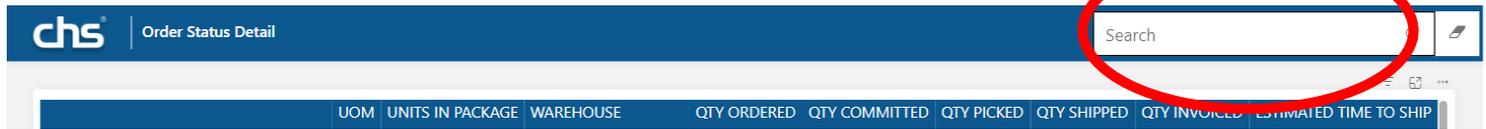
Here you will find your:

- Order Date
- Order Status
- CHS Order Number
- P/O Number
- CHS Representative
- CHS Rep Contact
- Ordered Items
- Quantities Ordered
- and Estimated Time to Ship (ETS)

ORDER DATE	ORDER STATUS	ORDER NO	CUSTOMER PO	CHS CUST NO	CHS CUSTOMER NAME	CHS PROVINCE	CHS TERRITORY MANAGER NAME	CHS TERRITORY MANAGER EMAIL
2024-05-29	Released	S-ORD284566	2024-05-28SG	CHSS:UJ	SAM GARRAPUTO	BC	FRIS: SAID	frisaid@chcs.com
2024-05-28	Released	S-ORD283962	2024-05-27LS	CHSL:IT	Laura Stearns	BC	FRIS: SAID	frisaid@chcs.com
2024-05-27	Released	S-ORD283804	20240524SCJ	CHSS:IE	SOPHIA JENKINS	AB	FRIS: SAID	frisaid@chcs.com
2024-05-27	Released	S-ORD283804	20240524SCJ	CHSS:IE	SOPHIA JENKINS	AB	FRIS: SAID	frisaid@chcs.com
2024-05-27	Released	S-ORD283938	CAS SAMPLES	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-27	Released	S-ORD283938	CAS SAMPLES	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-27	Released	S-ORD283938	CAS SAMPLES	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-27	Released	S-ORD283938	CAS SAMPLES	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-27	Released	S-ORD283938	CAS SAMPLES	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-27	Released	S-ORD283938	CAS SAMPLES	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-25	Released	S-ORD283491	HL20240524	CHSH:UJ	WARRICK ROY	BC	N/A	
2024-05-25	Released	S-ORD283491	HL20240524	CHSH:UJ	WARRICK ROY	BC	N/A	
2024-05-25	Released	S-ORD283491	HL20240524	CHSH:UJ	WARRICK ROY	BC	N/A	
2024-05-25	Released	S-ORD283610	HL20240524-2	CHSH:UJ	WARRICK ROY	BC	N/A	
2024-05-24	Released	S-ORD283738	0524ROH	CHSJ:IO	WARRICK ROY	ON	FRIS: SAID	frisaid@chcs.com
2024-05-24	Released	S-ORD283738	0524ROH	CHSJ:IO	WARRICK ROY	ON	FRIS: SAID	frisaid@chcs.com
2024-05-24	Released	S-ORD283738	0524ROH	CHSJ:IO	WARRICK ROY	ON	FRIS: SAID	frisaid@chcs.com
2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	CHS	ON	SUCCHANE: ERIC	eric@chcs.com
2024-05-18	Released	S-ORD281902	HL20240517	CHSH:UJ	WARRICK ROY	BC	N/A	
2024-05-17	Released	S-ORD281544	20240509PI	CHSF:IB	FRIS: SAID	ON	FRIS: SAID	frisaid@chcs.com
<b>Total</b>								

## Step 4: Viewing Your Reports - Order Status Detail (Continued)

At the top of the interface, there is a search bar. You will be able to search for your specific order number, P/O number or item number.



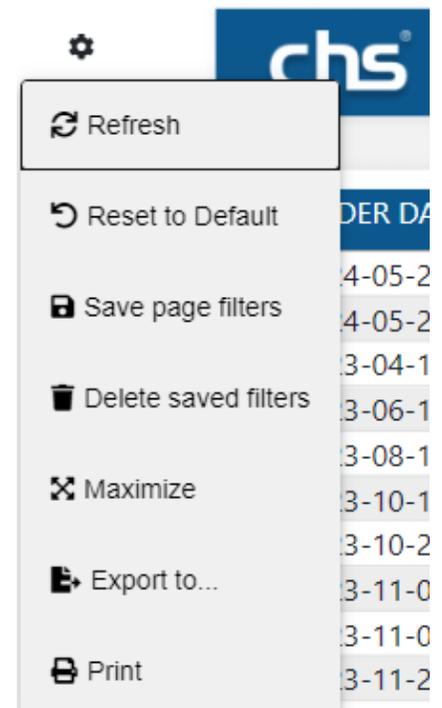
 Clicking this icon will clear your search.

On the right side of the screen, you will find the filters tab. Here you can filter the report to display the view you need.

It is recommended that you filter by your specific Customer Number(s)



On the left side of the screen, you can click on the gear, you will find options to save the current filters you have applied, reset the view, or export the report to a specific file type.



## Step 5: Viewing Your Reports - Outgoing Shipments

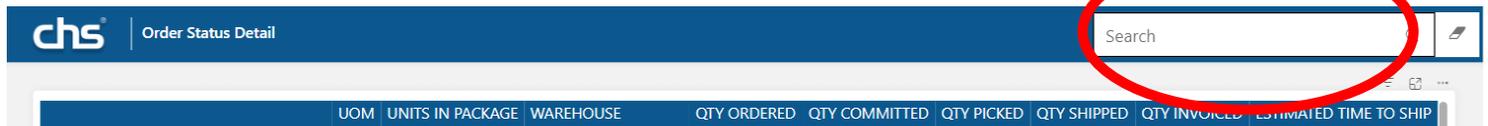
In the “**Outgoing Shipments**” view, you will be able to see all of your orders that have been shipped.

Here you will find your:

- Order Date
- Order Status
- CHS Order Number
- P/O Number
- CHS Representative
- CHS Rep Contact
- Ordered Items
- Quantities Ordered
- Courier
- and Tracking Number

ORDER DATE	ORDER NO	CUSTOMER PO	CHS CUST NO	CHS CUSTOMER NAME	CHS TERRITORY MANAGER NAME	CHS TERRITORY MANAGER EMAIL	CHS REGIONAL MANAGER
2024-06-29	S-ORD293482	2024-06-28AZ	CHSAIE	ADP 200	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-29	S-ORD293482	2024-06-28AZ	CHSAIE	ADP 200	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-29	S-ORD293482	2024-06-28AZ	CHSAIE	ADP 200	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSAIE	ADP 200	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSAIE	ADP 200	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSAIE	ADP 200	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSAIE	ADP 200	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSAIE	ADP 200	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-26	S-ORD292285	20240618SCI	CHSIE	SOPHIA SWANSON	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-26	S-ORD292285	20240618SCI	CHSIE	SOPHIA SWANSON	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-26	S-ORD292287	2024-06-25AZ	CHSAIE	ADP 200	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-26	S-ORD292458	2024-06-26AZ	CHSAIE	ADP 200	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-26	S-ORD292511	2024-06-25VS	CHSVIE	VALERIE LINDENBERG	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-26	S-ORD292511	2024-06-25VS	CHSVIE	VALERIE LINDENBERG	PETER CORFEDUCA VP	pcorfeduca@chs.com	Peter Corfeduca
2024-06-22	S-ORD291505	SAMPLES-JH6	SAMPLE	CHS LABORATORY SAMPLES	N/A		
2024-06-21	S-ORD291369	SAMPLE	STAD21	STANDARD POLYMER PRODUCTS INC.	BRITANN STREBLE APT 100	brstredble@chs.com	Britann Stredble
2024-06-21	S-ORD291369	SAMPLE	STAD21	STANDARD POLYMER PRODUCTS INC.	BRITANN STREBLE APT 100	brstredble@chs.com	Britann Stredble
2024-06-21	S-ORD291369	SAMPLE	STAD21	STANDARD POLYMER PRODUCTS INC.	BRITANN STREBLE APT 100	brstredble@chs.com	Britann Stredble
2024-06-21	S-ORD291369	SAMPLE	STAD21	STANDARD POLYMER PRODUCTS INC.	BRITANN STREBLE APT 100	brstredble@chs.com	Britann Stredble
2024-06-21	S-ORD291369	SAMPLE	STAD21	STANDARD POLYMER PRODUCTS INC.	BRITANN STREBLE APT 100	brstredble@chs.com	Britann Stredble
2024-06-21	S-ORD291369	SAMPLE	STAD21	STANDARD POLYMER PRODUCTS INC.	BRITANN STREBLE APT 100	brstredble@chs.com	Britann Stredble
2024-06-21	S-ORD291369	SAMPLE	STAD21	STANDARD POLYMER PRODUCTS INC.	BRITANN STREBLE APT 100	brstredble@chs.com	Britann Stredble
2024-06-20	S-ORD290735	06192024BITEBLOCK	CHSMIU	MARCO MUSE	N/A		
2024-06-19	S-ORD290780	PHI SAMPLES	SAMPLE	CHS	BRITANN STREBLE	brstredble@chs.com	Britann Stredble
<b>Total</b>							

At the top of the interface, there is a search bar. You will be able to search for your specific order number, P/O number or item number.



 Clicking this icon will clear your search.

On the left and right, you will also find the filters tab and the gear to save your filters and export as seen in the previous step.

**If you have any questions about the CHS Customer Portal, please contact us at:**

**[customerportal@chsltd.com](mailto:customerportal@chsltd.com)**