Customer Portal

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CHS Customer Portal Start Guide

CHS2024116_rev3

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

Customer

Dear [User's Name]

Thank you,

Once you have been entered into our system, you will receive an email from 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

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"



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.

	ORDER DATE 2024-05-29 2024-05-28 2024-05-27 2024-05-27 2024-05-27 2024-05-27 2024-05-27 2024-05-27	ORDER STATUS Released Released Released Released Released Released	ORDER NO S-ORD284566 S-ORD283962 S-ORD283804 S-ORD283804 S-ORD283804 S-ORD283938	CUSTOMER PO 2024-05-285G 2024-05-27LS 202405245CJ 202405245CJ	CHS CUST NO CHSSIII CHSLIT	CHS CUSTOMER NAME	CHS PROVINCE	CHS TERRITORY MANAGER NAME	CHS TERRITORY MAN
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2	2024 05 27	Released	S-ORD283938	CAS SAMPLES	SAMPLE	016	ON	DUSTAINING REING	sking@chubd.com
2	2024-03-27	Released	S-ORD283938	CAS SAMPLES	SAMPLE		ON	SUSTAINING NOWS	diam'n da bai ann
	2024-05-27	Released	S-ORD283938	CAS SAMPLES	SAMPLE		ON	SUCCESSION ADDRESS	dispersion of the local disper
	2024-05-27	Released	S-ORD283938	CAS SAMPLES	SAMPLE		ON	SUDANNE KING	skingde habd com
2024-05-2	2024-05-25	Released	S-ORD283491	HL20240524	CHSHIIU	NAME AND ADDRESS OF ADDRESS OF ADDRESS ADDRESS ADDRESS ADDRESS	BC	N/A	
2	2024-05-25	Released	S-ORD283491	HL20240524	CHSHIU	HARDEN LED	BC	N/A	
2	2024-05-25	Released	S-ORD283491	HL20240524	CHSHUU	NAMES OF CASE	BC	N/A	
2	2024-05-25	Released	S-ORD283610	HL20240524-2	CHSHILU	manifestion case	BC	N/A	
2	2024-05-24	Released	S-ORD283738	0524ROH	CHSJIIO	JAMES ROM	ON	PRED SAID	Saidphold.com
2	2024-05-24	Released	S-ORD283738	0524ROH	CHSJIIO	ANNES NON	ON		Name and Advances
2	2024-05-24	Released	S-ORD283738	0524ROH	CHSJIIO	JAMES NON	ON	PRED GARD	Subdebalations.
2	2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE		ON	SUDANNE KING	strught-habit.com
2024-05	2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE		ON	SUDANNE KING	design the ball of the local division of the
	2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE		ON	SUDANNE KING	
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2	2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	016	ON	SUDANNE KING	skingstrated.com
2024-	2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	0.6	ON	SUCANNE KING	skingde heledaare
2	2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE		ON	SUCANNE KING	skingdt-helid.com
2	2024-05-22	Released	S-ORD282261	SHAURPCA2024	SAMPLE	0.6	ON	SUCCESSING KONG	skingdy-thated-com
2	2024-05-18	Released	S-ORD281902	HL20240517	CHSHLU	post of the	BC	NUM -	-
20	2024-05-17	Released	S-ORD281544	20240509PI	CHSPIB	PROX. INCASES	ON	PRED SAID	





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)

Here you will find

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#### 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.





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#### **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

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ORDER DATE	ORDER NO	CUSTOMER PO	CHS CUST NO	CHS CUSTOMER NAME	CHS TERRITORY MANAGER N	AME CHS TERRITORY MANAGER EMAIL	CHS REGIONAL MANAGER
2024-06-29	S-ORD293482	2024-06-28AZ	CHSALIE	AUF 213	RETER CONTEDUCA: MP	provide the will the build com-	Peter Controluce
2024-06-29	S-ORD293482	2024-06-28AZ	CHSALLE	AUR 208	PETER CONTEDUCA - VP	provincia all'interioratione	Pener Cormoluca
2024-06-29	S-ORD293482	2024-06-28AZ	CHSAILE	Add 208	PETER CONTEDUCE - VP	Provide and the first com-	Print Controllura
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSAILE	ADF 208	PETER CONTEDUCA - VP	provide ducard included count	Peter Contextura
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSAILE	AGM 200	PETER CONTEDUCA - VP	provide land the last of	Peter Controluca
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSALLE	ADV 208	PETER CONTROLICA - VP		Peter Controluca
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSAITE	ADV 208	PETER CONTIONCA - VP	promision all challenges	Partie Controluce
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSAILE	ADIF 200	Sector P	promiseducad@challel.com	Peter Contriducts
2024-06-27	S-ORD292699	2024-06-26AZ1	CHSAILE	POP 208	PETER CONTEDUCA: VP	proministical distribution of	Peter Contentuca
2024-06-26	S-ORD292285	20240618SCJ	CHSSIE	The second s	PETER CONTEDUCA - VP	promission and challed com-	Palan Controluca
2024-06-26	S-ORD292285	202406185CJ	CHSSIE	SCIPHA INKING	PETER CONTROLICA - MP	provide durantly (holds) cold	Peter Contentions
2024-06-26	S-ORD292285	202406185CJ	CHSSIE	SOPHA (DAING	PETER CONTEDUCA - VP	promiteduce @challed.com	Pater Contentinos
2024-06-26	S-ORD292287	2024-06-25AZ	CHSA//E	AGE 208	PETER CONTEDUCA - VP	promite durantly challed com-	Peter Controluca
2024-06-26	S-ORD292458	2024-06-26AZ	CHSALE	AUR 200	PETER CONTEDUCA - 1/P	provide during the health access	Peter Controluca
2024-06-26	S-ORD292511	2024-06-25VS	CHSV. E	WORK SENECTION.	PETER CONTROLICA - MP	promited as all challed come	and an other states
2024-06-26	S-ORD292511	2024-06-25VS	CHSVIE	VICKY SENECHINE	RETER CONTEDUCA - MP	provide data differential contra	Parker Contendance
2024-06-22	S-ORD291505	SAMPLES-JH6	SAMPLE	CHE MARKET MALL SAMPLES	N/A		
2024-06-21	S-ORD291369	SAMPLE	STAD21	STREED POLYPRODUCTS INC.	KIRAN STOLD - ALT (HIS)	enteredie (Brichaltel contri-	Subgrower Kimp
2024-06-21	S-ORD291369	SAMPLE	STAD21	EINDED POLYPRODUCTS INC.	KENAN STOLE - ALT (HD)	Automic Britalist com	Supreme King
2024-06-21	S-ORD291369	SAMPLE	STAD21	STADCO POLYMODUCTS INC.	KERNIN STOLE - ALT (HE)	And and a start of the local sectors.	Susanne King
2024-06-21	S-ORD291369	SAMPLE	STAD21	stabco rouritopucts inc.	KERAN STOLL ALT (AL)	Removie & challed com	Supervise King
2024-06-21	S-ORD291369	SAMPLE	STAD21	STADICS POLYPRODUCTS INC.	KERNIN STOLE - ALT VAL	Automie Brchaltal.com	Supreme King
2024-06-21	S-ORD291369	SAMPLE	STAD21	STADCO POLYPRODUCTS INC.	KERNIN STORIG - ALT (MR)	Automatic Distantial science	Success King
2024-06-21	S-ORD291369	SAMPLE	STAD21	STREED POLYMODUCTS INC.	ADDRESS TAXABLE	Automic Distantial comm	Success King
2024-06-20	S-ORD290735	06192024BITEBLOCK	CHSMILU	MACKN RUSE	N/A		
2024-06-19	S-ORD290780	FOR GLONDA.	SAMPLE	0.6	SUDANNE KING	storage Britshol com-	Surgerow King

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

