

iSupplier Supplier
Created on Friday, June 29, 2012

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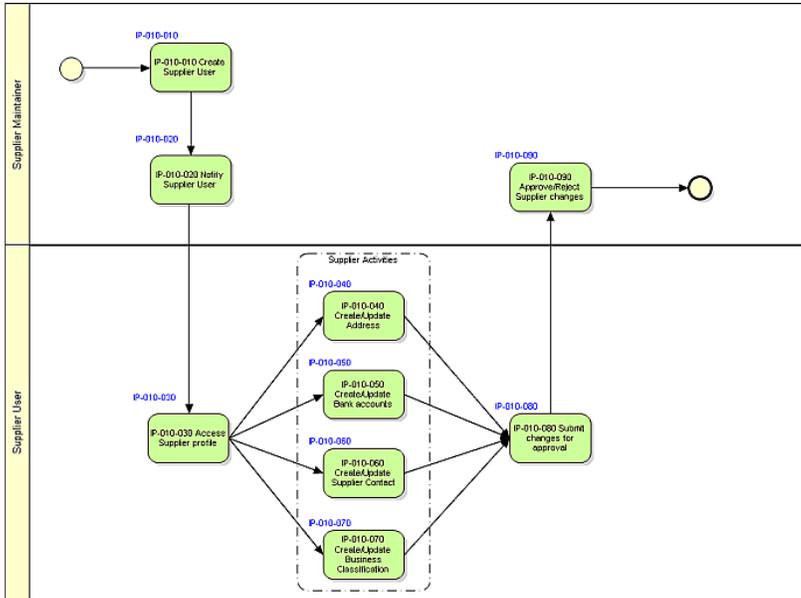
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iSupplier Supplier

IP-010 iSupplier Portal



Supplier Views

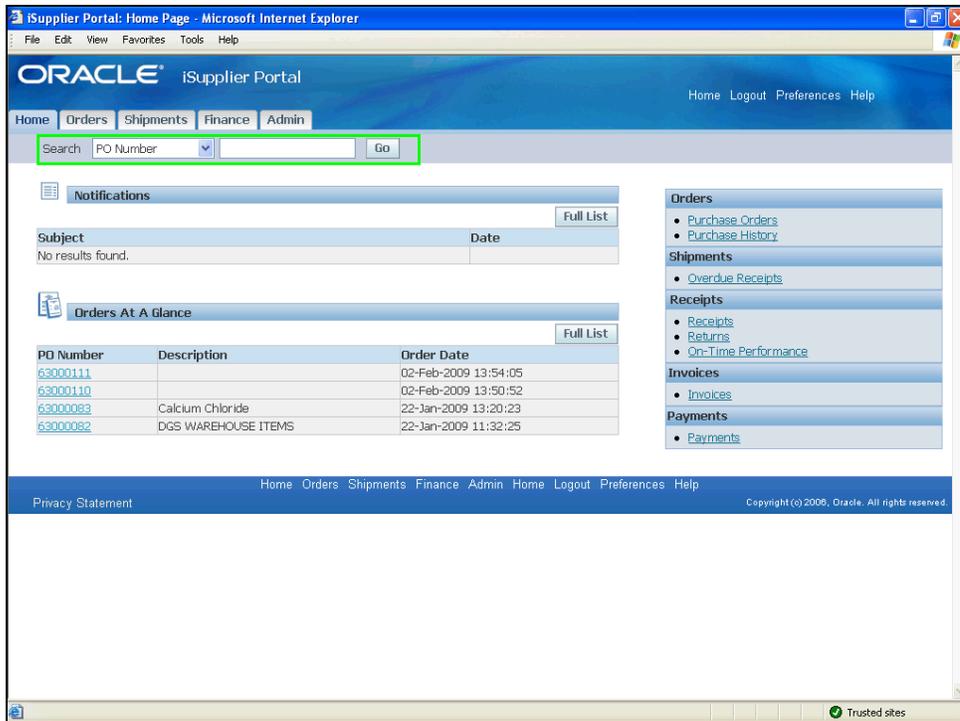
Description:

Use this procedure to review the information and transactions available to suppliers of the iSupplier portal.

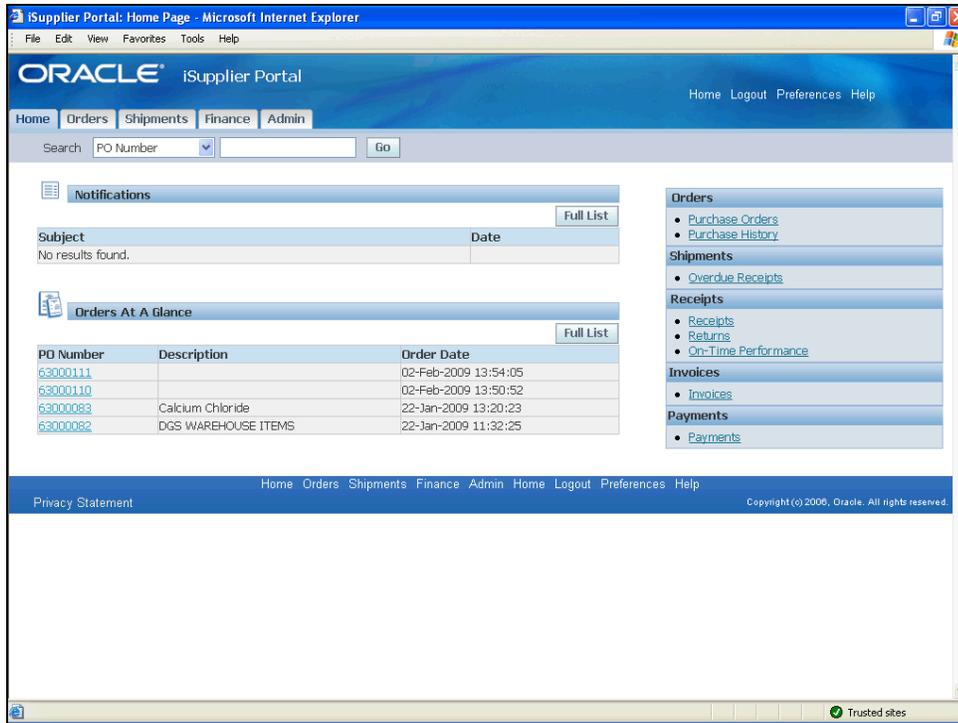
Oracle Prerequisites:

- A supplier must have registered and been approved.

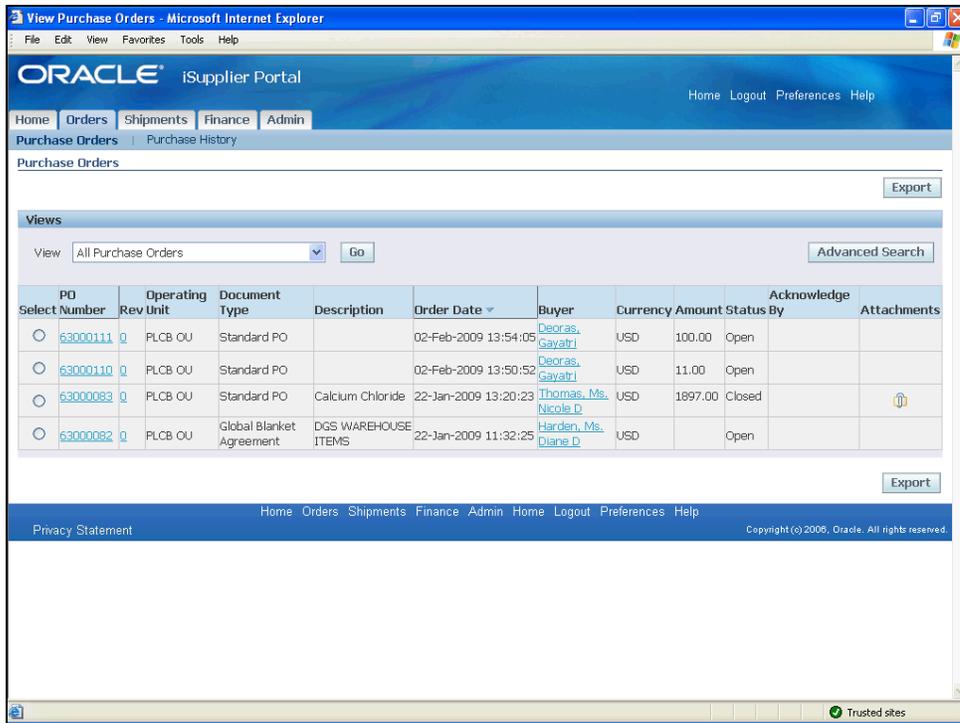
Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.



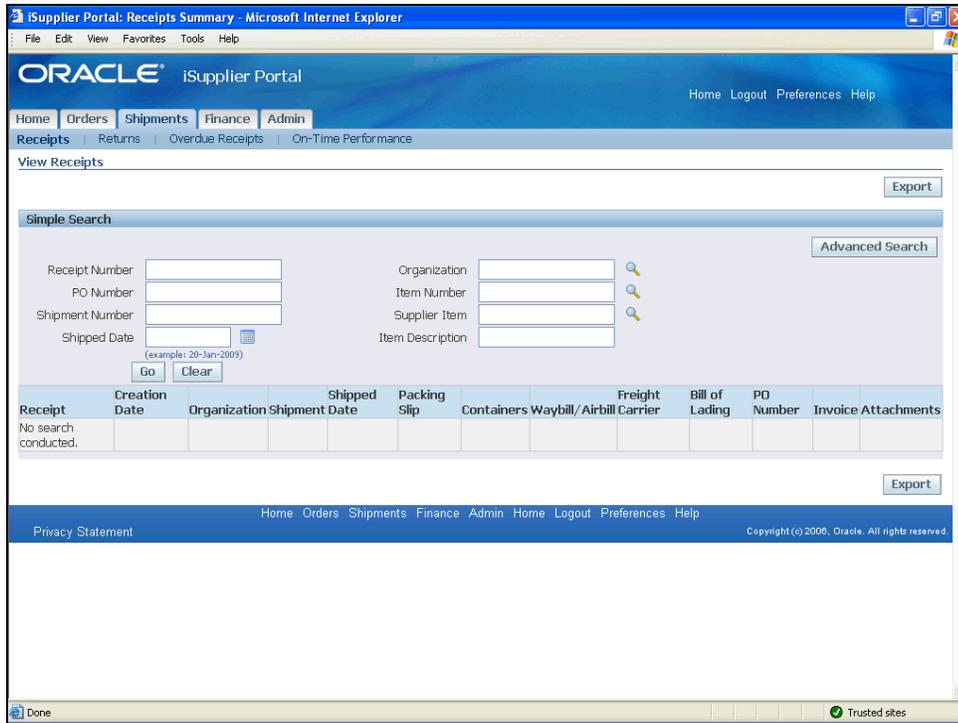
Step	Action
2.	<p>The <i>iSupplier Portal Home Page</i> provides a search engine to locate specific documents.</p> <p>Select a category from the first SEARCH field's pull-down menu. The choices are PO NUMBER, SHIPMENT NUMBER, INVOICE NUMBER, or PAYMENT NUMBER.</p> <p>Enter search criteria in the second SEARCH field to further narrow the returns and execute the search.</p>
3.	<p>Outstanding notifications for the supplier display in the <i>Notifications</i> region.</p> <p>The most recent 5 purchase orders submitted to the supplier display in the <i>Orders At A Glance</i> region. The number of orders displayed can be configured using the <i>Preferences</i> link.</p> <p><i>Note:</i> Only non-merchandise purchase orders related to your company can be viewed in the iSupplier portal.</p>



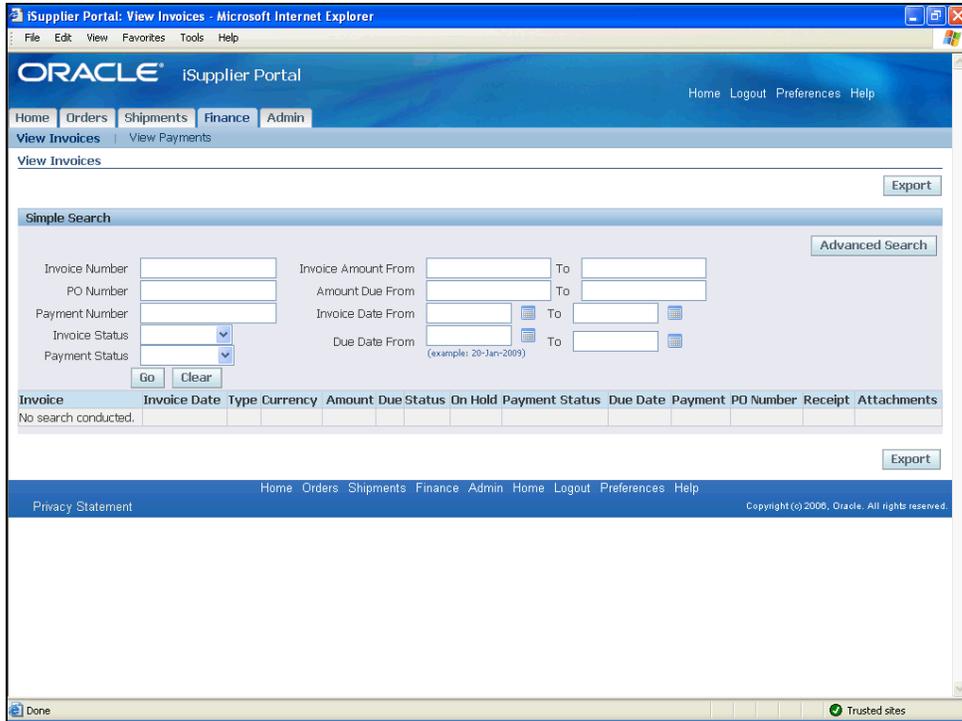
Step	Action
4.	<p>View the purchase order information.</p> <p>Click on <i>Orders</i> tab.</p>



Step	Action
5.	<p>Review the existing purchase orders. To view information on a specific purchase order, select the purchase order number link.</p> <p>View the shipment information.</p> <p>Click on the <i>Shipments</i> tab.</p>



Step	Action
6.	<p>Review the shipping information and open the finance information.</p> <p><i>Click on the Finance tab.</i></p>



Step	Action
7.	<p>Review the finance information and return to the <i>Home</i> Page.</p> <p>Click on the <i>Home</i> link.</p>
8.	<p>In this topic you reviewed the basic functionality available to the suppliers of the iSupplier Portal.</p> <p>End of Procedure.</p>

Add New Address

Description:

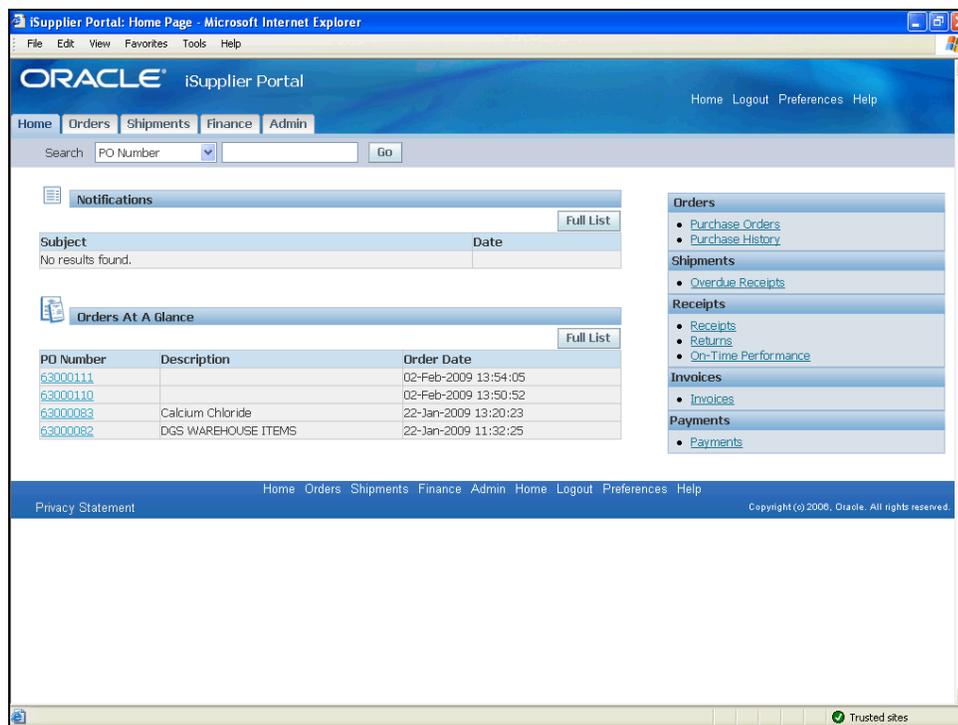
Multiple addresses can be created or modified, which are used in transactions with the buying company. For example, purchasing locations and payment sites can have multiple addresses. A note can be provided for each address entry to describe how it is used. For example, a note can indicate that this is an address for a location from which goods or services may be purchased.

Use this procedure to add a new address to the address book.

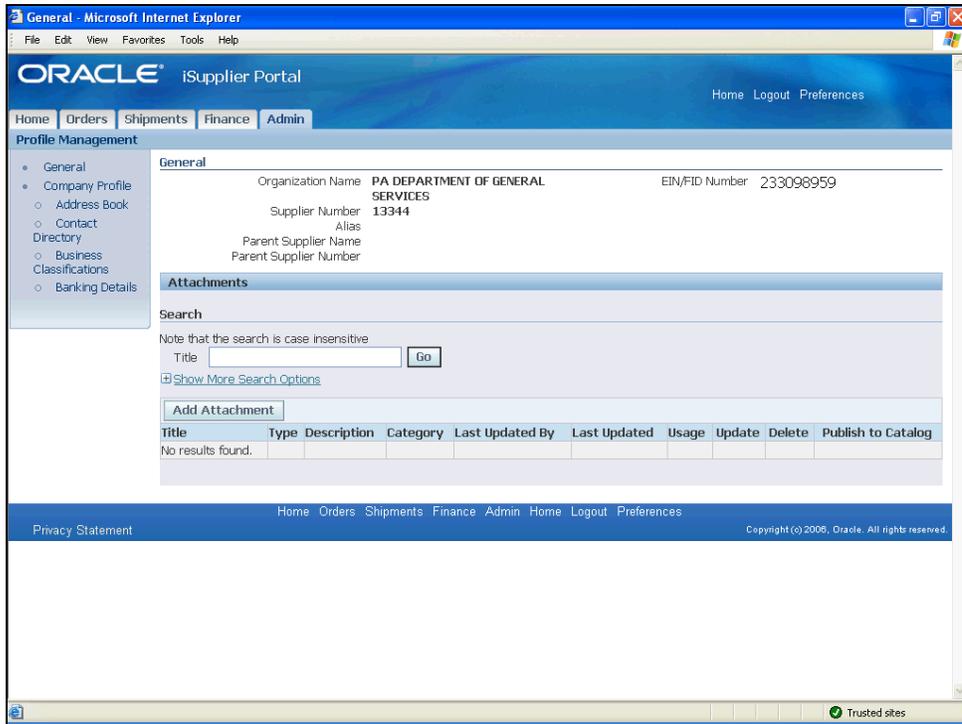
Oracle Prerequisites:

- A supplier must have registered and been approved.

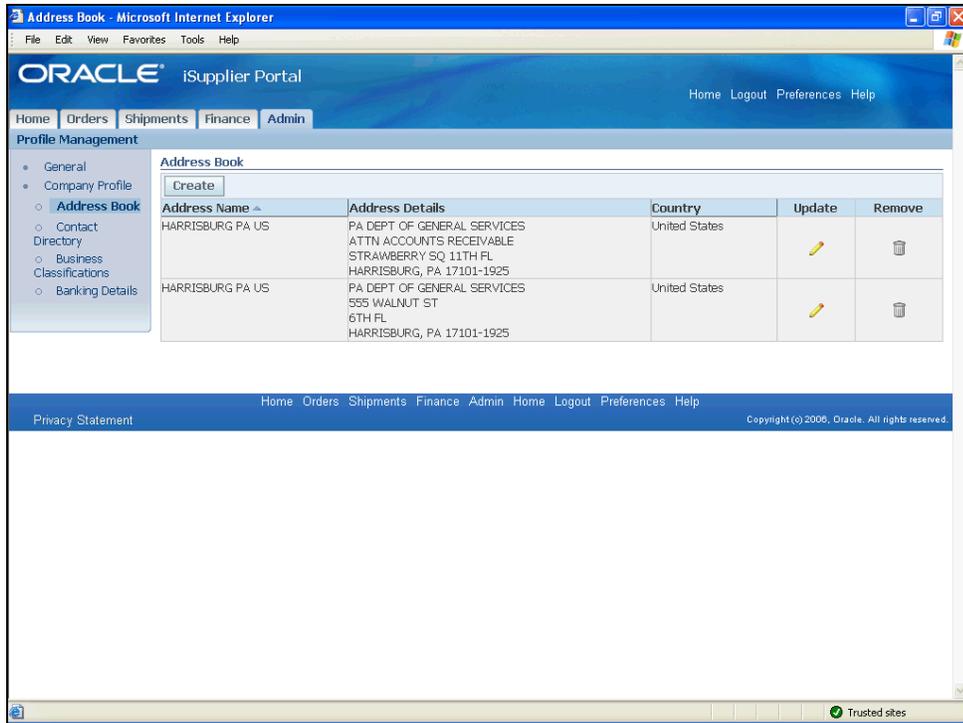
Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.



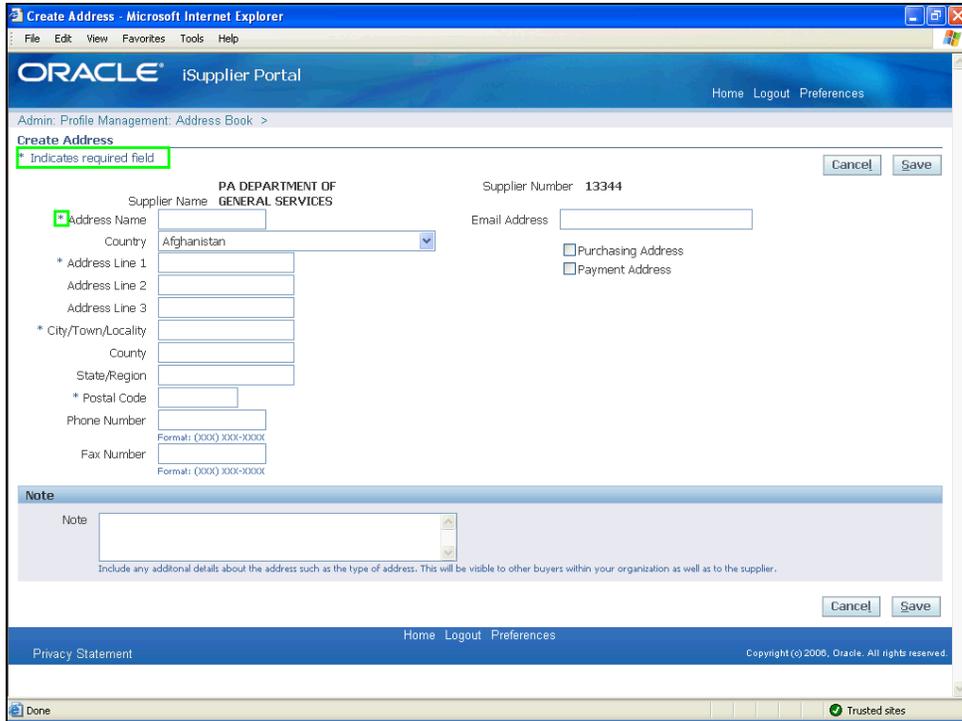
Step	Action
2.	<p>Access the <i>Admin</i> tab.</p> <p>Click on <i>Admin</i> tab.</p>



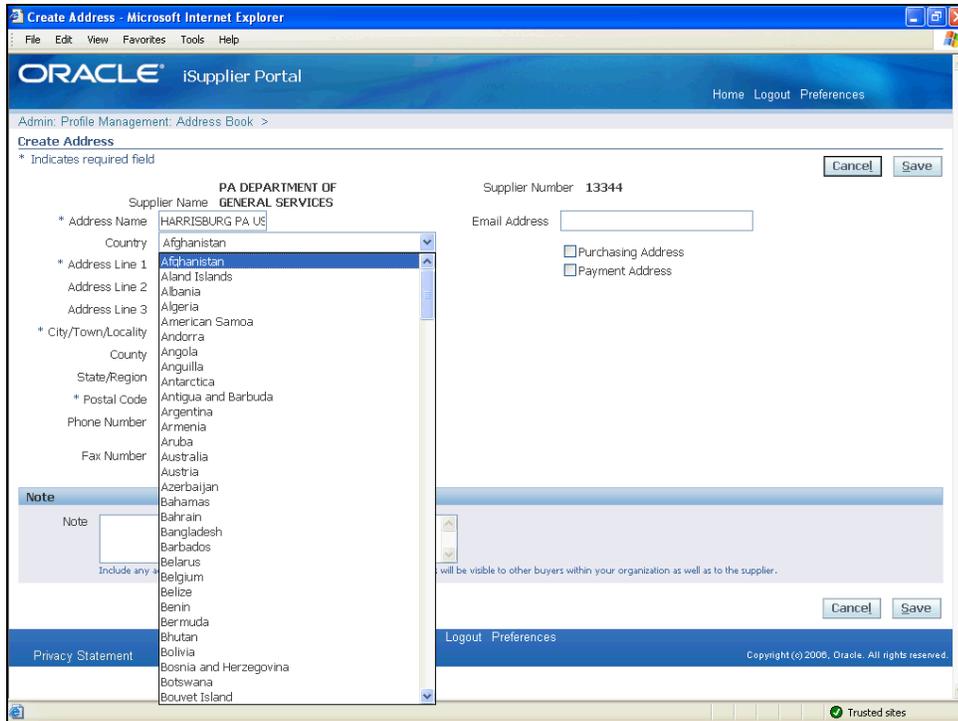
Step	Action
3.	<p>Access the <i>Address Book</i> page to create a new address.</p> <p>Click on the <i>Address Book</i> link.</p> <p>Address Book</p>



Step	Action
4.	<p>Create a new address.</p> <p>Click on CREATE.</p> <p></p>



Step	Action
5.	<p>The <i>Create Address</i> window displays. The * marked fields are mandatory fields and the other fields are optional to fill in.</p> <p>Click in the ADDRESS NAME field.</p> 
6.	<p>Enter an appropriate address name.</p> <p>Type HARRISBURG PA US in the ADDRESS NAME field.</p>
7.	<p>Access the COUNTRY field's drop-down list.</p> <p>Click on the COUNTRY field's drop-down icon.</p> 



Step	Action
8.	<p>Scroll down to the desired country.</p> <p>Click on the SCROLL BAR to scroll down to the appropriate country.</p>
9.	<p>Select the appropriate country from the drop-down list.</p> <p>Click on UNITED STATES.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">United States</div>
10.	<p>Tab through to the next field.</p> <p>Press the [Tab] key on the keyboard.</p>
11.	<p>Enter the appropriate address line 1.</p> <p>Type 401 Woodward St in the ADDRESS LINE 1 field.</p>
12.	<p>Tab through to the CITY/TOWN/LOCALITY field.</p> <p>Press the [Tab] key on the keyboard.</p>
13.	<p>Enter the appropriate city.</p> <p>Type Harrisburg in the CITY field.</p>

Step	Action
14.	<p>Tab through to the STATE/REGION field.</p> <p>Press the [Tab] key on the keyboard.</p>
15.	<p>Enter the appropriate State.</p> <p>Type PA in the STATE/REGION field.</p>
16.	<p>Tab through to the next field.</p> <p>Press the [Tab] key on the keyboard.</p>
17.	<p>Enter the appropriate postal code.</p> <p>Type 17105 in the POSTAL CODE field.</p>
18.	<p>Tab through to the NOTE field.</p> <p>Press the [Tab] key on the keyboard.</p>
19.	<p>Enter the appropriate justification in the NOTE field.</p> <p><i>Note: The additional details in the NOTE field are visible to the other buyers within the organization as well as to the supplier.</i></p> <p>Type Office Address in the NOTE field.</p>
20.	<p>Specify whether the address is a purchasing or a payment address.</p> <p><i>Note: Each address will be either a purchasing or a payment address.</i></p> <p>Click in the PAYMENT ADDRESS field's Check box.</p> <p><input type="checkbox"/> Payment Address</p>

Oracle iSupplier Portal

Admin: Profile Management: Address Book >

Create Address

* Indicates required field

Supplier Name: PA DEPARTMENT OF GENERAL SERVICES
Supplier Number: 13344

* Address Name: HARRISBURG PA US
Country: United States
Address Line 1: 401 Woodward St
Address Line 2:
Address Line 3:
* City/Town/Locality: Harrisburg
County:
State/Region: PA
* Postal Code: 17105
Phone Number:
Fax Number:
Format: (XXX) XXX-XXXX
Format: (XXX) XXX-XXXX

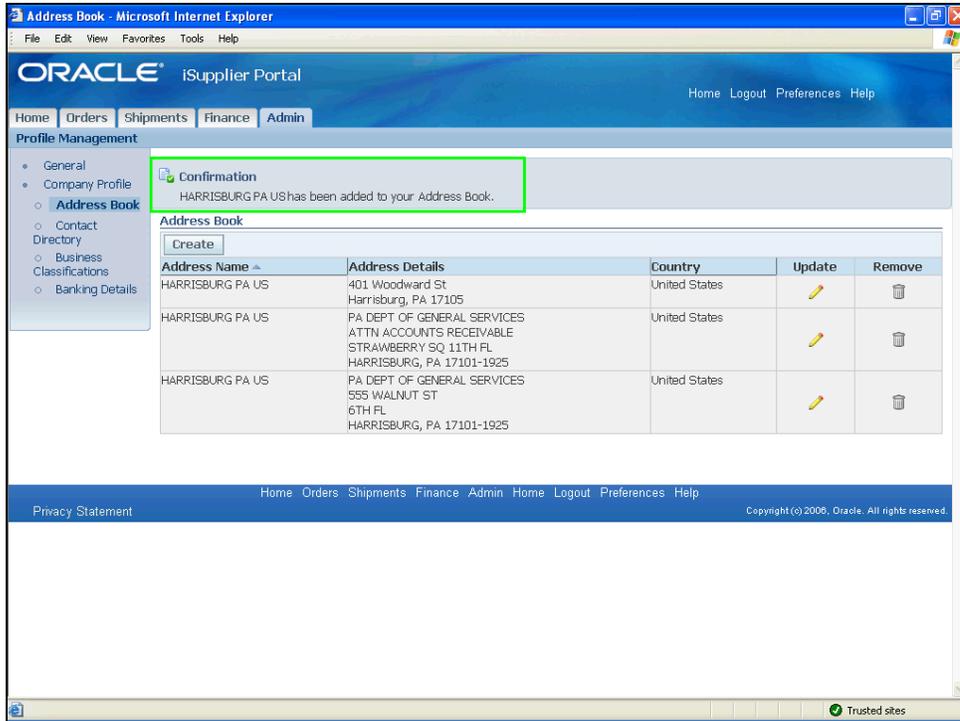
Email Address:
 Purchasing Address
 Payment Address

Note
Note: Office Address
Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier.

Cancel Save

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Step	Action
21.	<p>Save the new address.</p> <p>Click on SAVE.</p>



Step	Action
22.	<p>A confirmation message displays that the new address has been added to the address book.</p> <p>Return to the <i>Home</i> page.</p> <p>Click on the <i>Home</i> link.</p>
23.	<p>In this topic you added a new address to the address book.</p> <p>End of Procedure.</p>

Add New Contact

Description:

The contact directory lists the employees of the company. Each contact must be unique based on first name, last name, and phone number.

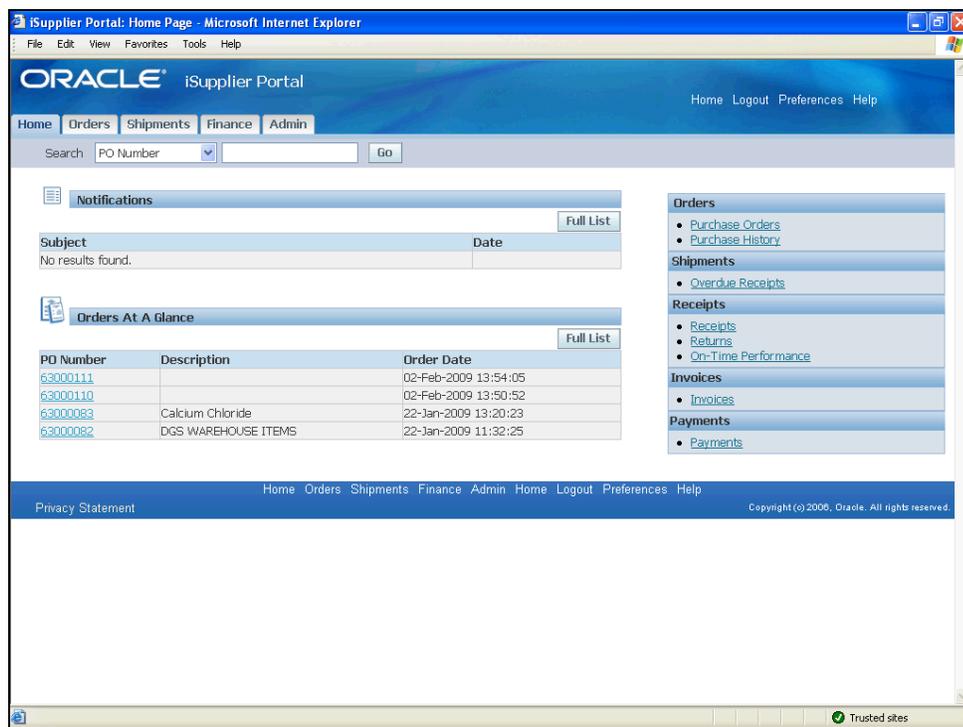
Contacts that are obsolete can be removed.

Use this procedure to add a new contact.

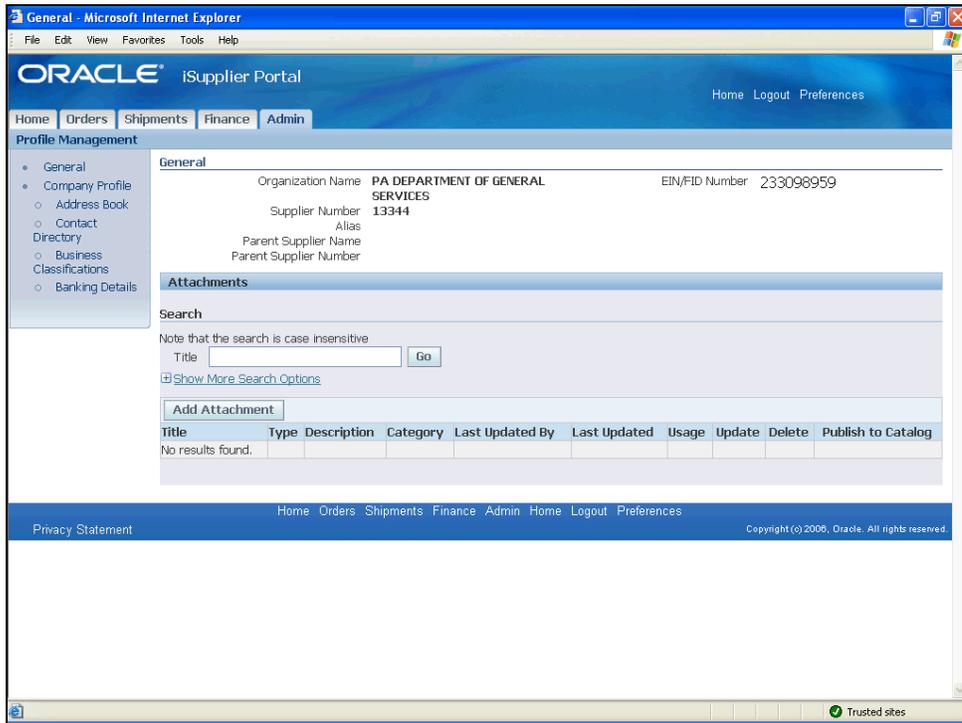
Oracle Prerequisites:

- A supplier must have registered and been approved.

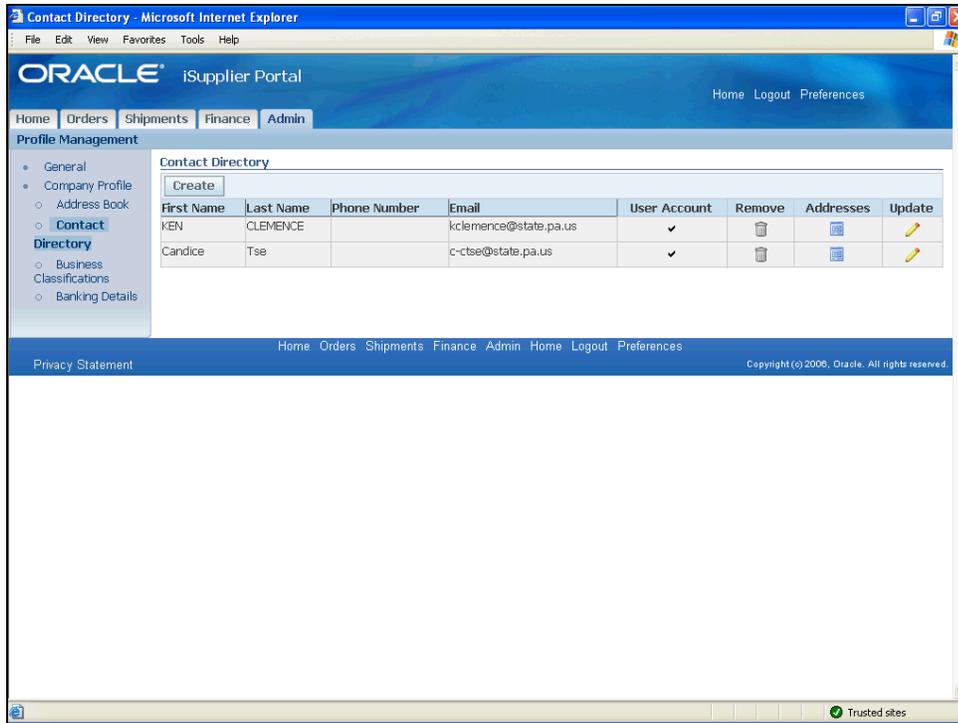
Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.



Step	Action
2.	Access the <i>Admin</i> tab. Click on the <i>Admin</i> tab.



Step	Action
3.	<p>Access the <i>Contact Directory</i> page to create a new contact.</p> <p>Click on the <i>Contact Directory</i> link.</p> <p><input type="radio"/> Contact Directory</p>

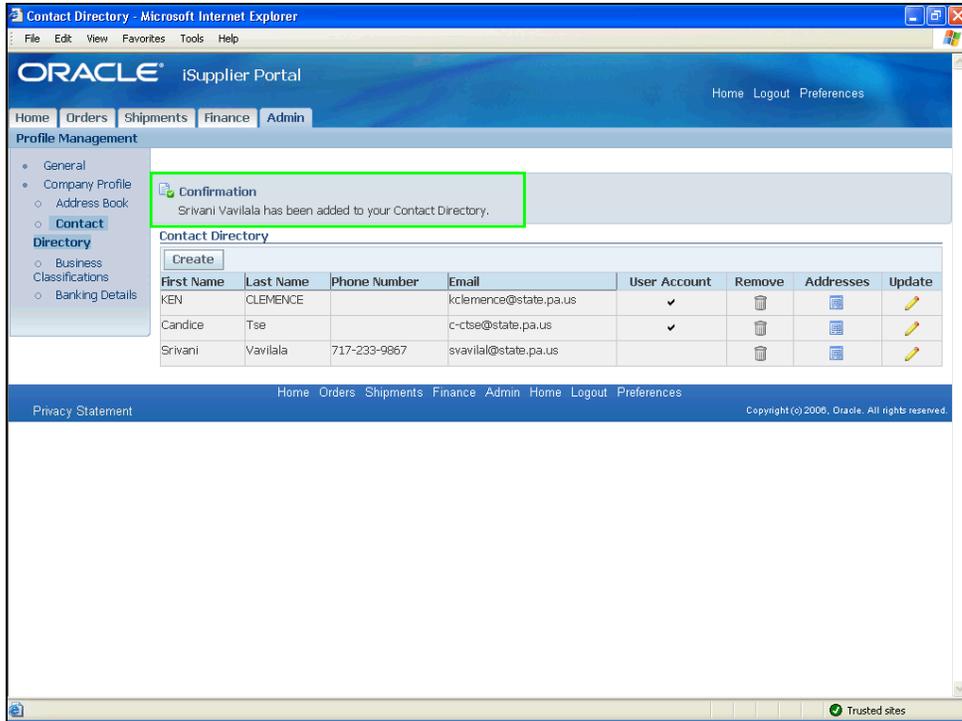


Step	Action
4.	<p>Create a new contact.</p> <p>Click on CREATE.</p> <p></p>

Step	Action
5.	<p>The <i>Create Contact</i> window displays.</p> <p>Click in the FIRST NAME field.</p> <input type="text"/>
6.	<p>Enter the first name.</p> <p>Type Srivani in the FIRST NAME field.</p>
7.	<p>Tab through to the LAST NAME field.</p> <p>Press the [Tab] key on the keyboard.</p>
8.	<p>Enter the last name.</p> <p>Type Vavilala in the LAST NAME field.</p>
9.	<p>Tab through to the CONTACT EMAIL field.</p> <p>Press the [Tab] key on the keyboard.</p>
10.	<p>Optionally, fill in the JOB TITLE field indicating whether it is a purchasing contact or payment contact or both.</p> <p>Enter the email address of the supplier.</p> <p>Type svavilal@state.pa.us in the CONTACT EMAIL field.</p>

Step	Action
11.	<p>Tab through to the PHONE NUMBER field.</p> <p>Press the [Tab] key on the keyboard.</p>
12.	<p>Enter the phone number of the supplier.</p> <p>Type 717-233-9867 in the PHONE NUMBER field.</p>

Step	Action
13.	<p>Save the new contact.</p> <p>Click on SAVE.</p>



Step	Action
14.	<p>A confirmation message displays that the new contact has been added to the contact directory.</p> <p>Return to the <i>Home</i> page.</p> <p>Click on the <i>Home</i> link.</p>
15.	<p>In this topic you added a new contact.</p> <p>End of Procedure.</p>

Associate Contact with an Address

Description:

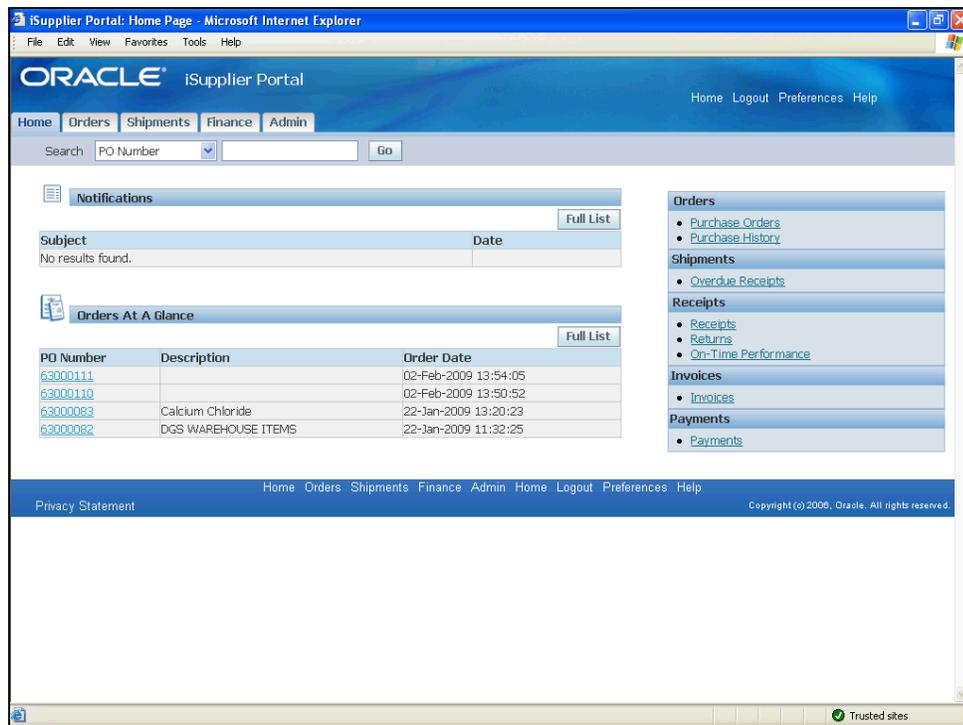
Contacts can be linked to an appropriate address. Multiple contacts can be created. Link each contact to as many addresses as needed.

Use this procedure to associate a contact with an address.

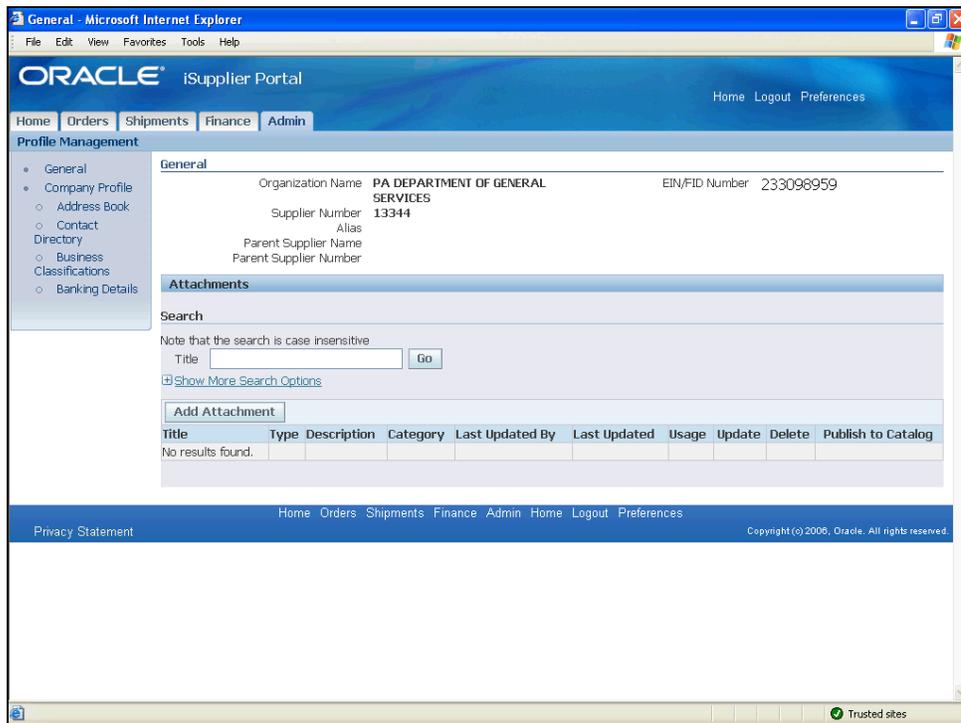
Oracle Prerequisites:

- A contact must already exist.
- An address must already exist.

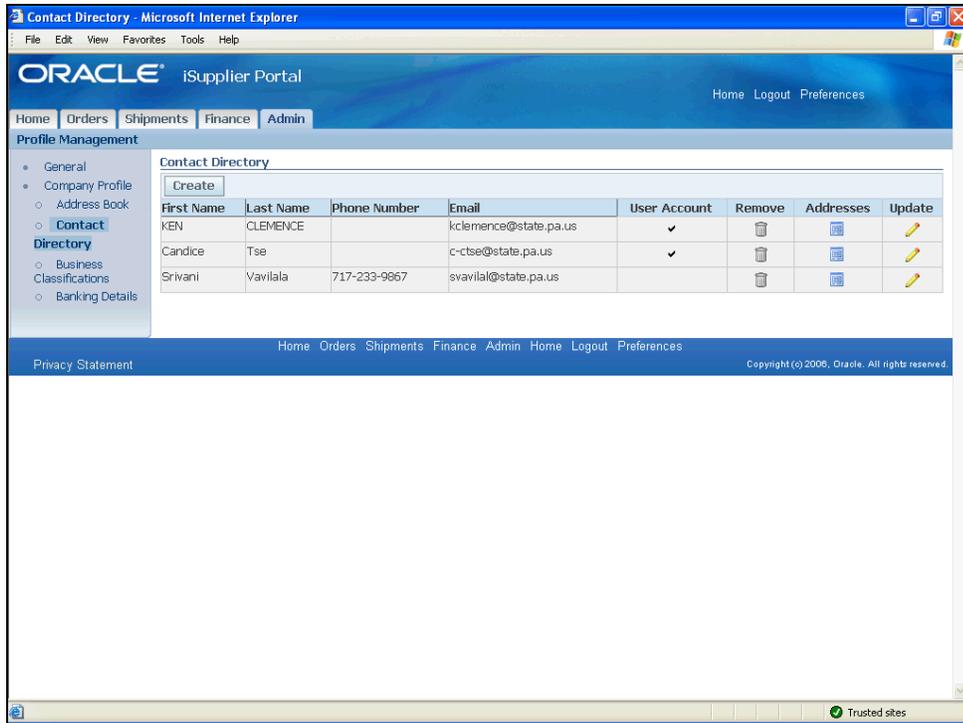
Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.



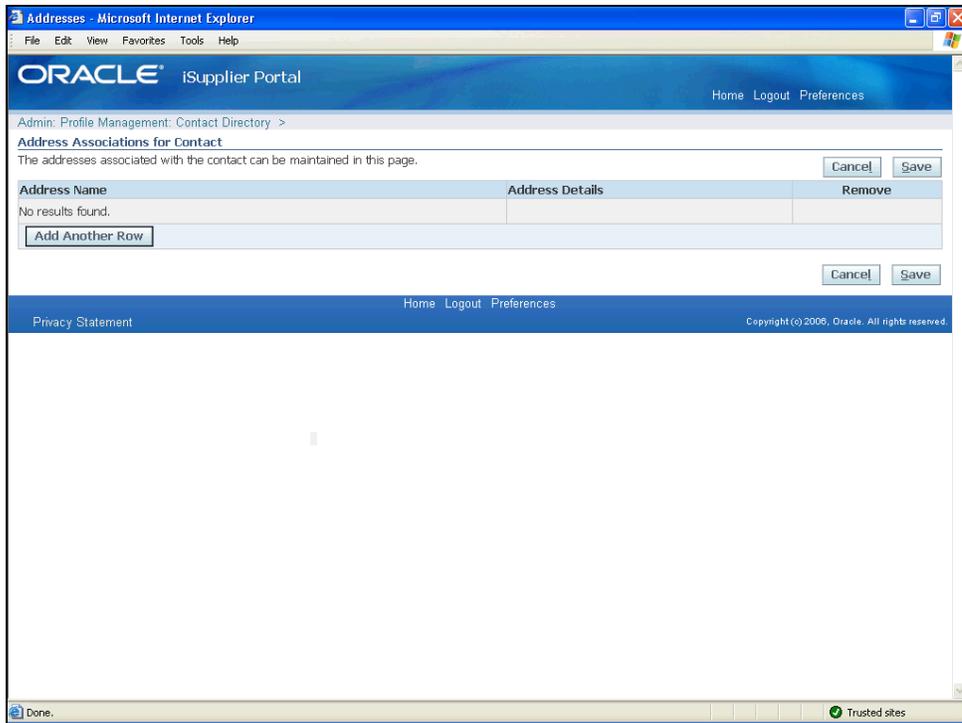
Step	Action
2.	<p>Access the <i>Admin</i> tab.</p> <p>Click on the <i>Admin</i> tab.</p>



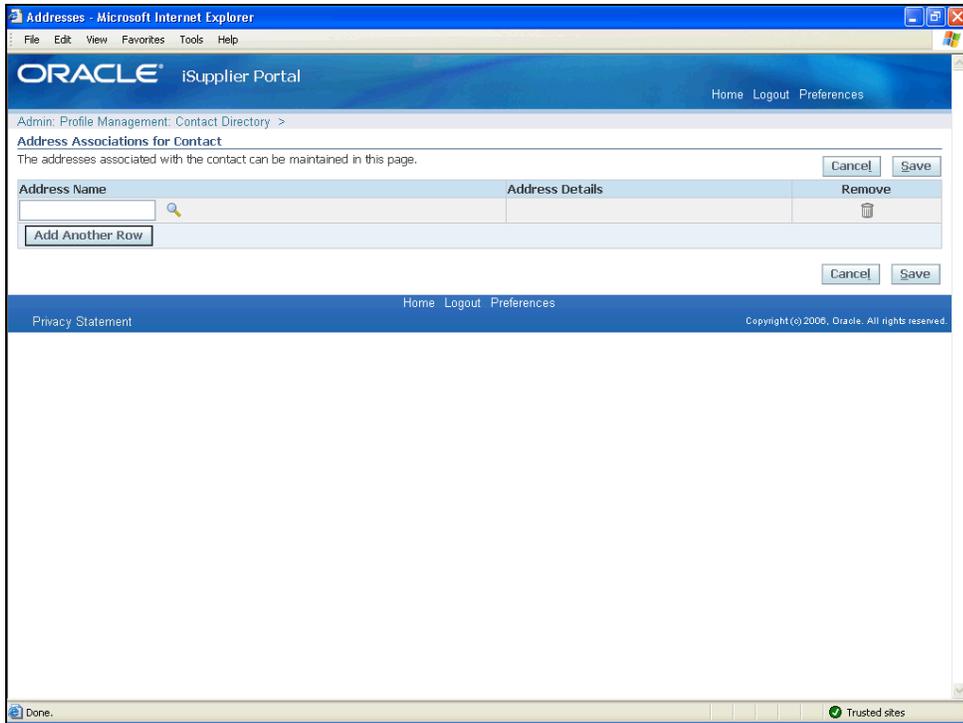
Step	Action
3.	<p>Access the <i>Contact Directory</i> page to associate a contact with an address.</p> <p>Click on the <i>Contact Directory</i> link.</p> <p><input type="radio"/> Contact Directory</p>



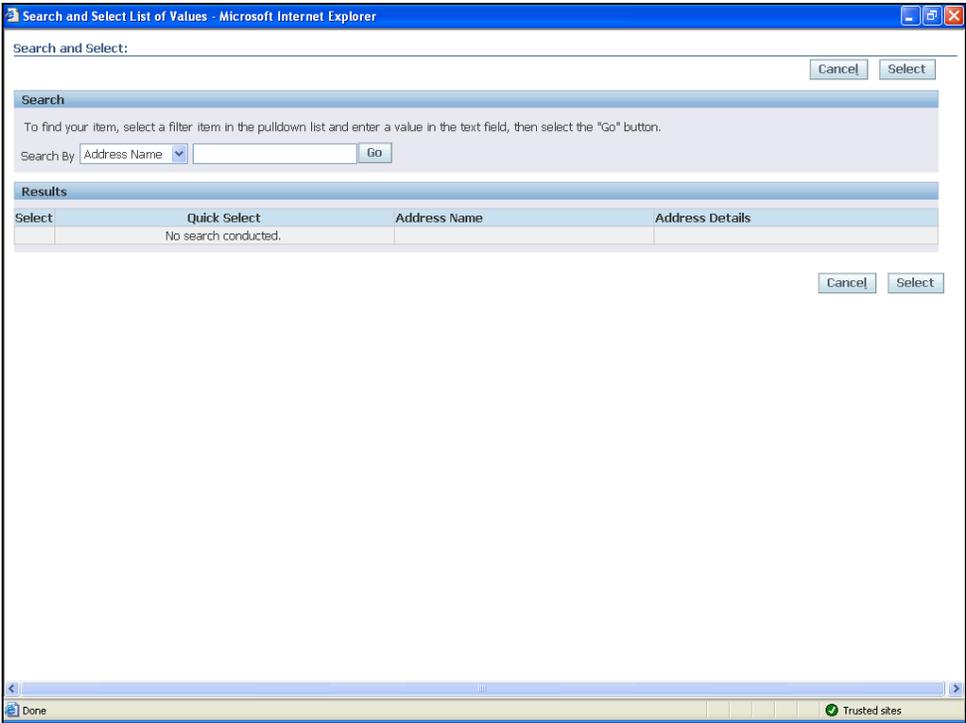
Step	Action
4.	<p>Access the Addresses icon of the appropriate contact.</p> <p>Click on the Addresses icon.</p> 



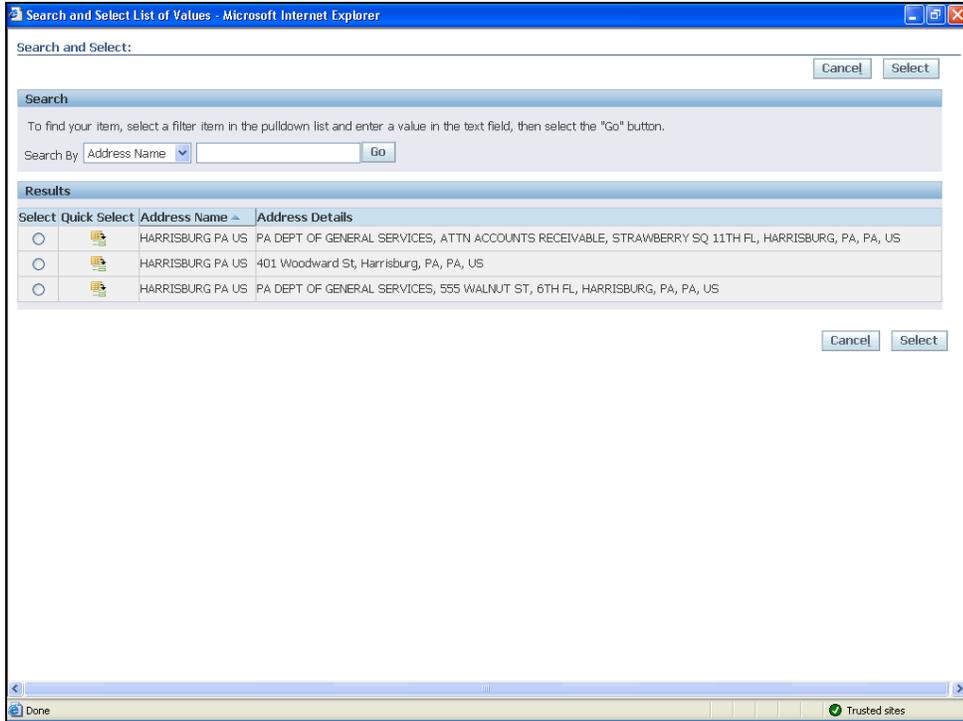
Step	Action
5.	<p>The <i>Address Associations for Contact</i> window displays.</p> <p>Associate an address to the selected contact.</p> <p>Click on ADD ANOTHER ROW.</p> <p>Add Another Row</p>



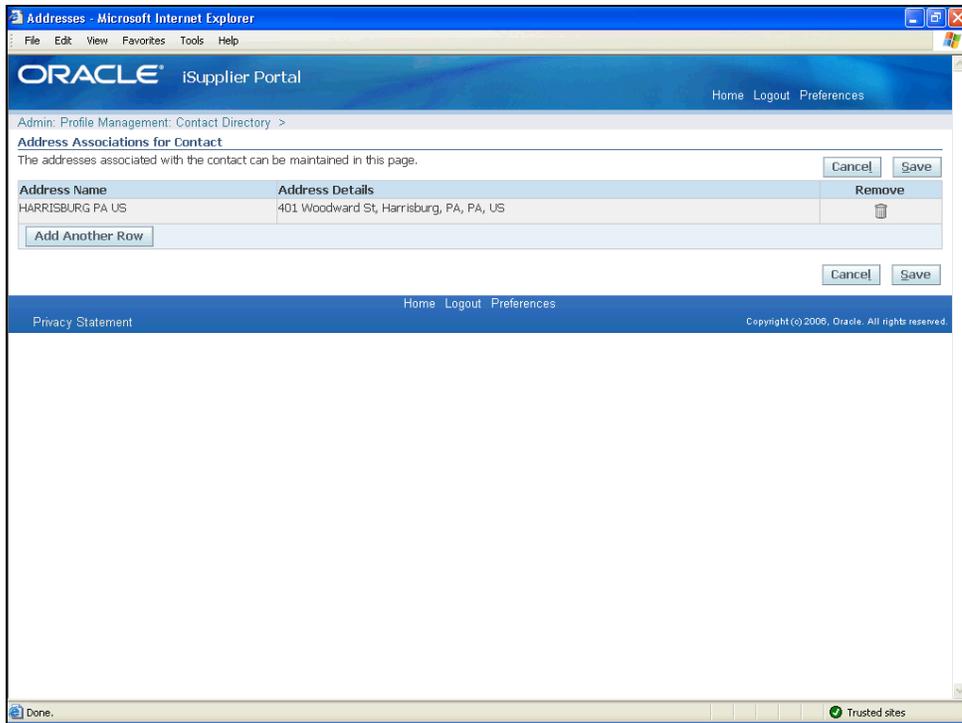
Step	Action
6.	<p>Search for the existing addresses.</p> <p>Click on the ADDRESS NAME field's Search icon.</p> 



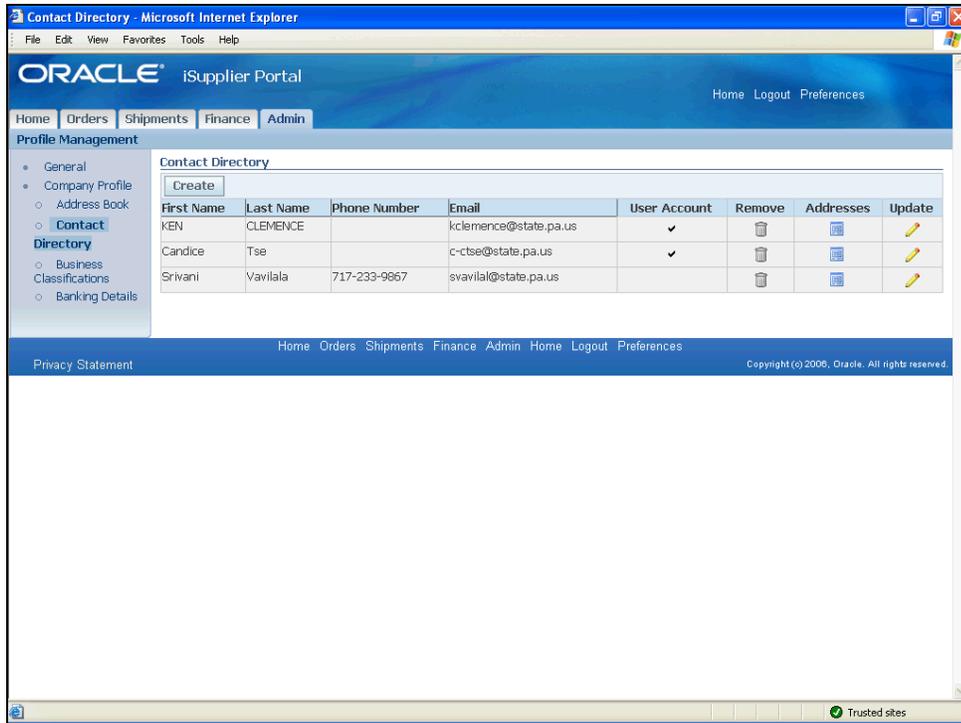
Step	Action
7.	<p>The <i>Search and Select</i> window displays.</p> <p>Execute the search with the selected search criteria.</p> <p>Click on GO.</p> 



Step	Action
8.	<p>Select the desired address to be associated with the contact.</p> <p>Click on the QUICKSELECT icon of the address in the second row.</p> 



Step	Action
9.	Save the new address associated to the contact. Click on SAVE.



Step	Action
10.	<p>Return to the <i>Home</i> page.</p> <p>Click on the <i>Home</i> link.</p>
11.	<p>In this topic you associated a contact with an address.</p> <p>End of Procedure.</p>

Update Business Classification

Description:

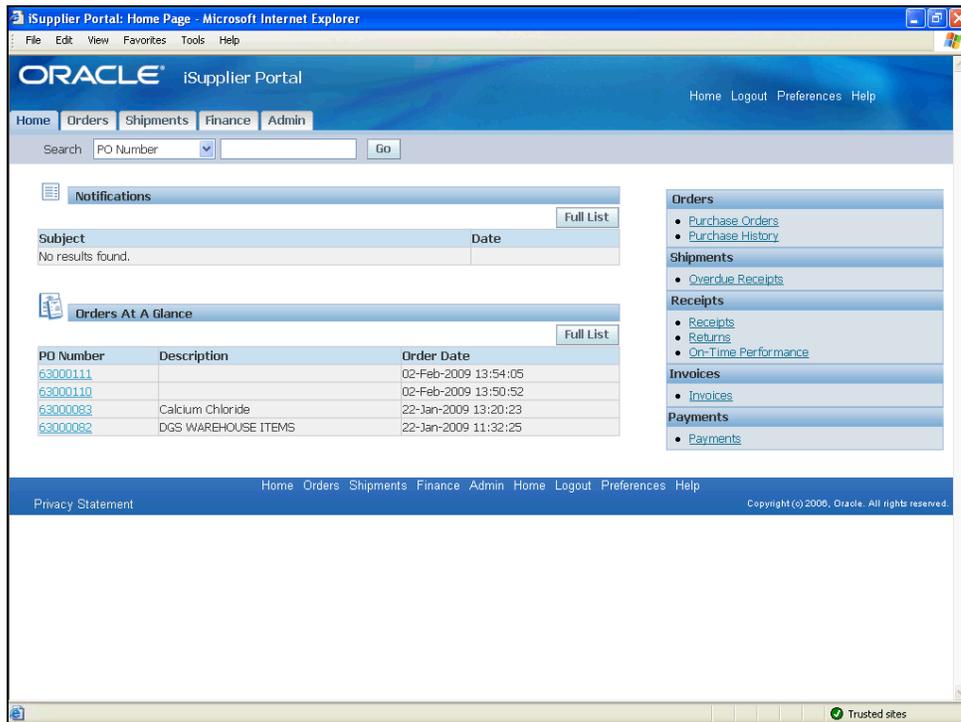
Use this procedure to update a business classification.

Update the business classification if the supplier is eligible for one of the four business classifications.

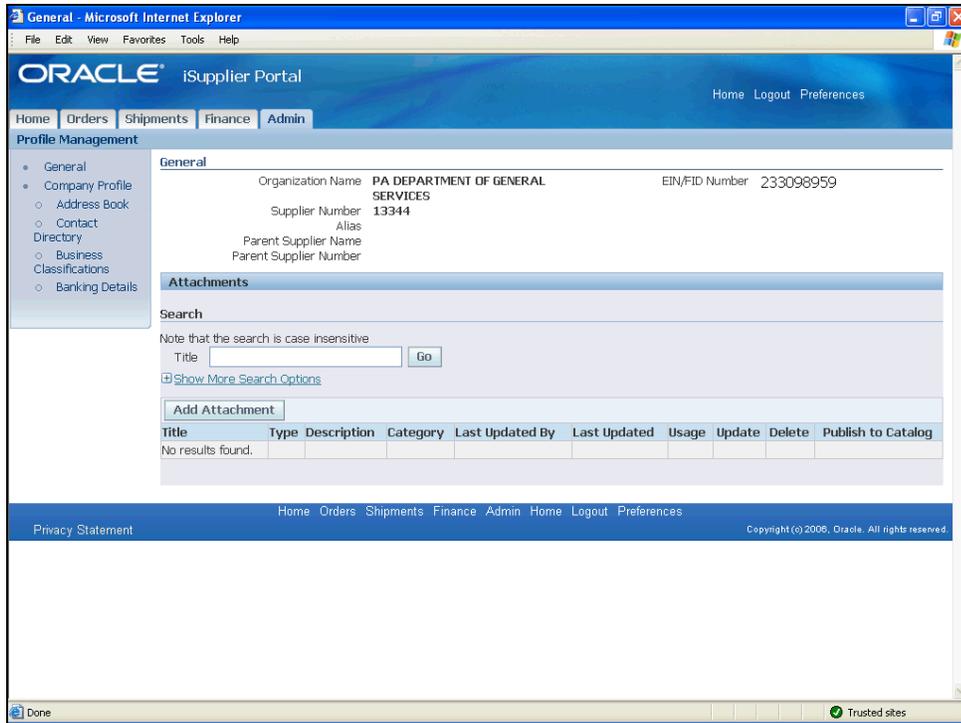
Oracle Prerequisites:

- The supplier must be eligible for a business classification.

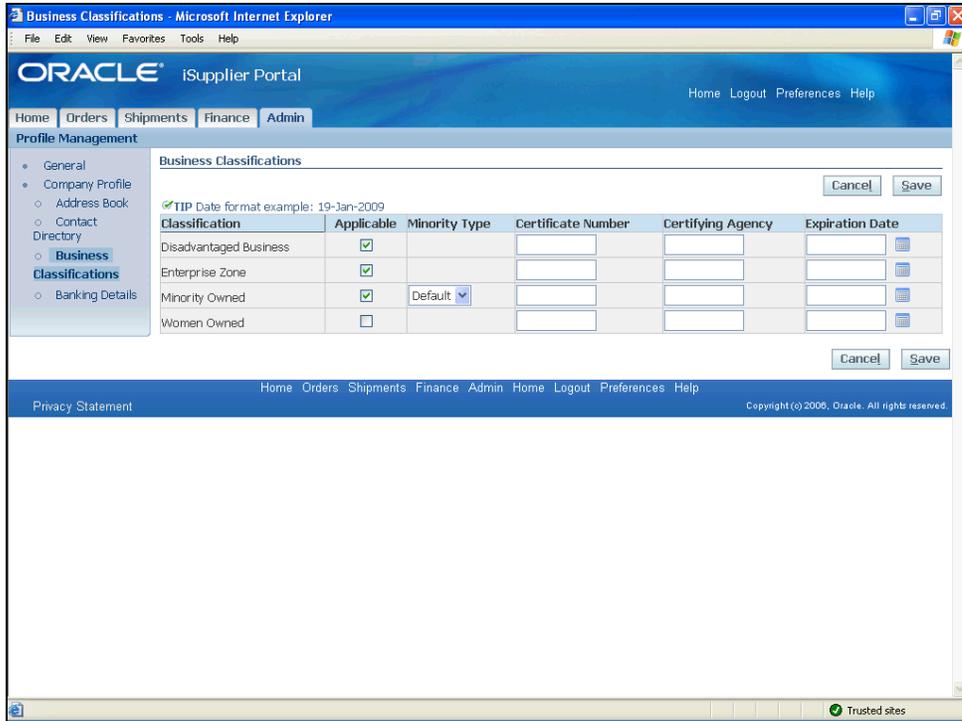
Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.



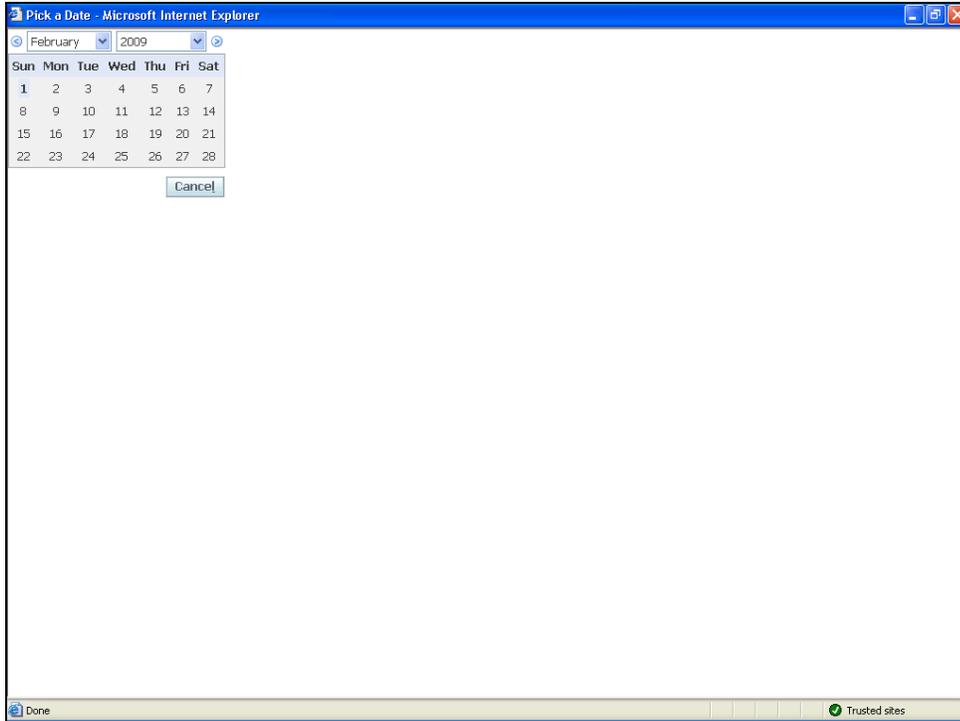
Step	Action
2.	Access the <i>Admin</i> tab. Click on the <i>Admin</i> tab.



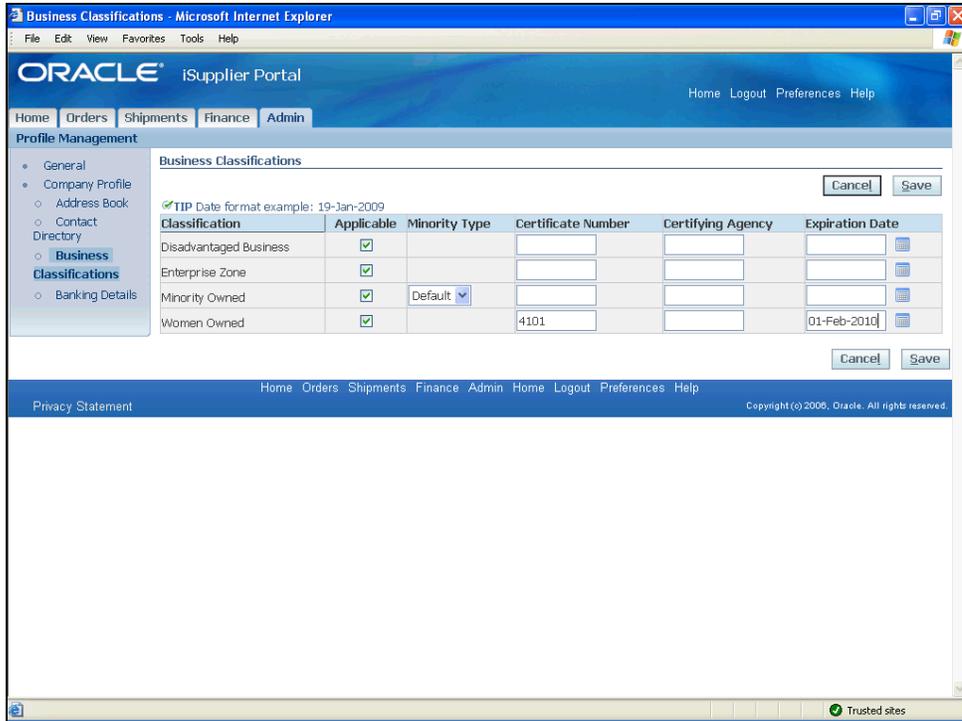
Step	Action
3.	<p data-bbox="462 1062 1279 1125">Access the <i>Business Classifications</i> window to update the business classification.</p> <p data-bbox="462 1161 979 1192">Click on the <i>Business Classifications</i> link.</p> <div data-bbox="462 1192 599 1251" style="border: 1px solid black; padding: 2px;"> <p data-bbox="467 1199 594 1245">○ Business Classifications</p> </div>



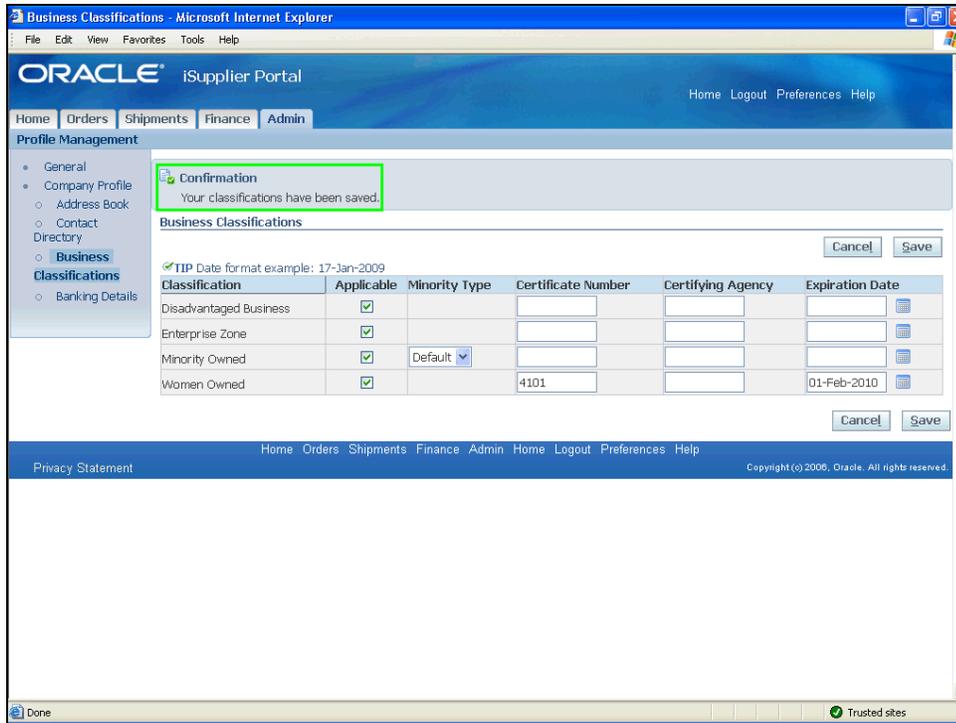
Step	Action
4.	<p>Select the APPLICABLE check box of the business classification which needs to be updated.</p> <p>Click in the APPLICABLE check box of the business classification WOMEN OWNED.</p> <p><input type="checkbox"/></p>
5.	<p>Access the CERTIFICATE NUMBER field.</p> <p>Click in the CERTIFICATE NUMBER field.</p> <p><input type="text"/></p>
6.	<p>Enter the appropriate certificate number.</p> <p>Type 4101 in the CERTIFICATE NUMBER field.</p>
7.	<p>Enter the expiration date in the EXPIRATION DATE field or select an expiration date from the Calendar icon.</p> <p>Click on the EXPIRATION DATE field's Calendar icon.</p> <p></p>



Step	Action
8.	<p>Select an appropriate calendar year.</p> <p>Click on the YEAR field's drop-down icon.</p> 
9.	<p>Select the appropriate expiration year.</p> <p>Click on 2010 from the drop-down list.</p> 
10.	<p>Select the appropriate expiration date.</p> <p>Click on 1.</p> 



Step	Action
11.	<p>Save the updated business classification.</p> <p>Click on SAVE.</p>



Step	Action
12.	<p>A confirmation message displays that the classification has been saved.</p> <p>Return to the <i>Home</i> page.</p> <p>Click on the <i>Home</i> link.</p>
13.	<p>In this topic you updated the business classification.</p> <p>End of Procedure.</p>

View Purchase Orders

Description:

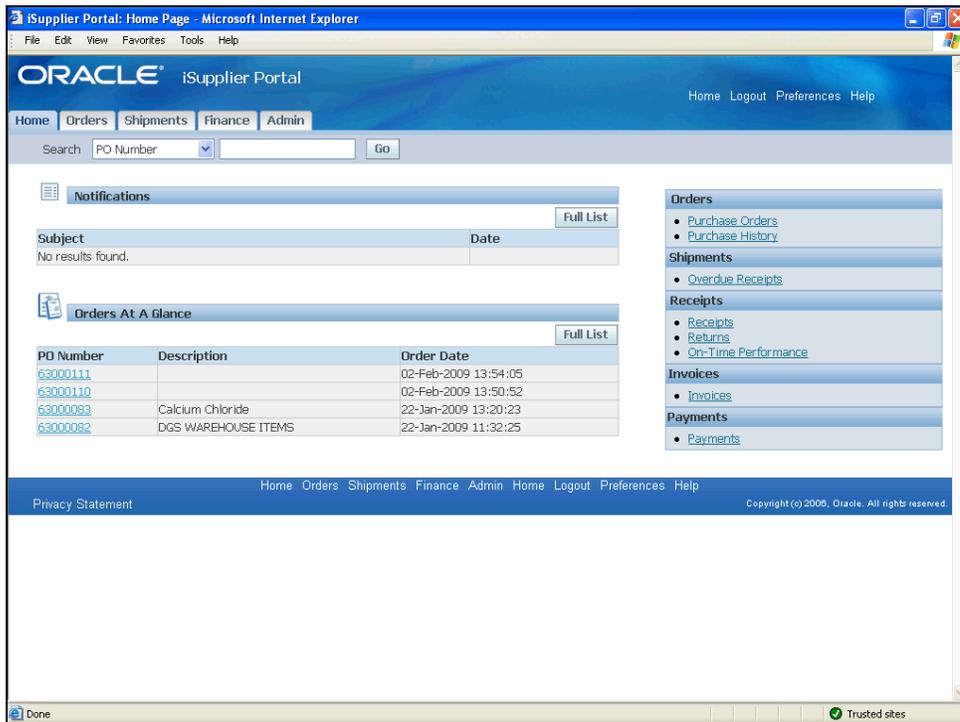
Details of a purchase order such as terms and conditions, lines, shipments, and attachments may be viewed.

Use this procedure to view purchase order details.

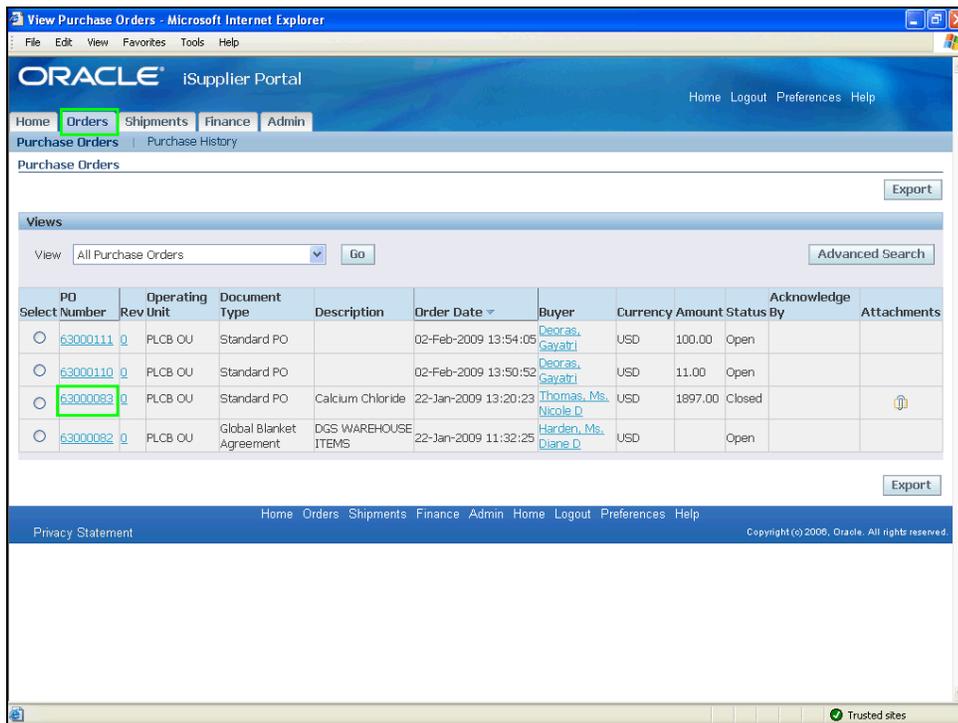
Oracle Prerequisites:

- A purchase order must exist.

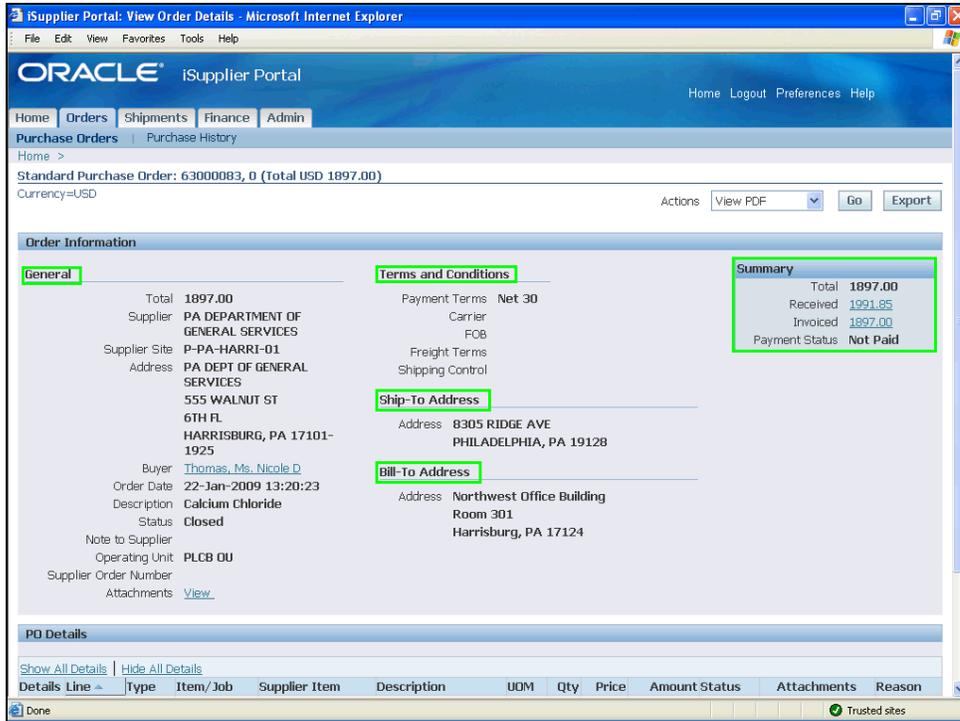
Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.



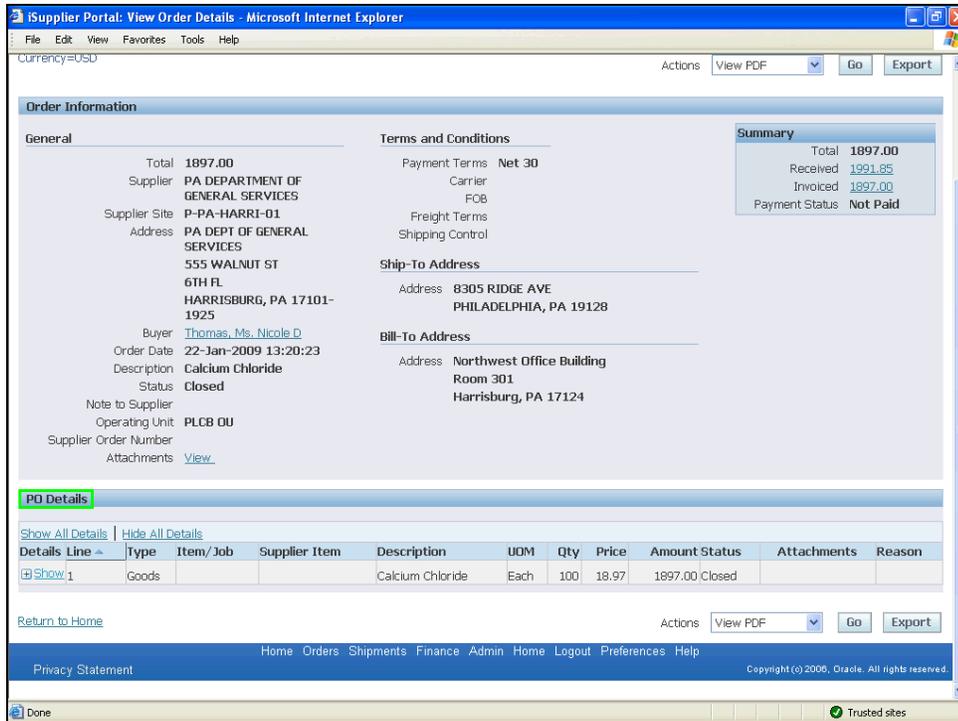
Step	Action
2.	<p>Access the purchase order to be viewed.</p> <p><i>Note: Only non-merchandise purchase orders related to your company can be viewed in the iSupplier portal.</i></p> <p>Click on the PO Number 63000083 link under the Orders At A Glance region.</p> <p>63000083</p>



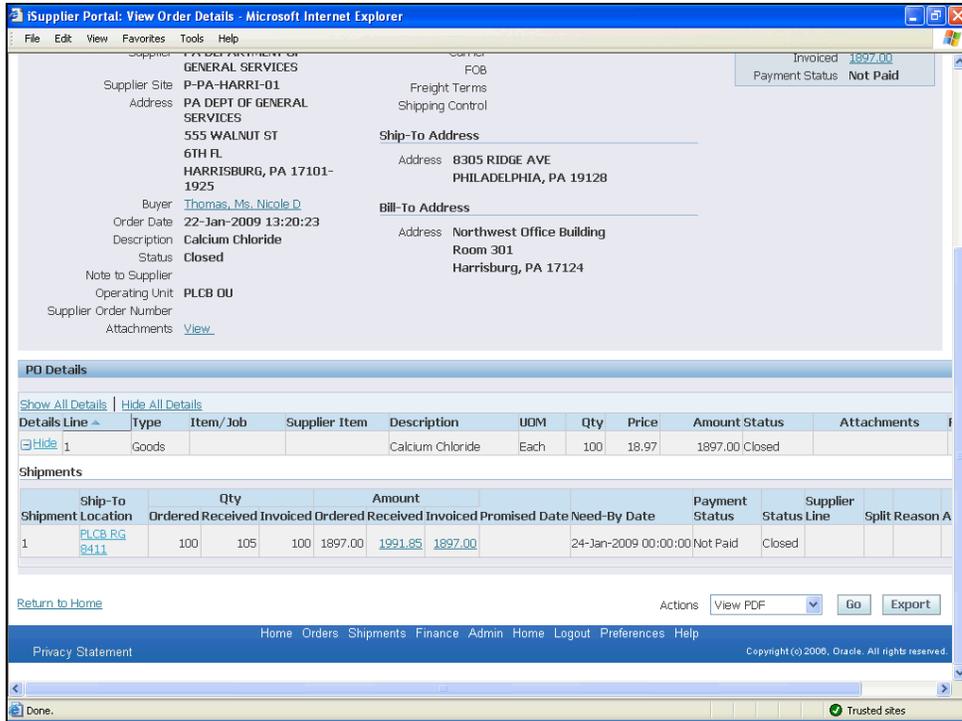
Step	Action
3.	<p>Alternatively purchase orders can be selected under the Orders tab.</p>



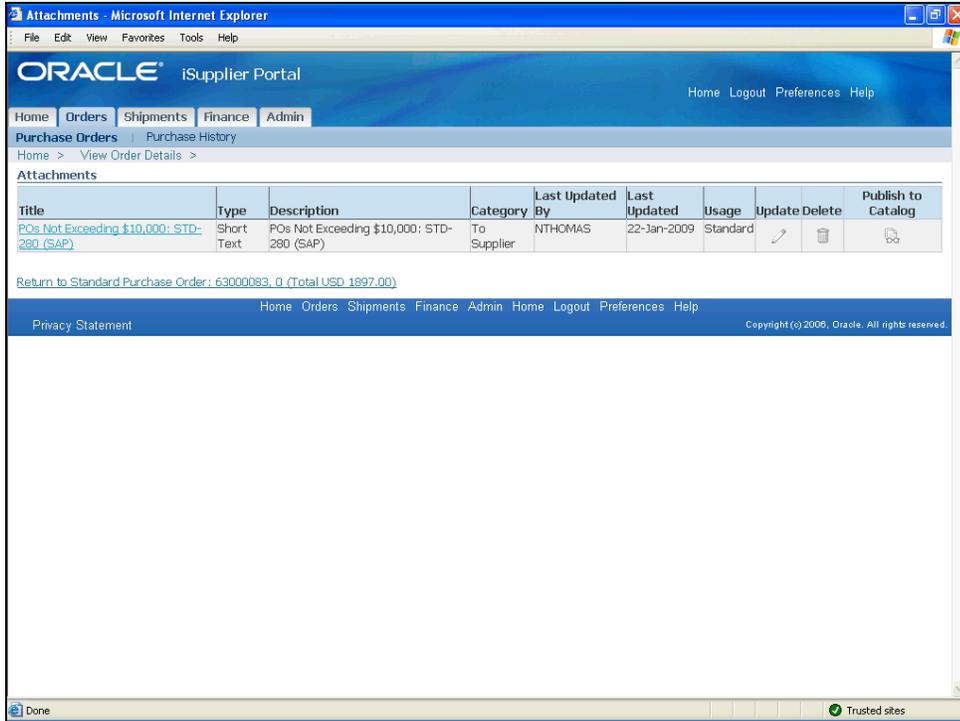
Step	Action
4.	<p>The <i>View Order Details</i> window displays the detailed information about the purchase order, including both header and line information. The <i>Order Information</i> section shows general information, terms and conditions, ship-to, work location, and bill-to information.</p> <p>The Summary container displays:</p> <ul style="list-style-type: none"> • Total - amount of the total purchase order. • Received - amount for the items of the purchase order that have been received. • Invoiced amount - amount for the items on the purchase order that have been invoiced. • Payment status - status of the invoices against the PO. <p>Scroll down the SCROLL BAR to view the hidden details at the bottom.</p>



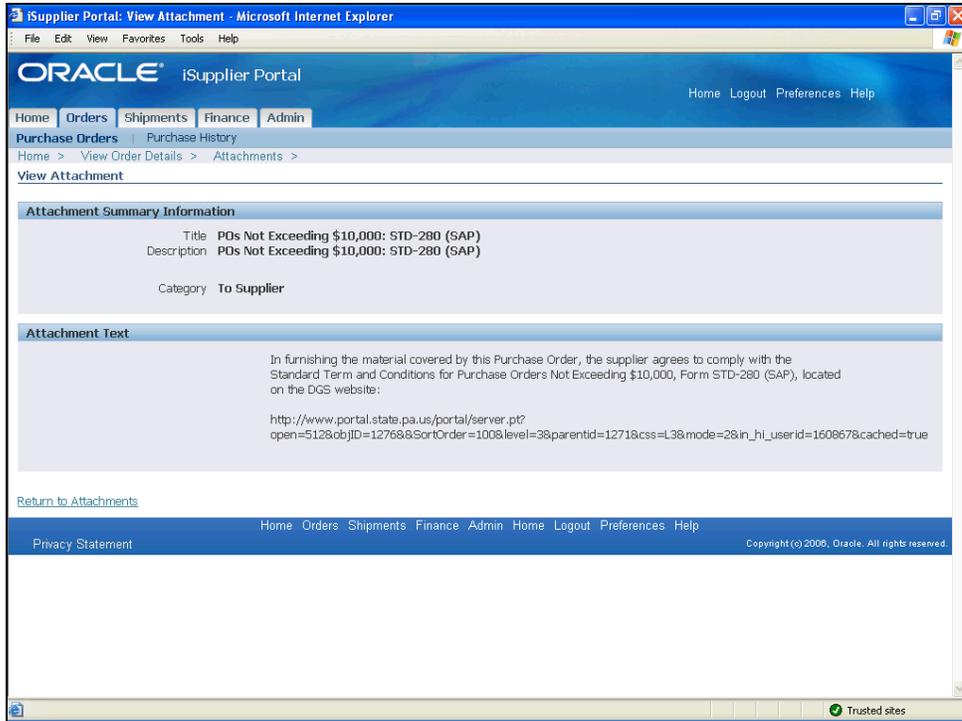
Step	Action
5.	<p>The <i>PO Details</i> section shows line specific information.</p> <p>See the receiving, invoicing and payment information for the line item 1.</p> <p>Click on <i>Show</i> link for the line item 1.</p> <p></p>
6.	<p>The receiving, invoicing and payment information for line item 1 displays under the <i>Shipments</i> section.</p> <p>Scroll down the SCROLL BAR.</p>



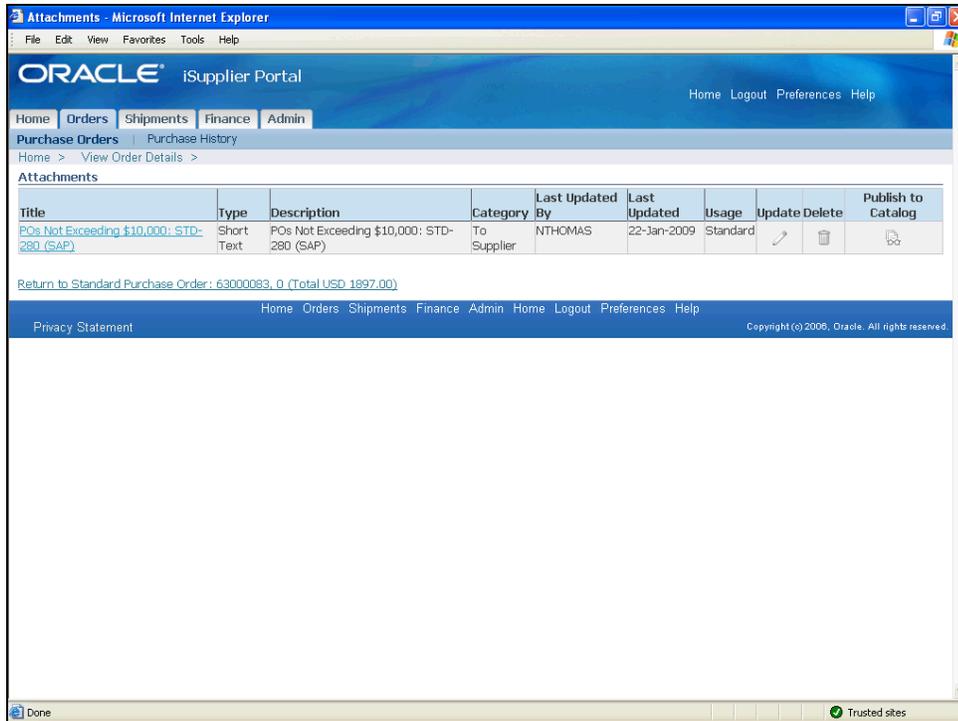
Step	Action
7.	<p>Open the attachments of the purchase order.</p> <p>Click on the <i>View</i> link next to the ATTACHMENTS.</p> <p>View</p>



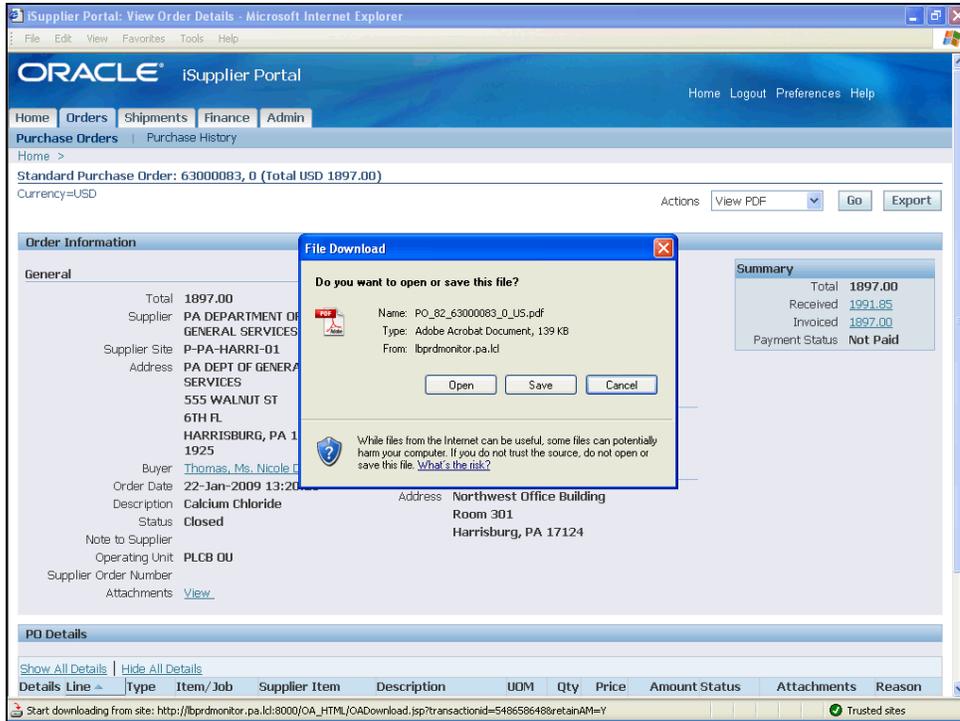
Step	Action
8.	<p>Open the attachment with the description POs NOT EXCEEDING \$10,000: STD-280 (SAP).</p> <p>Click on the <i>POs Not Exceeding \$10,000: STD-280 (SAP)</i> link under the TITLE column.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <p>POs Not Exceeding \$10,000: STD-280 (SAP)</p> </div>

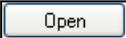


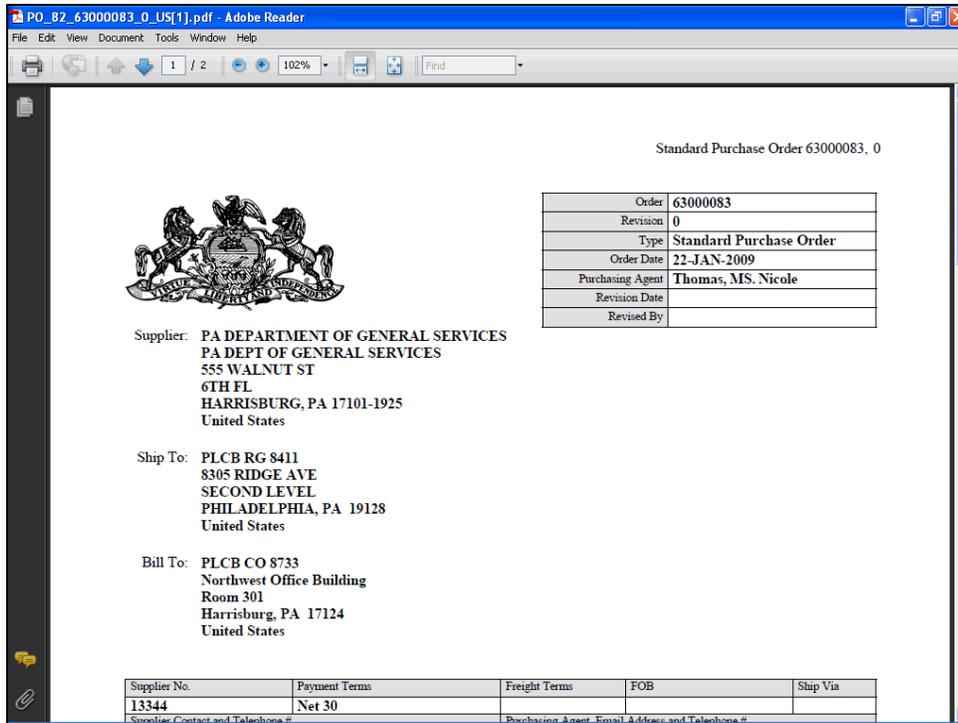
Step	Action
9.	<p>The <i>View Attachment</i> window displays with the attachment details.</p> <p>Click on the <i>Return to Attachments</i> link.</p> <p>Return to Attachments</p>



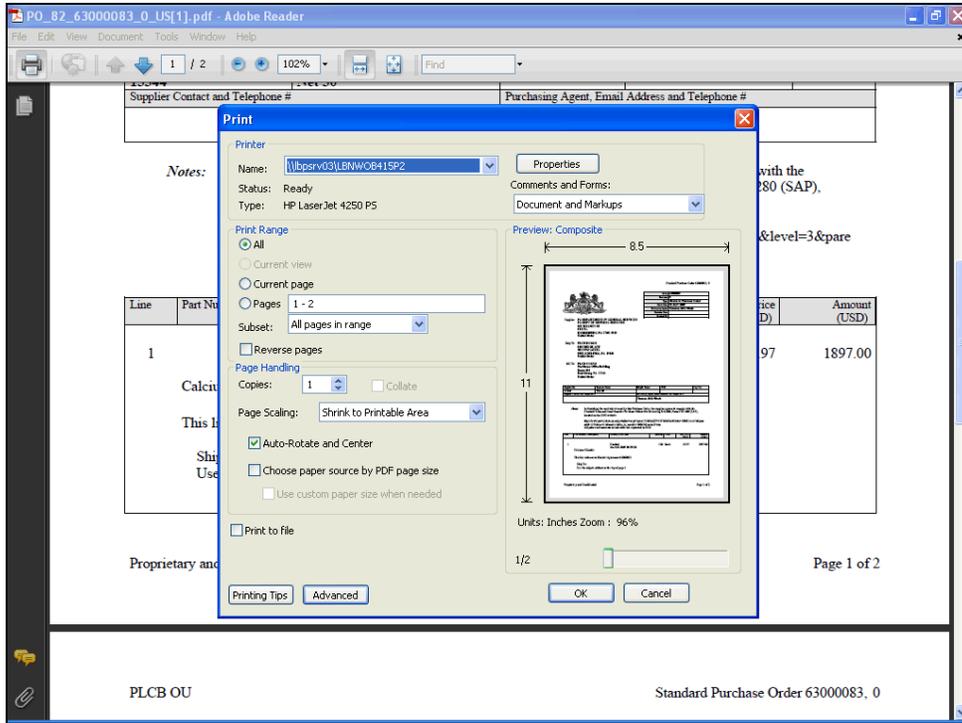
Step	Action
10.	<p>Return to the <i>standard purchase order</i> section.</p> <p>Click on the <i>Return to Standard Purchase Order: 63000083, 0(Total USD 1897.00)</i> link.</p>
11.	<p>To print the purchase order, open the purchase order in the PDF format.</p> <p>Accept the default selection in the ACTIONS field and Click on GO.</p> <p>Go</p>

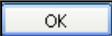


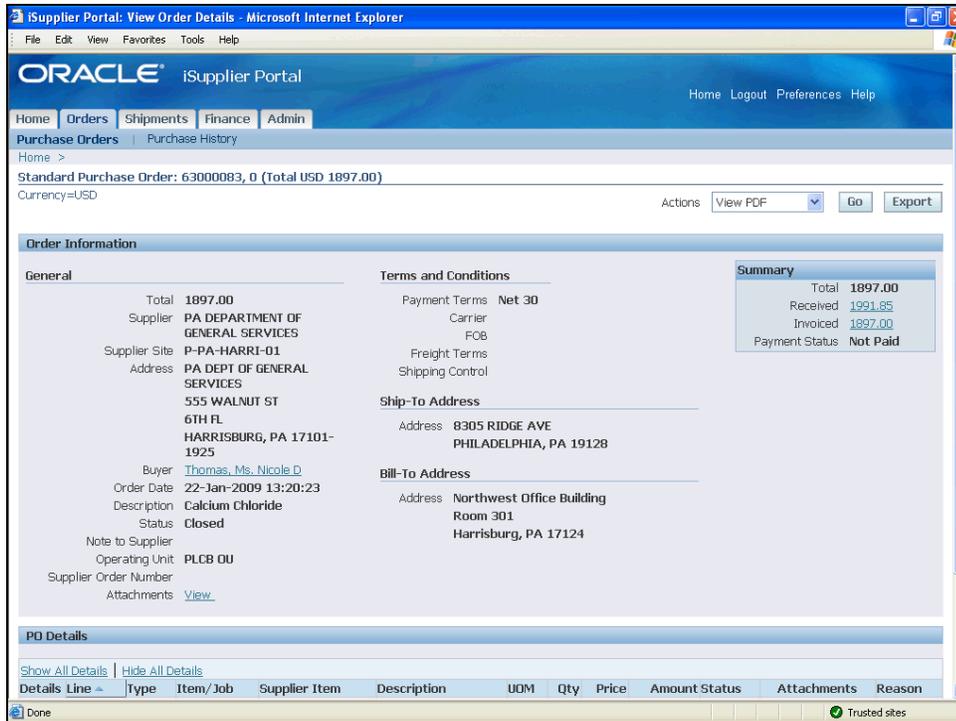
Step	Action
12.	<p>Open the purchase order in the PDF format.</p> <p>Click on OPEN.</p> 



Step	Action
13.	<p>Purchase order 63000083 displays in the PDF format.</p> <p>Scroll down the SCROLL BAR to view the hidden details at the bottom.</p>
14.	<p>Review the purchase order and print it.</p> <p>Click on the Printer icon on the toolbar.</p> 



Step	Action
15.	<p>Continue to print.</p> <p>Click on OK.</p> 
16.	<p>Close the PDF document.</p> <p>Click on Close.</p> 



Step	Action
17.	<p>Return to the <i>Home</i> page.</p> <p>Click on the <i>Home</i> tab</p>
18.	<p>In this topic you viewed purchase order details.</p> <p>End of Procedure.</p>

View Receipts

Description:

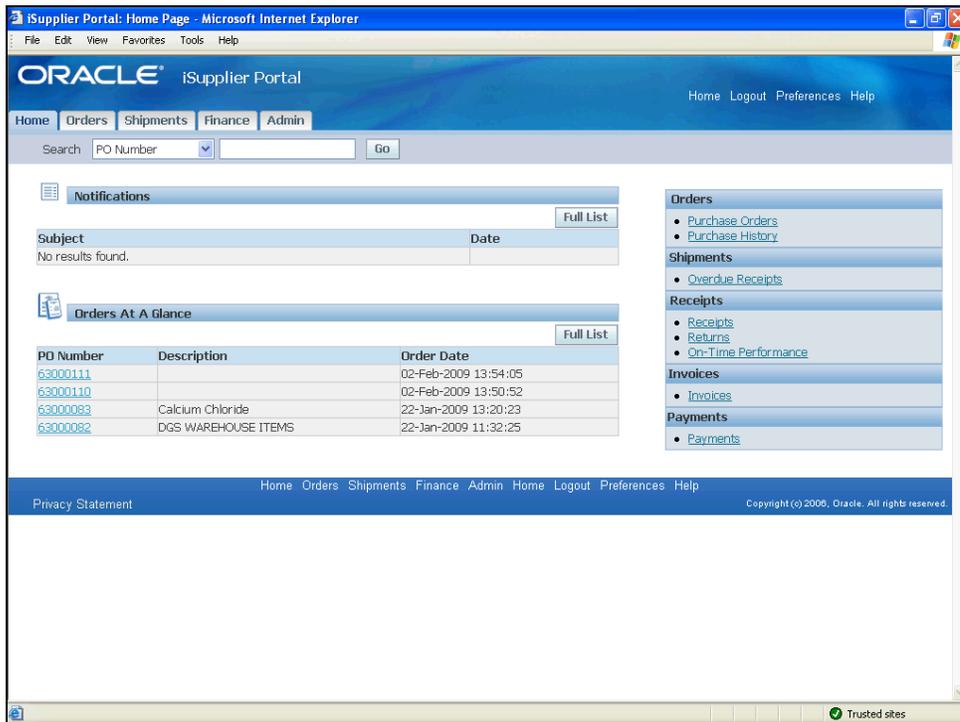
The *Receipt Details* page enables to explore a historical view of all receipts that have been recorded for shipped goods.

Use this procedure to view receipts.

Oracle Prerequisites:

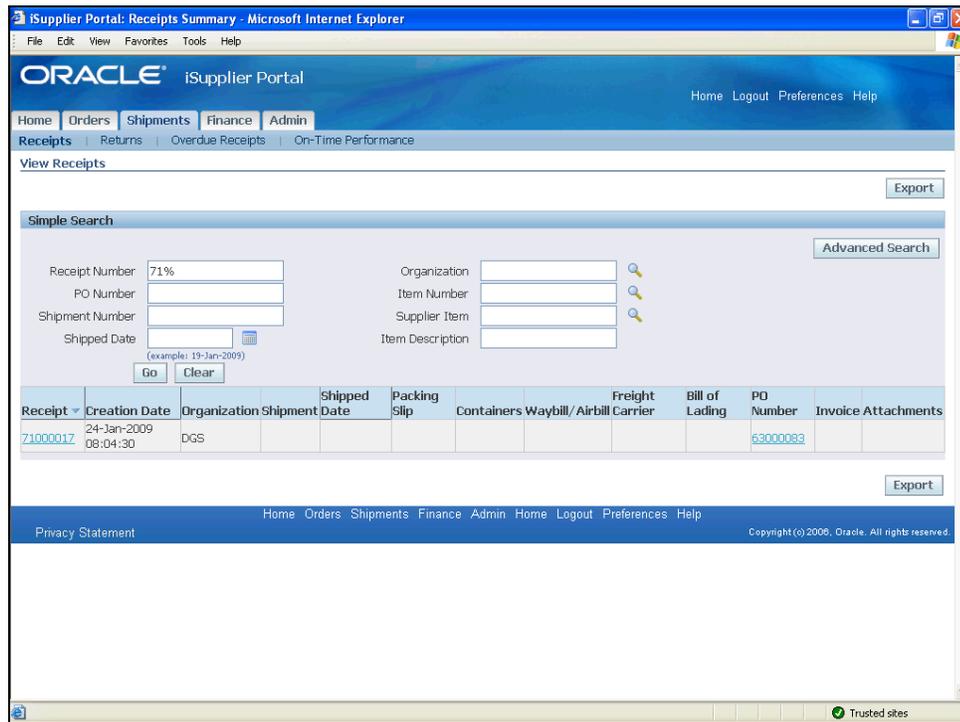
- A receipt must exist.

Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.

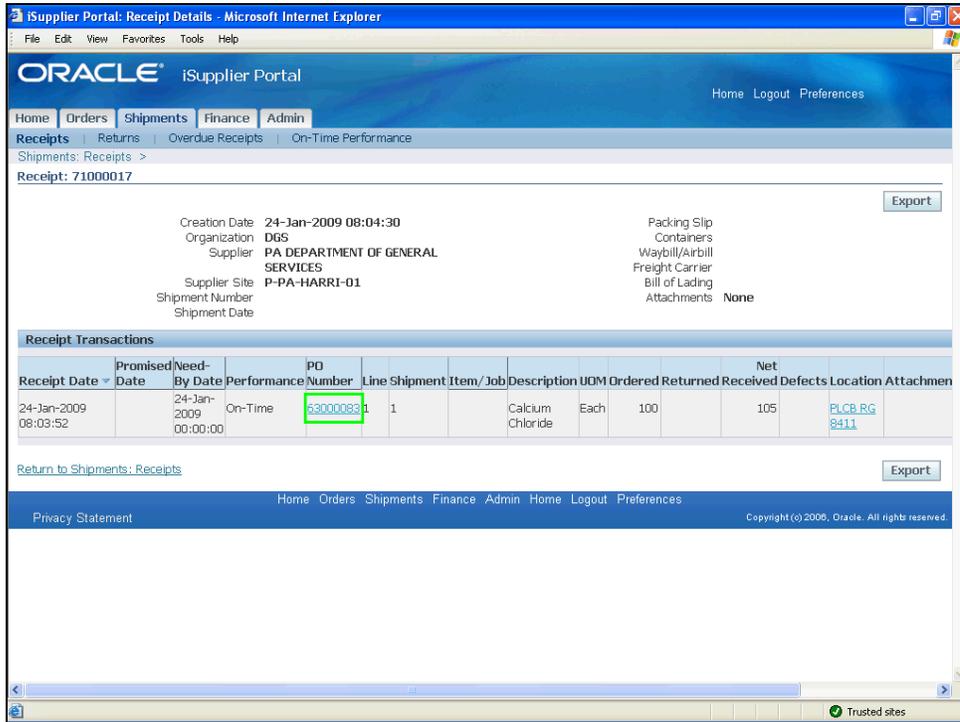


Step	Action
2.	To view the receipts, access the <i>Shipments</i> tab or the <i>Receipts</i> link under <i>Receipts</i> section. Click on the <i>Shipments</i> tab.

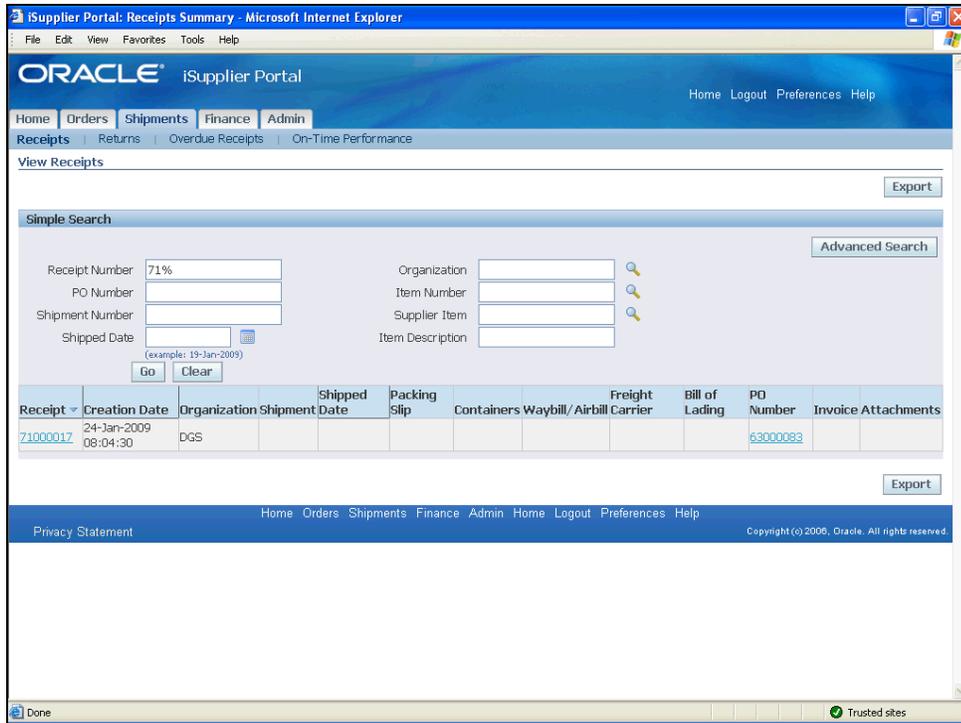
Step	Action
3.	<p>The <i>Receipts Summary</i> window displays.</p> <p>Use any of the search criteria to search for the receipts. Optionally, retrieve all the records by leaving the search criteria blank and clicking on GO. In this example, search with the receipt number.</p> <p>Click in the RECEIPT NUMBER field.</p> <input type="text"/>
4.	<p>Search for all the receipt numbers starting with 71. Use the wildcard symbol (%) after 71 to search for all the receipt numbers beginning with 71.</p> <p>Type 71% in the RECEIPT NUMBER field.</p>
5.	<p>Execute the search.</p> <p>Click on GO.</p> <input type="button" value="Go"/>



Step	Action
6.	<p>View the details of the receipt 71000017.</p> <p>Click on the receipt 71000017 link.</p> <p>71000017</p>



Step	Action
7.	<p>The <i>Receipt Details</i> window displays the receipt information.</p> <p>Optionally, click on the PO number link to view the purchase order details.</p> <p>Click on the <i>Return to Shipments: Receipts</i> link.</p> <p>Return to Shipments: Receipts</p>



Step	Action
8.	<p>Return to the <i>Home</i> page.</p> <p>Click on the <i>Home</i> link</p>
9.	<p>In this topic you viewed receipts.</p> <p>End of Procedure.</p>

View Overdue Receipts

Description:

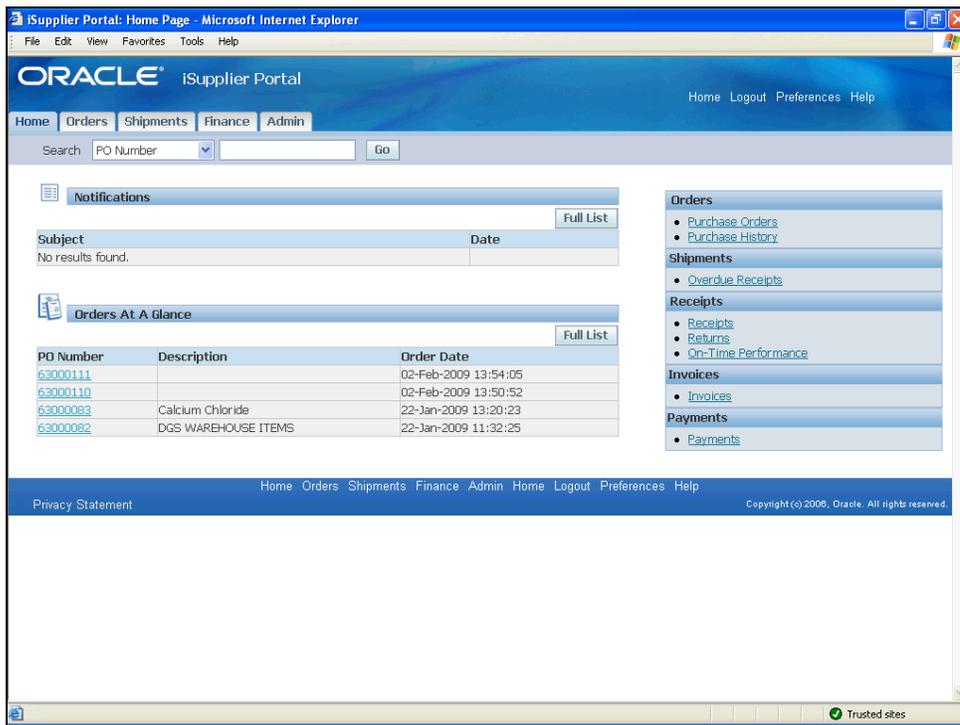
View the details of past due purchase order shipments.

Use this procedure to view the overdue receipts.

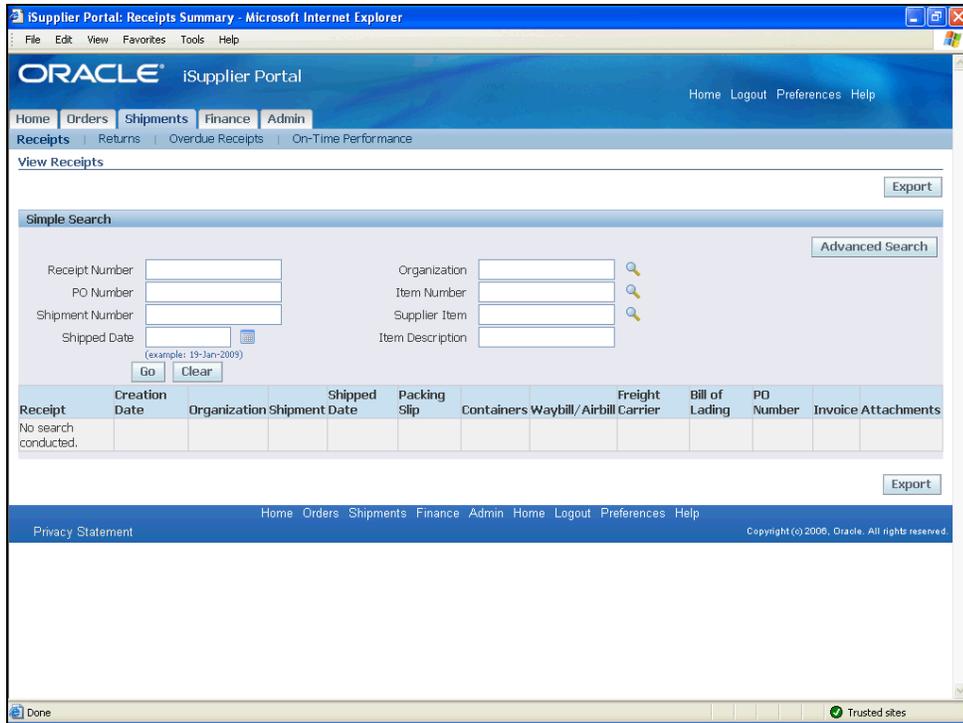
Oracle Prerequisites:

- The past purchase order shipments must exist.

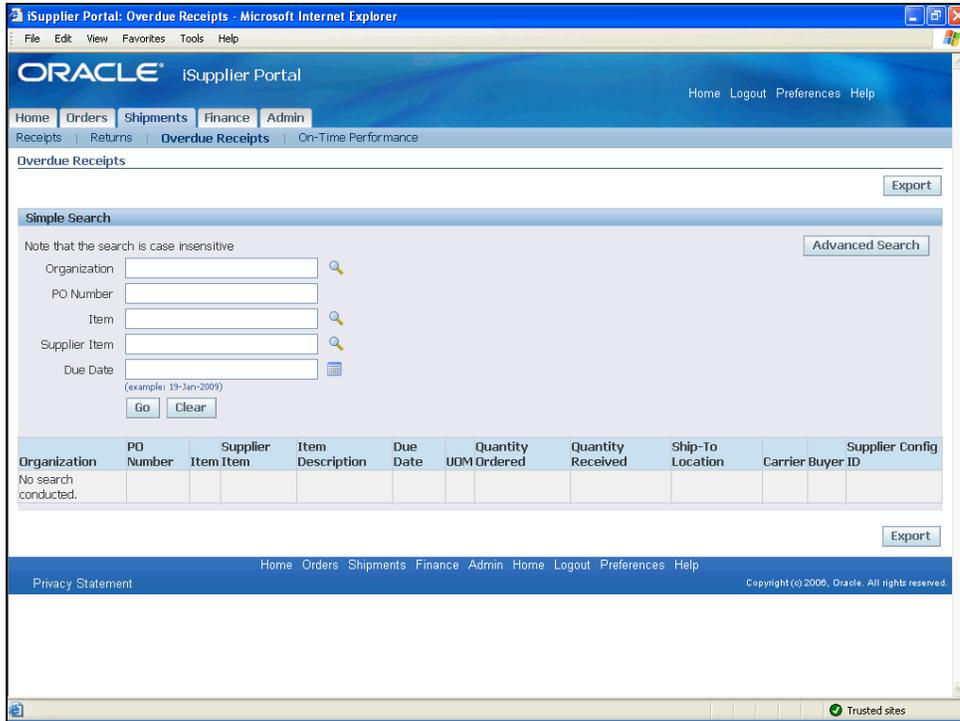
Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.



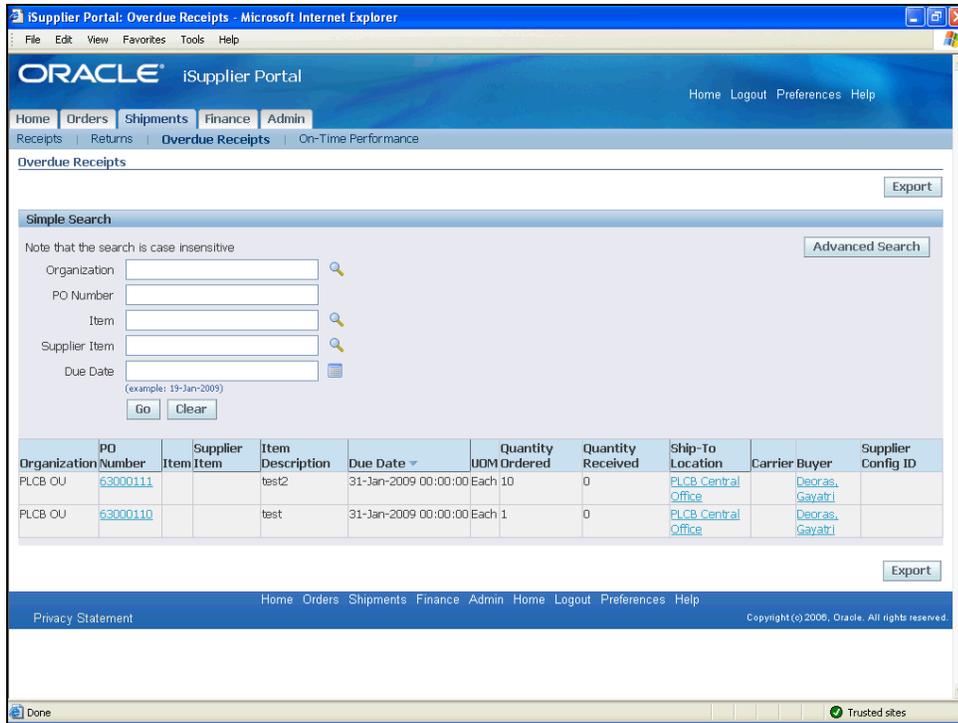
Step	Action
2.	To view the overdue receipts, access the <i>Shipments</i> tab or the <i>Overdue Receipts</i> link under <i>Shipments</i> section. Click on the <i>Shipments</i> tab.



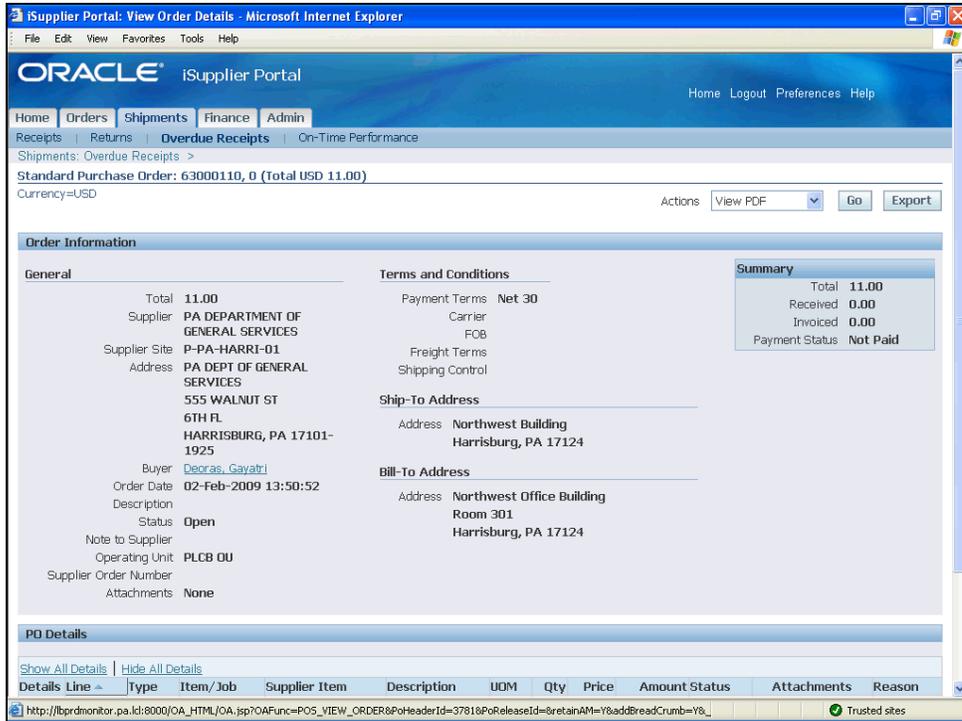
Step	Action
3.	<p data-bbox="462 1062 922 1094">Access the <i>Overdue Receipts</i> window.</p> <p data-bbox="462 1129 894 1161">Click on the <i>Overdue Receipts</i> link.</p> <div data-bbox="462 1161 651 1192" style="border: 1px solid black; padding: 2px; display: inline-block;">Overdue Receipts</div>



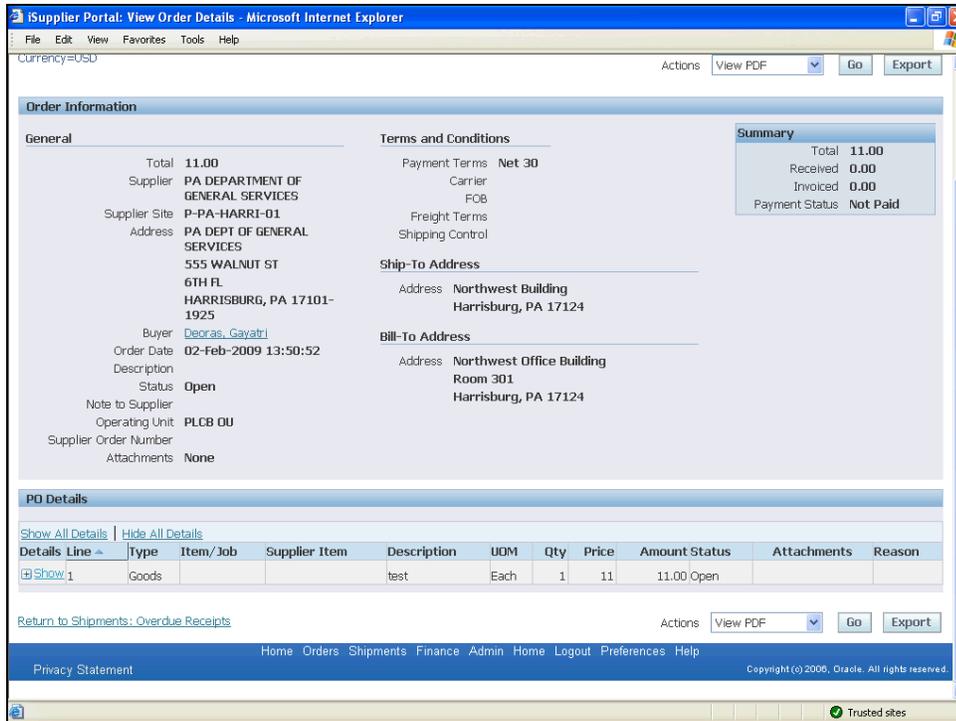
Step	Action
4.	<p>The <i>Overdue Receipts</i> window displays.</p> <p>Use any of the search criteria to search for the overdue receipts.</p> <p>For this example, retrieve all the overdue receipts.</p> <p>Click on GO.</p> <p><input type="button" value="Go"/></p>



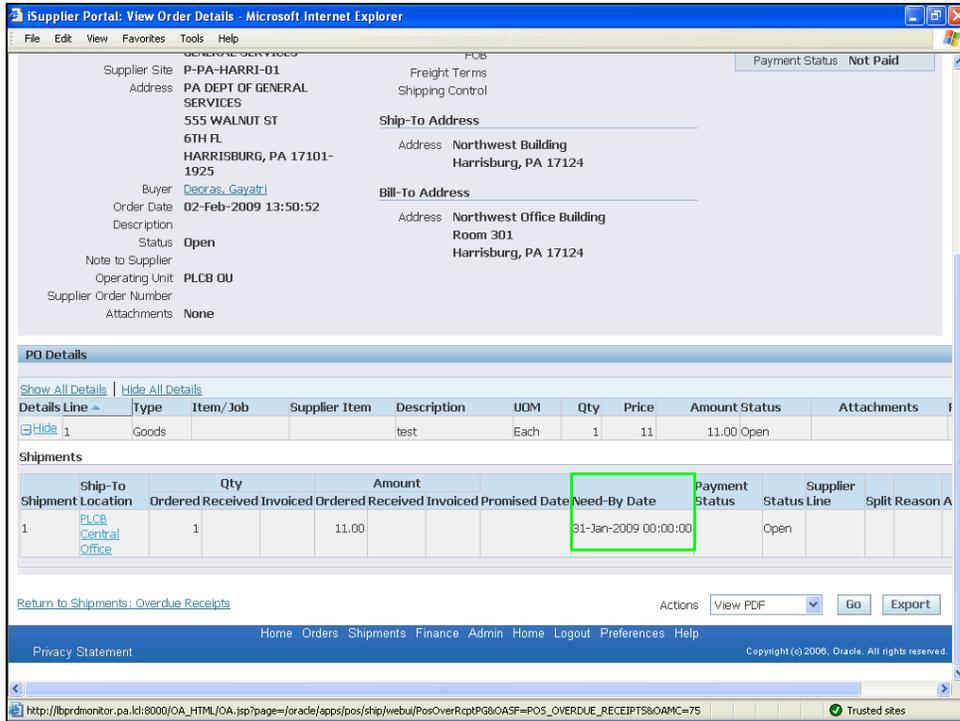
Step	Action
5.	<p>View the overdue receipt details of the purchase order number 63000110.</p> <p>Click on the PO number 63000110 link.</p>



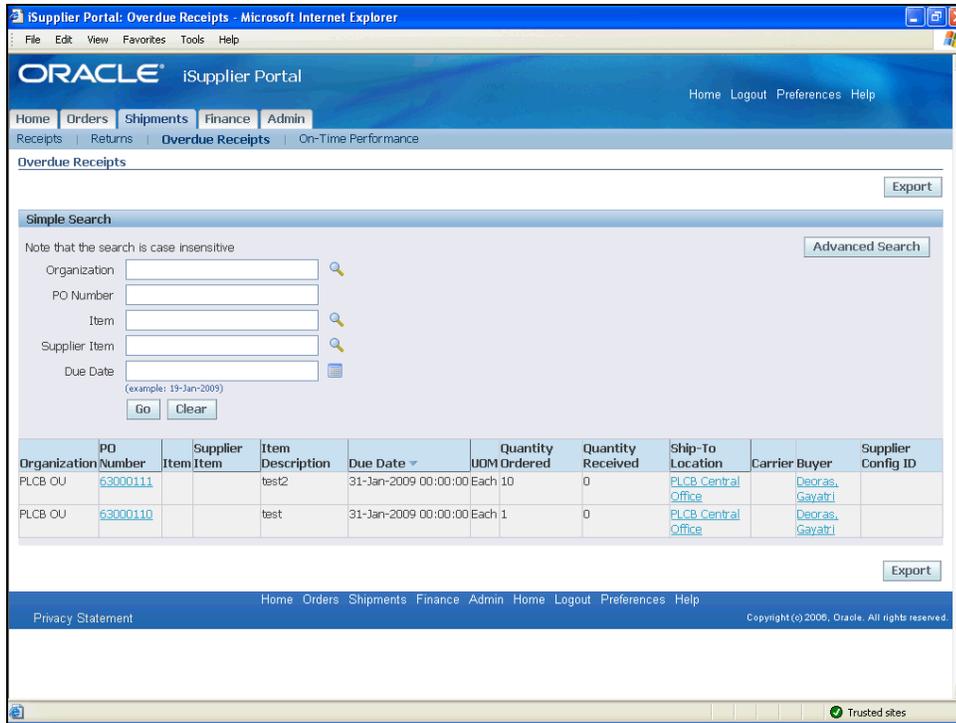
Step	Action
6.	<p>The <i>View Order Details</i> window displays with the order information.</p> <p>Scroll down the SCROLL BAR to view the hidden details at the bottom.</p>



Step	Action
7.	<p>The PO Details section shows line specific information.</p> <p>View the receiving, invoicing and payment information for the line item 1.</p> <p>Click on the <i>Show</i> link for the line item 1.</p> 
8.	<p>The receiving, invoicing and payment information for line item 1 displays under the <i>Shipments</i> section.</p> <p>Scroll down the SCROLL BAR.</p>



Step	Action
9.	<p>Note: A receipt that is not recorded by the need-by date is considered overdue.</p> <p>Return to the <i>Overdue Receipts</i> section.</p> <p>Click on the <i>Return to Shipments: Overdue Receipts</i> link.</p> <p>Return to Shipments: Overdue Receipts</p>



Step	Action
10.	<p>Return to the <i>Home</i> page.</p> <p>Click on the <i>Home</i> tab</p>
11.	<p>In this topic you viewed the overdue receipts.</p> <p>End of Procedure.</p>

View On-Time Performances

Description:

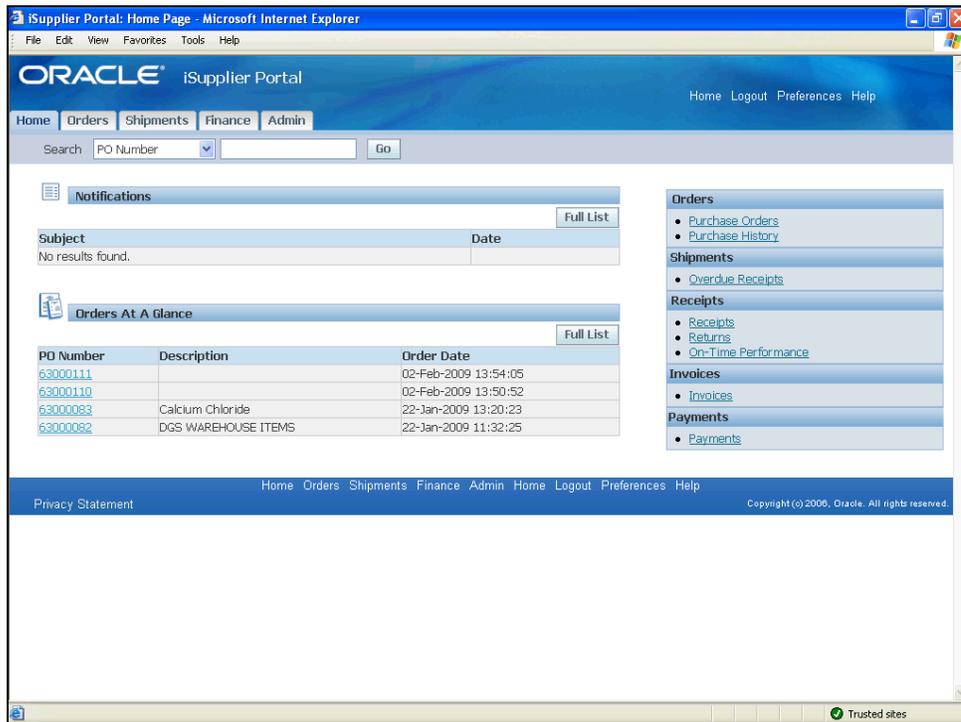
View the delivery status of shipments made against the purchase orders. You can view your performance for timeliness of deliveries.

Use this procedure to view the on-time performance of shipments.

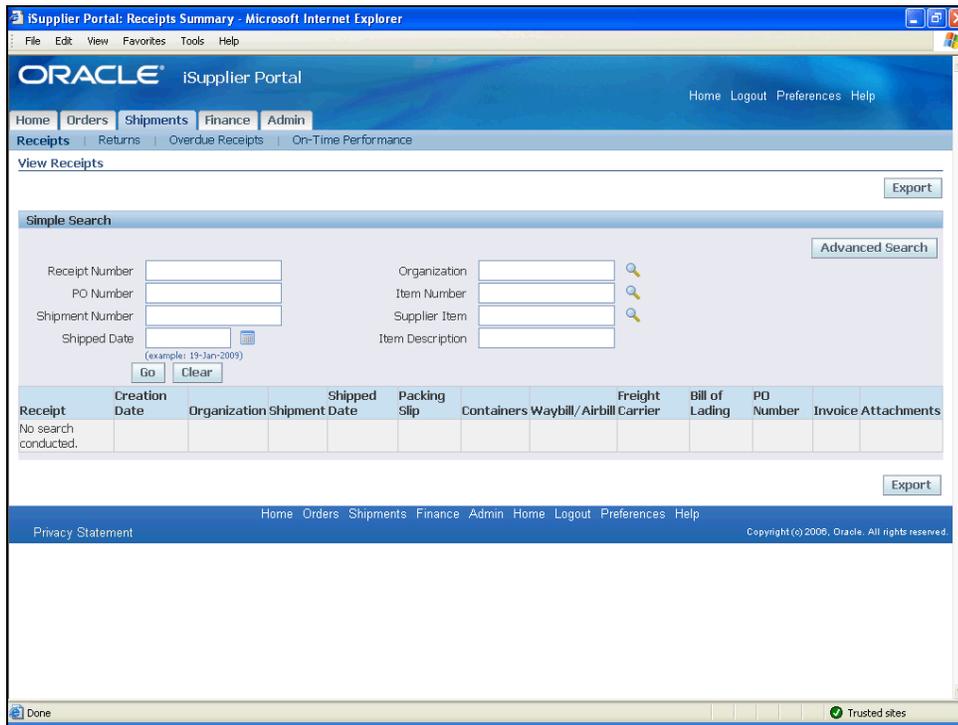
Oracle Prerequisites:

- The shipments against purchase orders must exist.

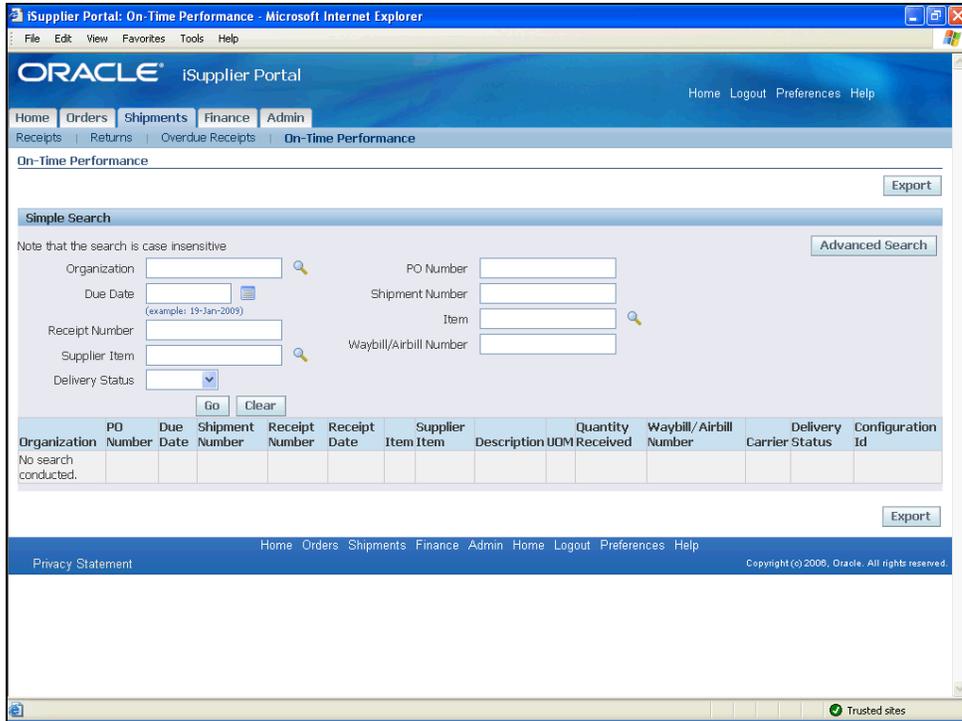
Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.



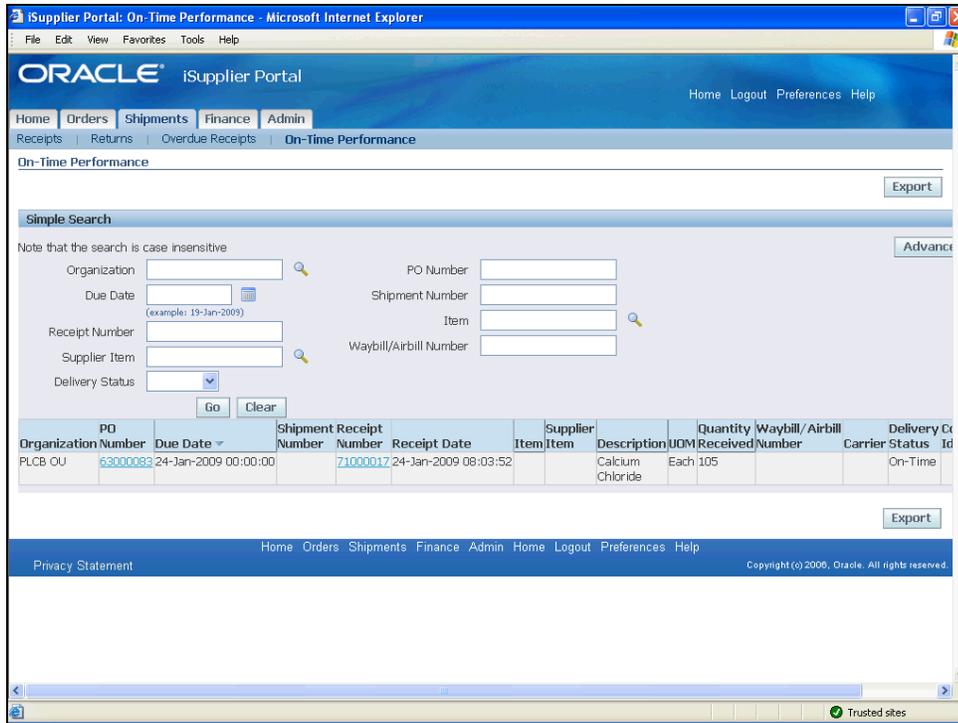
Step	Action
2.	To view the on-time performance, access the <i>Shipments</i> tab or the <i>On-Time Performance</i> link under <i>Receipts</i> section. Click on the <i>Shipments</i> tab.



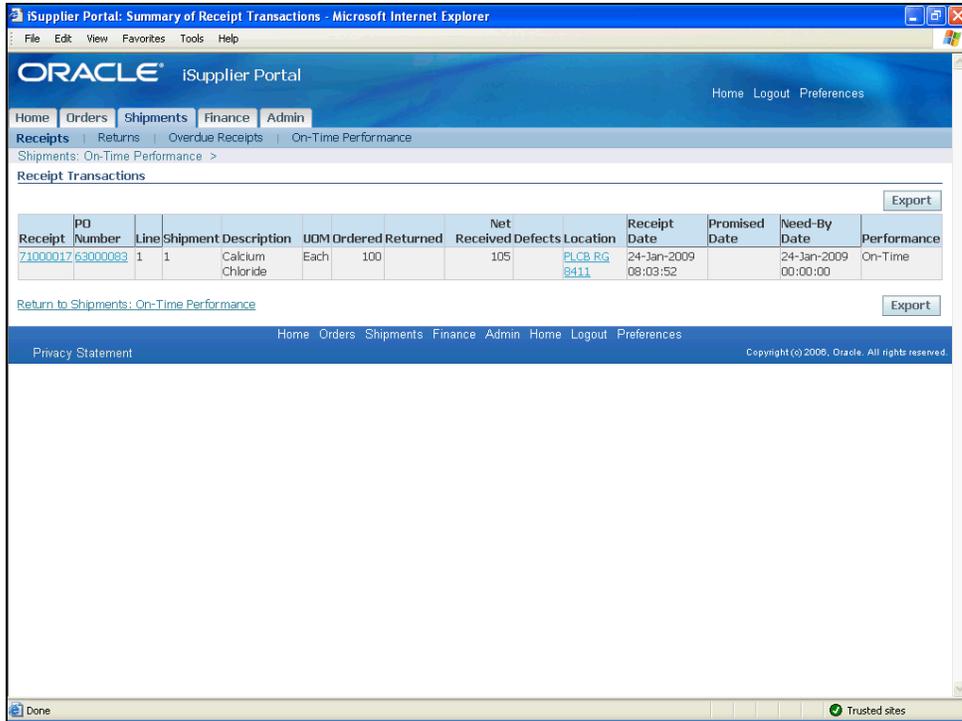
Step	Action
3.	<p data-bbox="462 1167 987 1199">Access the <i>On-Time Performance</i> window.</p> <p data-bbox="462 1234 959 1266"><u>Click on the <i>On-Time Performance</i> link.</u></p> <div data-bbox="467 1268 695 1304" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p data-bbox="483 1272 688 1297">On-Time Performance</p> </div>



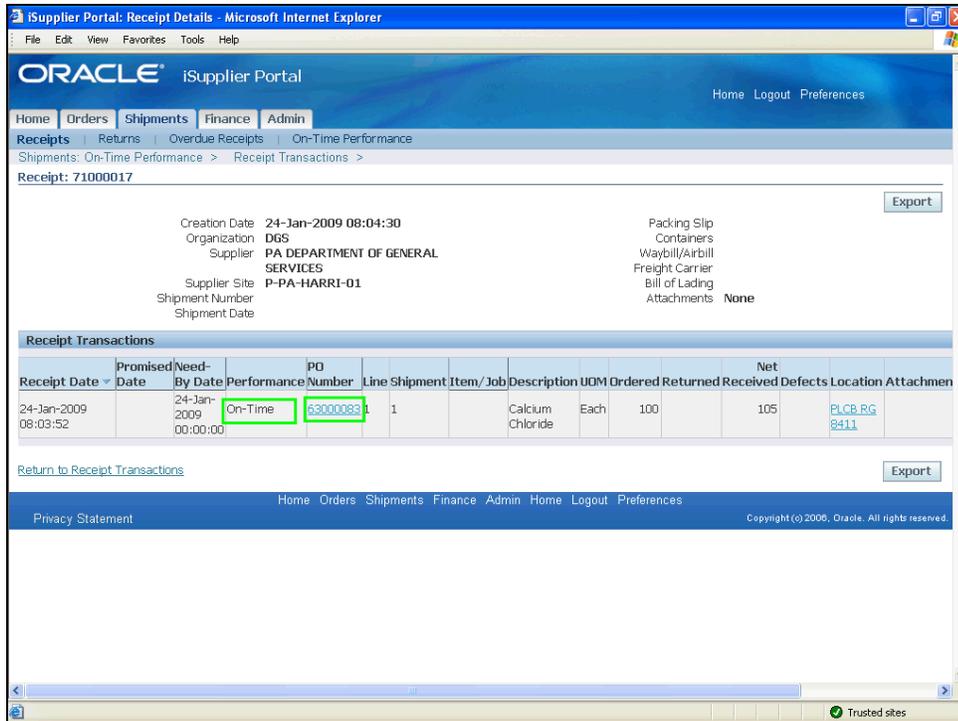
Step	Action
4.	<p>The <i>On-Time Performance</i> window displays.</p> <p>Use any of the search criteria to search for the on-time performances.</p> <p>Click on GO.</p> <p><input type="button" value="Go"/></p>



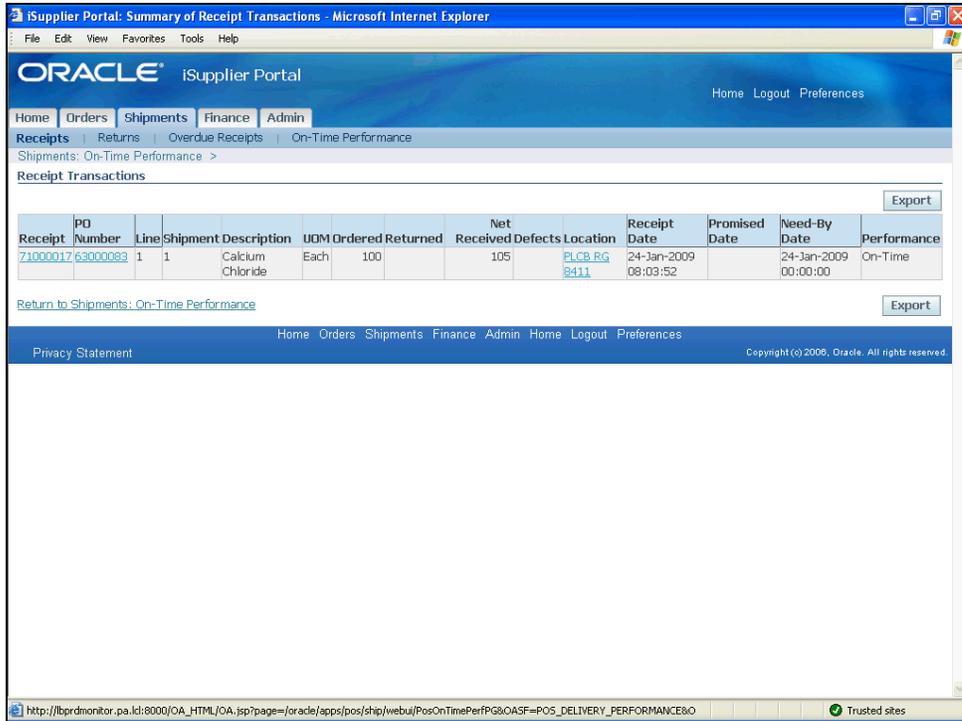
Step	Action
5.	<p>View the details of the receipt transactions.</p> <p>Click on the receipt 71000017 link.</p>



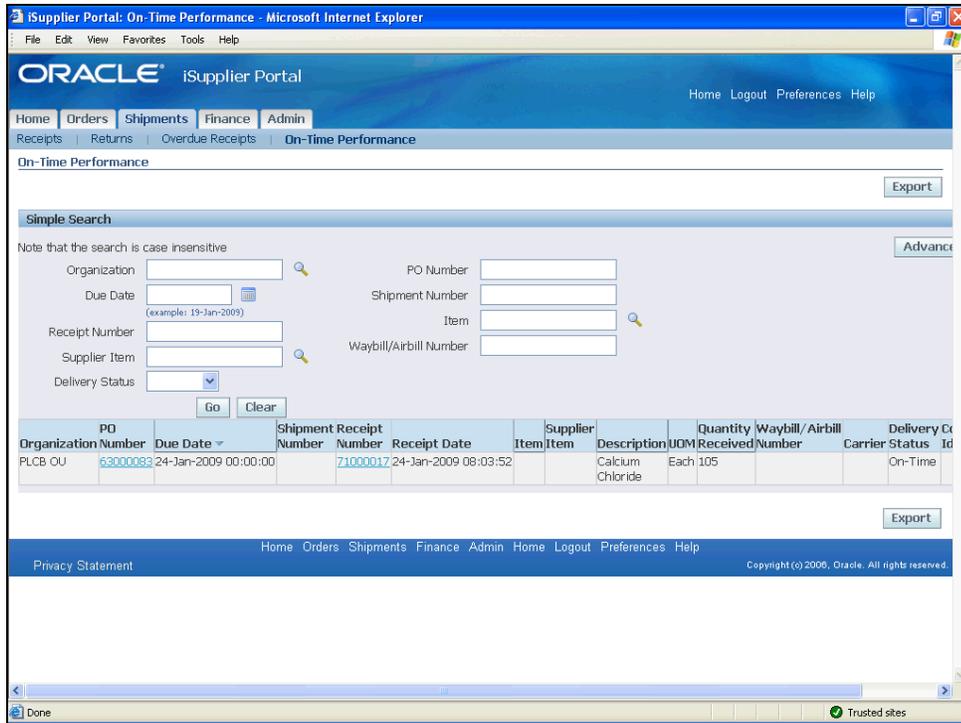
Step	Action
6.	<p>The <i>Summary of Receipt Transactions</i> window displays.</p> <p>View the details of the receipt 71000017.</p> <p>Click on the receipt 71000017 link.</p> <p>71000017</p>



Step	Action
7.	<p>The Receipt Details window displays the receipt information.</p> <p>Optionally, Click on the PO Number link to view the purchase order details.</p> <p>Click on the <i>Return to Shipments: Receipts</i> link.</p> <p>Return to Receipt Transactions</p>



Step	Action
8.	<p>Return to the <i>On-Time Performance</i> section.</p> <p>Click on the <i>Return to Shipments: On-Time Performance</i> link.</p> <p>Return to Shipments: On-Time Performance</p>



Step	Action
9.	<p>Return to the <i>Home</i> page.</p> <p>Click on the <i>Home</i> tab</p>
10.	<p>In this topic you viewed the on-time performance of shipments.</p> <p>End of Procedure.</p>

View Invoices

Description:

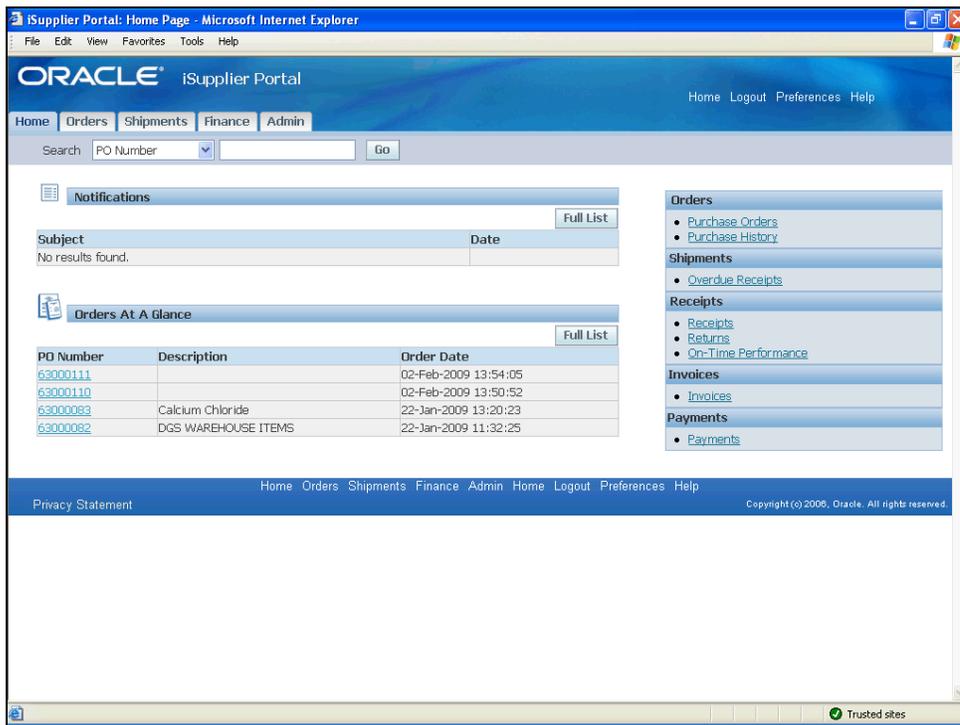
Search and view the details of an invoice.

Use this procedure to view invoices.

Oracle Prerequisites:

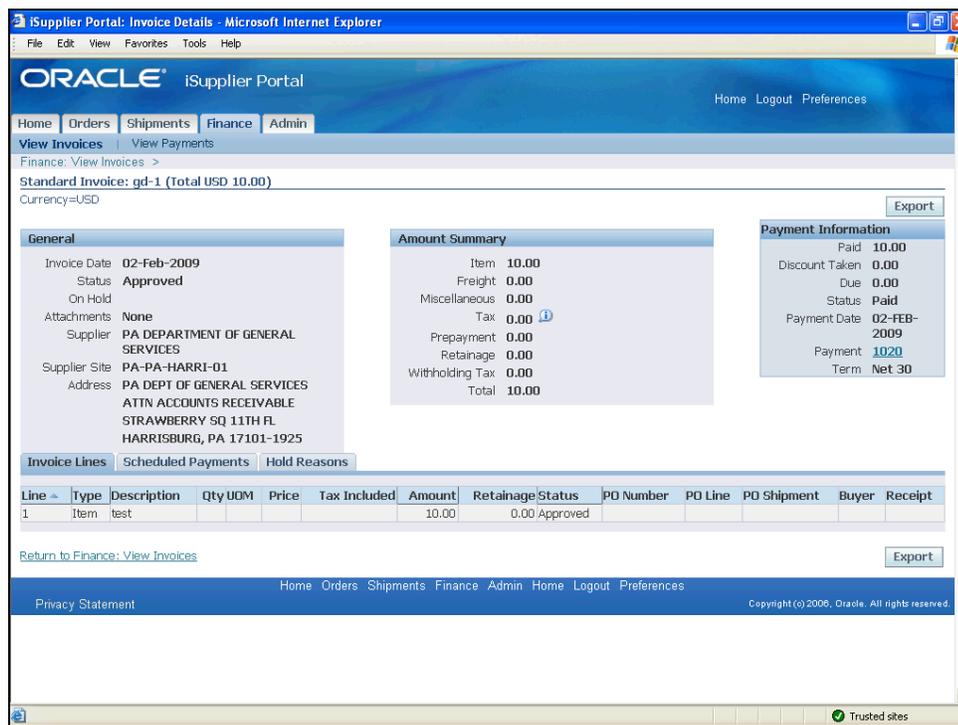
- An invoice must exist.

Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.



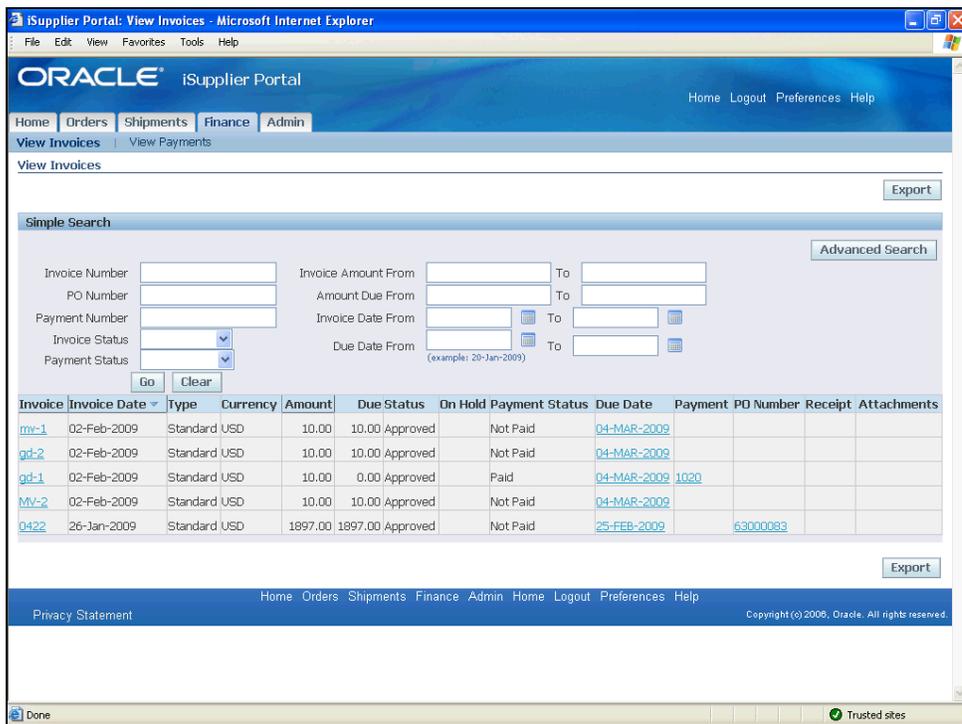
Step	Action
2.	To view the invoices, access the <i>Finance</i> tab or the <i>Invoices</i> link under <i>Invoices</i> section. Click on the <i>Finance</i> tab.

Step	Action
3.	<p>The <i>View Invoices</i> window displays.</p> <p>Use any of the search criteria to search for the invoices. For this example, retrieve all the invoices.</p> <p>Click on GO.</p> 
4.	<p>View the details of the invoice number gd-1.</p> <p>Click on the invoice number <i>gd-1</i> link.</p> 



Step	Action
5.	<p>The <i>Invoice Details</i> window displays the header level information at the top and the invoice line information under the <i>Invoice Lines</i> tab.</p> <p>Click on the <i>Scheduled Payments</i> tab to view the scheduled payments information.</p> 

Step	Action
6.	<p>Review the scheduled payments information.</p> <p>Click on the <i>Hold Reasons</i> tab to view the hold information.</p> <p>Hold Reasons</p>
7.	<p>Return to the <i>View Invoices</i> section.</p> <p>Click on the <i>Return to Finance: View Invoices</i> link.</p> <p>Return to Finance: View Invoices</p>



Step	Action
8.	<p>Return to the <i>Home</i> page.</p> <p>Click on the <i>Home</i> tab.</p>
9.	<p>In this topic you viewed invoices.</p> <p>End of Procedure.</p>

View Payments

Description:

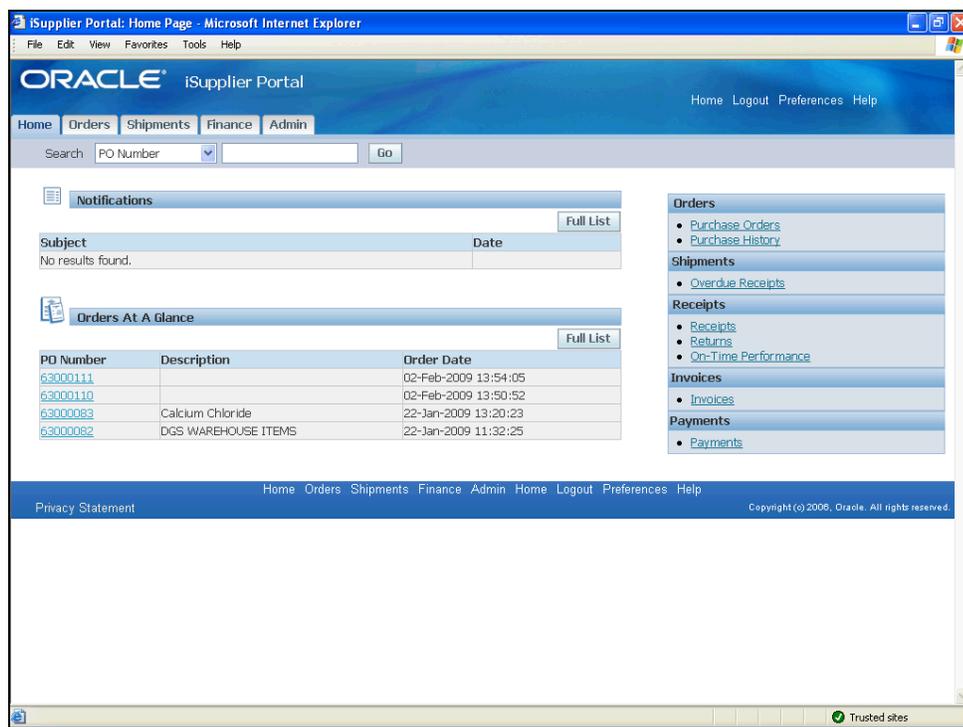
View the history of the invoices paid by the buying company.

Use this procedure to view payments.

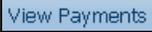
Oracle Prerequisites:

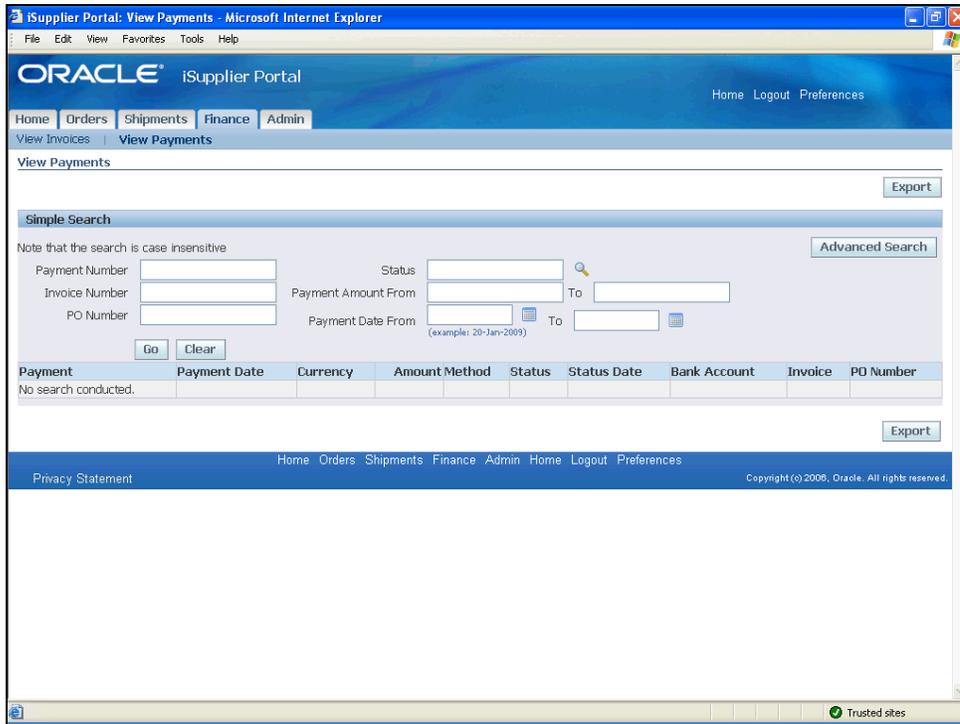
- A payment must exist.

Step	Action
1.	To complete this procedure, follow the menu path: iSUPPLIER PORTAL > HOME PAGE.

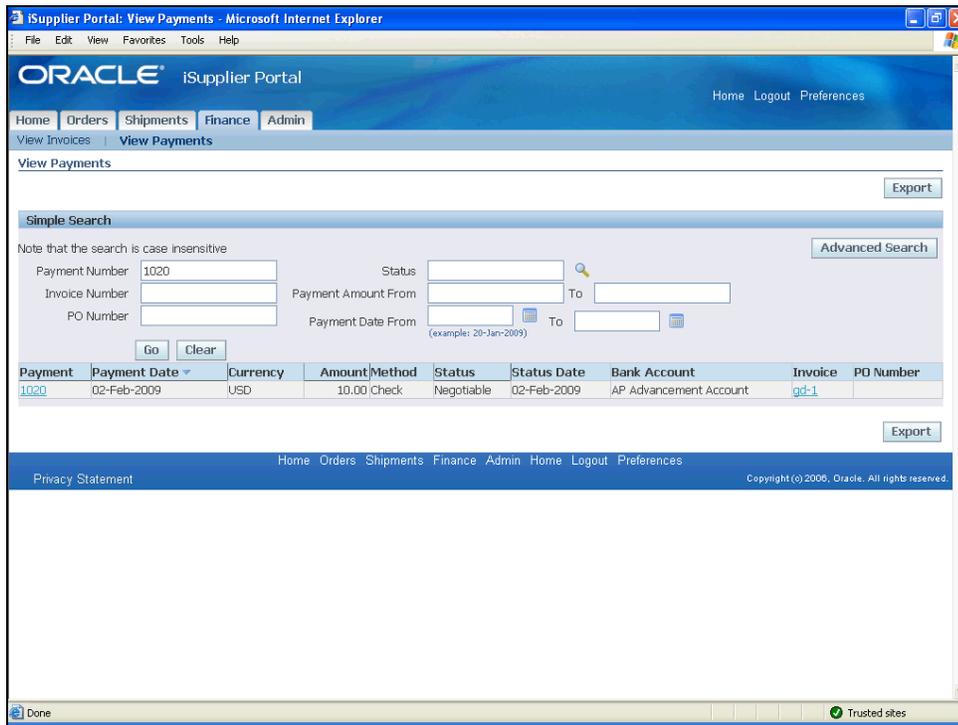


Step	Action
2.	To view the payments, access the <i>Finance</i> tab or the <i>Payments</i> link under the <i>Payments</i> section. Click on the <i>Finance</i> tab.

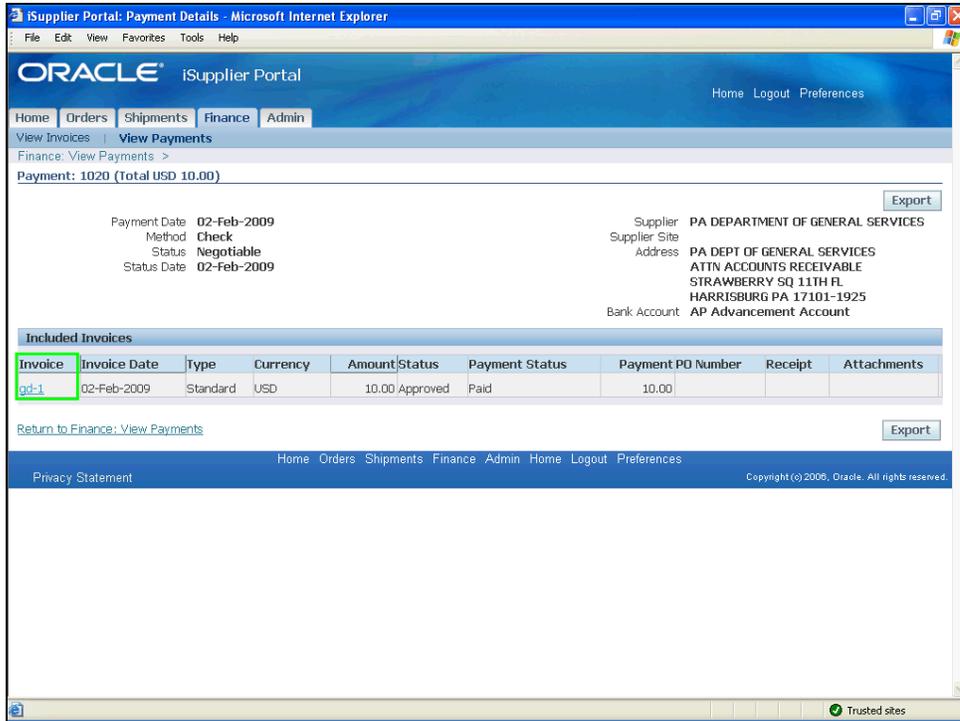
Step	Action
3.	<p>Access the <i>View Payments</i> window.</p> <p>Click on the <i>View Payments</i> link.</p> <p></p>



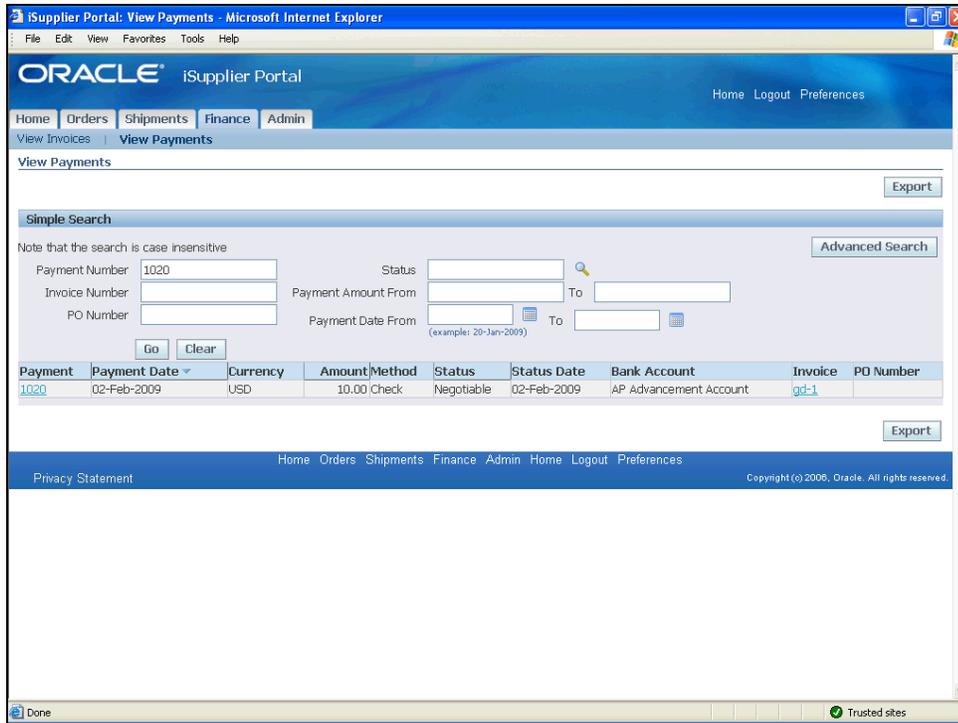
Step	Action
4.	<p>The <i>View Payments</i> page displays.</p> <p>Use any of the search criteria to search for the payments. In this example, search using a payment number.</p> <p>Click in the PAYMENT NUMBER field.</p> <p></p>
5.	<p>Enter the desired payment number.</p> <p>Type 1020 in the PAYMENT NUMBER field.</p>
6.	<p>Execute the search.</p> <p>Click on GO.</p> <p></p>



Step	Action
7.	<p>View the details of the payment 1020.</p> <p>Click on the payment <i>1020</i> link.</p> <p>1020</p>



Step	Action
8.	<p>The <i>Payment Details</i> window displays the payment details including the invoices addressed by the payment.</p> <p>Optionally, view the invoice details by clicking on the invoice number link under the INVOICE column.</p> <p>Click on the <i>Return to Finance: View Payments</i> link to return to the <i>View Payments</i> section.</p> <p>Return to Finance: View Payments</p>



Step	Action
9.	<p>Return to the <i>Home</i> page.</p> <p>Click on the <i>Home</i> tab.</p>
10.	<p>In this topic you viewed payments.</p> <p>End of Procedure.</p>