Oracle12 iSupplier Portal
External User Guide
Shipments

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Chapter Objectives:

Learn about iSupplier features that can help you manage your shipments and deliveries
Learn how to track receipt and return information

Chapter Tasks:
View delivery schedules
View receipts
View returns
View overdue receipts

Estimated Lesson Time: 15 minutes

iSupplier Portal enables you to view information related to shipments, including receipt and return information. In addition, you can utilize iSupplier Portal features to track your upcoming deliveries.

View Delivery Schedules

Responsibility: Daikin iSupplier User

Use the *Delivery Schedules page* to easily determine deliveries that need to be scheduled and deliveries that are past due.

1) Click the Shipments tab and then click Delivery Schedules in the blue taskbar below the tabs, see 1 above.
   The *Delivery Schedules* search page displays as shown above.
2) Enter your `search criteria` and click Go, see 2 above. Leave the search fields blank to display all items.
   The results list displays the POs that are not fully receipted and which match the criteria that was entered.
NOTE: *Click the Magnifying Glass icon to search for values to enter in a field.*
3) Click a raised column heading to sort by the information in the column, see 3 above. Click the column heading again to reverse the sort order from ascending (A-Z) to descending (Z-A).
4) Click the PO Number, Quantity Received and Ship-To Location links to view further detail, see 4 above.

If you click the Quantity Received link, Receipt Transactions are displayed as shown below.

View Receipts

The *Receipts Transactions* page provides a historical view of all receipts that have been recorded for goods and services that you have delivered.

1) Click the Shipments tab and then click Receipts on the blue taskbar, see 1 above.
   The *Receipts Transactions* search page displays as shown.

2) Enter your `search criteria` and then click Go, see 2 above. Click the Magnifying Glass to search for and select a value. Leave the search fields blank to display all items.
   The results list displays the POs for which receipts exist and which match the criteria entered.

3) Click a Receipt Number or PO Number link to view further detail, see 3 above.
   If you click a Receipt Number, the Receipt Transactions are displayed as shown below.

Another way to search for receipts:

1. Click the Advanced Search button, see 4 above. 2. Enter the Search Criteria and then click Go.

View Returns

The *Returns Summary* page enables you to view the return history, the causes for goods returned by DAA, and the inspection results of a shipment. The results list includes details such as quantity received, quantity returned and a reason for return.

Export Button: Use this button to export the currently displayed information to a spreadsheet.

1) Click the Shipments tab and then click Returns in the blue taskbar below the tabs, see 1 above.
   The *Returns Summary* search page displays as shown above.
2) Enter your `search criteria` and click Go, see 2 above.
   The results list displays the POs for which returns exist and which match the criteria that was entered.

NOTE: *Use the Magnifying Glass icon if you want to search for values to enter in a field. Leave the search fields blank to display all items.*

3) Click a raised column heading, see 3 above, to sort by the information in the column. Click the column heading again to reverse the sort order from ascending (A-Z) to descending (Z-A).
4) Click the Receipt Number and PO Number links to view further detail, see 4 above.

View Overdue Receipts

The *Overdue Receipts* page enables you to view the details associated with shipments for which receipts have not yet been entered.

Export Button: Use this button to export the currently displayed information to a spreadsheet.

1) Click the Shipments tab and then click Overdue Receipts in the blue taskbar below the tabs, see 1 above.
   The *Overdue Receipts* search page displays as shown above.
2) Enter your `search criteria` and click Go, see 2 above. Refer to Lesson 1- 5 for more information on entering search criteria.
   The results list displays the POs for which returns exist and which match the criteria that was entered.

NOTE: Use the Magnifying Glass icon if you want to search for values to enter in a field. Leave the search fields blank to display all items.

3) Click a raised column heading, see 3 above, to sort by the information in the column. Click the column heading again to reverse the sort order, for example from ascending (A-Z) to descending (Z-A).

4) Click the PO Number, Ship-To Location and Buyer links to view further detail, see 4 above.