



Oracle12 iSupplier Portal

External User Guide

Shipments

Last Update: 10/01/2019

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

The screenshot shows the 'Delivery Schedules' page in the iSupplier Portal. The navigation bar includes 'Shipments' (1) and 'Delivery Schedules' (1). The search form (2) contains the following fields:

- Organization
- PO Number
- Supplier Item
- Item Description
- Item Number
- Ship-To Location
- Promised Date (18-Sep-2019)
- Need-By Date (18-Sep-2019)

The data table (3) has the following columns:

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
	894676			EACH	250	0			330107901		TEST SUPPLIER	LOS-CABOS		12-Sep-2019 23:59:00
	894675			EACH	250	0			330107901		TEST SUPPLIER	LOS-CABOS		12-Sep-2019 23:59:00
	894674			EACH	100	0			330107901		TEST SUPPLIER	LOS-CABOS		12-Sep-2019 23:59:00
	894673			EACH	100	0			330106301		TEST SUPPLIER	LOS-CABOS		10-Sep-2019 23:59:00
	1177541			EACH	300	0			335134305		TEST SUPPLIER	BALT-MD01		25-Sep-2019 23:59:00
	1177541			EACH	200	0			335134305		TEST SUPPLIER	BALT-MD01		20-Sep-2019 23:59:00

Callout 4 (4) points to the 'Supplier Config ID' column in the table.

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.

The screenshot shows the 'Receipts for Standard Purchase Order: 1177541' page. The table displays the following data:

Receipt	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performer
269656	1177541	2	1		EACH	200.0		200		0.0		03-Oct-2019 10:57:52		20-Sep-2019 23:59:00	Late

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.

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Accepted Defects	Location	Attachments	LPN/Lot/Serial	Invoice
03-Oct-2019 10:57:52	20-Sep-2019 23:59:00	20-Sep-2019 23:59:00	Late	1177540	2	1			EACH	200.0		200	0.0				
03-Oct-2019 10:57:52	15-Sep-2019 23:59:00	15-Sep-2019 23:59:00	Late	1177545	1	1			EACH	100.0		100	0.0				
03-Oct-2019 10:57:52	15-Sep-2019 23:59:00	15-Sep-2019 23:59:00	Late	1177544	1	1			EACH	100.0		100	0.0				
03-Oct-2019 10:57:52	20-Sep-2019 23:59:00	20-Sep-2019 23:59:00	Late	1177541	2	1			EACH	200.0		200	0.0				

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

Supplier Home | Orders | **Shipments** | Finance | Product

Delivery Schedules | Receipts | **Returns** | Receipts | On-Time Performance

Returns Summary Export

Simple Search Advanced Search

Note that the search is case insensitive

Organization RMA Number
PO Number Item
Receipt Number Supplier Item
Shipment Number Item Description

Go Clear

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Configuration
MCQUAY US OU	269657	1177543			03-Oct-2019 11:32:31	335134305			EACH	100	50	03-Oct-2019 11:40:16		
MCQUAY US OU	269657	1177542			03-Oct-2019 11:32:31	335134305			EACH	200	75	03-Oct-2019 11:40:16		

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 screenshot shows the DAIKIN Supplier Portal interface. At the top, there's a navigation bar with 'Shipments' and 'Overdue Receipts' tabs. Below that, a search section is visible with fields for Organization, PO Number, Item, Supplier Item, and Due Date. A table of overdue receipts is displayed below the search section. The table has columns for PO Number, Item, Supplier Item, Item Description, Due Date, UOM, Quantity Ordered, Quantity Received, Ship-To Location, Carrier, and Supplier Config ID. A red box highlights a specific row in the table, and a yellow box highlights the 'Due Date' column header.

PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Supplier Config ID
1177565	335134305		HEAD,DISH,36"DIA .375" THK, 150 PSI NON ASME	30-Sep-2019 23:59:00	EACH	80	0	STN		
1177564	335134305		HEAD,DISH,36"DIA .375" THK, 150 PSI NON ASME	30-Sep-2019 23:59:00	EACH	55	0	STN		
1177531	333286016		HARMONIC FILTER (NEMA 3R) 250 HP / 480 V / 60 Hz.	30-Sep-2019 23:59:00	EACH	1550	0	STAUNTON SUITE 301		
1177564	335134305		HEAD,DISH,36"DIA .375" THK, 150 PSI NON ASME	28-Sep-2019 19:05:48	EACH	200	0	STN		
1177564	335134305		HEAD,DISH,36"DIA .375" THK, 150 PSI NON ASME	28-Sep-2019 19:05:48	EACH	105	0	STN		
1177565	335134305		HEAD,DISH,36"DIA .375" THK, 150 PSI NON ASME	28-Sep-2019 19:05:48	EACH	105	0	STN		
1177565	335134305		HEAD,DISH,36"DIA .375" THK, 150 PSI NON ASME	28-Sep-2019 19:05:48	EACH	200	0	STN		
1177556	335134305		HEAD,DISH,36"DIA .375" THK, 150 PSI NON ASME	25-Sep-2019 23:59:00	EACH	20	0	STN		
1177567	335134305		HEAD,DISH,36"DIA .375" THK, 150 PSI NON ASME	25-Sep-2019 23:59:00	EACH	45	0	STN		

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.