

View & Manage Receipts and Returns

iSupplier Quick Reference Cards

HOW TO VIEW & MANAGE RECEIPTS AND RETURNS

PURPOSE	View & Manage Receipts and Returns
SCOPE	Shipments page (Receipts & Returns)
RESPONSIBILITY	Supplier Admin Account

SHIPMENTS PAGE

Click on the Shipments tab.

1. Enter the PO Number in the PO Field
2. Press Go Button

Simple Search

Receipt Number

Organization

PO Number (example : 1234)

Item Number

Release Number (example : 1234-2)

Supplier Item

Shipment Number

Item Description

Shipped Date (example : 22-Dec-2014)

Go

You can see the Receipt Numbers for a PO

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
107140691	2-Dec-2014 18:23:56	NWC HQ Organization	WC.101140362.1261							101140362		

3. Click on the Receipt Number for further details

Receipt: 107140691

Creation Date: 22-Dec-2014 18:23:56
 Organization: NWC HQ Organization
 Supplier: Modern Works
 Supplier Site: Site_4
 Shipment Number: WC.101140362.1261
 Shipment Date:

Packing Slip: Containers
 Waybill/Airbill: Waybill/Airbill
 Freight Carrier: Bill of Lading
 Attachments: None

Receipt Transactions

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job Description	UOM	Ordered	Returned	Net Received	Defects Location	Attachments	LPN/Lot/Serial	Invoice
22-Dec-2014 18:32:12		27-Dec-2014 00:00:00	On-Time	101140362	1	1	Upfront Payment	SAR	300000		300000				

4. Click on "Returns" tab, and then click on "Go" to show full list.

Home | Orders | Shipments | Finance | Admin

Receipts | **Returns**

Returns Summary

Simple Search

Note that the search is case insensitive

Organization

PO Number

Receipt Number

Shipment Number

RMA Number

Item

Supplier Item

Item Description

Go

Advanced Search

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	Quantity UOM Received	Quantity Returned	Returns Date	Reason	Supplier Config ID
NWC - HQ	107140691	101140362			29-Sep-2014 13:42:53	9001860		Implement OSEB Solution additional reports and cubes	Each 41000	41000	11-Dec-2014 11:33:26		
NWC - HQ	107140624	101140362			29-Sep-2014 13:42:53	9001860		Implement (Microsoft & Oracle) Presentation Layer	Each 37500	37500	11-Dec-2014 11:33:26		
NWC - HQ	107140301	101122749			20-Jan-2014 08:50:36			Software Maintenance support, Implementation and Tools Maintenance Support	Each 63533	63533	12-Feb-2014 16:20:28		
NWC - HQ	107140100	101122749			20-Jan-2014 08:44:43			Software Maintenance support, Implementation and Tools Maintenance Support	Each 299610	299610	12-Feb-2014 16:20:28		
NWC - HQ	107140009	101122749			20-Jan-2014 08:43:22			Software Maintenance support, Implementation and Tools Maintenance Support	Each 127066.8	127066.8	12-Feb-2014 16:20:28		
NWC - HQ	107140008	101122749			20-Jan-2014 08:40:50			Software Maintenance support, Implementation and Tools Maintenance Support	Each 254133.6	254133.6	12-Feb-2014 16:20:28		
NWC - HQ	107140007	101122749			20-Jan-2014 08:39:34			Software Maintenance support, Implementation and Tools Maintenance Support	Each 190600.2	190600.2	12-Feb-2014 16:20:28		
NWC - HQ	107140006	101122749			20-Jan-2014 08:36:55			Software License - IT Service Management Solution	Each 794868.27	794868.27	12-Feb-2014 16:20:28		

5. Click on PO number for more details.