

Viewing a Return User Guide



Viewing a Return

You will learn how to view a return for your company that will be created by ODL. From here you will be able to view the quantity returned and specific item being returned.

Step 1

From the landing page, select the Supplier Portal Button.

Good evening, Heather Whitaker!

Sales

Supplier Portal

Tools

Others

APPS



Step 2

Once on the dashboard, select the view returns link in the task list on the left side of the screen.

Search Orders Order Number

Tasks

Contract Manufacturing

- [Manage Production Reports](#)

Orders

- [Manage Orders](#)
- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

Agreements

- [Manage Agreements](#)

Channel Programs

- [Manage Programs](#)

Shipments

- [Manage Shipments](#)
- [Create ASN](#)
- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)

- [View Returns](#)

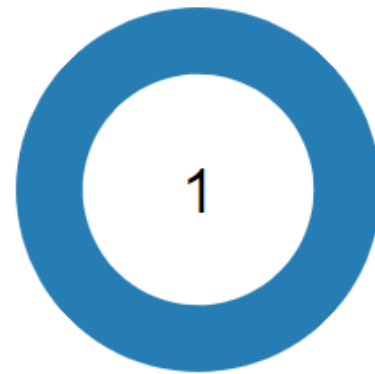
Consigned Inventory

- [Review Consumption Advices](#)
- [Review Consigned Inventory](#)
- [Review Consigned Inventory Transactions](#)

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Requiring Attention



1

■ Schedules Overdue or Due Today

Supplier News

Step 3

Once on this page, you must enter at least one of the fields with ** (receipt, purchase order, or shipment number). Once you have your information entered in, click search.

The screenshot shows the Oracle 'View Returns' search interface. At the top, there is a navigation bar with the Oracle logo, a 'View Returns' title, and a 'Done' button. Below this is a search section with a 'Search' label and a 'View' dropdown. The search criteria include: Receipt (with a red asterisk), Organization (dropdown), Purchase Order (with a red asterisk), Supplier Item, Shipment (with a red asterisk), and RMA. There are also buttons for 'Advanced', 'Saved Search', and 'All Returns'. A note states '** At least one is required'. The 'Search' button is highlighted with a red box. Below the search fields is a 'Search Results' section with a 'View' dropdown and a table header. The table header includes: Receipt, Organization, Purchase Order, Shipment, RMA, Return Date, Item, Supplier Item, Item Description, Received Quantity, Return Quantity, and UOM Name. Below the header, it says 'No search conducted.'

Step 4

The search should come back with the results displayed below. You may view the returned quantity from this page. However, you may also click on the receipt number in blue to see the return in a more detailed view.

ORACLE HW

View Returns Done

Search Advanced Saved Search All Returns

Search Results

View Print

| Receipt | Organization | Purchase Order | Shipment | RMA | Return Date | Item | Supplier Item | Item Description | Received Quantity | Return Quantity | UOM Name |
|---------|----------------|----------------|----------|--------|-----------------|--------|---------------|------------------|-------------------|-----------------|----------|
| 93 | Zeeland Mfg... | 4000090 | 1 | 237477 | 8/17/23 2:28 AM | 300052 | | *e 692 BT SN... | 50 | 5 | Each |

Step 5

From here, you can view the information. Once you are complete with it, click done.

ORACLE HW

Receipt: 93 View Transaction History Done

Summary

| | | |
|----------------------------------|-------------------|-------------------|
| Supplier | AMESBURYTRUTH INC | Packing Slip |
| Shipment | 1 | Waybill |
| Shipped Date | 7/12/23 4:12 PM | Bill of Lading 10 |
| Shipping Method | UPSN | Note |
| Number of Supplier Packing Units | | Attachments None |
| Supplier Site | ODL | |

Additional Information

Lines

Actions View Print

| Item | Item Description | Document Type | Document Number | Quantity | | | | UOM Name | Currency | Receipt Date |
|--------|-------------------|----------------|-----------------|----------|----------|--------------|----------|----------|------------------|--------------|
| | | | | Ordered | Returned | Net Received | Rejected | | | |
| 300052 | *e 692 BT SNK ... | Purchase order | 4000090 | 50 | 5 | 45 | 0 | Each | 8/16/23 10:08 PM | |