

Viewing a Receipt User Guide

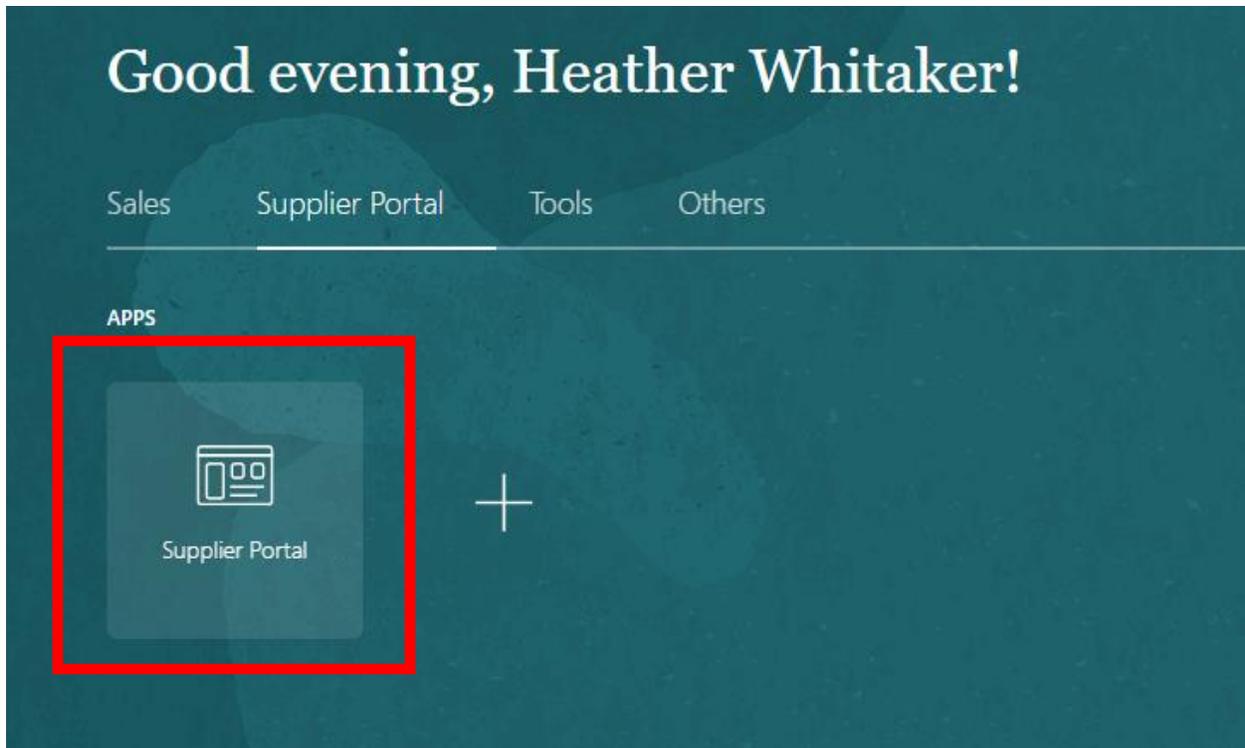


Viewing Receipts

You will learn how to view receipts against orders you have shipped.

Step 1

From the landing page, select the Supplier Portal Button.



Step 2

Once on the dashboard, select the View Receipts 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](#)

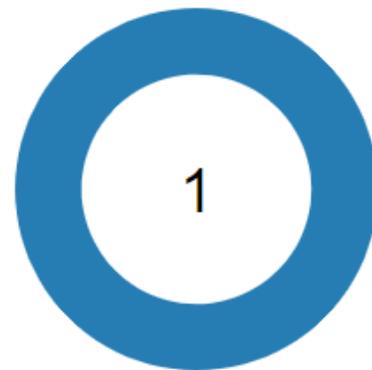
Consigned Inventory

- [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 you have arrived on this page, you must enter at least one of the fields with ** (receipt # (This is an ODL #), date range, shipment (This is a supplier #), item, or purchase order. Once you have your information entered in, click search.

ORACLE View Receipts Done

Search Advanced Saved Search All Receipts

** Receipt
Organization
** Purchase Order
Supplier Item

** Shipment
** Item
** Receipt Date -

Search Reset Save...

Search Results

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
No search conducted.									

Step 4

The search should bring you to the results, displaying the receipt and the PO/Line the receipt was against Click on the receipt number in blue.

View Receipts

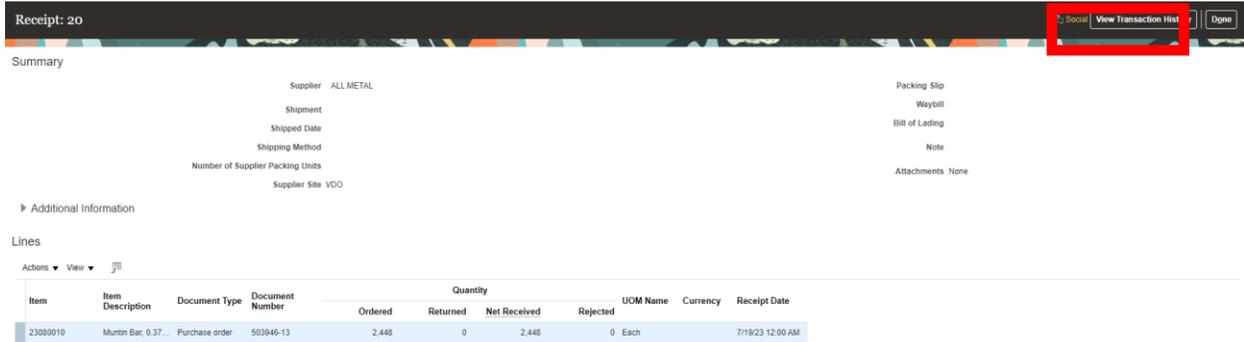
Search

Search Results

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
20	7/19/23 12:00 AM	Matamoros Mfg ...			503946-13				VDO
19	7/19/23 12:00 AM	Matamoros Mfg ...			503946-17				VDO
18	7/19/23 12:00 AM	Matamoros Mfg ...			503946-10				VDO
1440477	7/19/23 12:00 AM	Matamoros Mfg ...			503946-10				VDO
1440448	7/19/23 12:00 AM	Matamoros Mfg ...			503946-12				VDO
1440447	7/19/23 12:00 AM	Matamoros Mfg ...			503946-12				VDO
1440446	7/19/23 12:00 AM	Matamoros Mfg ...			503946-12				VDO
1440445	7/19/23 12:00 AM	Matamoros Mfg ...			503946-12				VDO
1440444	7/19/23 12:00 AM	Matamoros Mfg ...			503946-16				VDO
1440443	7/19/23 12:00 AM	Matamoros Mfg ...			503946-16				VDO

Step 5

Once you click on the receipt number, you can review the details in the receipt (Date received, Qty received against the PO Qty, etc.. You also can view the transaction history by clicking 'View Transaction History'.



Receipt: 20

Summary

Supplier: ALL METAL

Shipment

Shipped Date

Shipping Method

Number of Supplier Packing Units

Supplier Site VDO

Packing Slip

Waybill

Bill of Lading

Note

Attachments: None

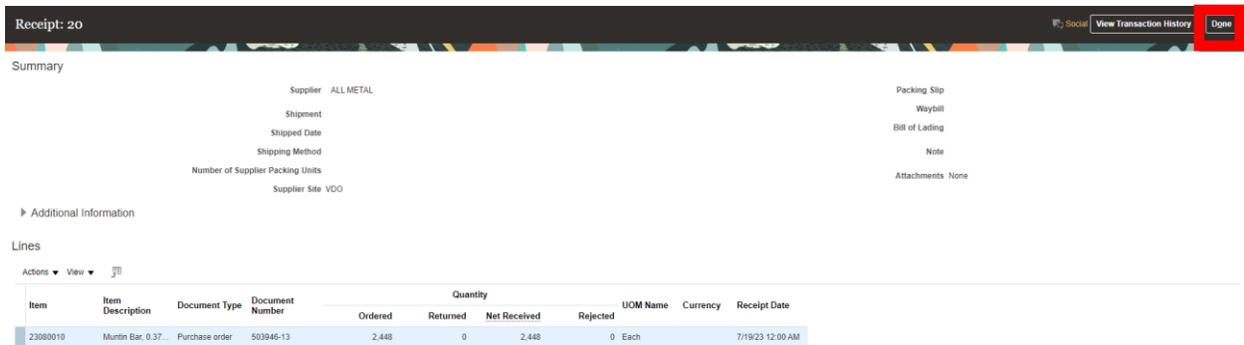
Additional Information

Lines

Item	Item Description	Document Type	Document Number	Quantity			UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received			
23080010	Murtin Bar, 0.37...	Purchase order	503945-13	2,448	0	2,448	0 Each	7/19/23 12:00 AM	

Step 6

When complete, click the Done button



Receipt: 20

Summary

Supplier: ALL METAL

Shipment

Shipped Date

Shipping Method

Number of Supplier Packing Units

Supplier Site VDO

Packing Slip

Waybill

Bill of Lading

Note

Attachments: None

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