

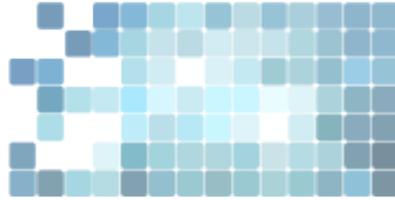
iSupplier - Viewing Receipts

Procedure

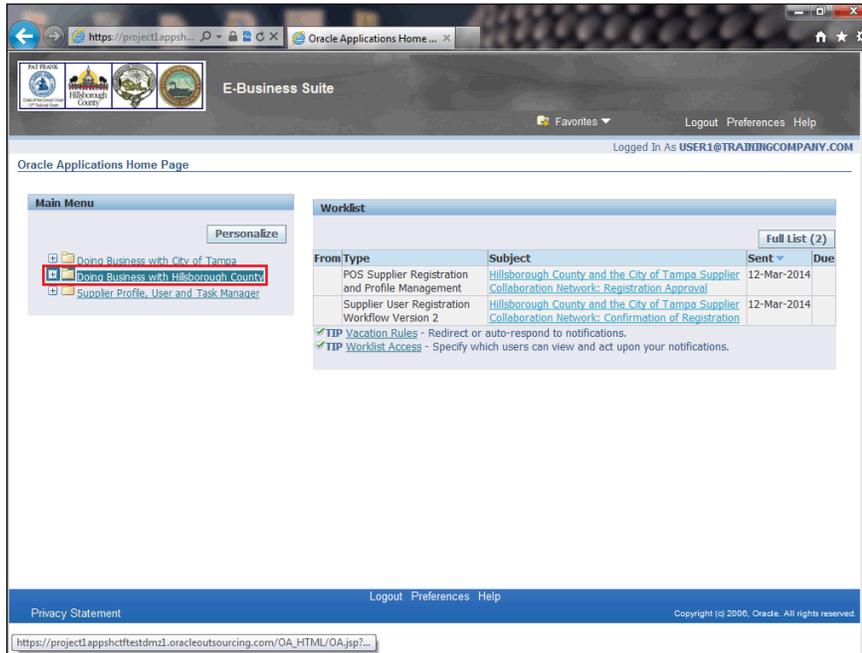
To view your receipts from Hillsborough County and the City of Tampa, complete the steps below.

Note: This process is the same for doing business with both Hillsborough County and the City of Tampa.

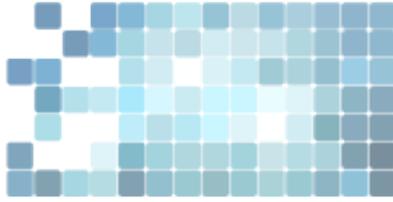
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



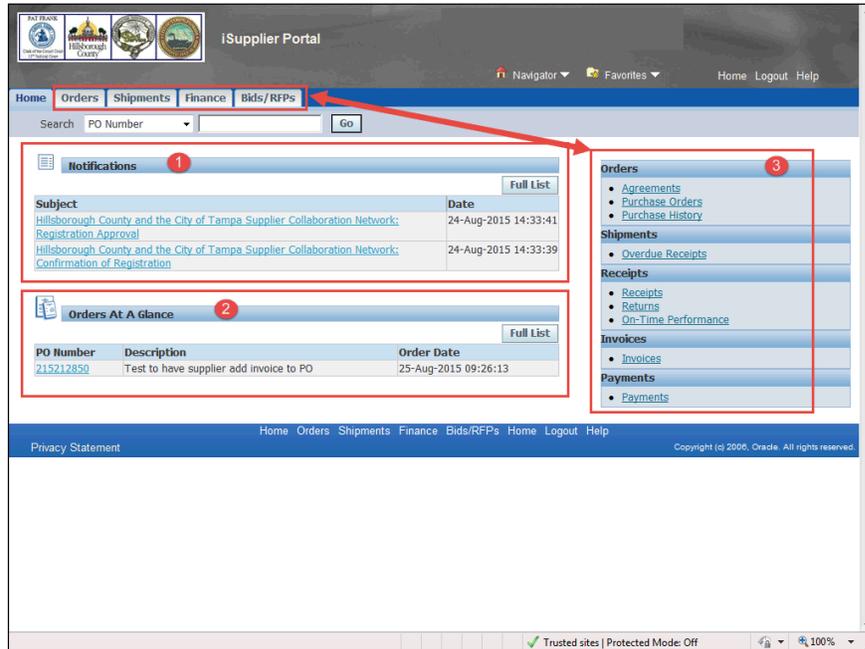
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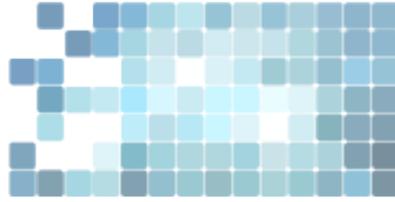
Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p> 



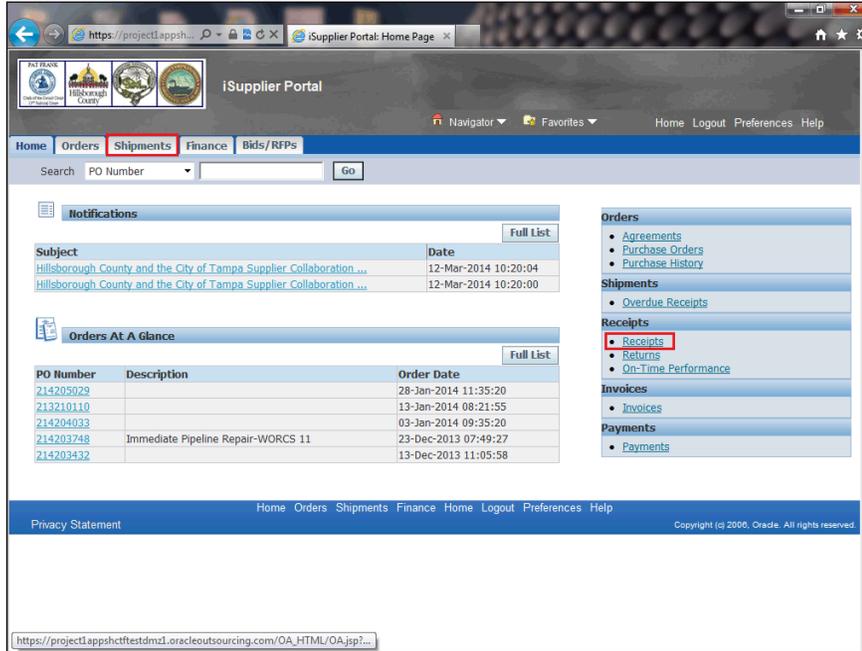
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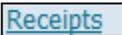


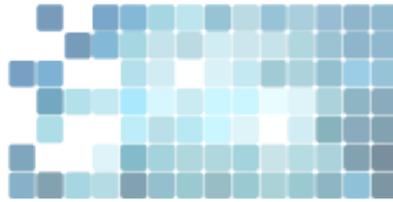
Step	Action
3.	<p>Your <i>Transactions Home</i> page opens.</p> <ol style="list-style-type: none"> Notifications: are communications from the buyer to you. Orders At A Glance: Your most recent Purchase Orders. Quick Links: On the right side of the window are quick links to your Orders, Shipments, Receipts, Invoices and Payments Screens. <p>Note: You can access the Orders, Shipments, Receipts, Invoices, and Payments screens from the Quick Links or from the Tabs at the top of the page.</p>



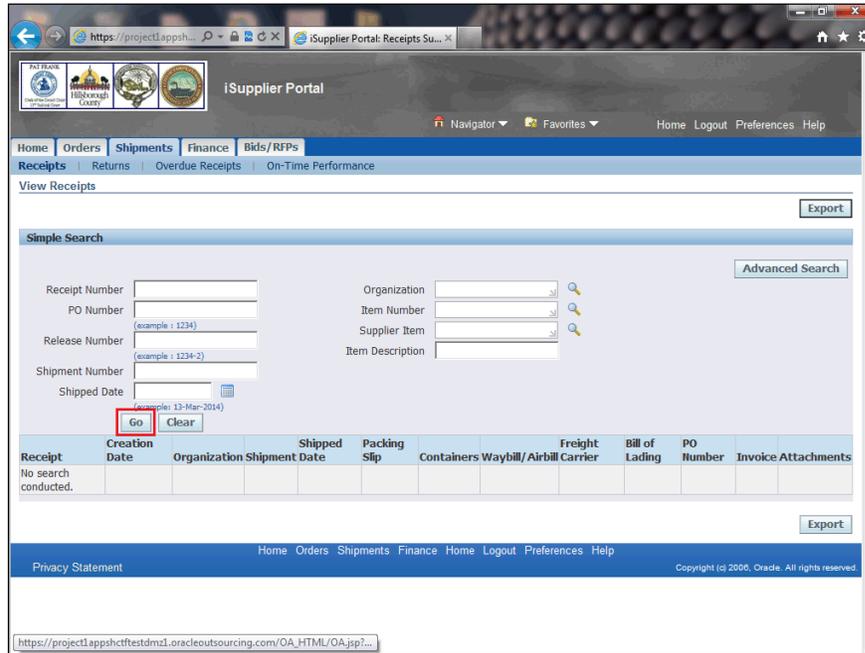
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Step	Action
4.	Click the Receipts link on the right side of the page. OR Click the Shipments tab at the top of the page. 



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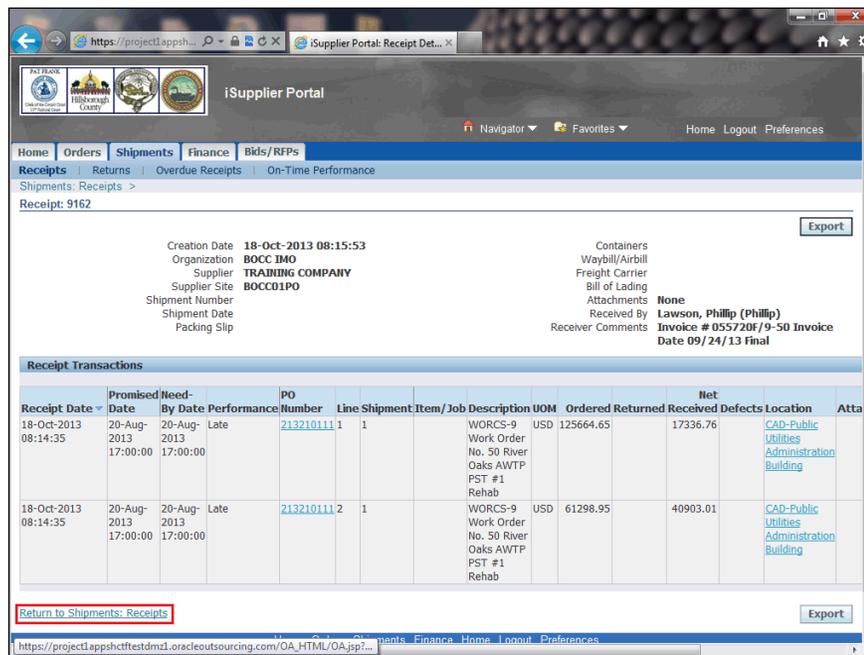


Step	Action
5.	<p>The <i>View Receipts</i> window opens.</p> <p>Enter search criteria and click Go. To see all of your Receipts, leave the search fields blank and click Go.</p> <p></p>
6.	<p>Your search results are displayed below the "Search Criteria."</p> <p>Click the Receipt link for the receipt in which you would like to view.</p> <p></p>

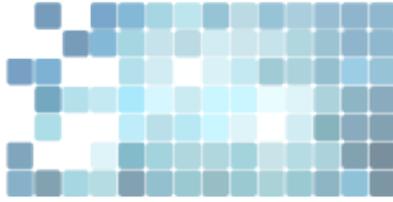


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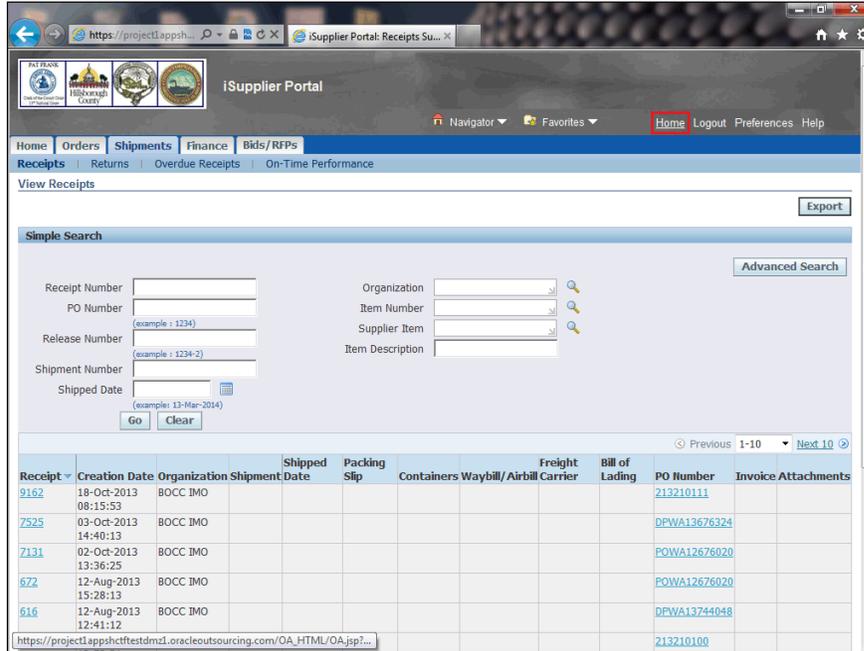
Step	Action
7.	<p>The <i>Receipts: (Receipt Number)</i> window opens.</p> <p>From here, you can see:</p> <ol style="list-style-type: none"> 1. The Receipt Date -- date the product was received for each line. 2. Promised Date 3. Need-by Date 4. Performance (Late, on-time, early) 5. PO Number -- This is the PO Number associated with this receipt. Click the link to see the original PO. 6. Location -- Click the location link to see to which location the goods were shipped. 7. Received By -- Person who received the goods.



Step	Action
8.	<p>Once you are finished reviewing this Receipt, click the Return to Shipments: Receipts link at the bottom of the page.</p> <p>Return to Shipments: Receipts</p>



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Step	Action
9.	You are now back in the <i>View Receipts</i> window. You can search for and view additional receipts, or click the Home link to return to the Home Page. 
10.	You now can successfully view your company's receipts from the City of Tampa and Hillsborough County. End of Process.