

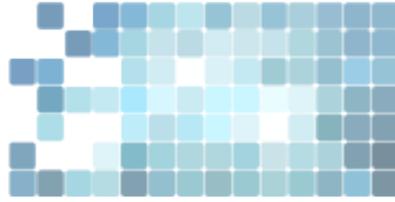
iSupplier - Viewing Returns

Procedure

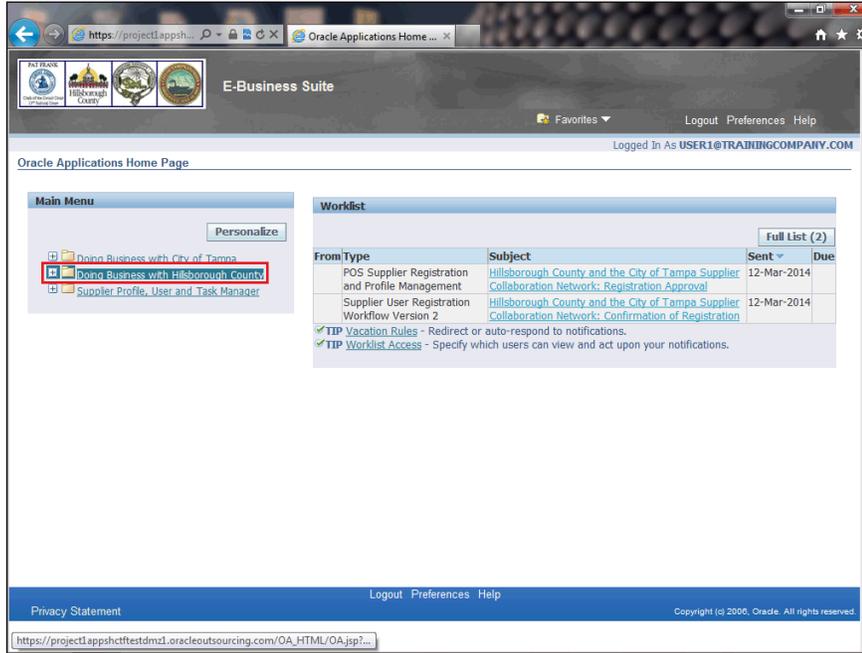
To view your returns from Hillsborough County and the City of Tampa, complete the steps below.

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

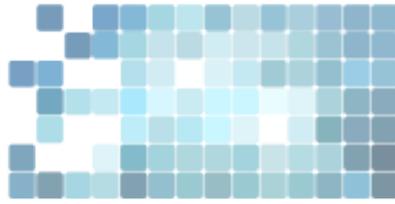
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



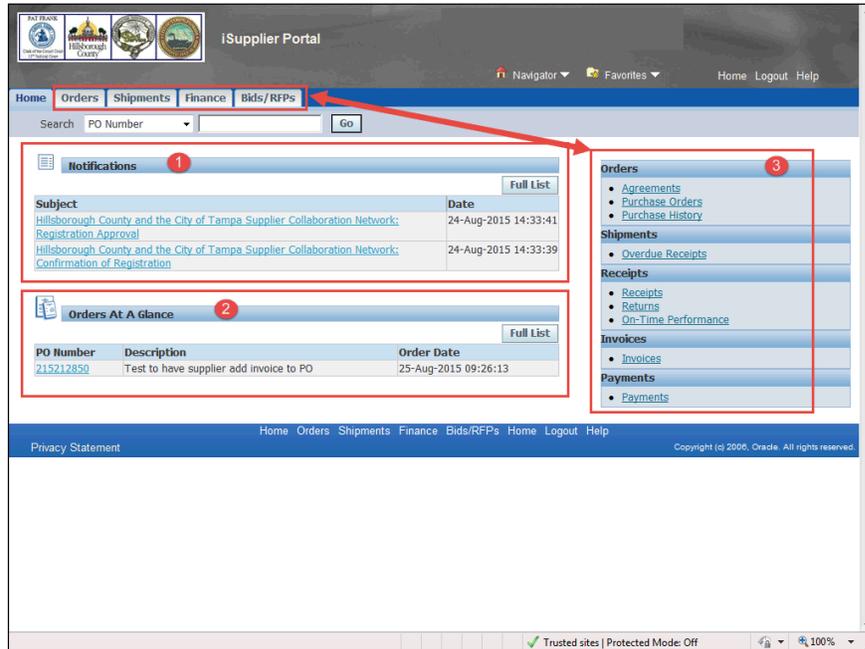
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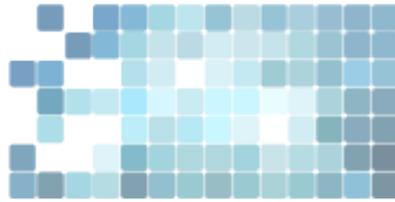
Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p> 



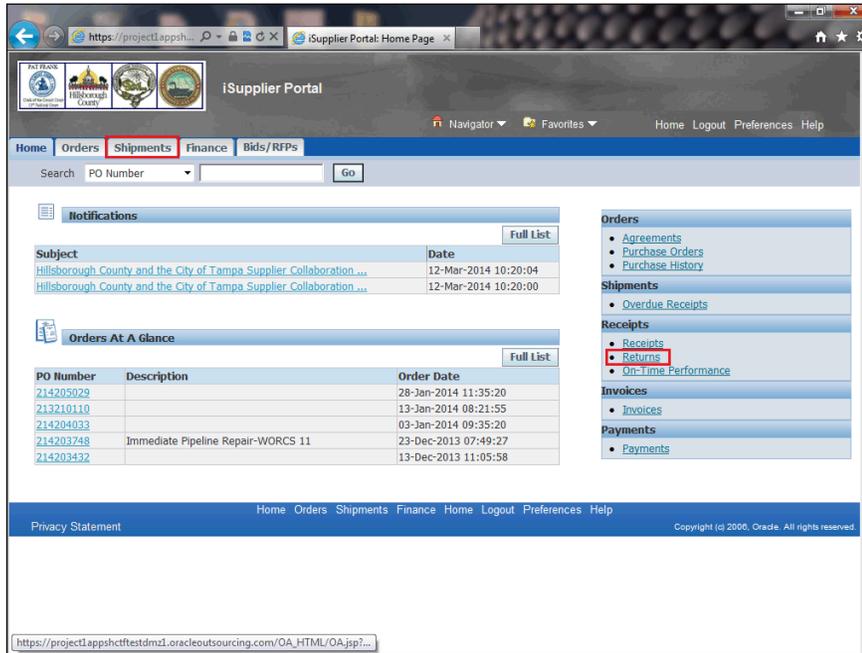
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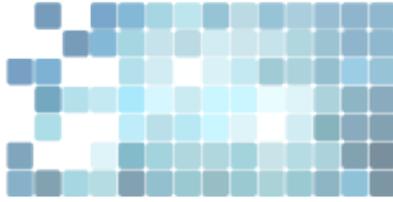
Step	Action
3.	<p>Your <i>Transactions Home</i> page opens.</p> <ol style="list-style-type: none"> Notifications: are communications from the buyer to you. Orders At A Glance: Your most recent Purchase Orders. Quick Links: On the right side of the window are quick links to your Orders, Shipments, Receipts, 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>



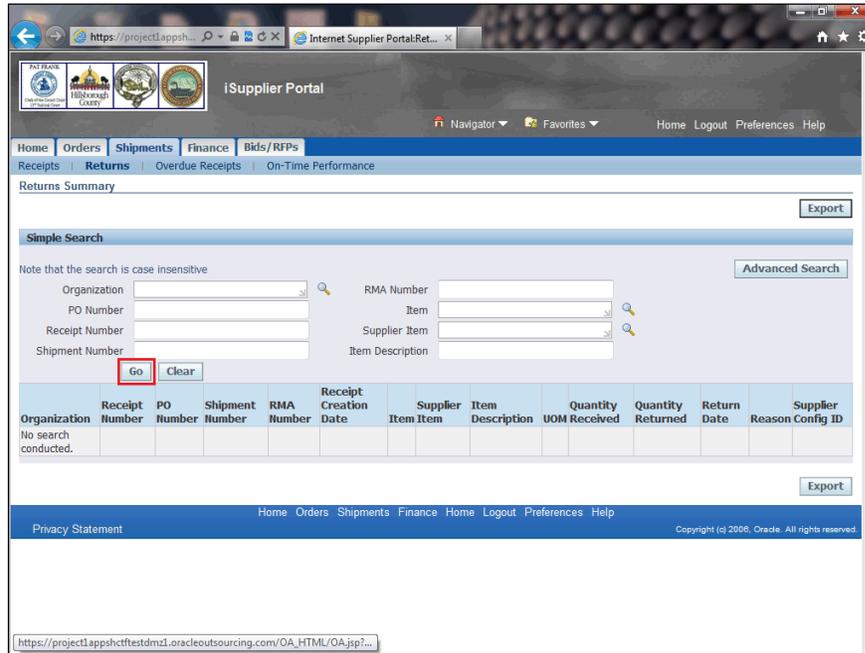
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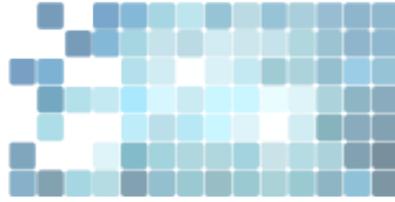
Step	Action
4.	<p>Click the Returns link on the right side of the page.</p> <p>OR</p> <p>Click the Shipments tab at the top of the page. When the <i>View Receipts</i> window opens, click the Returns link.</p> <p>Returns</p>



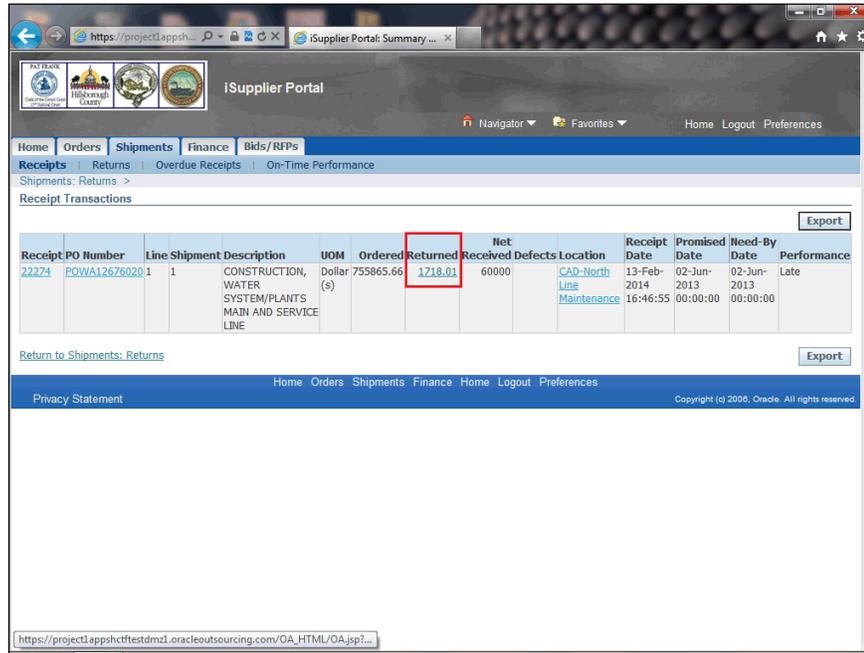
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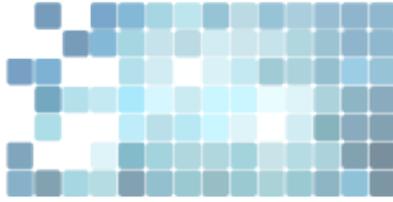
Step	Action
5.	<p>The <i>Return Summary</i> window opens.</p> <p>Enter search criteria and click Go. To see all of your returns, leave the search fields blank and click Go.</p> <p></p>
6.	<p>Your search results are displayed below the "Search Criteria."</p> <p>Click the Receipt link for the receipt you would like to review.</p> <p>In this example, click the Receipt link for 22274.</p> <p></p>



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Step	Action
7.	<p>The <i>Receipt Transactions</i> window opens.</p> <p>Click the Returned Number link to view Return information.</p> <p><u>1718.01</u></p>
8.	<p>The <i>Returns Summary</i> window opens. From here you can see:</p> <ol style="list-style-type: none"> 1. Receipt Number associated with the return. 2. PO Number associated with the original order. 3. Quantity Returned 4. Return Date



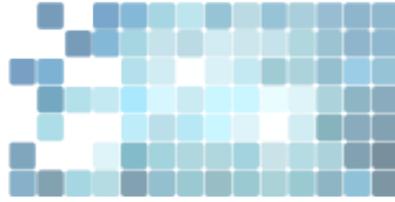
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The screenshot shows the iSupplier Portal interface. The breadcrumb trail is: Shipments: Returns > Receipt Transactions > Receipt : >. Below this is a 'Returns Summary' table with an 'Export' button. The table contains one row of data:

Organization Number	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier
BOCCOU	22274	PQWA12676020			RM:234234 13-Feb-2014		CONSTRUCTION, WATER SYSTEM/PLANTS MAIN AND SERVICE LINE	Dollar(s)	61718.01	1718.01	28-Feb-2014 10:59:44		TR CO

Below the table, a link labeled 'Return to Receipt : ' is highlighted with a red box. There is also an 'Export' button to the right of the link.

Step	Action
9.	Click the Return to Receipt link. Return to Receipt :



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The screenshot shows the iSupplier Portal interface. At the top, there are navigation tabs: Home, Orders, Shipments, Finance, and Bids/RFPs. Below these are sub-tabs: Receipts, Returns, Overdue Receipts, and On-Time Performance. The main content area displays details for Receipt: 22274. Key information includes: Creation Date: 13-Feb-2014 16:47:50; Organization: BOCC IMO; Supplier: TRAINING COMPANY; Supplier Site: BOCCD1PO. A table titled 'Receipt Transactions' lists one transaction with columns for Receipt Date, Promised Date, Need-By Date, Performance, PO Number, Line, Shipment, Item/Job Description, UOM, Ordered, Returned, and Net. The 'Home' link in the top navigation bar is highlighted with a red box.

Step	Action
10.	You are now back in the <i>Receipt: (Receipt Number)</i> window. You can view additional returns, or click the Home link to return to your Oracle Home Page. 
11.	You now can successfully view your company's returns from Hillsborough County and the City of Tampa. End of Process.