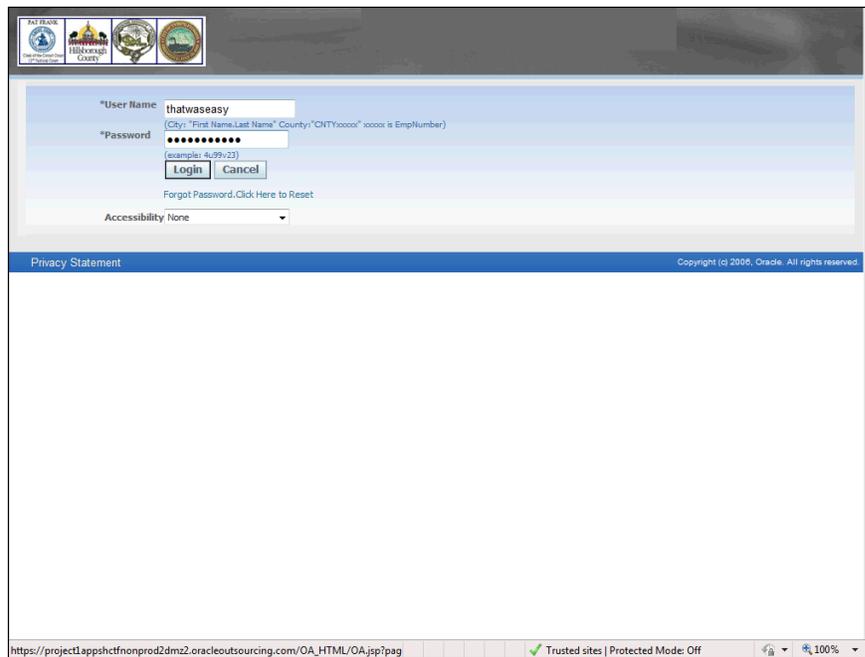


iSupplier - Viewing Overdue Receipts

Procedure

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

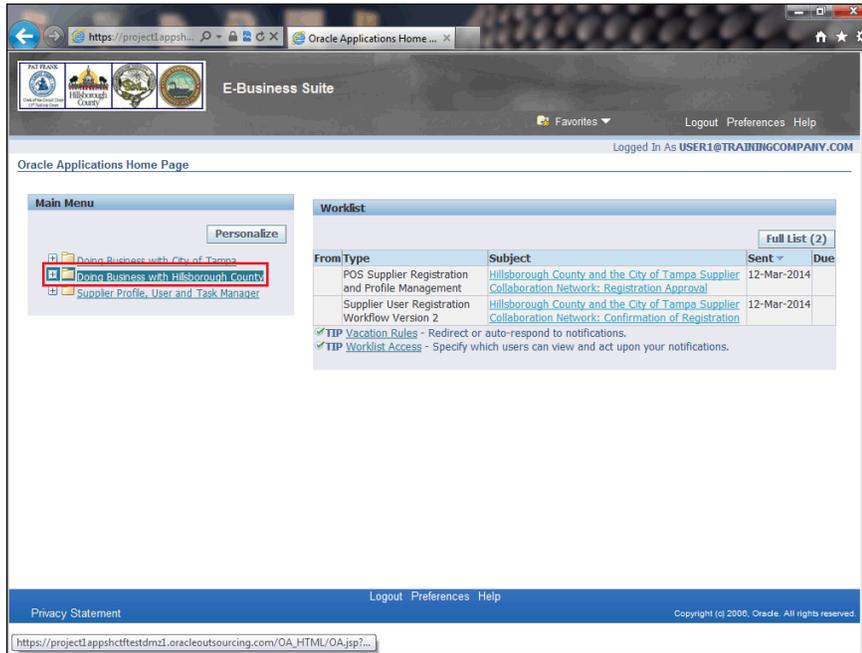
Note: This process is the same for doing business with both Hillsborough County and the City of Tampa.

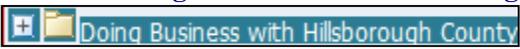


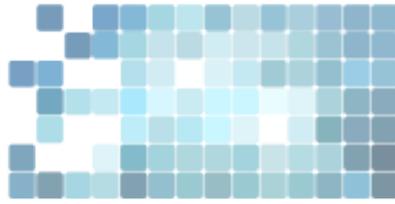
Step	Action
1.	Log into the iSupplier Portal with your User Name and Password. 



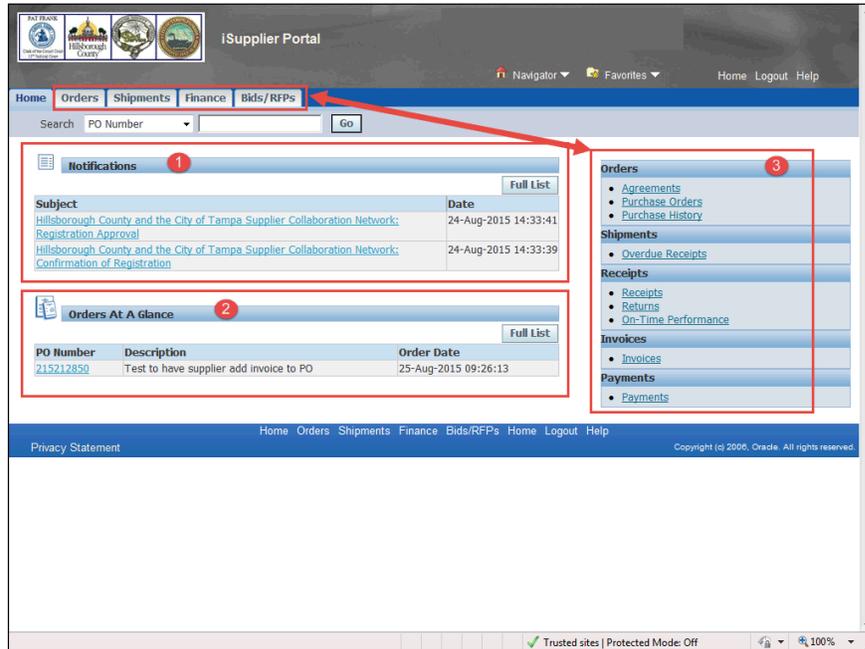
Training Guide iSupplier – Viewing Overdue Receipts



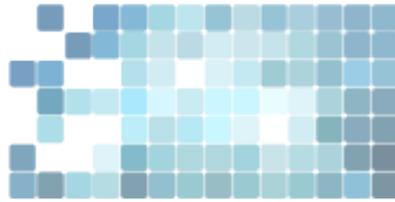
Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> opens. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa Doing Business with Hillsborough County Supplier Profile, User and Task Manager</p> <p>Click the Doing Business with Hillsborough County link.</p> 



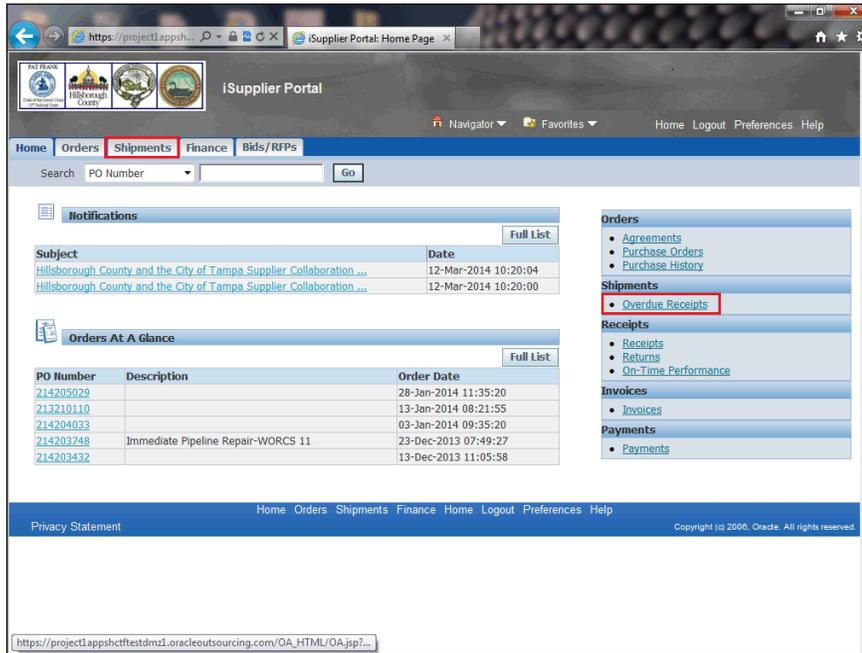
Training Guide iSupplier – Viewing Overdue Receipts



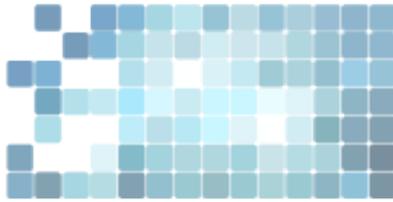
Step	Action
3.	<p>Your <i>Transactions Home</i> page opens.</p> <ol style="list-style-type: none"> Notifications: are communications from the buyer to you. Orders At A Glance: Your most recent Purchase Orders. Quick Links: On the right side of the window are quick links to your Orders, Shipments, Receipts,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



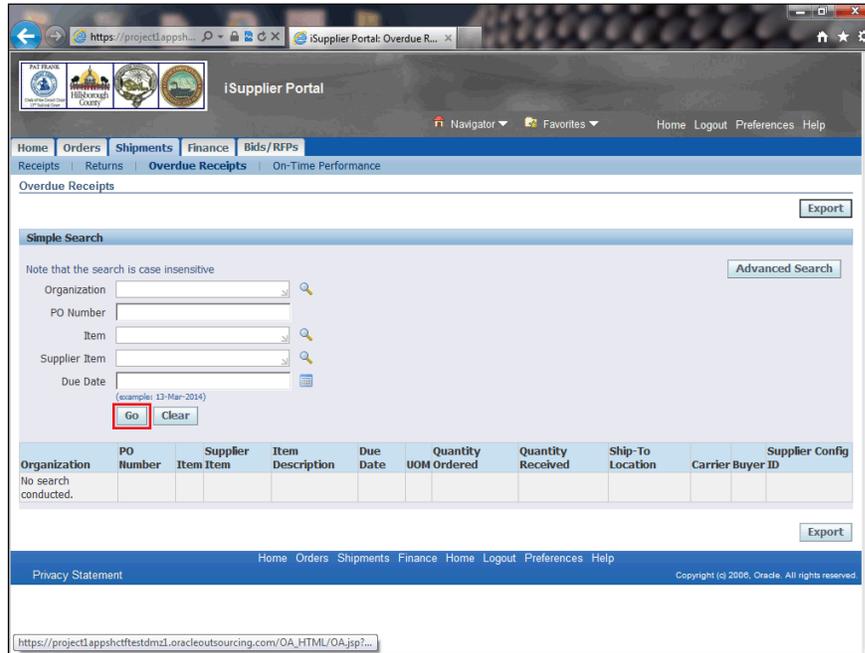
Training Guide iSupplier – Viewing Overdue Receipts



Step	Action
4.	<p>Click the Overdue Receipts 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 Overdue Receipts link.</p> <p></p>



Training Guide iSupplier – Viewing Overdue Receipts



Step	Action
5.	<p>The <i>Overdue Receipts</i> window opens.</p> <p>Enter search criteria and click Go. To see all of your overdue receipts, just click Go.</p> <p>Click the Go button.</p> 
6.	<p>Your search results are displayed below the "Search Criteria."</p> <ol style="list-style-type: none"> PO Number -- Review the original order by clicking the PO Number link. Due Date -- Shows the date the items were originally due. <p>Note: You can click the Ship-To and Buyer links to see more information on those items.</p>
7.	<p>When you are finished reviewing overdue receipts, click the Home link to return to your Oracle Home Page.</p> 



Training Guide iSupplier – Viewing Overdue Receipts

Step	Action
8.	You now can successfully view your company's overdue receipts from Hillsborough County and the City of Tampa. End of Process.