

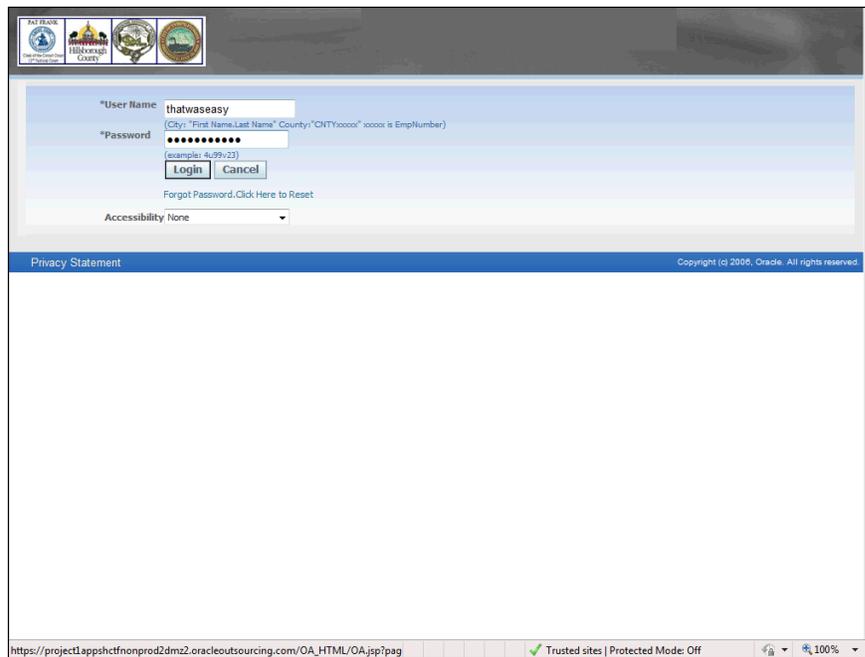
# Training Guide iSupplier – Viewing On-Time Performance

## iSupplier - Viewing On-Time Performance

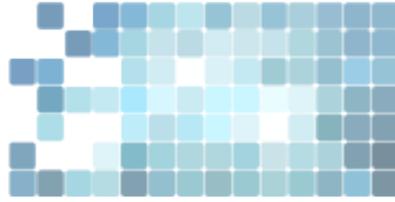
### Procedure

To view your On-Time Performance from Hillsborough County and the City of Tampa, complete the steps below.

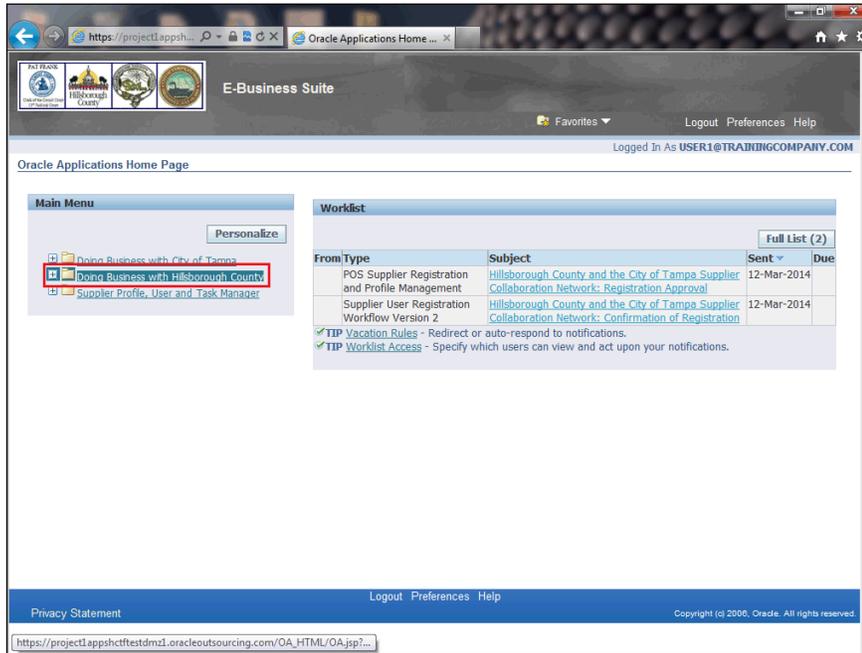
**Note:** This process is the same for doing business with both Hillsborough County and the City of Tampa.

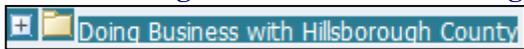


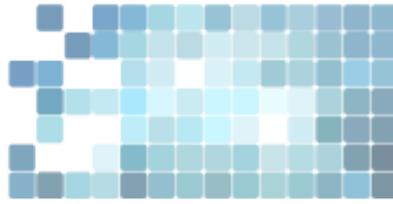
Step	Action
1.	Log into the <a href="#">iSupplier Portal</a> with your User Name and Password. 



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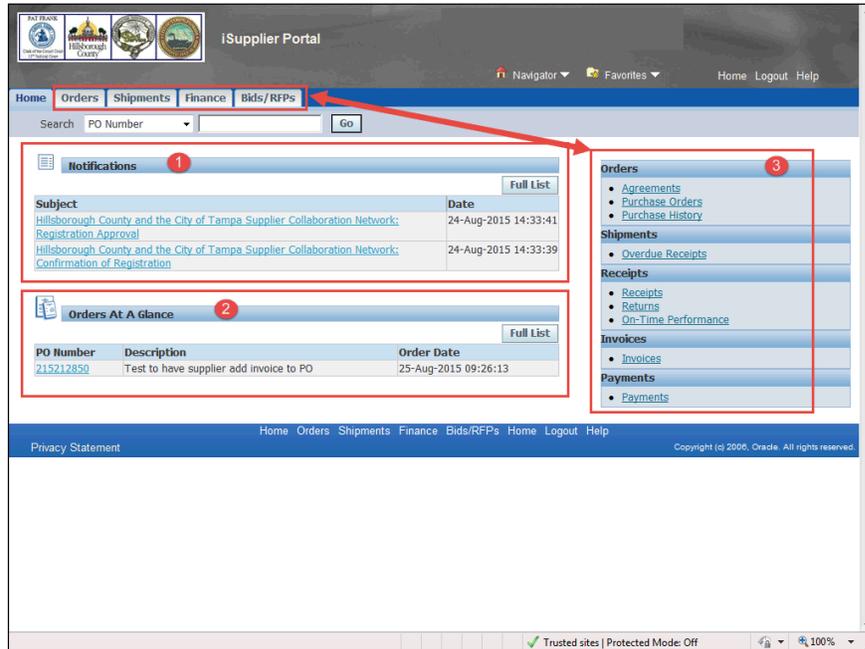


Step	Action
2.	<p>The <i>Oracle Applications Home Page</i> now appears. On the Main Menu, you have three choices:</p> <p>Doing Business with City of Tampa            Doing Business with Hillsborough County            Supplier Profile, User and Task Manager</p> <p>Click the <b>Doing Business with Hillsborough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

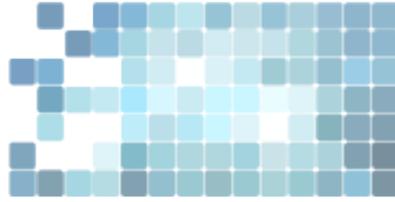


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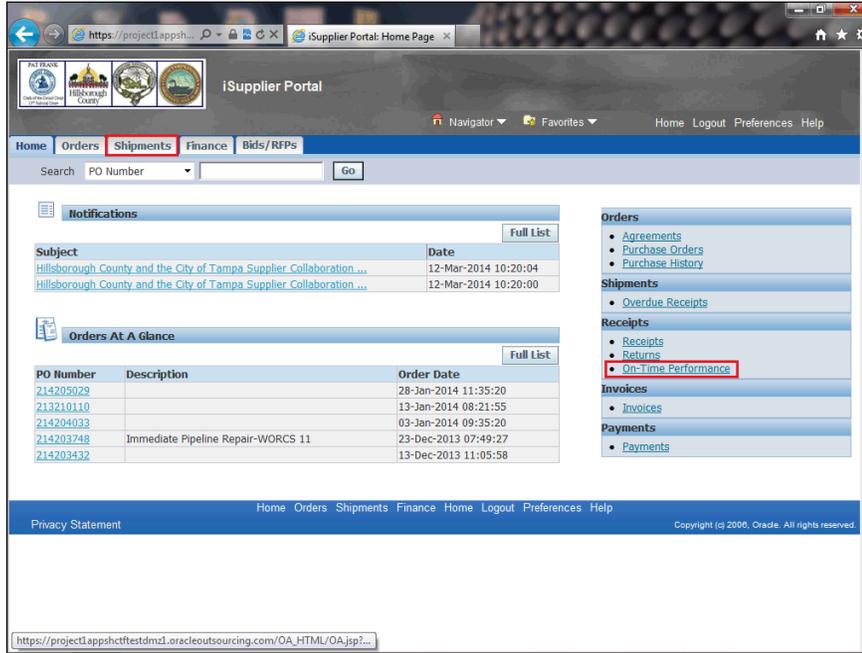
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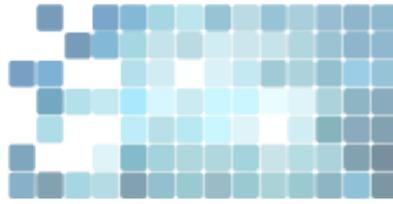
Step	Action
3.	<p>Your <i>Transactions Home</i> page opens.</p> <ol style="list-style-type: none"> <li><b>Notifications:</b> are communications from the buyer to you.</li> <li><b>Orders At A Glance:</b> Your most recent Purchase Orders.</li> <li><b>Quick Links:</b> On the right side of the window are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



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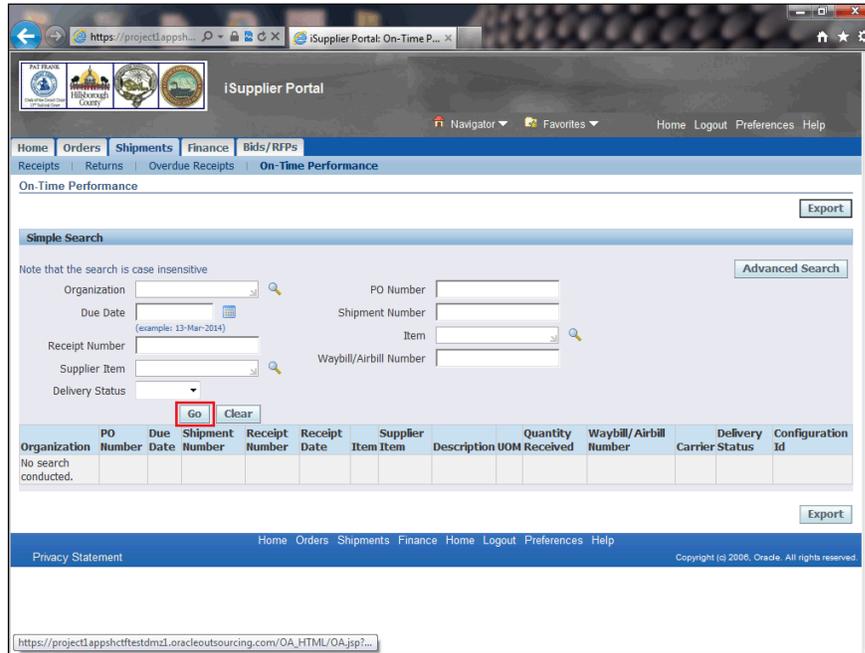


Step	Action
4.	<p>Click the <b>On-Time Performance</b> link on the right side of the page.</p> <p>OR</p> <p>Click the <b>Shipments</b> tab at the top of the page. When the <i>View Receipts</i> window opens, Click the <b>On-Time Performance</b> link.</p> <p><a href="#">On-Time Performance</a></p>



# Training Guide

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Step	Action
5.	<p>The <i>On-Time Performance</i> window opens.</p> <p>Enter search criteria and click Go. To see all of your on-time performances, leave the search fields blank and click <b>Go</b>.</p> <p></p>
6.	<p>Your search results are displayed below the "Search Criteria."</p> <p>Your <b>On-Time Performance</b> is displayed in the <b>Delivery Status</b> column.</p>
7.	<p>You can view additional On-Time Performances, or click the <b>Home</b> link to return to the Home Page.</p> <p></p>
8.	<p>You now can successfully view your on-time performance with Hillsborough County and the City of Tampa.</p> <p><b>End of Process.</b></p>