

How to View Receipt Information for a Purchase Order



pace Supplier Collaboration

Home | Purchase Orders | **Shipments** | My Bid/Proposal | Finance | Company Profile

Search: PO Number [] [Go]

Notifications Full List

Subject	Date
You are invited: Solicitation 2061 (Bus Parts)	29-Nov-2018 12:59:39
You are invited: RFI 2052 (Test RFI/RFP)	20-Nov-2018 11:15:04
You are invited: Solicitation 2051 (Test Multiple Location same item)	20-Nov-2018 09:42:41
You are invited: Solicitation 2050 (Blanket Bus Parts)	16-Nov-2018 09:23:52
You are invited: Solicitation 2048 (TEST Abstract)	15-Nov-2018 13:20:47

Responses To Solicitations Full List

Response	Status	Solicitation Title	Time Left
242	Active	Janitorial Services for East Dundee	6 hours 50 minutes
16	Active	HQ Shed Renovations	0 seconds
38	Active	Taxi Services	0 seconds
43	Active	Bus Parts	0 seconds
44	Active	test training	0 seconds

Orders At A Glance Full List

PO Number	Description	Order Date
228129	test training	05-Feb-2019 09:30:18
228120	Test	05-Feb-2019 08:55:13

Solicitation

- [Invitations](#)
- [Responses](#)

Orders

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

Shipments

- [Delivery Schedules](#)
- [Overdue Receipts](#)

Receipts

- [Receipts](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)


Payments

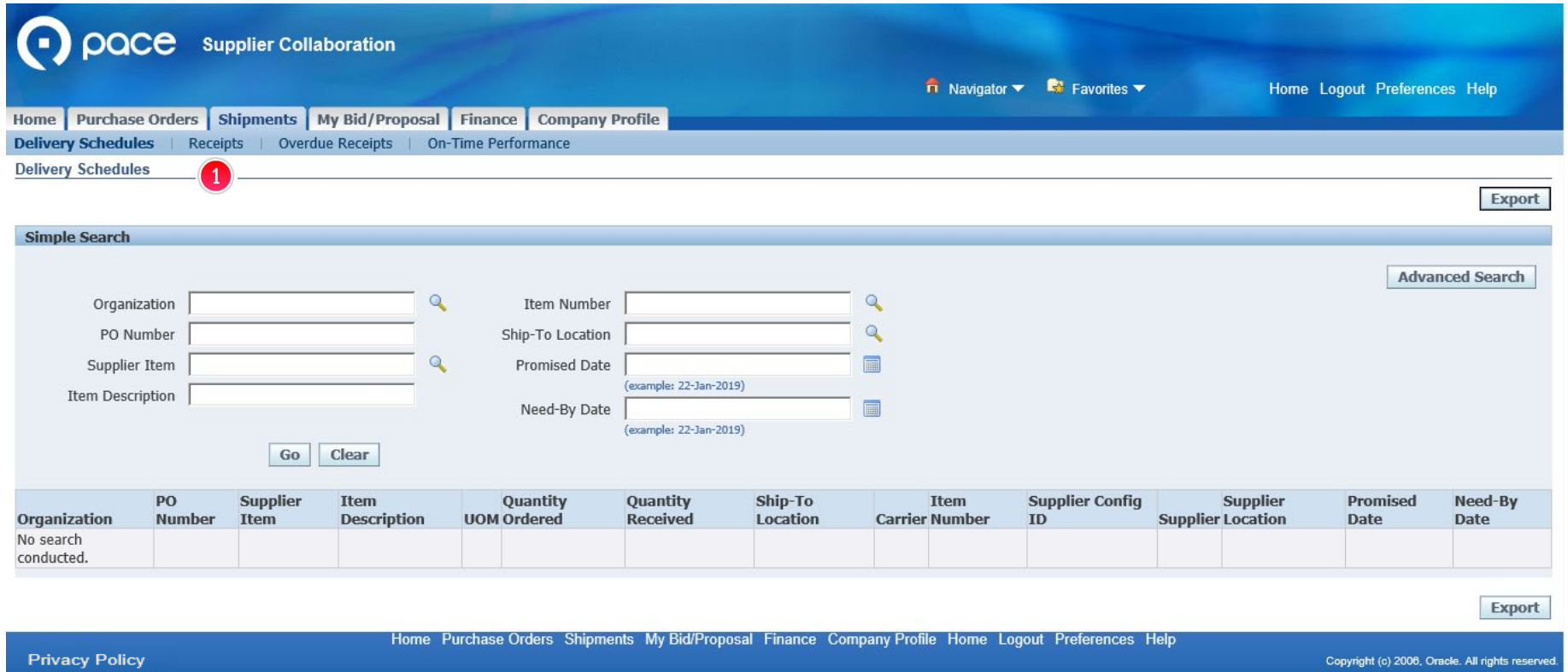
- [Payments](#)

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STEP 1

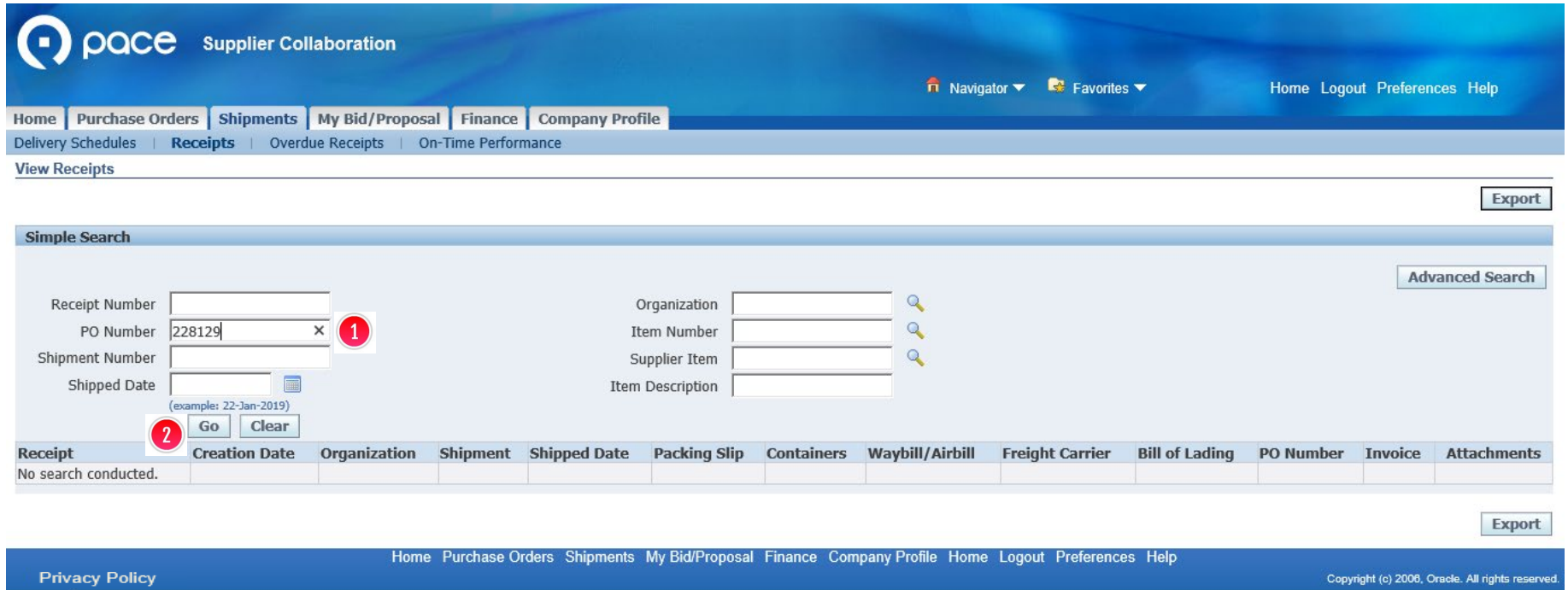
After you log in to the iSupplier Portal, the Supplier Collaboration Home page will appear. Click the Shipments tab .



The screenshot shows the Oracle Supplier Collaboration interface. At the top, there is a navigation bar with the Oracle logo and "Supplier Collaboration" text. Below this is a secondary navigation bar with tabs for "Home", "Purchase Orders", "Shipments", "My Bid/Proposal", "Finance", and "Company Profile". The "Delivery Schedules" tab is selected and highlighted with a red circle containing the number "1". To the right of the navigation bar are links for "Home", "Logout", "Preferences", and "Help". Below the navigation bar is a search section with a "Simple Search" header and an "Advanced Search" button. The search section contains several input fields: "Organization", "PO Number", "Supplier Item", "Item Description", "Item Number", "Ship-To Location", "Promised Date", and "Need-By Date". There are also "Go" and "Clear" buttons. Below the search section is a table with the following columns: "Organization", "PO Number", "Supplier Item", "Item Description", "Quantity UOM", "Quantity Ordered", "Quantity Received", "Ship-To Location", "Item Carrier Number", "Supplier Config ID", "Supplier Location", "Promised Date", and "Need-By Date". The table currently shows "No search conducted." At the bottom of the page, there is a footer with "Privacy Policy" on the left and "Copyright (c) 2008, Oracle. All rights reserved." on the right.

STEP 2

The Delivery Schedules page will appear. Click the Receipts tab .



pace Supplier Collaboration

Home | **Purchase Orders** | Shipments | My Bid/Proposal | Finance | Company Profile

Delivery Schedules | **Receipts** | Overdue Receipts | On-Time Performance

View Receipts

Export

Simple Search

Receipt Number

PO Number **1**

Shipment Number

Shipped Date

(example: 22-Jan-2019)

Organization

Item Number

Supplier Item

Item Description

Advanced Search

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

Export

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

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STEP 3

The View Receipts page will appear. Enter the number of the Purchase Order for which you want to view receipt information **1** . Click Go **2** .

pace Supplier Collaboration

Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile


Delivery Schedules | Receipts | Overdue Receipts | On-Time Performance


View Receipts


Export


Simple Search

Advanced Search

Receipt Number Organization 

PO Number 228129 Item Number 

Shipment Number Supplier Item 

Shipped Date 
(example: 22-Jan-2019)

Go Clear

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
15027	05-Feb-2019 09:46:17	Pace Southwest Division			12345					228129		

Export


Home Purchase Orders Shipments My Bid/Proposal Finance Company Profile Home Logout Preferences Help

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STEP 4

To view information about a receipt, click the number of the receipt under the Receipt column .


Supplier Collaboration

[Home](#) [Logout](#) [Preferences](#)

Home | [Purchase Orders](#) | [Shipments](#) | [My Bid/Proposal](#) | [Finance](#) | [Company Profile](#)

[Delivery Schedules](#) | [Receipts](#) | [Overdue Receipts](#) | [On-Time Performance](#)


[Shipments: Receipts](#) >

[Receipt: 15027](#)

Creation Date 05-Feb-2019 09:46:17 Organization Pace Southwest Division Supplier Fox Vehicle Sales Supplier Site FVS North Shipment Number Shipment Date	Packing Slip 12345 Containers Waybill/Airbill Freight Carrier Bill of Lading Attachments None
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Export

Receipt Transactions

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Attachments	LPN/Lot/Serial	Invoice
24-Oct-2018 09:46:00	31-Jan-2019 08:52:42	31-Jan-2019 08:52:35	Early	228129	1	1	2510101	PAN:W/C RAMP OUTTER PAN	Assembly			1		Pace Southwest			

[Return to Shipments: Receipts](#)

1

Export

[Privacy Policy](#)
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STEP 5

The receipt information will appear. To retrieve information for another receipt, click Return to Shipments: Receipts 1.