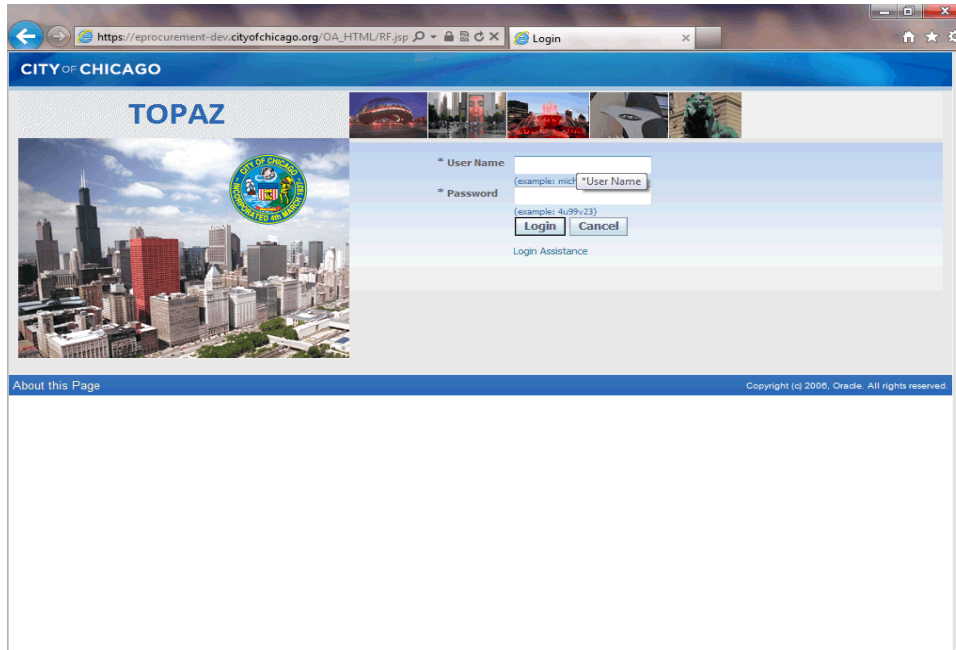
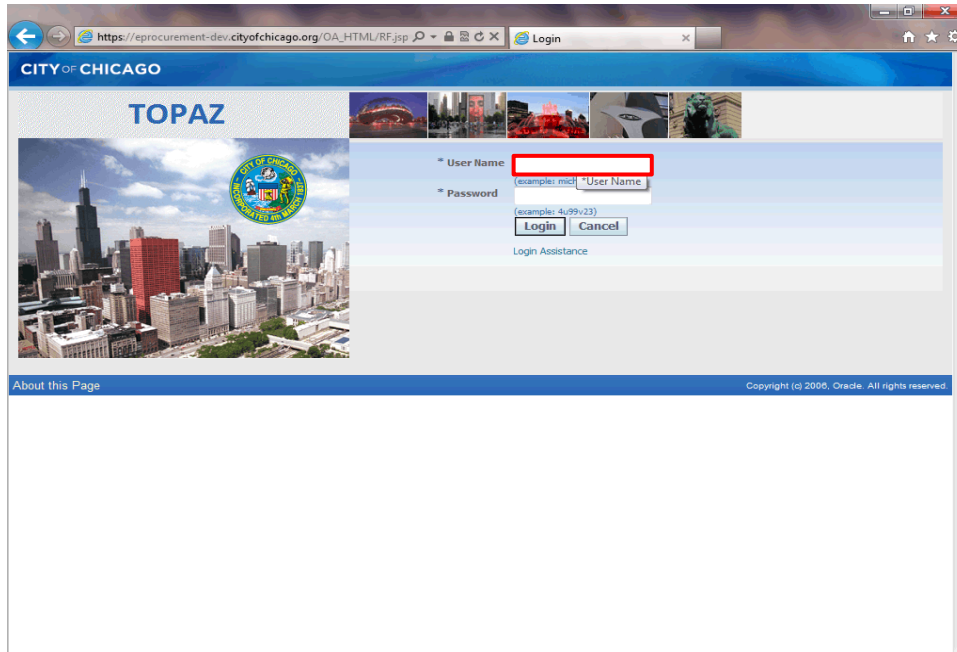


View Receipts

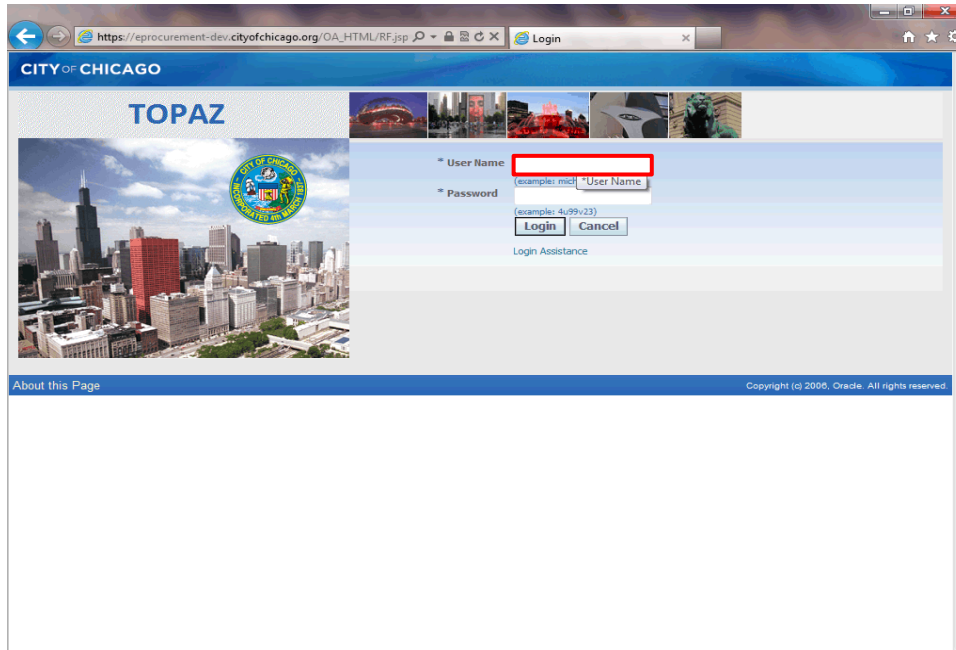


In this Course you will learn how to view all of your receipts that have been created by the City of Chicago through their iSupplier Portal.



Step 1

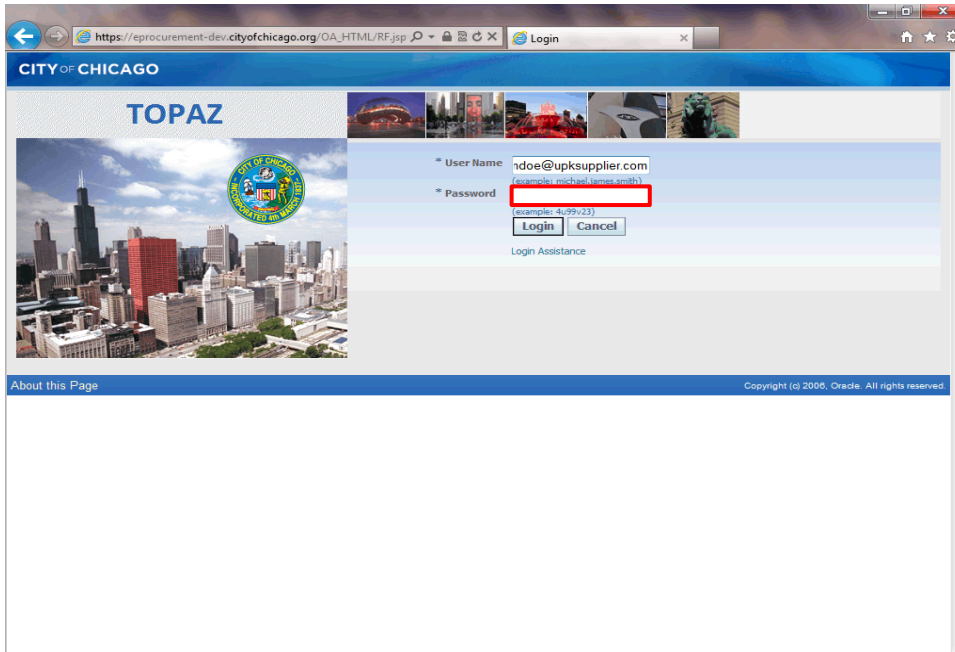
From the login page, click in the **User Name** field.



Step 2

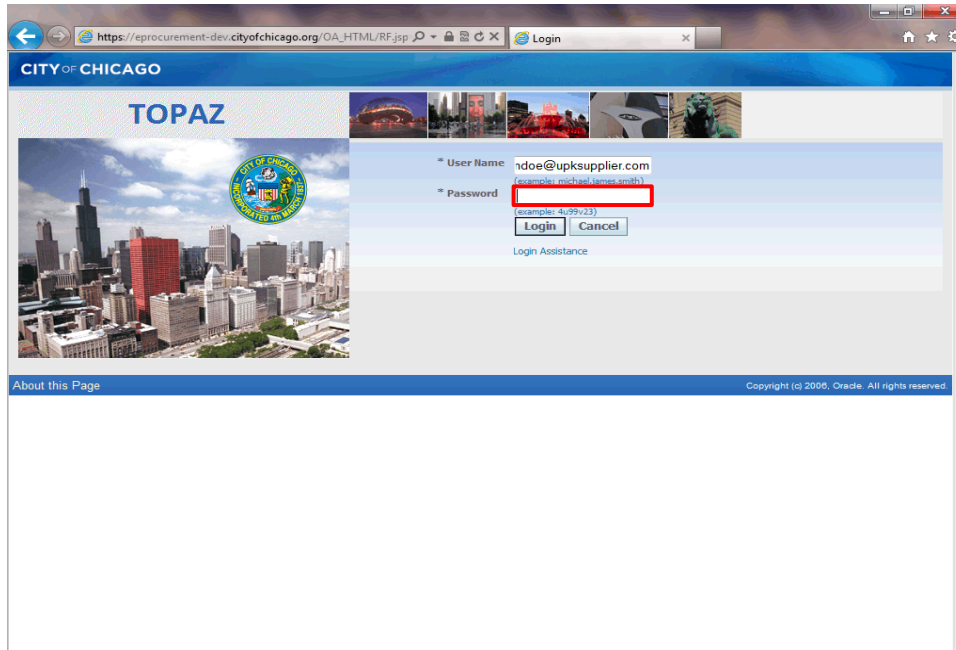
Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.



Step 3

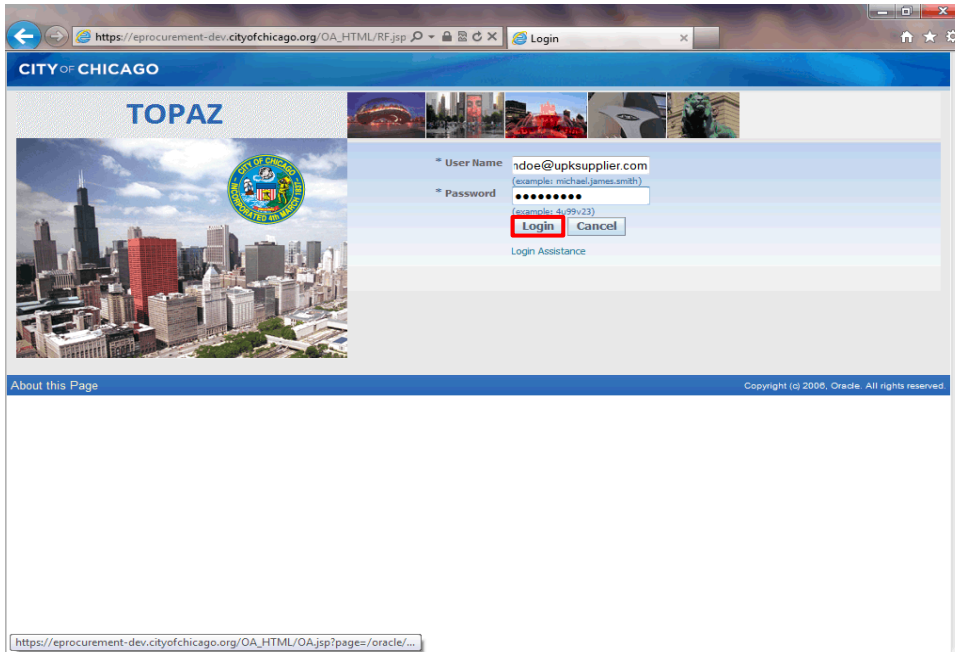
Click in the **Password** field.



Step 4

Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago.



Step 5

Click the **Login** button.

CITY OF CHICAGO E-Business Suite: TOPAZ

Enterprise Search: All [Go] Search Results Display Preference: Standard
Logged In As: JOHNDOE@UPKSUPPLIER.COM

Main Menu Personalize

- City of Chicago iSupplier Portal**
- City of Chicago Online Bidding

Worklist Full List (4)

From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_1	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33184_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33183_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33182_0	29-Dec-2015	

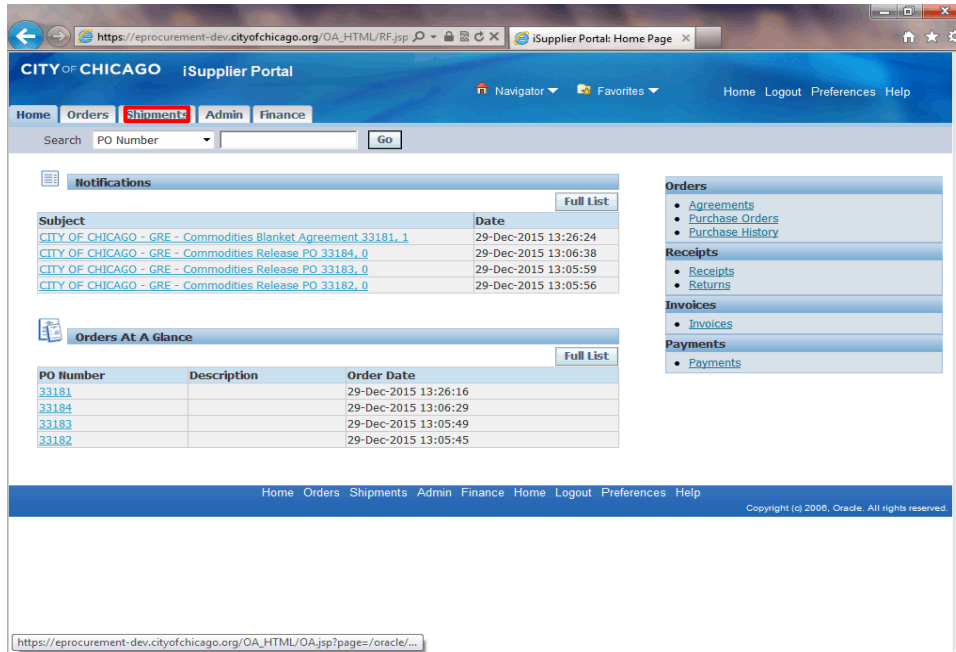
TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

Logout Preferences Help
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Step 6

The *Oracle Applications Home Page* will now appear.

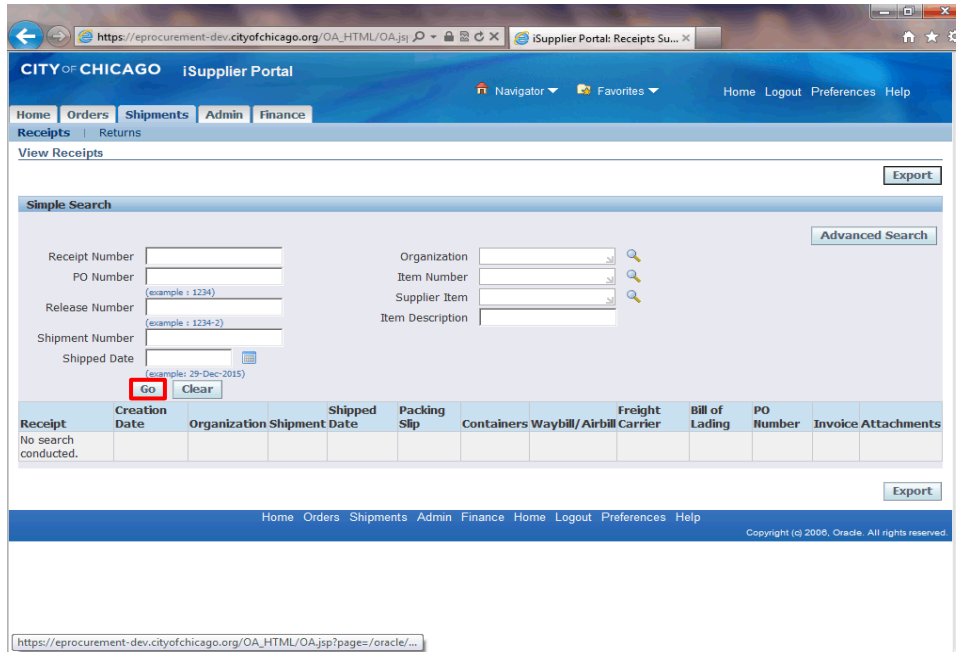
To access the City of Chicago organization details, click the **City of Chicago iSupplier Portal** link.



Step 7

The *iSupplier Portal Home Page* window now appears.

Click the **Shipments** link at the top of the page to access your receipt information.



Step 8

The *View Receipts* window now appears.

You can use all the search fields here to find your receipts.

Click the **Go** button to see all your company's receipts in the system.

Step 9

You can also search by using a field.

Click in the **PO Number** field.

The screenshot shows the Oracle iSupplier Portal interface for viewing receipts. The page title is "CITY OF CHICAGO iSupplier Portal". The navigation menu includes Home, Orders, Shipments, Admin, and Finance. The "Receipts" section is active, and the "View Receipts" page is displayed. A search form is present with the following fields:

- Receipt Number
- PO Number (highlighted with a red box)
- Release Number
- Shipment Number
- Shipped Date
- Organization
- Item Number
- Supplier Item
- Item Description

There are "Go" and "Clear" buttons below the search fields, and an "Advanced Search" button to the right. Below the search form is a table of receipt records:

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill Carrier	Freight	Bill of Lading	PO Number	Invoice	Attachments
622919	29-Dec-2015 13:07:01	CITY OF CHICAGO-INVENTORY ORG								33182	78678687	
622918	29-Dec-2015 13:06:51	CITY OF CHICAGO-INVENTORY ORG								33184	8728613876	
622917	29-Dec-2015 13:06:36	CITY OF CHICAGO-INVENTORY ORG								33183	87125478164	

At the bottom of the page, there are "Home", "Orders", "Shipments", "Admin", "Finance", "Home", "Logout", "Preferences", and "Help" links, along with a copyright notice: "Copyright (c) 2009, Oracle. All rights reserved."

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jspx. The page title is "CITY OF CHICAGO iSupplier Portal". The navigation menu includes "Home", "Orders", "Shipments", "Admin", and "Finance". The "Receipts" section is active, with "View Receipts" selected. An "Export" button is visible in the top right of the search area.

The "Simple Search" form contains the following fields:

- Receipt Number
- PO Number (highlighted with a red box)
- Release Number
- Shipment Number
- Shipped Date
- Organization
- Item Number
- Supplier Item
- Item Description

Below the search form is a table of receipt records:

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/ Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
622919	29-Dec-2015 13:07:01	CITY OF CHICAGO-INVENTORY ORG								33182	78678687	
622918	29-Dec-2015 13:06:51	CITY OF CHICAGO-INVENTORY ORG								33184	8728613876	
622917	29-Dec-2015 13:06:36	CITY OF CHICAGO-INVENTORY ORG								33183	87125478164	

At the bottom of the page, there is a footer with "Home Orders Shipments Admin Finance Home Logout Preferences Help" and "Copyright (c) 2009, Oracle. All rights reserved."

Step 10

Enter the desired information into the **PO Number** field. In this example, enter "**33182**".

Step 11

Click the **Go** button.

Simple Search

Receipt Number:
PO Number: 33182 (example: 1234)
Release Number: (example: 1234-2)
Shipment Number:
Shipped Date: (example: 29-Dec-2015) **Go** Clear

Organization:
Item Number:
Supplier Item:
Item Description:

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
622919	29-Dec-2015 13:07:01	CITY OF CHICAGO-INVENTORY ORG								33182	78678687	
622918	29-Dec-2015 13:06:51	CITY OF CHICAGO-INVENTORY ORG								33184	8728613876	
622917	29-Dec-2015 13:06:36	CITY OF CHICAGO-INVENTORY ORG								33183	87125478164	

Step 12

Click the Receipt link for the receipt you want to view.

In this example, click the **622919** receipt link.

The screenshot shows the City of Chicago iSupplier Portal interface. The page title is "CITY OF CHICAGO iSupplier Portal". The navigation menu includes "Home", "Orders", "Shipments", "Admin", and "Finance". The "Receipts" link is selected, and the "View Receipts" page is displayed. There is a "Simple Search" section with fields for Receipt Number, PO Number, Release Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, and Item Description. An "Advanced Search" button is also present. Below the search section is a table of receipts. The first row is highlighted, and the receipt number "622919" is circled in red.

Receipt	Creation Date	Organization	Shipment Date	Shipped	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
622919	29-Dec-2015 13:07:01	CITY OF CHICAGO-INVENTORY ORG								33182	78678687	

CITY OF CHICAGO iSupplier Portal

Receipt: 622919

Creation Date: 29-Dec-2015 13:07:01
 Organization: CITY OF CHICAGO-INVENTORY ORG
 Supplier: UPK SUPPLIER
 Supplier Site: A
 Shipment Number:
 Shipment Date:

Packing Slip
 Containers
 Waybill/Airbill
 Freight Carrier
 Bill of Lading
 Attachments: None

Receipt Transactions

Receipt Date	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Attac
29-Dec-2015 13:06:59	33182	1	1	9814120450	RENTAL OF CYLINDERS AND TANKS - STEEL CYL. 33 LB. (EMPTY)	Month	1	1	1		035-CONT ADMIN	
29-Dec-2015 13:06:59	33182	4	1	9811135565	RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week	5		5		035-CONT ADMIN	
29-Dec-2015 13:06:59	33182	3	1	9814340066	RENTAL OF GENERATORS WITH 200 FT. OF CABLE AND CONNECTORS - 10 KW	Week	3		3		035-CONT ADMIN	
29-Dec-2015 13:06:59	33182	2	1	9816940400	RENTAL OF STORAGE TANKS - 7,000 GAL TANK	Day	15		15		035-CONT ADMIN	

Step 13

The Receipt details will be shown. You can click the scrollbar to view all the details of the receipt.

Receipt: 622919 Export

Creation Date: 29-Dec-2015 13:07:01
 Organization: CITY OF CHICAGO-INVENTORY ORG
 Supplier: UPK SUPPLIER
 Supplier Site: A
 Shipment Number:
 Shipment Date:
 Packing Slip:
 Containers:
 Waybill/Airbill:
 Freight Carrier:
 Bill of Lading:
 Attachments: None

Receipt Transactions

Receipt Date	Promise Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Received	Net Defects	Location	Attach
29-Dec-2015 13:06:59		31-Dec-2015 00:00:00	Early	33182	1	1	9814120450	RENTAL OF CYLINDERS AND TANKS - STEEL CYL. 33 LB. (EMPTY)	Month	1			1	035-CONT ADMIN	
29-Dec-2015 13:06:59		31-Dec-2015 00:00:00	Early	33182	4	1	9811135566	RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week	5			5	035-CONT ADMIN	
29-Dec-2015 13:06:59		31-Dec-2015 00:00:00	Early	33182	3	1	9814340066	RENTAL OF GENERATORS WITH 200 FT. OF CABLE AND CONNECTORS - 10 KW	Week	3			3	035-CONT ADMIN	
29-Dec-2015 13:06:59		31-Dec-2015 00:00:00	Early	33182	2	1	9816940400	RENTAL OF STORAGE TANKS - 7,000 GAL. TANK	Day	15			15	035-CONT ADMIN	

[Return to Shipments: Receipts](#) Export

Home Orders Shipments Admin Finance Home Logout Preferences
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Step 14

Once you are finished reviewing the receipts, click the **Return to Shipments: Receipts** link.

The screenshot shows the 'View Receipts' page in the iSupplier Portal. The page includes a search form with the following fields:

- Receipt Number:
- PO Number: 33182 (example: 1234)
- Release Number: (example: 1234-2)
- Shipment Number:
- Shipped Date: (example: 29-Dec-2015)
- Organization:
- Item Number:
- Supplier Item:
- Item Description:

Below the search form is a table with the following data:

Receipt	Creation Date	Organization	Shipment Date	Shipped	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
622919	29-Dec-2015 13:07:01	CITY OF CHICAGO-INVENTORY ORG								33182	78678687	

Step 15

You can continue to search for more receipts.

Click the **Home** link to return to the iSupplier Portal Home page.

Oracle Applications Home Page

Main Menu Personalize

- City of Chicago iSupplier Portal
- Home Page
- City of Chicago Online Bidding

Worklist Full List (4)

From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_1	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33184_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33183_0	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	CITY OF CHICAGO - GRE - Commodities Release PO 33182_0	29-Dec-2015	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
 [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Logout Preferences Help

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Step 16

You have just finished viewing your company's receipts and details on the City of Chicago's iSupplier Portal.

To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.