



Oracle Fusion: View Receipts

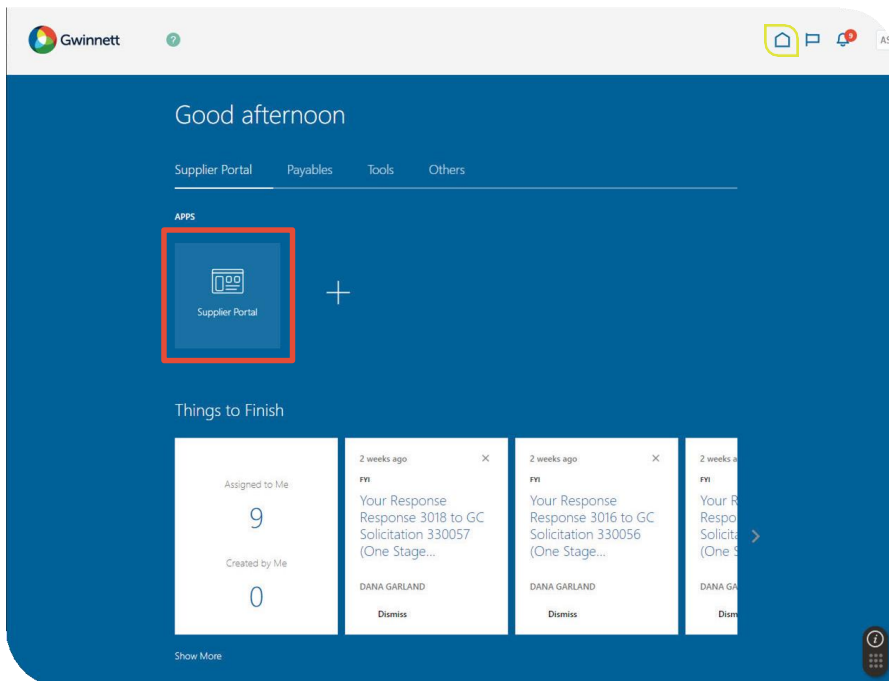
Supplier Standard Operating Guide

Comprehensive step-by-step instructions designed to support accurate and efficient task completion within Oracle Fusion Cloud Application Software.

Step 1

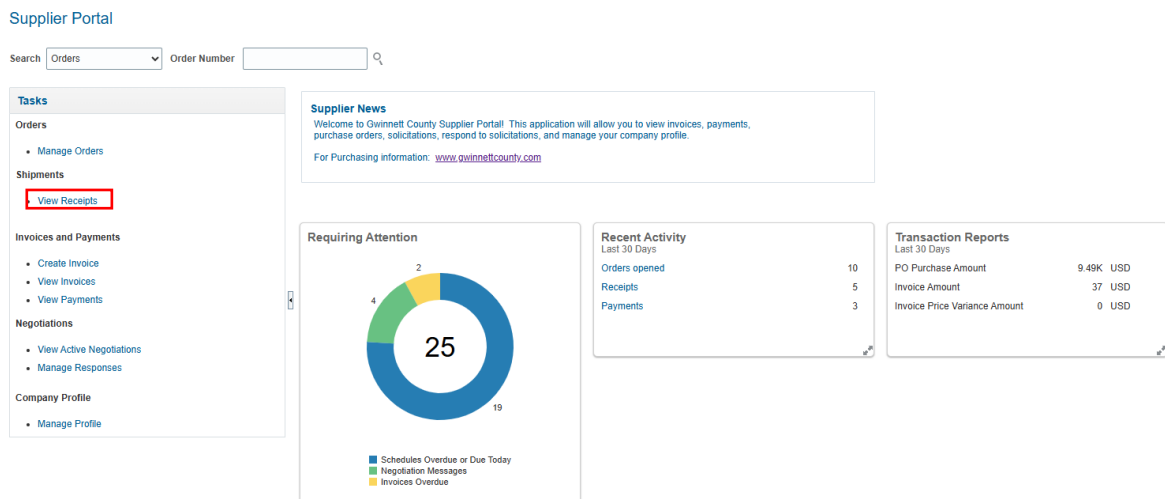
From the Oracle homepage, click **Supplier Portal**.

If the Oracle homepage isn't displayed, click the home icon on the top-right corner.



Step 2

From the tasks list, click **“View Receipts”**.



Step 3

On the next screen, enter information regarding the receipt you are searching for.

At least one of the five fields with an asterisk (**) must be populated to search for the receipt.

Once a field(s) is populated, click “Search”. It is strongly suggested that more than one field is filled in if possible.

View Receipts

Search

Advanced Saved Search All Receipts

** Receipt * Shipment * Item * Receipt Date mm/dd/yyyy - mm/dd/yyyy

Organization * Purchase Order * Supplier Item

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
No search conducted									

Step 4

A new page will display all receipts.

Click the desired receipt number in the left column to view more details.

View Receipts

Search

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
67	02/19/2025 07.0...	Fire & EMS			220180				EVANS_PAY
66	02/19/2025 07.0...	Fire & EMS			220179				EVANS_PAY
240	03/03/2025 07.0...	Water Resources			220233				EVANS_PAY
239	03/03/2025 07.0...	Water Resources			220230				EVANS_PAY
16	02/26/2025 07.0...	Police			220194				EVANS_PAY
15	02/26/2025 07.0...	Police			220194				EVANS_PAY
14	02/26/2025 07.0...	Police			220194				EVANS_PAY
128	02/11/2025 07.0...	Gwinnett Count...			220025				EVANS_PAY

Step 5

Review the receipt information that appears on the screen.

Once the information has been reviewed, press “Done” in the upper right corner of the screen.

Receipt: 67

View Transaction History

Done

Summary

Supplier

ADVANCED COVERT TECHNOLOGY

Packing Slip

Waybill

Bill of Lading

Note

Attachments: None

Shipment

Shipped Date

Shipping Method

Number of Supplier Packing Units

Supplier Site: EVANS_PRY

Additional Information

Lines

Actions

View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date	Due Date	Performance	Receiving Location	Received By	Document Line	Document Schedule
				Ordered	Returned	Net Received	Rejected									
112227	FD-GLOVES, M.	Purchase order	220180	10	0	10	0	Box		02/20/2025 03:2...	02/27/2025	Early	Fire Headquarters	Shannon, Yvonne	1	1