



# Oracle Fusion: View Receipts

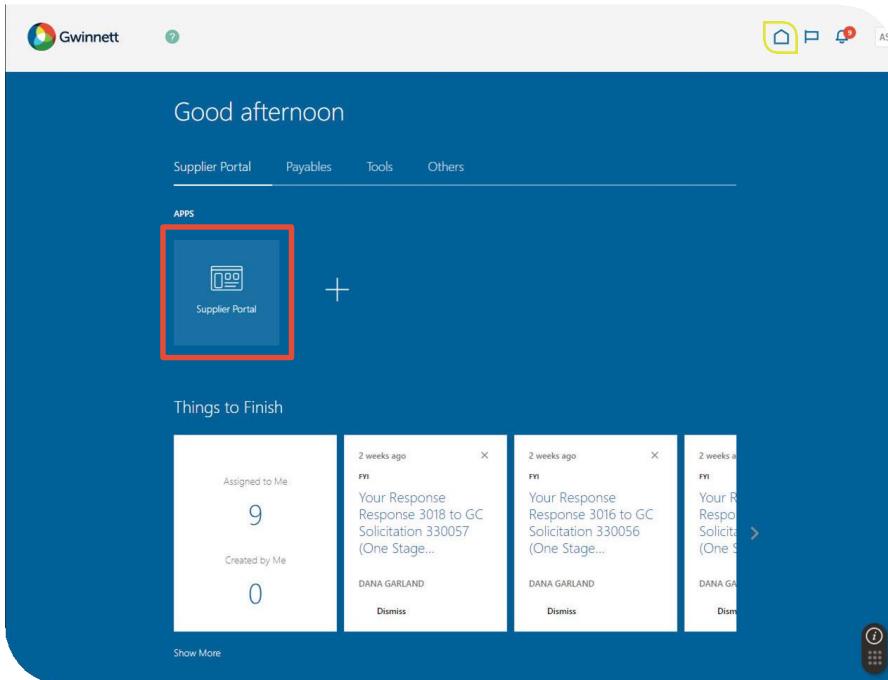
## Supplier Standard Operating Guide

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".

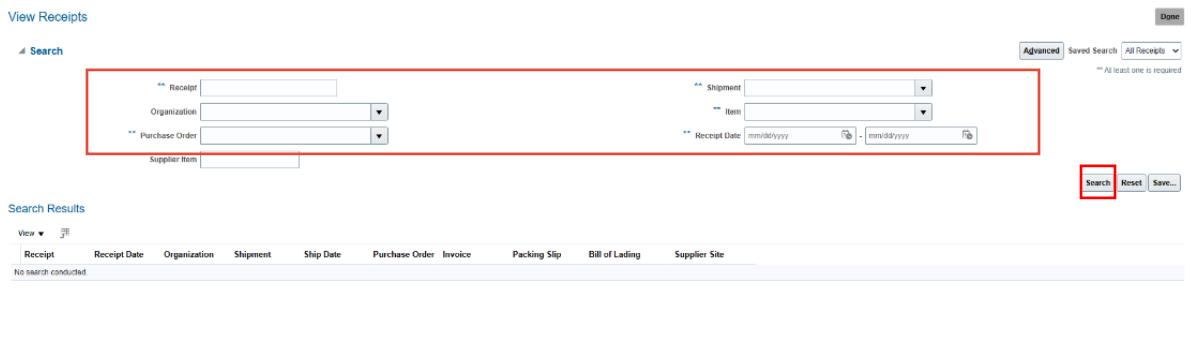
A screenshot of the 'Supplier Portal' tasks list. On the left, there is a sidebar with sections for 'Tasks', 'Orders' (with 'Manage Orders' and 'View Receipts' links), 'Shipments', 'Invoices and Payments' (with 'Create Invoice', 'View Invoices', and 'View Payments' links), 'Negotiations' (with 'View Active Negotiations' and 'Manage Responses' links), and 'Company Profile' (with 'Manage Profile' link). The main area contains several cards: 'Supplier News' (welcome message and purchasing info), 'Requiring Attention' (a donut chart showing 25 items: 19 Schedules Overdue or Due Today, 4 Negotiation Messages, and 2 Invoices Overdue), 'Recent Activity' (orders opened: 10, receipts: 5, payments: 3), and 'Transaction Reports' (PO Purchase Amount: 9.49K USD, Invoice Amount: 37 USD, Invoice Price Variance Amount: 0 USD).

## 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.

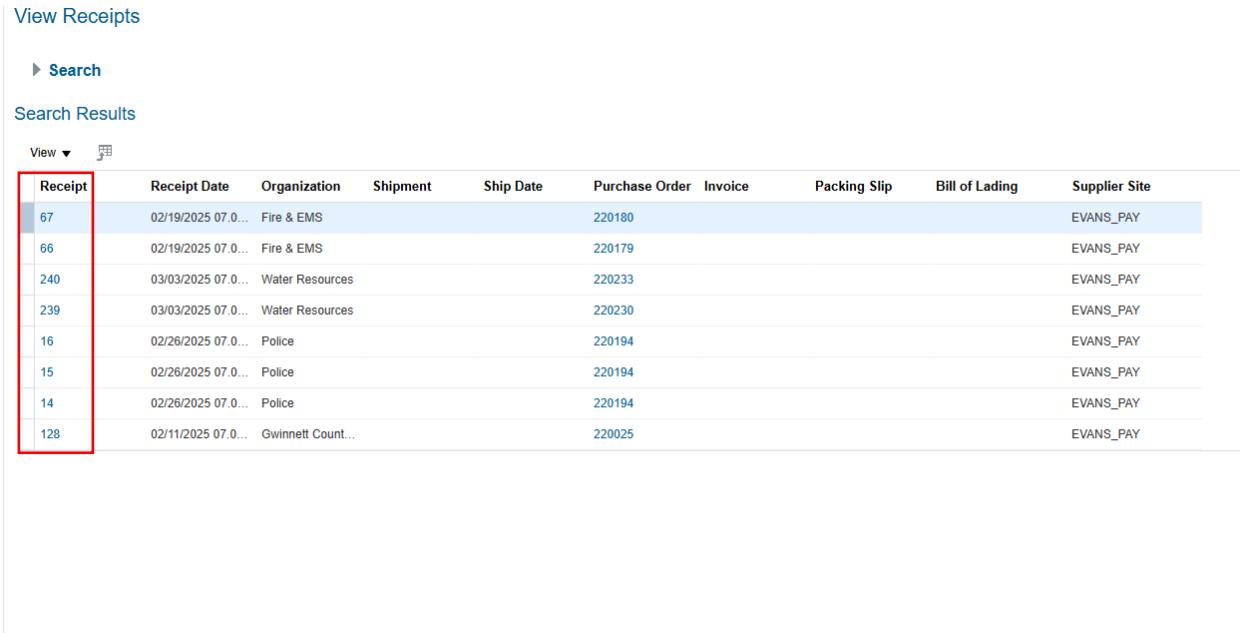


The screenshot shows a search interface for 'View Receipts'. At the top, there are several search fields: 'Receipt' (with an asterisk \*\*), 'Organization', 'Purchase Order' (with an asterisk \*\*), 'Shipment' (with an asterisk \*\*), 'Item' (with an asterisk \*\*), and 'Receipt Date' (with an asterisk \*\*). Below these are buttons for 'Advanced', 'Saved Search', and 'All Receipts'. A note says 'At least one is required'. At the bottom right of the search bar is a red box around the 'Search' button. The 'Search Results' section below shows a table with columns: View, Receipt, Receipt Date, Organization, Shipment, Ship Date, Purchase Order, Invoice, Packing Slip, Bill of Lading, and Supplier Site. The 'Receipt' column is highlighted with a red box. The table contains several rows of receipt data.

## Step 4

A new page will display all receipts.

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



The screenshot shows a 'Search Results' page with a table of receipts. The columns are: Receipt, Receipt Date, Organization, Shipment, Ship Date, Purchase Order, Invoice, Packing Slip, Bill of Lading, and Supplier Site. The 'Receipt' column is highlighted with a red box. The table contains the following data:

| 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   |
| Shipment                         |                            | Waybill        |
| Shipped Date                     |                            | Bill of Lading |
| Shipping Method                  |                            | Note           |
| Number of Supplier Packing Units |                            | Attachments    |
| Supplier Site                    | EVANS_PAY                  | None           |

► 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                 |