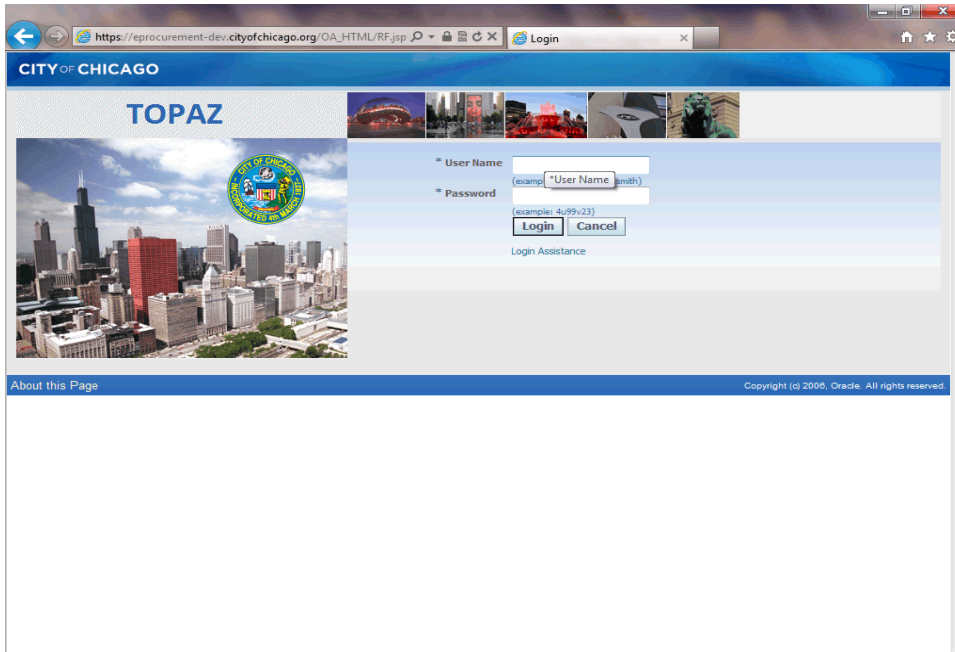
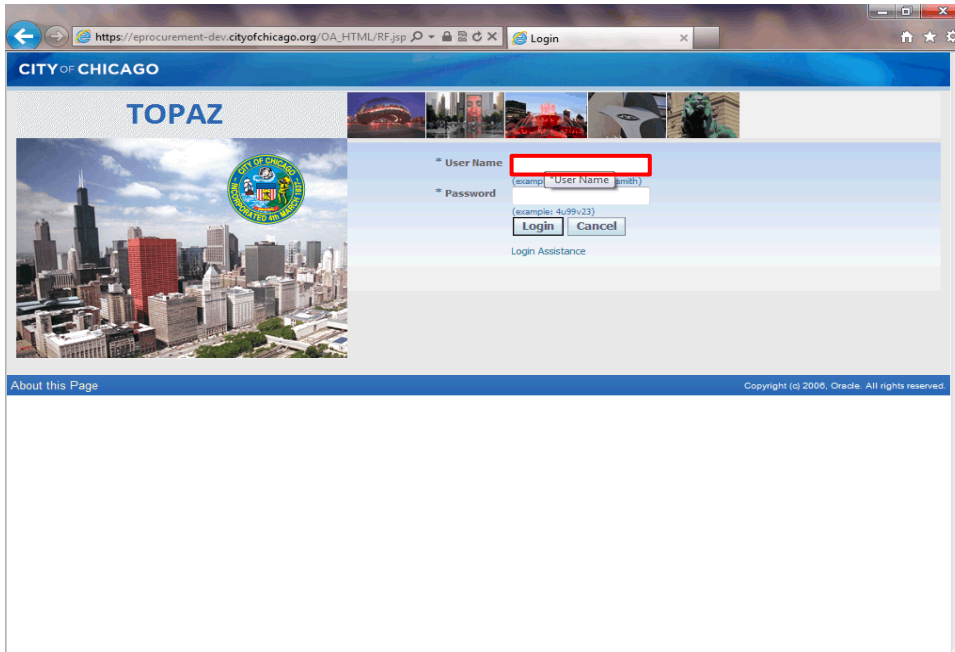


View Returns

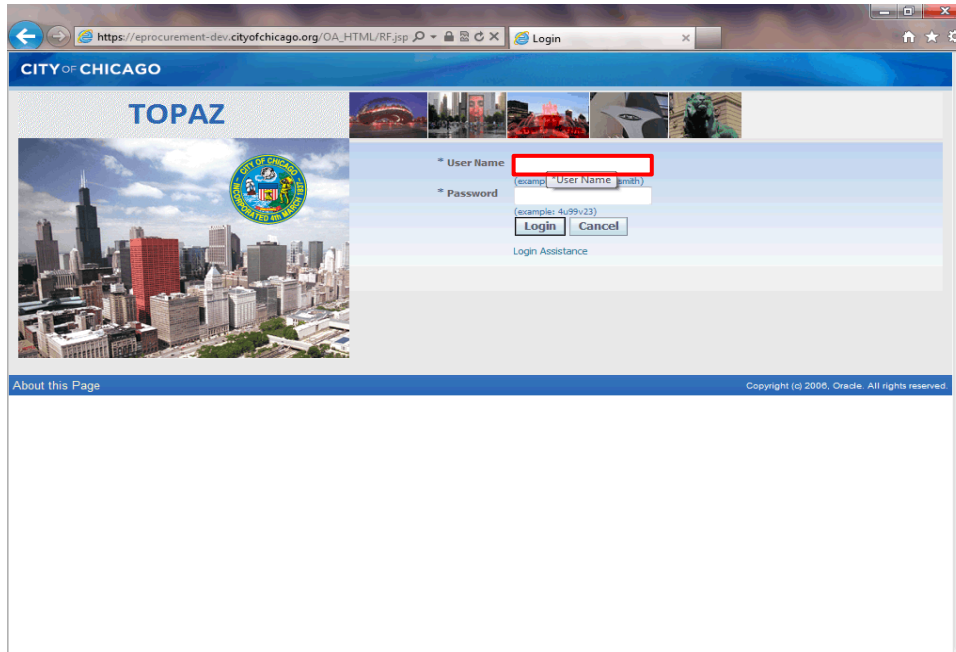


In this Course you will learn how to view all of your returns that have been created by the City of Chicago through their iSupplier Portal.



Step 1

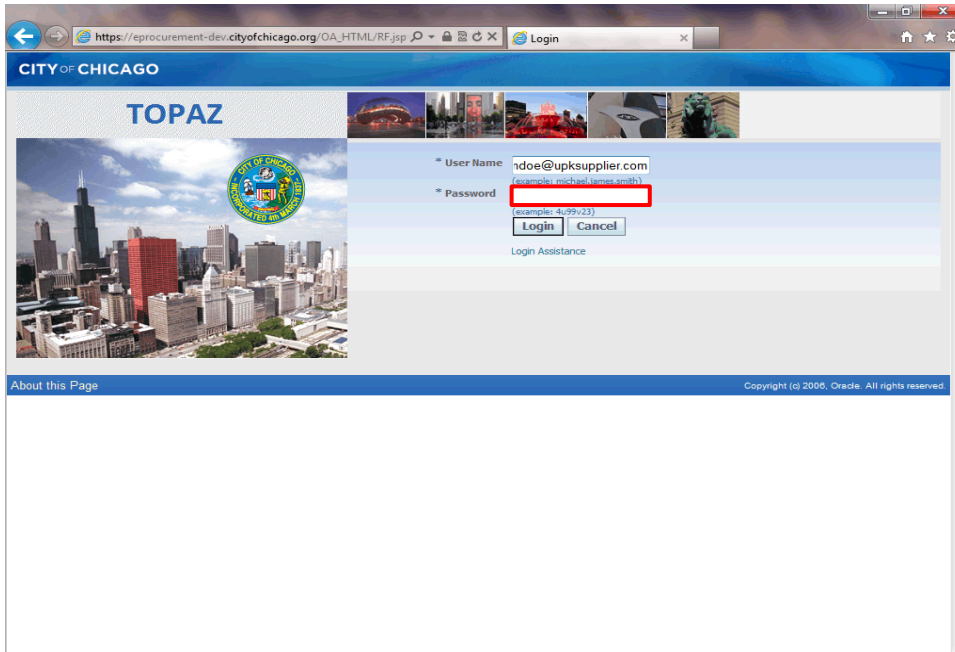
From the login page, click in the **User Name** field.



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.

https://eprocurement-dev.cityofchicago.org/OA_HTML/RF.jsp

City of Chicago
TOPAZ

User Name: rdoe@upksupplier.com
Password: [Redacted]

Login Cancel

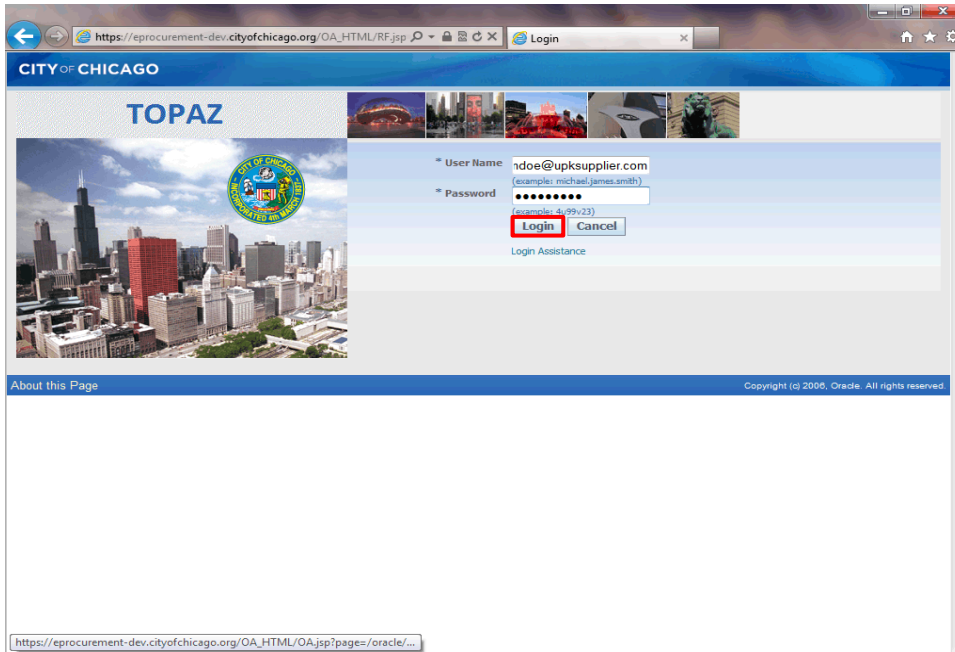
Login Assistance

About this Page Copyright (c) 2006, Oracle. All rights reserved.

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.

The screenshot displays the Oracle Applications Home Page for the City of Chicago E-Business Suite (TOPAZ). The page includes a navigation menu on the left with a link to the 'City of Chicago iSupplier Portal' highlighted in red. The main content area features a 'Worklist' table with the following data:

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	

Below the table, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

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.

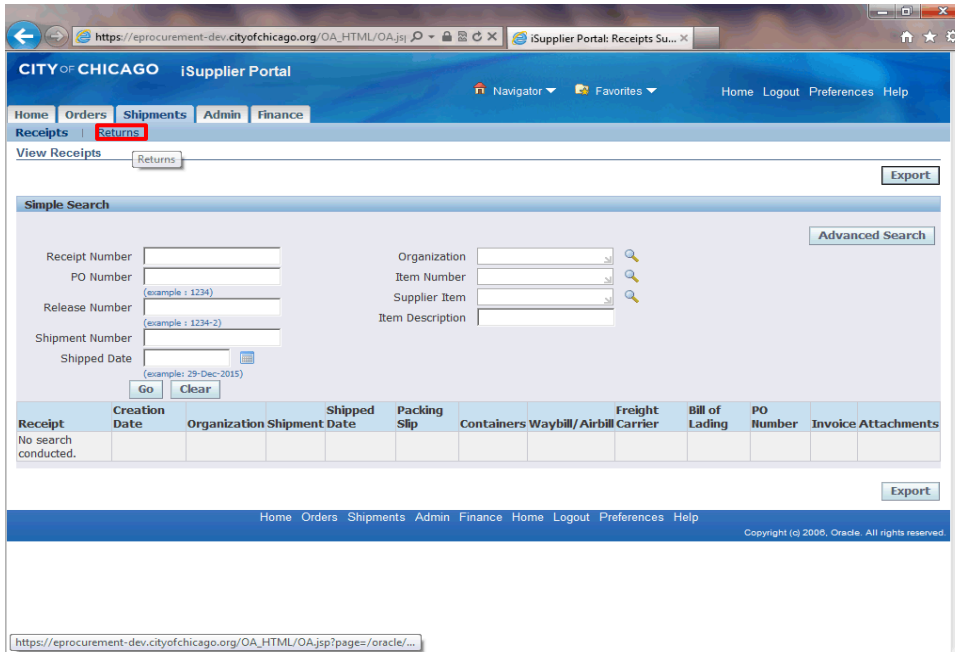
The screenshot shows the iSupplier Portal Home Page. The browser address bar displays https://eprocurement-dev.cityofchicago.org/OA_HTML/RF.jsp. The page header includes the City of Chicago logo and navigation links: Home, Orders, Shipments (highlighted), Admin, Finance, Home, Logout, Preferences, and Help. A search bar is located below the navigation tabs, with 'PO Number' and 'Shipments' entered. The main content area is divided into several sections:

- Notifications:** A table with columns 'Subject' and 'Date'. It lists four notifications related to commodities release POs.
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'. It lists four POs.
- Orders:** A list of links: Agreements, Purchase Orders, and Purchase History.
- Receipts:** A list of links: Receipts and Returns.
- Invoices:** A list of links: Invoices.
- Payments:** A list of links: Payments.

The footer of the page contains the text: Home Orders Shipments Admin Finance Home Logout Preferences Help and Copyright (c) 2009, Oracle. All rights reserved.

Step 8

Click the **Returns** link.



The screenshot shows the City of Chicago iSupplier Portal interface. At the top, there is a navigation menu with options: Home, Orders, Shipments, Admin, Finance. Below this, there are tabs for Receipts and Returns. The main content area is titled "Returns Summary" and includes an "Export" button. A "Simple Search" section contains several input fields: Organization, PO Number, Receipt Number, Shipment Number, RMA Number, Item, Supplier Item, and Item Description. A "Go" button is highlighted with a red box, and a "Clear" button is also present. An "Advanced Search" button is located to the right of the search fields. Below the search section is a table with the following columns: Organization, Receipt Number, PO Number, Shipment Number, RMA Number, Receipt Creation Date, Supplier Item, Item Description, Quantity UOM Received, Quantity Returned, Return Date, and Supplier Reason Config ID. The table currently displays "No search conducted." and an "Export" button is located at the bottom right of the table area. The footer of the page includes the text "Copyright (c) 2008, Oracle. All rights reserved."

Step 9

The *Returns Summary* window now appears.

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

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

Step 10

You can also search by using a field.

Click in the **PO Number** field.

The screenshot shows the City of Chicago iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. Below this, there are tabs for 'Receipts' and 'Returns', with 'Returns' selected. The main content area is titled 'Returns Summary' and includes an 'Export' button. A 'Simple Search' section is visible, with a note that the search is case insensitive. The search fields include Organization, PO Number (highlighted with a red box), Receipt Number, Shipment Number, RMA Number, Item, Supplier Item, and Item Description. Below the search fields are 'Go' and 'Clear' buttons. A table of return items is displayed below the search section, with columns for Organization, Receipt Number, PO Number, Shipment Number, RMA Number, Receipt Creation Date, Item, Supplier Item, Description, UOM, Quantity Received, Quantity Returned, and Return Date. The table contains two rows of data for 'CITY OF CHICAGO - GRE'.

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Description	UOM	Quantity Received	Quantity Returned	Return Date
CITY OF CHICAGO - GRE	622919	33182			29-Dec-2015 13:07:01	9811135565		RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week	5	1	29-Dec-2015 14:19:18
CITY OF CHICAGO - GRE	622918	33184			29-Dec-2015 13:06:51	9811135565		RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week	2	1	29-Dec-2015 14:19:41

Step 11

Enter the desired information into the **PO Number** field. In this example, enter "**33184**".

The screenshot shows the City of Chicago iSupplier Portal interface. The browser address bar displays the URL: https://eprocurement-dev.cityofchicago.org/OA_HTML/OA.jsp. The page title is "CITY OF CHICAGO iSupplier Portal". The navigation menu includes "Home", "Orders", "Shipments", "Admin", and "Finance". The "Returns" section is active, showing a "Returns Summary" with an "Export" button. Below this is a "Simple Search" section with a note: "Note that the search is case insensitive". The search form includes fields for "Organization", "PO Number", "Receipt Number", "Shipment Number", "RMA Number", "Item", "Supplier Item", and "Item Description". The "PO Number" field is highlighted with a red rectangle and contains the value "33184". Below the search form are "Go" and "Clear" buttons. The main content area displays a table of returns with the following data:

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	R
CITY OF CHICAGO - GRE	622919	33182			29-Dec-2015 13:07:01	9811135565		RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week	5	1	29-Dec-2015 14:19:18	D
CITY OF CHICAGO - GRE	622918	33184			29-Dec-2015 13:06:51	9811135565		RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week	2	1	29-Dec-2015 14:19:41	S

The footer of the page includes navigation links: "Home", "Orders", "Shipments", "Admin", "Finance", "Home", "Logout", "Preferences", "Help", and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

Step 12

Click the **Go** button.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance'. Below this is a 'Returns Summary' section with an 'Export' button. A 'Simple Search' section contains a note: 'Note that the search is case insensitive'. The search form includes fields for Organization, PO Number (33184), Receipt Number, Shipment Number, RMA Number, Item, Supplier Item, and Item Description. A 'Go' button is highlighted with a red box, and a 'Clear' button is also present. Below the search form is a table with the following data:

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date
CITY OF CHICAGO - GRE	622919	33182			29-Dec-2015 13:07:01	9811135565		RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week	5	1	29-Dec-2015 14:19:18 D
CITY OF CHICAGO - GRE	622918	33184			29-Dec-2015 13:06:51	9811135565		RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week	2	1	29-Dec-2015 14:19:41 S

Step 13

Click the scrollbar if necessary to see the rest of the return details.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', 'Admin', and 'Finance' tabs. Below this, there is a 'Returns Summary' section with an 'Export' button. A 'Simple Search' section contains several input fields: Organization, PO Number (33184), Receipt Number, Shipment Number, RMA Number, Item, Supplier Item, and Item Description. Below the search fields is a table with the following data:

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Description	UOM	Quantity Received	Quantity Returned	Return Date
CITY OF CHICAGO - GRE	622918	33184			29-Dec-2015 13:06:51	9811135565		RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week2	1		29-Dec-2015 14:19:41 S

At the bottom of the browser window, a red box highlights the scrollbar, indicating that it should be used to view more details.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with 'Home' highlighted in a red box. Below the navigation bar, there are tabs for 'Shipments', 'Admin', and 'Finance'. The main content area features an 'Advanced Search' section with several input fields for 'RMA Number', 'Item', 'Supplier Item', and 'Item Description'. Below the search fields is a table with the following data:

Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
18	33184	29-Dec-2015 13:06:51	9811135565		RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	Week2		1	29-Dec-2015 14:19:41	SHORTAGE	

Below the table, there is an 'Export' button and a footer with navigation links: 'Home Orders Shipments Admin Finance Home Logout Preferences Help' and 'Copyright (c) 2006, Oracle. All rights reserved.'

Step 14

You can continue to search for more returns.

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

The screenshot shows the Oracle Applications Home Page for the City of Chicago's iSupplier Portal. The page is titled "CITY OF CHICAGO E-Business Suite: TOPAZ" and is logged in as "JOHNDOE@UPKSUPPLIER.COM". The main content area is divided into two sections: "Main Menu" and "Worklist".

Main Menu: Includes links for "City of Chicago iSupplier Portal", "Home Page", and "City of Chicago Online Bidding".

Worklist: A table with columns "From", "Type", "Subject", "Sent", and "Due". It contains four rows of notifications:

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	

Additional information at the bottom of the Worklist section includes:

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

Step 15

You have just finished viewing your company's returns 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.