



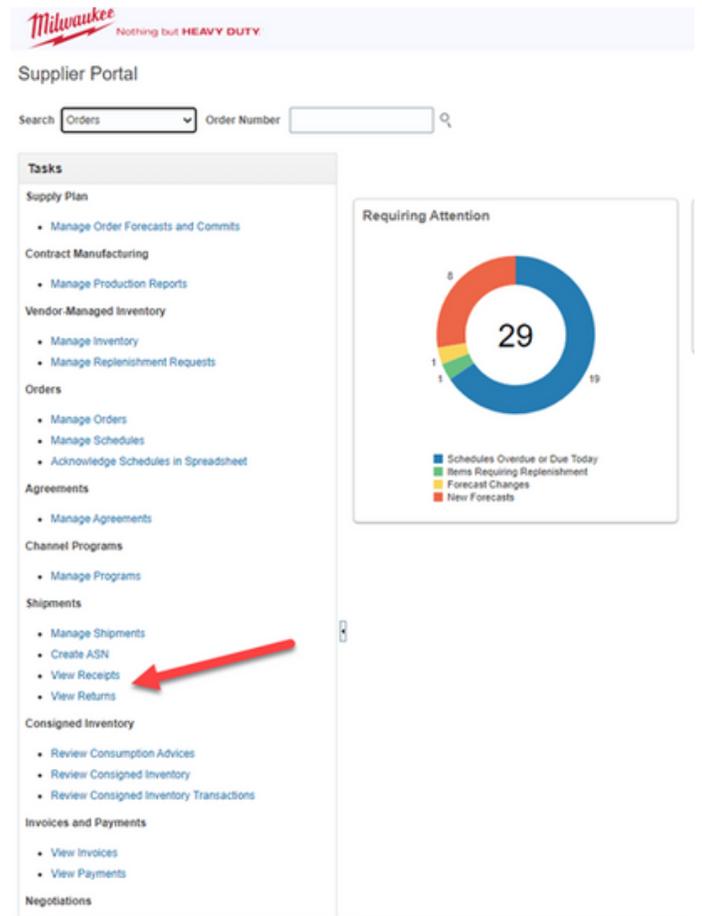
How to View Receipts & Returns in Supplier Portal

You can view receipts and returns in the supplier portal.

1. Log into the supplier portal and on the homepage select supplier portal



2. Go to View Receipts page



3. When you're at the receipt screen search either the receipt number, or the purchase order number and then click search.



4. Then click on the receipt number and it'll take you to the receipt.

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
61	12/5/23 6:00 PM	1014 Mukwona...			380000652				RIDGELAND
47	12/4/23 6:00 PM	1014 Mukwona...			380000535				RIDGELAND

This will show you the amount not received rejected or returned as well as the receipt date.

Summary

Supplier
Shipment
Shipped Date
Shipping Method
Number of Supplier Packing Units
Supplier Site RIDGELAND

Packing Slip
Waybill
Bill of Lading
Note
Attachments None

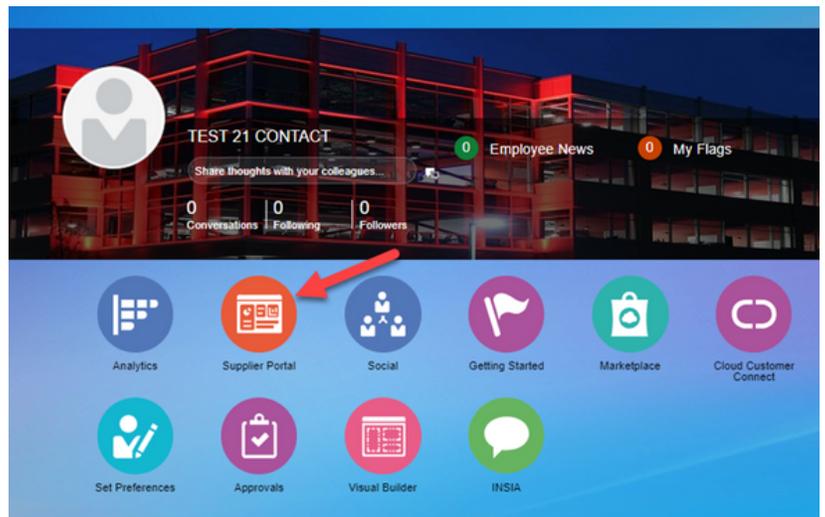
Additional Information

Lines

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
SACOL	COIL SPRING F...	Purchase order	380000652	10,000	0	11	0	Each	12/6/23 3:51 PM	

How to view Returns

5. From the home page, select supplier portal



6. Go to Shipments View Returns

Milwaukee Nothing but HEAVY DUTY

Supplier Portal

Search Order Number

Tasks

- Supply Plan
 - Manage Order Forecasts and Commits
- Contract Manufacturing
 - Manage Production Reports
- Vendor-Managed Inventory
 - Manage Inventory
 - Manage Replenishment Requests
- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions

Requiring Attention

29

- Schedules Overdue or Due Today: 19
- Items Requiring Replenishment: 1
- Forecast Changes: 1
- New Forecasts: 8

7. At returns you can either search for a receipt number or a PO number and hit search. Select the receipt number

View Returns Done

Advanced Search

Receipt (Starts with) →

Purchase Order (Equals) →

Supplier Item (Starts with)

Shipment (Equals)

Item (Equals)

Item Description (Starts with)

RMA (Starts with)

Supplier (Equals)

Search Results

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity	UOM Name
443	1016 Green...	380000009	8474841	78888	2/15/24 4:37 AM	51578550		4-1/8" PRINT...	1,000	75	Each
443	1016 Green...	380000009	8474841	747484	2/15/24 4:29 AM	51578550		4-1/8" PRINT...	1,000	50	Each

This view will let you see the shipment number, amount returned and other information.

Receipt: 443

Summary

Supplier	Packing Slip: 5464
Shipment: 8474841	Waybill
Shipped Date	Bill of Lading
Shipping Method	Note
Number of Supplier Packing Units	Attachments: None
Supplier Site: RIDDELAND	

Additional Information

Lines

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
51578550	4-1/8" PRINTED...	Purchase order	380000009	1,000	125	875	0	Each	2/15/24 4:11 AM	