

This job aid will provide the navigation for suppliers to find delivery schedules, overdue shipments, and receipts.

**Step 1.** In iSupplier, click the **Shipments** Tab and the **Delivery Schedules** sub-tab to quickly determine deliveries that need to be scheduled and deliveries that are past due

**Step 2.** Enter any desired information into the Search fields. Click **GO**.

**Step 3.** Click **PO Number** link to view details

Organization	PO Number	Supplier	Item	Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
AUR OU	<a href="#">2101061042</a>			10% OXYGEN, IN NITROGEN SIZE AL 144	EACH	3	0	AUR AURORA		2266711		UPK SUPPLIER	MAIN OFFICE	2017-04-24 11:25:11	2017-04-24 23:59:00

Complex Purchase Order: 2101061042, 0 (Total USD 844.50)  
 Currency=USD

Actions Request Changes

**Order Information**

General	Terms and Conditions	Summary
Total <b>844.50</b> Supplier <b>UPK SUPPLIER</b> Supplier Site <b>MAIN OFFICE</b> Address <b>123 MAIN STREET KALAMAZOO, MI 49001</b> Buyer <a href="#">Stephenson, Michelle</a> Order Date <b>2017-04-24 11:26:24</b> Description Status <b>Open</b> Note to Supplier Operating Unit <b>AUR OU</b> Sourcing Document Supplier Order Number Attachments <b>None</b>	Payment Terms <b>NET 30</b> Carrier FOB Freight Terms Shipping Control Work Location Address <b>PCS PHOSPHATE AURORA DIVISION 1530 NC HIGHWAY 306 S AURORA, NC 27806-9245</b>	Total <b>844.50</b> Approved <b>0.00</b> Billed <b>844.50</b> Advance Billed <b>0.00</b> Progress Payment <b>844.50</b>

**Note:** Click the Expand button to see additional details at the line level such as **Promised Date and Need-By Date**.

**Step 4.** View PO information. The summary section is a summary of cost listed in the PO Details below.

**PO Details**

Show All Details | Hide All Details

Details	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Billed	Advance Amount	Advance Billed	Status	Attachments	Reason
Show	1	Goods	2266711	10% OXYGEN, IN NITROGEN SIZE AL 144	EACH	3	281.5	844.50	<a href="#">844.50</a>			Open		

**PO Details**

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Billed	Advance Amount	Advance Billed
<input type="checkbox"/> Hide	1	Goods	2266711		10% OXYGEN, IN NITROGEN SIZE AL 144	EACH	3	281.5	844.50	844.50		

**Progress Payment**

Pay Item	Type	Description	Work Location	Owner	UOM	Qty	Value (%)	Price	Ordered	Approved	Billed	Promised Date	Need-By Date	Payment Status	Status	Split Reason	Attachments
1	Milestone	10% OXYGEN, IN NITROGEN SIZE AL 144	AUR AURORA		EACH	3	100	281.5	844.50		844.50	2017-04-24 11:25:11	2017-04-24 23:59:00	Not Paid	Closed For Invoice		

Return to Shipments: Delivery Schedules

Actions: Request Changes [Go] [Export]

Here you can see the PO Line Details

Home | Orders | Shipments | Product | Admin | Finance

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | **Overdue Receipts** | On-Time Performance | Quality

**Overdue Receipts**

Simple Search

Note that the search is case insensitive

Organization: [ ] PO Number: [ ] Item: [ ] Supplier Item: [ ] Due Date: [ ]

(example: 2017-05-23)

[Go] [Clear]

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	Quantity UOM	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
AUR OU	<b>2101061042</b>	2266711		10% OXYGEN, IN NITROGEN SIZE AL 144	2017-04-24 11:25:11	EACH 3	0	AUR AURORA		Stephenson, Michelle	

Step 5. Click the **Overdue Receipts** tab to view the details of past due purchase order shipments

Step 6. Enter any desired information into the Search fields. Click **GO**. Overdue shipments will be listed below.

Step 7. Click **PO Number** link to view details.

Step 8. View PO details or use the action dropdown to view additional information

Complex Purchase Order: 2101061042, 0 (Total USD 844.50)  
Currency=USD

Actions: Request Changes [Go] [Export]

**Order Information**

General		Terms and Conditions	
Total	844.50	Payment Terms	NET 30
Supplier	UPK SUPPLIER	Carrier	
Supplier Site	MAIN OFFICE	FOB	
Address	123 MAIN STREET KALAMAZOO, MI 49001	Freight Terms	
Buyer	Stephenson, Michelle	Shipping Control	
Order Date	2017-04-24 11:26:24	Work Location	
Description	Open	Address	PCS PHOSPHATE AURORA DIVISION 1530 NC HIGHWAY 306 S

Total 844.50  
Approved 0.00  
Billed 844.50  
Billed 0.00  
Payment 844.50

Shipments: Overdue Receipts >

Complex Purchase Order: 2101061042, 0 (Total USD 844.50)

Currency=USD

**Step 9.** You can click the **Receipts** tab to view all receipts that have been recorded for your shipped goods and **repeat Search steps 6-8** for Receipts.

**Order Information**

**General**

Total **844.50**  
 Supplier **UPK SUPPLIER**  
 Supplier Site **MAIN OFFICE**  
 Address **123 MAIN STREET  
 KALAMAZOO, MI  
 49001**  
 Buyer [Stephenson, Michelle](#)  
 Order Date **2017-04-24  
 11:26:24**  
 Description  
 Status **Open**  
 Note to Supplier  
 Operating Unit **AUR OU**  
 Sourcing Document  
 Supplier Order Number  
 Attachments **None**

**Terms and Conditions**

Payment Terms **NET 30**  
 Carrier  
 FOB  
 Freight Terms  
 Shipping Control

**Summary**

Total	<b>844.50</b>
Approved	<b>0.00</b>
Billed	<b>844.50</b>
Advance Billed	<b>0.00</b>
Progress Payment	<b>844.50</b>

**Work Location**

Address **PCS PHOSPHATE AURORA  
 DIVISION  
 1530 NC HIGHWAY 306 S  
 AURORA, NC 27806-9245**

**Bill-To Location**

Address **PCS PHOSPHATE COMPANY, INC.  
 AURORA DIVISION  
 1530 NC HIGHWAY 306 S  
 AURORA, NC 27806-9245**

**PO Details**

[Show All Details](#) | [Hide All Details](#)

Details	Line	Type	Item/Job Item	Supplier	Description	UOM	Qty	Price	Amount	Billed	Advance Amount	Advance Billed	Status	Attachments	Reason
<a href="#">Show</a>	1	Goods	2266711		10% OXYGEN, IN	EACH	3	281.5	844.50	844.50			Open		

**SUCCESS!!** You have now able to view and track your shipments.