



# Vendor Shipments



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# Delivery Schedule



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Delivery Schedules | Receipts | Returns | Overdue Receipts

Delivery Schedules Export

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**Simple Search** Advanced Search

Organization   Item Number

PO Number  Ship-To Location

Supplier Item   Promised Date    
(example: 13-Jul-2009)

Item Description  Need-By Date    
(example: 13-Jul-2009)

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⏪ Previous 1-25  Next 25 ⏩

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
County of Berks	<a href="#">500969</a>		Test Item	Each	10	0	<a href="#">County of Berks</a>				Office Depot		10-Jan-2009 17:00:00
County of Berks	<a href="#">500969</a>		Test Item 2	Each	5	0	<a href="#">County of Berks</a>				Office Depot		
County of Berks	<a href="#">500968</a>		CHARACTER LIMIT TEST FOR OFFICE DEPOT ORDERS	Each	15	0	<a href="#">County of Berks</a>				Office Depot		
County of Berks	<a href="#">500968</a>		Test Item 2	Each	5	0	<a href="#">County of Berks</a>				Office Depot		

- ❑ A Supplier can search for all outstanding purchase order lines.
- ❑ The Promised Date and Need-By Date listed is from the PO.
- ❑ Utilize the simple search field and or advanced search to locate or sort select delivery schedules. Select go when the appropriate fields have been updated.



# Receipts



Home | Orders | Shipments | Finance | Admin | Negotiations

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View Receipts Export

**Simple Search** Advanced Search

Receipt Number  Organization

PO Number  Item Number

Shipment Number  Supplier Item

Shipped Date  Item Description

(example: 13-Jul-2009)

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Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/ Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
<a href="#">187</a>	26-Jan-2009 14:07:32	County of Berks			OD# 460921727-001					<a href="#">500233</a>		
<a href="#">186</a>	26-Jan-2009 13:40:14	County of Berks			461084875-100					<a href="#">500312</a>		
<a href="#">181</a>	26-Jan-2009 13:20:27	County of Berks			461346745-001					<a href="#">500354</a>		
<a href="#">178</a>	26-Jan-2009 09:36:09	County of Berks			OD#460920227 & 460920597					<a href="#">500231</a>		
<a href="#">177</a>	26-Jan-2009 09:21:48	County of Berks			OD#460924318-001					<a href="#">500235</a>		
<a href="#">174</a>	26-Jan-2009 07:34:28	County of Berks								<a href="#">500228</a>		
<a href="#">166</a>	23-Jan-2009 15:33:11	County of Berks			461452650					<a href="#">500402</a>		

- ❑ Click Go to return list of receipts.
- ❑ Click on the hyperlinks to view more detailed information.
- ❑ Utilize the simple search field and or advanced search to locate or sort select delivery schedules. Select go when the appropriate fields have been updated.



# Returns



**A Supplier can search for items that have been returned and the reason why they were returned.**

Home | Orders | Shipments | Finance | Admin | Negotiations

Delivery Schedules | Receipts | **Returns** | Overdue Receipts

Returns Summary Export

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**Simple Search** Advanced Search

Note that the search is case insensitive

Organization  RMA Number

PO Number  Item

Receipt Number  Supplier Item

Shipment Number  Item Description

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Supplier Config Reason ID
County of Berks	<a href="#">130</a>	<a href="#">500229</a>			22-Jan-2009 13:17:45	332629	Memorex(TM) CD-R Recordable Media Spindle, 700MB/80 Minutes, Pack Of 50	Pack	1	1	22-Jan-2009 13:19:08	332629



# Overdue Receipt



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Delivery Schedules | Receipts | Returns | **Overdue Receipts**

Overdue Receipts Export

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**Simple Search** Advanced Search

Note that the search is case insensitive

Organization

PO Number

Item

Supplier Item

Due Date

(example: 13-Jul-2009)

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Previous 1-25 Next 25

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
County of Berks	<a href="#">500915</a>			Script AK16	13-Mar-2009 17:00:00	Each	130	0	<a href="#">Services Center - 13th Floor</a>		<a href="#">Ballas, Maria L</a>	
County of Berks	<a href="#">500916</a>			Script AK16	13-Mar-2009 17:00:00	Each	1	0	<a href="#">Services Center - 13th Floor</a>		<a href="#">Ballas, Maria L</a>	
County of Berks	<a href="#">500864</a>		766967	Office Depot (R) Brand Staples, 1/4 Standard, Half Strip, Box Of 5,000	04-Feb-2009 01:00:00	Box	1	0	<a href="#">Community Development</a>		<a href="#">Noll, Candace L</a>	766967
County of Berks	<a href="#">500864</a>		429431	Office Depot (R) Brand Binder Clips, Medium, 1	04-Feb-2009 01:00:00	Box	3	0	<a href="#">Community Development</a>		<a href="#">Noll, Candace L</a>	429431

- ❑ A Supplier can search for items that are past due.
- ❑ The Due Date listed is from the PO.
- ❑ Note: Be advised that such dates are not applicable for purchase order with significant/long terms as the date is based upon the origination date of the PO.



## Questions, Assistance & Clarification



Still need assistance or have questions. Please utilize the following;

1. Follow the links on the County's website which will take you to video tutorial of the scenarios on YouTube. Each of these scenarios was done in Oracle just as you, the Supplier will be completing them. They are a great tool and as such the County encourages you to utilize them.
2. Contact the Purchasing Department via email at [purchasing@countyofberks.com](mailto:purchasing@countyofberks.com) or via phone at 610.478.6168. For questions regarding iSupplier follow the prompts pertaining to questions regarding purchase orders.

**Clarification:** The County of Berks Purchasing Department is managing iSupplier due to negotiations/solicitations. Any questions or issues regarding electronic funds transfer, payments or accounts as a result of information viewed in iSupplier should be directed to the County of Berks Controllers Office via email at [controller@countyofberks.com](mailto:controller@countyofberks.com) or via phone at 610.478.6150.