



# **Orange County iSupplier Portal**

## **Shipments Guide**

*Rev: 2022-01-18*

# Orange County iSupplier Shipments Guide

## Table of Contents

<b>I.</b>	<b>Introduction</b> .....	<b>2</b>
<b>II.</b>	<b>Delivery Schedules</b> .....	<b>3</b>
<b>III.</b>	<b>Receipts</b> .....	<b>5</b>
<b>IV.</b>	<b>Overdue Receipts</b> .....	<b>6</b>
<b>V.</b>	<b>On-Time Performance</b> .....	<b>7</b>

## I. Introduction

The Shipments tab allows user to search and review details of Purchase Orders and Receipts (Overdue and On-Time).

Supplier Home Orders **Shipments** Finance Administration

Delivery Schedules Receipts Overdue Receipts On-Time Performance

**Delivery Schedules**

[Orange County iSupplier Shipments Guide](#)

**Simple Search**

PO Number  Ship-To Location

Supplier Item  Promised Date (24-Nov-2021)

Need-By Date (24-Nov-2021)

...

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier	Supplier Location	Promised Date	Need-By Date
No search conducted.													

Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

## II. Delivery Schedules

The Delivery Schedules form displays Purchase Orders which have not been fulfilled. In other words, if the Quantity Received does not equal Quantity Ordered, the Purchase Orders will show under the Delivery Schedules tab.

Users can search Purchase Orders by the following criteria:

- PO Number
- Supplier Item
- Ship-To Location
- Promised Date
- Need-By Date

Scroll right to see the Need-By Date. If Need-By Date is in the past, it will appear in **red**.

The screenshot shows the 'Delivery Schedules' page in the iSupplier system. The 'Simple Search' section has the following fields:

- PO Number: 149013 (highlighted in red)
- Supplier Item: (empty)
- Ship-To Location: (empty)
- Promised Date: (24-Nov-2021)
- Need-By Date: (24-Nov-2021)

The search results table is as follows:

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier	Supplier Location	Promised Date
Orange County NY	149013		SR HD NC CMS #2020*0880 Investigator Services Mileage 1/1/2021-12/31/2021 118501/576700	USD	1600	800	Wells Farm - Health (Medical Examiner)				CORNWALL ON,ALL	26-Feb-2021 20:00
Orange County NY	149013		SR HD NC CMS #2020*0880 Investigator Services 1/1/2021-12/31/2021 118501/571820	USD	20000	19430.19	Wells Farm - Health (Medical Examiner)				CORNWALL ON,ALL	26-Feb-2021 20:00

Clicking on any of the hyperlinks shown in the search output (PO Number, Quantity Received, Ship-To Location, Supplier Location) will open the form in the Shipments > Receipts tab. For example:

Supplier Home Orders **Shipments** Finance Administration

Delivery Schedules Receipts Overdue Receipts On-Time Performance

**Delivery Schedules**

[Orange County iSupplier Shipments Guide](#)

Simple Search

PO Number 149013 Ship-To Location

Supplier Item  Promised Date (24-Nov-2021)

Need-By Date (24-Nov-2021)

Go Clear Advanced Search

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier	Supplier Location	Promised Date
Orange County NY	149013		SR HD NC CMS #2020*0880 Investigator Services Mileage 1/1/2021-12/31/2021 118501/576700	USD	1600	800	Wells Farm - Health (Medical Examiner)				CORNWALL ON.ALL	26-Feb-2021 20:00:
Orange County NY	149013		SR HD NC CMS #2020*0880 Investigator Services 1/1/2021-12/31/2021 118501/571820	USD	20000	19430.19	Wells Farm - Health (Medical Examiner)				CORNWALL ON.ALL	26-Feb-2021 20:00:

Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

Supplier Home Orders **Shipments** Finance Administration

Delivery Schedules Receipts Overdue Receipts On-Time Performance

Shipments: Delivery Schedules >

**Standard Purchase Order: 149013, 1 (Total USD 21,600.00)**

Currency= USD

**Order Information**

<p><b>General</b></p> <p>Total 21,600.00</p> <p>Supplier</p> <p>Supplier Site CORNWALL ON.ALL</p> <p>Supplier Contact</p> <p>Address 17 PAULA COURT CORNWALL ON HUDSON, NY 12520</p> <p>Buyer</p> <p>Order Date 14-Jul-2021 08:29:04</p> <p>Description SR HD NC CMS #2020*0880 Medical Investigator Services 1/1/2021-12/31/2021 118501/571820</p> <p>Status Open</p> <p>Note to Supplier</p> <p>Operating Unit Orange County NY</p> <p>Sourcing Document</p> <p>Supplier Order Number</p> <p>Attachments None</p>	<p><b>Terms and Conditions</b></p> <p>Payment Terms IMMEDIATE</p> <p>Carrier</p> <p>FOB</p> <p>Freight Terms</p> <p>Shipping Control</p> <p><b>Ship-To Address</b></p> <p>Address Medical Examiner 22 Wells Farm Road Goshen, NY 10924</p> <p><b>Bill-To Address</b></p> <p>Address Finance - Accounts Payable PO Box 407 Goshen, NY 10924</p>	<p><b>Summary</b></p> <table border="1"> <tr><td>Total</td><td>21,600.00</td></tr> <tr><td>Received</td><td>20,230.19</td></tr> <tr><td>Invoiced</td><td>20,090.00</td></tr> <tr><td>Payment Status</td><td>Partially Paid</td></tr> </table>	Total	21,600.00	Received	20,230.19	Invoiced	20,090.00	Payment Status	Partially Paid
Total	21,600.00									
Received	20,230.19									
Invoiced	20,090.00									
Payment Status	Partially Paid									

**PO Details**

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	OC Amount Based Services			SR HD NC CMS #2020*0880 12/31/2021 118501/571820	USD	20000	1	20,000.00	Open		
2	OC Amount Based Services			SR HD NC CMS #2020*0880 12/31/2021 118501/576700	USD	1600	1	1,600.00	Open		

[Return to Shipments: Delivery Schedules](#)

Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

To return to the previous page, click the 'Return to Shipments: Delivery Schedules' hyperlink at the bottom of the form.

[Return to Shipments: Delivery Schedules](#)

### III. Receipts

Receipts are created when the County receives goods and/or services, and they are entered into the Accounting EBS system. A Purchase Order can have one or more Receipts.

Clicking on a Receipt hyperlink will display additional details.

Supplier Home Orders **Shipments** Finance Administration

Delivery Schedules | **Receipts** | Overdue Receipts | On-Time Performance

#### View Receipts

Simple Search Advanced Search

Receipt Number  Item Number

PO Number  (example : 1234) Supplier Item

Release Number  (example : 1234-2) Item Description

Shipment Number  Receipt Location

Shipped Date

Receipt	Creation Date	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachment
475153	19-Nov-2021 15:02:33								149013		

Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

Supplier Home Orders **Shipments** Finance Administration

Delivery Schedules | **Receipts** | Overdue Receipts | On-Time Performance

Shipments: Receipts >

#### Receipt: 475153

Creation Date 19-Nov-2021 15:02:33 Packing Slip  
 Organization Orange County NY Containers  
 Supplier Waybill/Airbill  
 Supplier Site CORNWALL ON,ALL Freight Carrier  
 Shipment Number Bill of Lading  
 Shipment Date Attachments None

#### Receipt Transactions

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Attachments
19-Nov-2021 15:01:54	26-Feb-2021 20:00:00	26-Feb-2021 20:00:00	On-Time	149013	2	1		SR HD NC CMS #2020*0880 Investigator Services Mileage 1/1/2021-12/31/2021 118501/576700	USD	1600		100.19	0.0		Wells Farm - Health (Medical Examiner)	
19-Nov-2021 15:01:54	26-Feb-2021 20:00:00	26-Feb-2021 20:00:00	On-Time	149013	1	1		SR HD NC CMS #2020*0880 Investigator Services 1/1/2021-12/31/2021 118501/571820	USD	20000		100.19	0.0		Wells Farm - Health (Medical Examiner)	

Return to Shipments: Receipts

Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

## IV. Overdue Receipts

An Overdue Receipt is one in which the Quantity Received is less than Quantity Ordered by the Due Date.

The Overdue Receipts form allows users to search for Receipts which are overdue using the following fields:

- PO Number
- Item
- Supplier Item
- Due Date

The following example shows three Items for PO Number 149013 which have not been fulfilled (Quantity Ordered greater than Quantity Received):

Supplier Home Orders **Shipments** Finance Administration

Delivery Schedules Receipts **Overdue Receipts** On-Time Performance

### Overdue Receipts

Simple Search

Note that the search is case insensitive Advanced Search

PO Number

Item

Supplier Item

Due Date

➔ Go Clear

PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Supplier Config ID
149013			SR HD NC CMS #2020*0880 Investigator Services 1/1/2021-12/31/2021 118501/571820	26-Feb-2021 20:00:00	USD	20000	19430.19	Wells Farm - Health (Medical Examiner)		
149013			SR HD NC CMS #2020*0880 Investigator Services Mileage 1/1/2021-12/31/2021 118501/576700	26-Feb-2021 20:00:00	USD	1600	800	Wells Farm - Health (Medical Examiner)		

Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved. Privacy Statement

As with the other forms, users can click the hyperlinks to see additional information (PO Number & Ship-To Location). Please be sure to use the 'Return to Shipments: Overdue Receipts' hyperlink at bottom left when returning to the previous form/page.

[Return to Shipments: Overdue Receipts](#)

Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved.

## V. On-Time Performance

The On-Time Performance tab allows users to search Purchase Orders and associated Receipt Numbers to understand the Delivery Status.

Delivery Status can be Early, On-Time or Late – and is measured by Need-By Date vs. Delivery Date.

The On-Time Performance form allows users to search Purchase Orders (PO Number) and related Receipts by the following criteria:

- Due Date
- Receipt Number
- Supplier Item
- Delivery Status
- PO Number
- Shipment Number
- Item
- Waybill/Airbill Number

The screenshot shows the 'On-Time Performance' section of a web application. At the top, there are navigation tabs: 'Supplier Home', 'Orders', 'Shipments' (selected), 'Finance', and 'Administration'. Below this, there are sub-tabs: 'Delivery Schedules', 'Receipts', 'Overdue Receipts', and 'On-Time Performance' (selected).

The main heading is 'On-Time Performance'. Below it is a 'Simple Search' section. A note states: 'Note that the search is case insensitive'. There is an 'Advanced Search' button on the right. The search form contains the following fields:

- Due Date: (24-Nov-2021) with a calendar icon
- Receipt Number: 259237
- Supplier Item: [Searchable dropdown]
- Delivery Status: [Dropdown menu]
- PO Number: [Text input]
- Shipment Number: [Text input]
- Item: [Searchable dropdown]
- Waybill/Airbill Number: [Text input]

Buttons for 'Go' and 'Clear' are located below the search fields.

Below the search form is a table with the following columns: PO Number, Due Date, Shipment Number, Receipt Number, Receipt Date, Item, Supplier Item, Description, UOM, Quantity Received, Waybill/Airbill Number, Carrier, Delivery Status, and Cor. The table contains one data row:

PO Number	Due Date	Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description	UOM	Quantity Received	Waybill/Airbill Number	Carrier	Delivery Status	Cor
84023	01-Feb-2015 20:00:00		259237	02-Apr-2015 14:18:03			NC CMS#2014-1336 1/1-12/31/15 to provide Medical Investigator services. \$10 per hr on call. \$40 per case. \$60 per call out. \$100 per off duty call out. See schedules A & B 118501/571820	USD	2540			On-Time	

At the bottom of the screenshot, there is a copyright notice: 'Copyright (c) 1998, 2020, Oracle and/or its affiliates. All rights reserved.' and a 'Privacy Statement' link.