

User Guide – View Receipts and Returns

Version 1.0 December 1, 2014

OVERVIEW

This User Guide describes how Suppliers can view receipts and returns.

HOW TO USE THIS USER GUIDE

If familiar with the iSupplier Portal Functionalities and the CRC process, refer to the One-Page Quick Reference (Cheat sheet) on page 2. Otherwise, review the Process Overview section to better understand the process. Next, review the Content/Checklist section, as this section lists the required and optional steps for each of the processes. Last, complete the required steps according to the detailed written instructions which follow the numbering sequence shown in the screenshots for how each of the tasks shall be executed.

When completing the steps in the iSupplier Portal, you may refer to the Content/Checklist column to validate that the required steps have been completed. In addition, this User Guide provides high-lighted and / or framed notes, tips and important messages to assist you in some tasks.

PROCESS OVERVIEW

Suppliers can access and view the receipt of shipped goods accepted by CRC, as well as the related shipment and purchase orders, in the iSupplier portal. If CRC returns delivered goods, the Supplier can also view the return history record and the reason goods were returned and shipment inspection results.

Follow the steps outlined below to perform these processes.



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QUICK REFERENCE (CHEAT SHEET)

This Quick Reference describes essential tasks to view receipts and returns.

Action	Tab/Screen	Quick Reference						
Login to the		• If applicable, in the "Main Menu" panel click on the "Supplier User - Transactions"						
iSupplier	Login Screen	responsibility.						
Portal		 In the "Home" page, click on the "Shipments" tab. 						
		 Click on the "Receipts" hyperlink. 						
		• In the "Simple Search" section, populate the search criteria or leave it blank. Then cli						
View Receipts	Shipments	on the "Go" button.						
view neceipts		• In the "Receipt" column, click on the "Receipt Number" hyperlink to view the receipts						
		details. The "Receipt Transaction" table will appear.						
		 View main receipt-related information in the line. 						
		 Click on the "Returns" hyperlink to view a summary of returns history. 						
		• In the "Simple Search" section, populate any of the search criteria or leave it blank to						
View Returns	Shipments	view all returns. Then click on the "Go" button.						
		 The "Return Summary" table shows detail information about the return. 						
		 View main return-related information in the line. 						
		 Click on the "Overdue Receipts" hyperlink. 						
View Overdue	Shipments	• In the "Simple Search" section, populate any of the search criteria or leave it blank to						
Receipts	Shiphents	view all overdue receipts. Then click on the "Go" button. The "Overdue Receipts" table						
		will be displayed.						
		 Click on the "On-time Performance" hyperlink. 						
View On-time	Shipments	• In the "Simple Search" section, populate any of the search criteria or leave it blank to						
Performance	Silpinents	view all on-time performance deliveries. Then click on the "Go" button. The "On- time						
		Performance" table will be displayed.						



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CONTENT / CHECKLIST

	Steps	Page No	Required	Check
1.	Access the iSupplier Portal	4	Required	
2.	View Receipts	5	Required	
3.	View Returns	6	Required	
4.	Administrate Receipts Information	7	Optional	
	4.1. <u>View Overdue Receipts</u>	7	Optional	
	4.2. <u>View On-time Performance</u>	7	Optional	



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INSTRUCTIONS

1. ACCESS THE ISUPPLIER PORTAL

Login to the iSupplier Portal at: 2 <u>https://supplier.californiaresources.com/OA_HTML/AppsLogin</u>

	0	
	*User Rame *Paccould "Paccould Login Cancel Log Atatace Accessibility tor	
	Select a Language: مريس المحروسية المريسية المريس	
About this Page Privacy Statement		Copyright (c) 2008, Oracle, All rights reserved.

(1) Enter your Username and Password and then click on the "Login" button.

Note: The **"Password"** field is case sensitive. If there is a problem accessing to the iSupplier Portal, click at the **"Login Assistance"** hyperlink. Alternatively, refer to the <u>User Guide – Overview Access and Passwords,</u> <u>Navigation, Notification</u>.

After logging in to the portal, the **"Oracle Application Home Page"** will be displayed only if more than one responsibility is assigned to the user. If the user only has one responsibility the **"Home"** tab screen for that responsibility will automatically be displayed.

Main Menu	Worklist				
Personalize					Full List
E Supplier Security Administrator	From	Туре	Subject	Sent -	Due
Supplier User - Finance View Supplier User - Full View			Blanket Purchase Agreement 21000024624,0 requires your acceptance	16-Jul-2012	
Supplier User - Registration Supplier User - Transactions	Contraction of the local division of the loc	Deliverables Notification	Deliverable Issue- New Technology Training on Blanket Purchase Agreement 21000024603 is overdue	18-Jul-2012	
·	_		Occidental Oil and Gas Corporation or its Affiliates - You are potentially invited RFO 472194(RFI - QUALIFICATION TEMPLATE - OGC - SUPPLIER TRAINING)	30-Jul-2012	07-Aug-201
		Sourcing Publish	Occidental Oil and Gas Corporation or its Affiliates - You are potentially invited RFQ 474188(OGC - VALVES PROJECT XX)	05-Aug-2012	10-Aug-201
			Occidental Oil and Gas Corporation or its Affiliates - You are potentially invited RF0 474190(OGC - FUEL PROJECT XXX)	05-Aug-2012	10-Aug-201

(2) To access and view the shipping information, click on one of the following responsibilities.

Needed Responsibility	Supplier Action
Supplier User – Full View	• View Receipts and Returns.
Supplier User – Transactions	 View Receipts and Returns. Perform actions related to all the processes available in the iSupplier Portal except managing Supplier Users and Supplier profile data.

After accessing the required responsibility, the **"Home"** tab will then be displayed. Then click on the **"Shipment"** tab.



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Note: If none of the responsibilities above are assigned to you, contact the iSupplier Portal Security Administrator within your company to request the responsibilities. Go to the <u>User Guide – Overview – Access and Passwords</u>, <u>Navigation and Notifications</u> for learn how to view the list of your company contacts and iSupplier Users.

2. VIEW RECEIPTS

Within the "Shipment" tab view all the receipts that have been confirmed for shipped goods.

	_	me Orde		ipments	_				itelligence		eld Tickets				
	-	ivery Scheo		Shipme	ent Notices S	Shipment Sched	ules Receip	Re	turns Ov	erdue Receip	ts On-Tin	ne Performa	ance Qualit	у	
	Vie	ew Receip	ts					U							
															Export
	6	imple Sea	rch												
	3	imple sea	i cii								0				
	Г										-(2)			Advan	ced Search
		Receipt	Number				Orga	nization		اد					
		PO Number %24665				Item		اد	Q						
		Shipment	Number				Suppl	ier Item		اد	9				
		Shipp	ed Date				Item Des	scription							
			-		13-Aug-2012)										
7	L			Go	Clear										
3			Creatio Date			Chineset	chine d Date	Packing	Combridge		Freight	Bill of	DO Humber	Transform	
Γ		ceipt = 000002050			Drganization TDL TIDELANDS	Shipment Shipment2-	Shipped Date 09-Aug-2012	sip	container	s Waybill/Ai	rolli Carrier	Lading	21000024665		Attachments
	33	000002030	13:50:08		NV ORG	24665	13:51:12						21000024005		
	33	000002049	08-Aug-2 13:34:48		DL TIDELANDS	Shipment1	08-Aug-2012 13:38:01						21000024665		

- (1) Start by clicking on the "Receipts" hyperlink.
- (2) In the "Simple Search" section, populate any of the search criteria or leave it blank to view all receipts. Then click on the "Go" button. The "Receipt Summary" table will be displayed.
- (3) In the **"Receipt"** column, click on the **"Receipt Number"** hyperlink, the **"Receipt Transaction"** table will appear, as shown below, displaying the receipt details.

Note: As needed, click on any of the hyperlinks located under the **"Shipment"**, **"PO Number"**, **"Invoices"** and **"Attachments"** columns to view the primary receipt-related information.

Receipt Date 🕶	Promised Date		Performance	PO Number	Line Ship	nent Item/Job Descri	iption UOM	Ordered	Returned	Net Received De	fects Location	Attachments LPN/Lot/Serial Invo
09-Aug-2012 13:54:10	08-Aug- 2012 13:22:04	2012	On-Time	21000024665	1 1	Go" Ga (10.75	60/No- EACH Buge " O.D. x ' W.T.)	3		1	TDL TIDELANDS OIL PRODUCTION WAREHOUSE	
09-Aug-2012 13:54:10	08-Aug- 2012 13:22:04	08-Aug- 2012 13:22:04	On-Time	21000024665	2 1	Go" Ga (12.75	io/No- EACH auge O.D. x W.T.)	3	1	2	TDL TIDELANDS OIL PRODUCTION WAREHOUSE	



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3. VIEW RETURNS

The **"Shipping"** tab also allows Supplier to view the return history including the reason goods were returned by CRC and shipment inspection results. The Return Summary includes the information about the return such as quantities, returned dates, etc.

dules Receipts	Returns Overdue I	Receipts On-1	Time Performa	ince				
	(')							
	<u> </u>							Export
						-		
e					(2		Advanced Search
, A		RMA Number				Ŷ		
		Item		24	9			
		Supplier Item		21	Q			
		Item Description						
ar								
				em Description			Return Date	Supplier Reason Config I
			C(2.75" O.D. x 0.406"	EACH 2	1	08-Aug-2012 14:47:57	
	umber Number N	ear Shipment RMA number Number Receipt Creat	ARMA Number Item Supplier Item Item Description Item Description Receipt Creation Date // Item	A RMA Number Item Supplier Item Item Description Ear Shipment Mumber Number D024665 Shipment1 D02465 Shipment1 D024212 13:34:48 CCC (1)	A RMA Number Item Item Item Item Item Item Item Item	RMA Number Item Q Supplier Item Q item Description Q and Curve Q Shipment Number Number Number Receipt Creation Date // Item Item Description UOM Receive D024665 Shipment1 Doc123 08-Aug-2012 13:34:48 CCB "Go/No-Go" Gauge EACH 2 CCB "Go/No-Go" Gauge EACH 2	A RMA Number Item Item Item Item Item Item Item Item	RMA Number Item Suppler Item Item Description Quantity Shipment RMA Number Number Receipt Creation Date Titem Item Item Description UOM Received Returned Return Date D024665 Shipment1 Doc123 08-Aug-2012 13:34:48 CEB "Go/No-60" Gauge EACH 2 1 08-Aug-2012 14:47:57

- (1) Click on the "Returns" hyperlink.
- (2) In the "Simple Search" section, populate any of the search criteria or leave it blank to view all returns. Then click on the "Go" button. The "Return Summary" table will be displayed.
- (3) As needed, click on the **"Receipt Number"** and **"PO Number"** hyperlinks to view the detailed information about the receipt and purchasing document related to the return.



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4. ADMINISTRATE RECEIPTS INFORMATION

4.1. VIEW OVERDUE RECEIPTS

View the details of past due purchase order shipments by clicking on the "Overdue Receipts" hyperlink.

Home Orders	Shipment	s Negotiat	ions Finar	ice Product Admin Fie	eld Tickets						
Shipment Notice	s Shipme	nt Schedules	Receipts	Returns Overdue Re	ceipts On-Time Per	forman	ce				
Overdue Receip	ts										
											Export
Simple Search	h										
Note that the	search is case	insensitive		~						Adv	anced Search
Organizatio		and an and a		-(1)						10000	
PO Numbe	er %24667			Ť							
Iter	m										
Supplier Iter	m										
Due Dat											
Duc Duc	(example: 25-3	ul-2012)	Camb								
	GO	lear									
Organization	PO Number	Item It	ipplier em Ib	em Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier Buyer	Supplier Config ID
	21000024667		CC	B "Go/No-Go" Gauge (4.5" O.D 0.337" W.T.)				0	TDL TIDELANDS OIL PRODUCTION WAREHOUSE		
	21000024667		CC	B "Go/No-Go" Gauge (20.00" D. x 0.375" W.T.)	08-Aug-2012 14:17:19	EACH	3	0	TDL TIDELANDS OIL PRODUCTION WAREHOUSE	1	
					2						

- (1) In the **"Simple Search"** section, populate any of the search criteria or leave it blank to view all overdue receipts. Then click on the **"Go"** button. The **"Overdue Receipts"** table will be displayed.
- (2) Click on the **"PO number"** or the **"Ship-To Location"** hyperlinks to view the detailed information about the purchasing document and location related to the receipt.

4.2. VIEW ON-TIME PERFORMANCE

View the delivery status of shipments made against purchase documents by clicking on the **"On- time Performance"** hyperlink.

Home Order	s Shipmen	ts Negotiations F	inance Pr	oduct Adm	in Field Tickets							
Shipment Notice		ent Schedules Rece				me Perfe	ormance					
On-Time Perfor	mance											
												Export
Simple Searc	h											
Note that the s	earch is case.	insensitive					0				Adva	nced Search
Organ	ization			PO Number			Ŷ					
Dur	e Date		Ship	ment Number								
		le: 25-Jul-2012)		Item		9						
Receipt N		10	Waybil	Airbill Number								
Supplie		2										
Delivery :	Status On-T	Go Clear										
		GO Cieai									Previous 1-25	▼ Next 25 ②
Organization	PO Number		Shipment Number	Receipt Number	Receipt Date	Item	Supplier Item	Description		Quantity Waybill/Airbi Received Number		Configuration
				55000000206	07-Sep-2010 01:07:21			CERTIFICATES	LOT	1	On-Time	
Oil and Gas Corp	21000024665	08-Aug-2012 13:22:04	Shipment1	33000002049	09-Aug-2012 13:31:50			CCB "Go/No-Go" Gauge (12.75" O.D. x 0.500" W.T.)	EACH	2	On-Time	
Oil and Gas Corp	21000024665		Shipment2- 24665	33000002050	09-Aug-2012 13:54:10			CCB "Go/No-Go" Gauge (10.75" O.D. x 0.365" W.T.)	EACH	1	On-Time	
		(2)										

- (1) In the "Simple Search" section, populate any of the search criteria or leave it blank to view all on-time performance deliveries. Then click on the "Go" button. The "On-time Performance" table will be displayed.
- (2) Click on the **"PO number"** or the **"Receipt Number"** hyperlinks to view detailed information about the purchasing document and receipt related to the selected line.

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