

# **ENB Oracle Supplier Portal: Managing Shipments, View Receipts, and View Returns**

**Learning Guide**  
December 2021

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## Contents

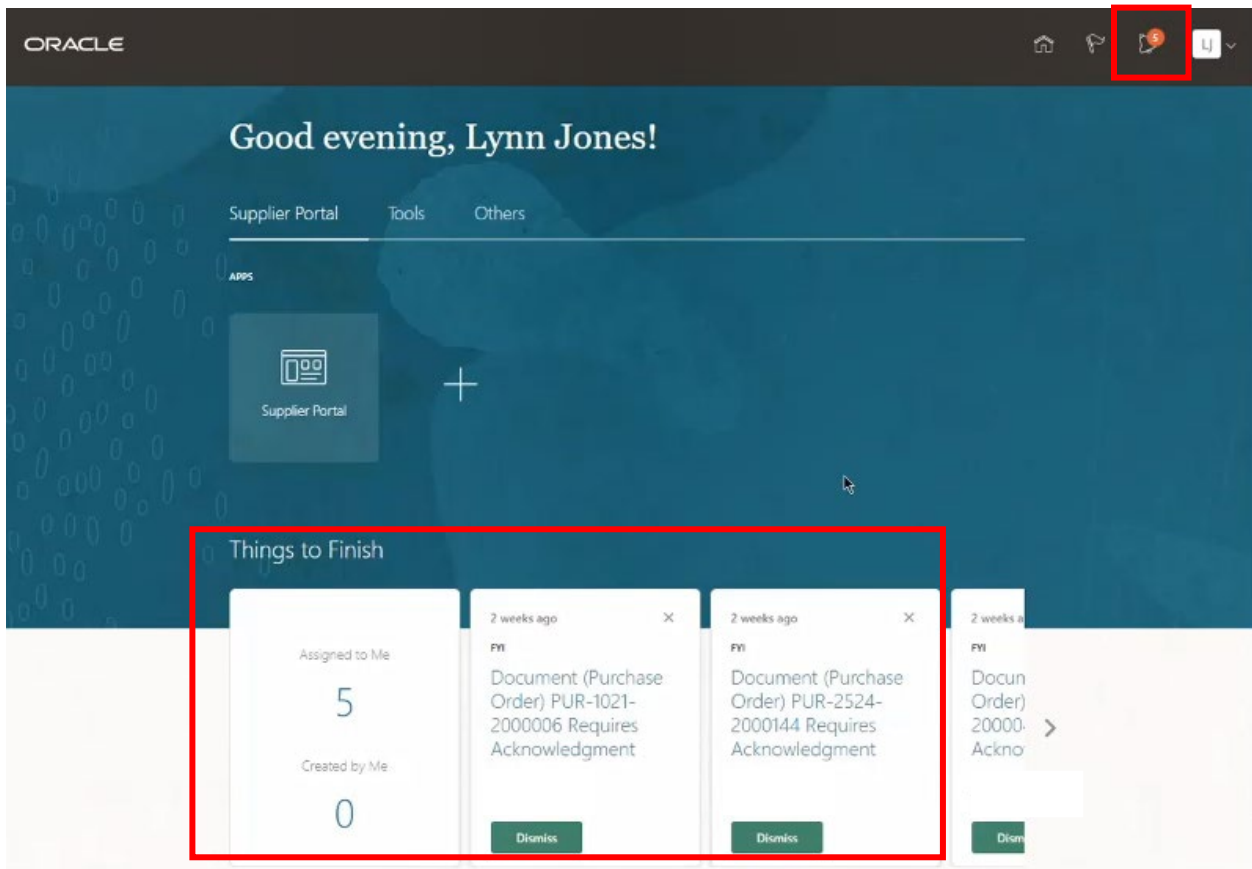
Managing Shipments, View Receipts, and View Return .....	3
Oracle Supplier Portal Landing Page .....	3
Manage Shipments.....	4
Edit Advance Shipping Notice (ASN) Header Information .....	6
Edit a Shipment Line.....	6
Cancel A Shipment Line.....	7
Cancel A Shipment.....	10
View Receipts .....	12
View Returns .....	15

# Managing Shipments, View Receipts, and View Return

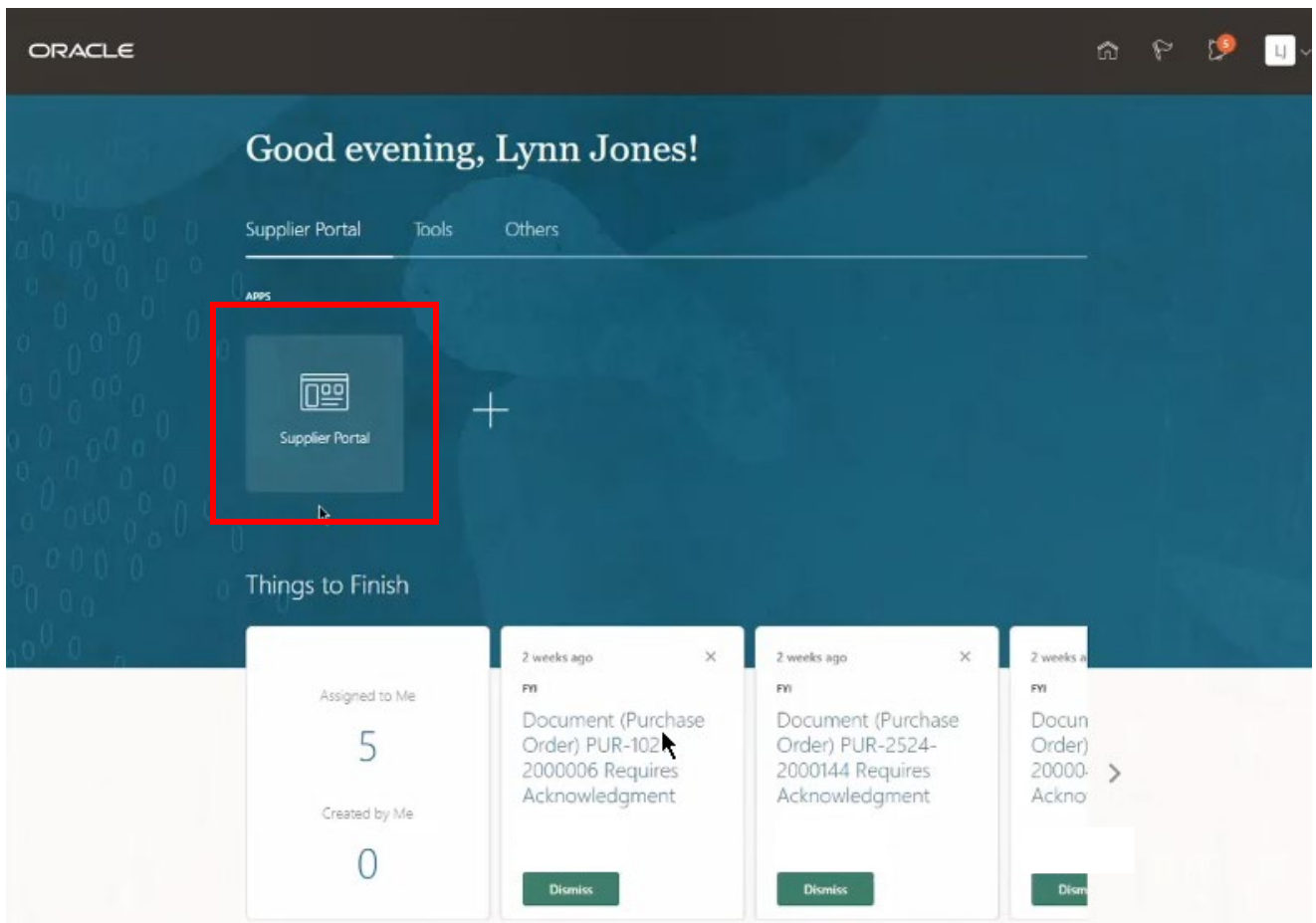
Purpose	This learning guide provides details of how to Manage Shipments, View Receipts, and View Returns within the Oracle Supplier Portal
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## Oracle Supplier Portal Landing Page

1. Log in to your **Oracle Home** page. Recent notifications on your account, can be accessed by clicking the **Bell** icon in the top right of the page. Notifications are also visible under the **Things to Finish** section of the Oracle Home page.

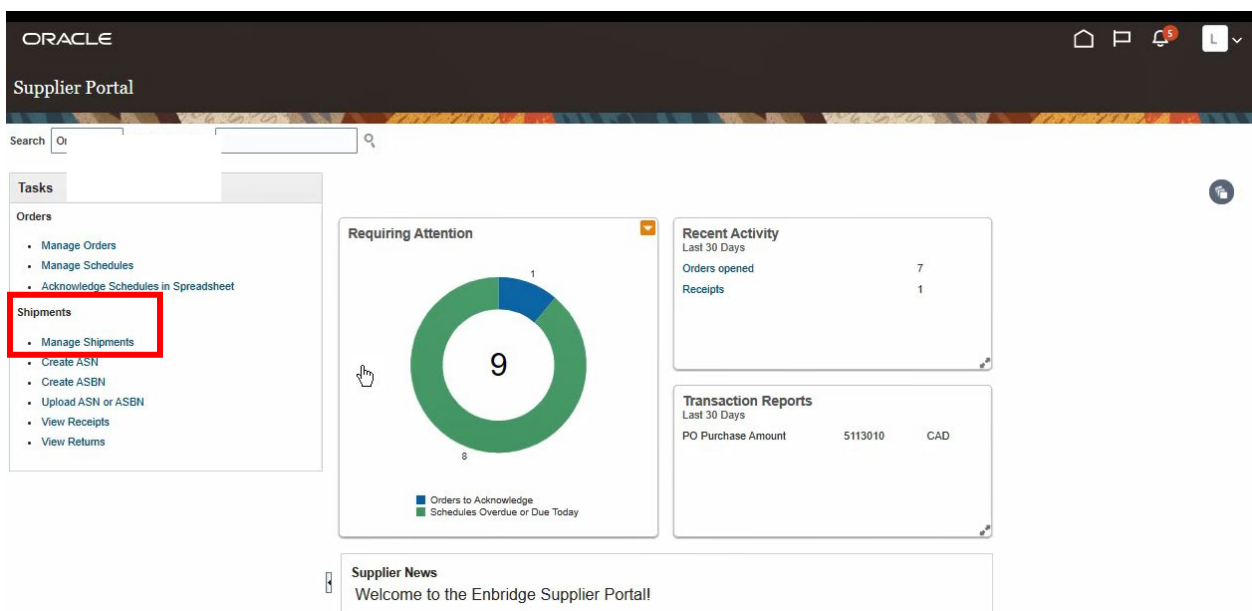


2. Click the **Supplier Portal** application tile to be directed to the **Supplier Portal** dashboard.



## Manage Shipments

3. Click the Manage Shipments hyperlink in the **Shipments** task area to edit an **Advance Shipping Notice (ASN)** or cancel a **Shipment**.



- From the **Manage Shipments** screen, search by either **Shipment** or **Purchase Order Number**. The **Supplier** name is already prepopulated. Click the **Search** button to display the search results or leave the **Shipment** and **Purchase Order** fields blank to view **all** active **Shipments** not yet received.

ORACLE Manage Shipments

Search

\*\* Shipment

\*\* Purchase Order

\*\* Supplier Enbridge Testing Ltd

Search Reset Save...

Search Results

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading
No search conducted.						

- Click the **Save** button to save your custom **Searches**, to have them run automatically.

ORACLE Manage Shipments

Search

\*\* Shipment

\*\* Purchase Order

\*\* Supplier Enbridge Testing Ltd

Search Reset Save...

Search Results

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading
No search conducted.						

- The **Search Results** work area displays unreceived **Shipments**.

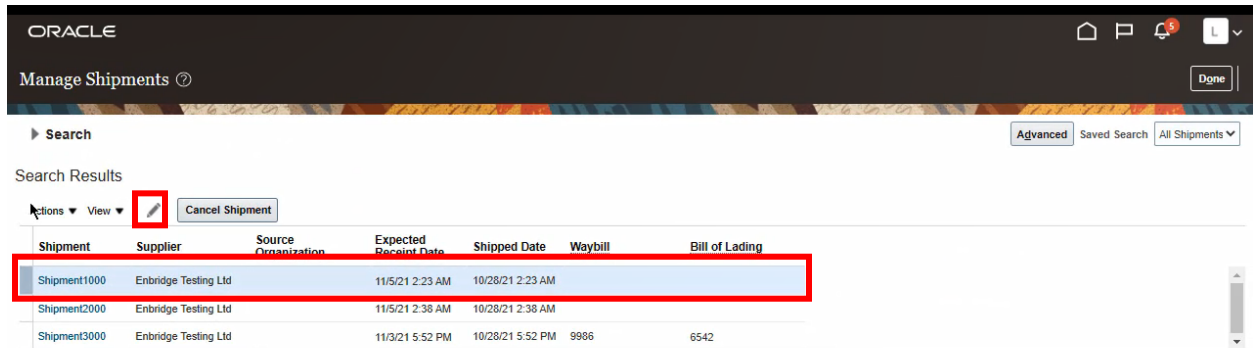
ORACLE Manage Shipments

Search

Search Results

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading
Shipment1000	Enbridge Testing Ltd		11/5/21 2:23 AM	10/28/21 2:23 AM		
Shipment2000	Enbridge Testing Ltd		11/5/21 2:38 AM	10/28/21 2:38 AM		
Shipment3000	Enbridge Testing Ltd		11/3/21 5:52 PM	10/28/21 5:52 PM	9986	6542

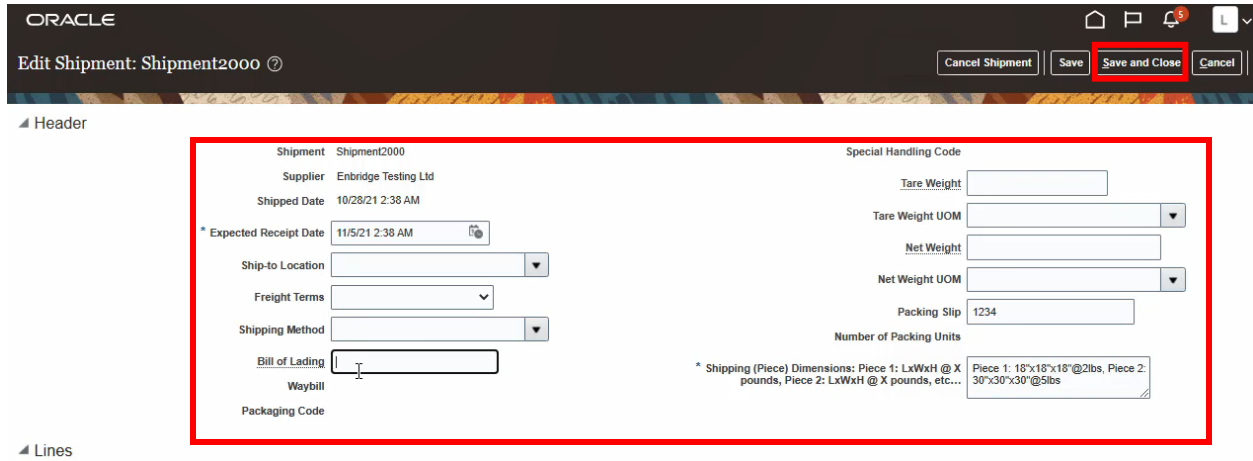
## Edit Advance Shipping Notice (ASN) Header Information



The screenshot shows the Oracle Manage Shipments interface. At the top, there is a search bar with 'Advanced', 'Saved Search', and 'All Shipments' options. Below the search bar, the 'Search Results' section displays a table of shipment records. A red box highlights the first row of the table, which is 'Shipment1000'.

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading
Shipment1000	Enbridge Testing Ltd		11/5/21 2:23 AM	10/28/21 2:23 AM		
Shipment2000	Enbridge Testing Ltd		11/5/21 2:38 AM	10/28/21 2:38 AM		
Shipment3000	Enbridge Testing Ltd		11/3/21 5:52 PM	10/28/21 5:52 PM	9986	6542

8. Update the available **ASN Header** fields. If there have been any changes to the size, weight, or dimensions of the shipment update the **Shipping Dimensions** field. Click **Save and Close** to save your edits.



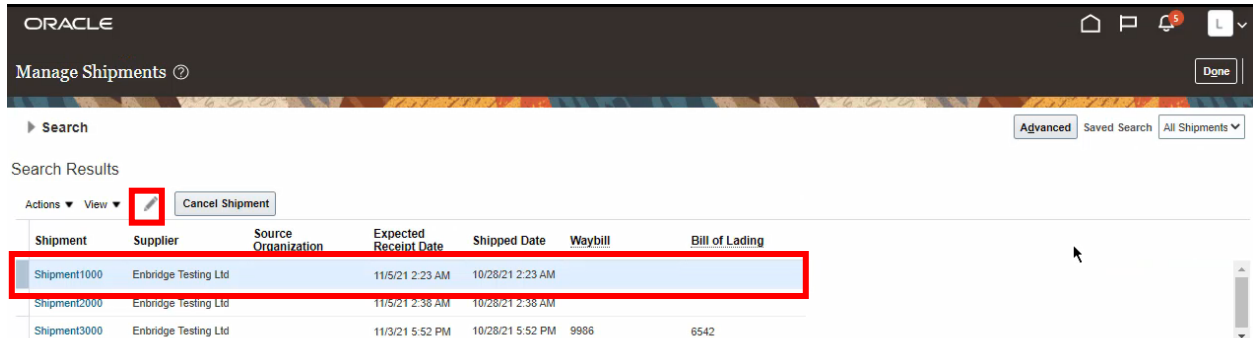
The screenshot shows the Oracle Edit Shipment: Shipment2000 interface. The 'Header' section is expanded, and a red box highlights the form fields. The form includes fields for Shipment, Supplier, Shipped Date, Expected Receipt Date, Ship-to Location, Freight Terms, Shipping Method, Bill of Lading, Waybill, Packaging Code, and Special Handling Code. The 'Special Handling Code' section includes Tare Weight, Tare Weight UOM, Net Weight, Net Weight UOM, Packing Slip, and Number of Packing Units. A note at the bottom right of the form provides shipping dimensions for two pieces.

Shipment: Shipment2000  
Supplier: Enbridge Testing Ltd  
Shipped Date: 10/28/21 2:38 AM  
\* Expected Receipt Date: 11/5/21 2:38 AM  
Ship-to Location: [Dropdown]  
Freight Terms: [Dropdown]  
Shipping Method: [Dropdown]  
Bill of Lading: [Text Field]  
Waybill: [Text Field]  
Packaging Code: [Text Field]

Special Handling Code  
Tare Weight: [Text Field]  
Tare Weight UOM: [Dropdown]  
Net Weight: [Text Field]  
Net Weight UOM: [Dropdown]  
Packing Slip: 1234  
Number of Packing Units: [Text Field]

\* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc...  
Piece 1: 18"x18"x18"@2lbs, Piece 2: 30"x30"x30"@5lbs

## Edit a Shipment Line



The screenshot shows the Oracle Manage Shipments interface, similar to the first screenshot. The search results table is displayed, and a red box highlights the first row, 'Shipment1000'.

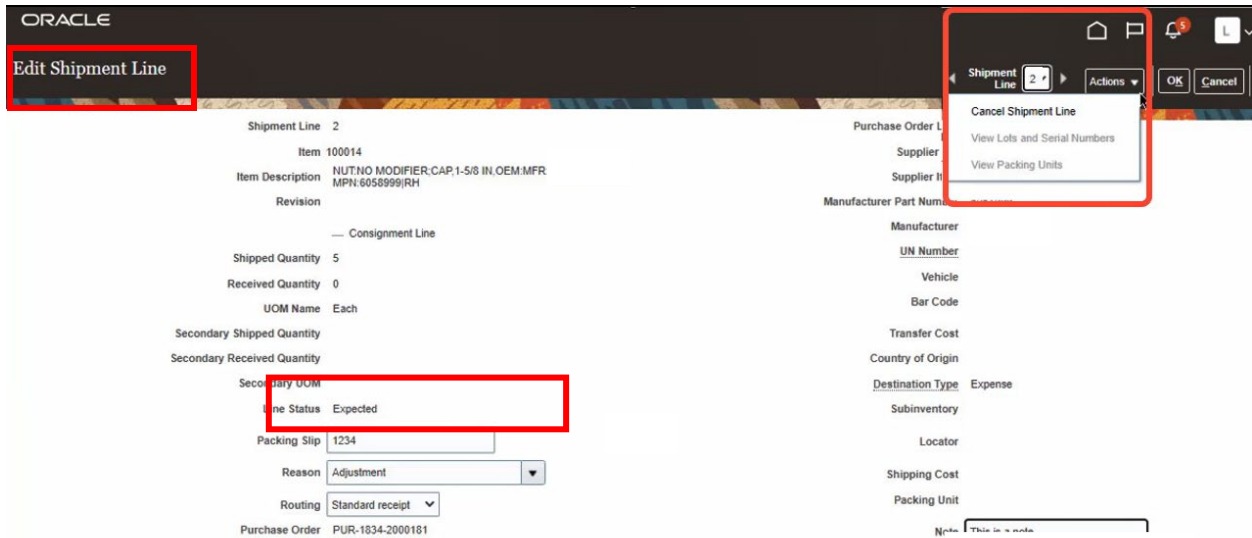
Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading
Shipment1000	Enbridge Testing Ltd		11/5/21 2:23 AM	10/28/21 2:23 AM		
Shipment2000	Enbridge Testing Ltd		11/5/21 2:38 AM	10/28/21 2:38 AM		
Shipment3000	Enbridge Testing Ltd		11/3/21 5:52 PM	10/28/21 5:52 PM	9986	6542

10. The **Edit Shipment** screen will display. Fields can be edited in the **Lines** work area or click the **View Details** button.

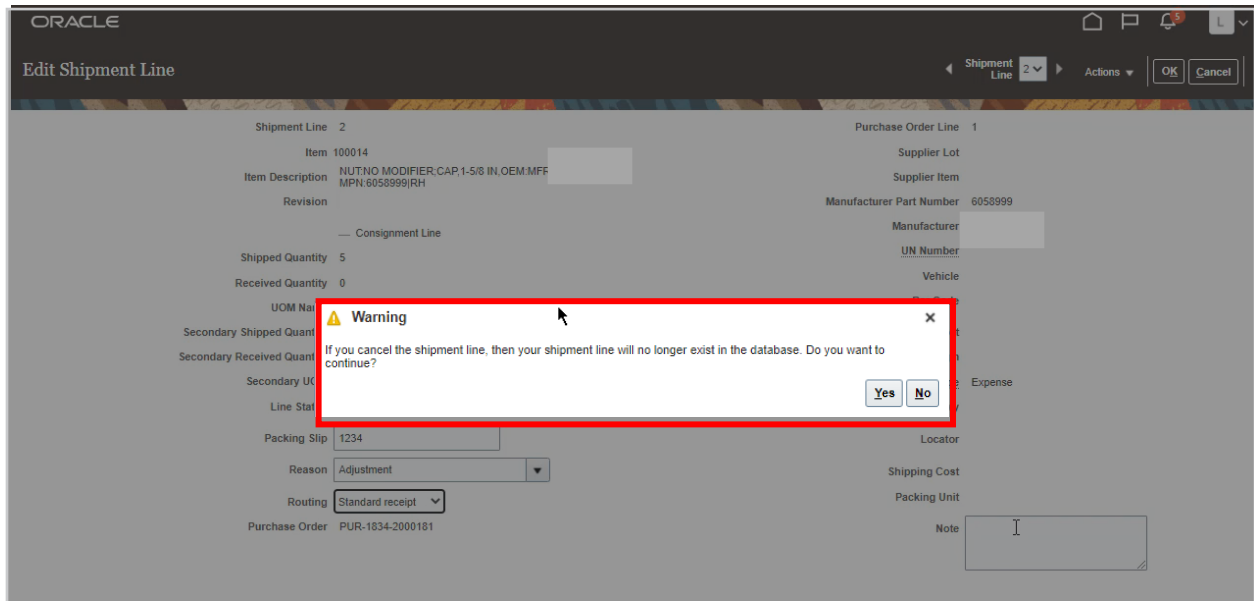
11. **Shipment Line** details and fields open for editing are displayed in the **Edit Shipment Line** screen.

## Cancel A Shipment Line

12. To cancel a **Shipment Line** from the **Edit Shipment Line** screen, select a reason for the line cancellation from the dropdown list. Click **Actions** and **Cancel Shipment Line**.



13. A pop-up **Warning** will display on the screen. To confirm cancellation of the **Shipment Line**, click **Yes**.



14. Click **OK** to return the **Edit Shipment** screen.



ORACLE

Edit Shipment Line

Shipment Line 2

Item 100014

Item Description NUTNO MODIFIER,CAP,1-5/8 IN,OEM,MFR  
MPN:6050999/RH

Revision

Consignment Line

Shipped Quantity 5

Received Quantity 0

UOM Name Each

Secondary Shipped Quantity

Secondary Received Quantity

Secondary UOM

Line Status Expected

Packing Slip

Reason

Routing Standard receipt

Purchase Order PUR-1834-2000181

Purchase Order Line 1

Supplier Lot

Supplier Item

Manufacturer Part Number 6050999

Manufacturer

UN Number

Vehicle

Bar Code

Transfer Cost

Country of Origin

Destination Type Expense

Subinventory

Locator

Shipping Cost

Packing Unit

Note

15. A **Shipment Line** can also be cancelled from the **Edit Shipment** screen. Click in the row to select the **Line** and choose a **Reason** from the dropdown list. Click the **Cancel Shipment Line** button.

ORACLE

Edit Shipment: Shipment2000

Cancel Shipment Save Save and Close Cancel

Header

Shipment Shipment000

Supplier Entridge Testing Ltd

Shipped Date 10/26/21 2:38 AM

\* Expected Receipt Date 11/5/21 2:38 AM

Ship-to Location

Freight Terms

Shipping Method

Bill of Lading 12345

Waybill

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Packing Slip 1234

Number of Packing Units

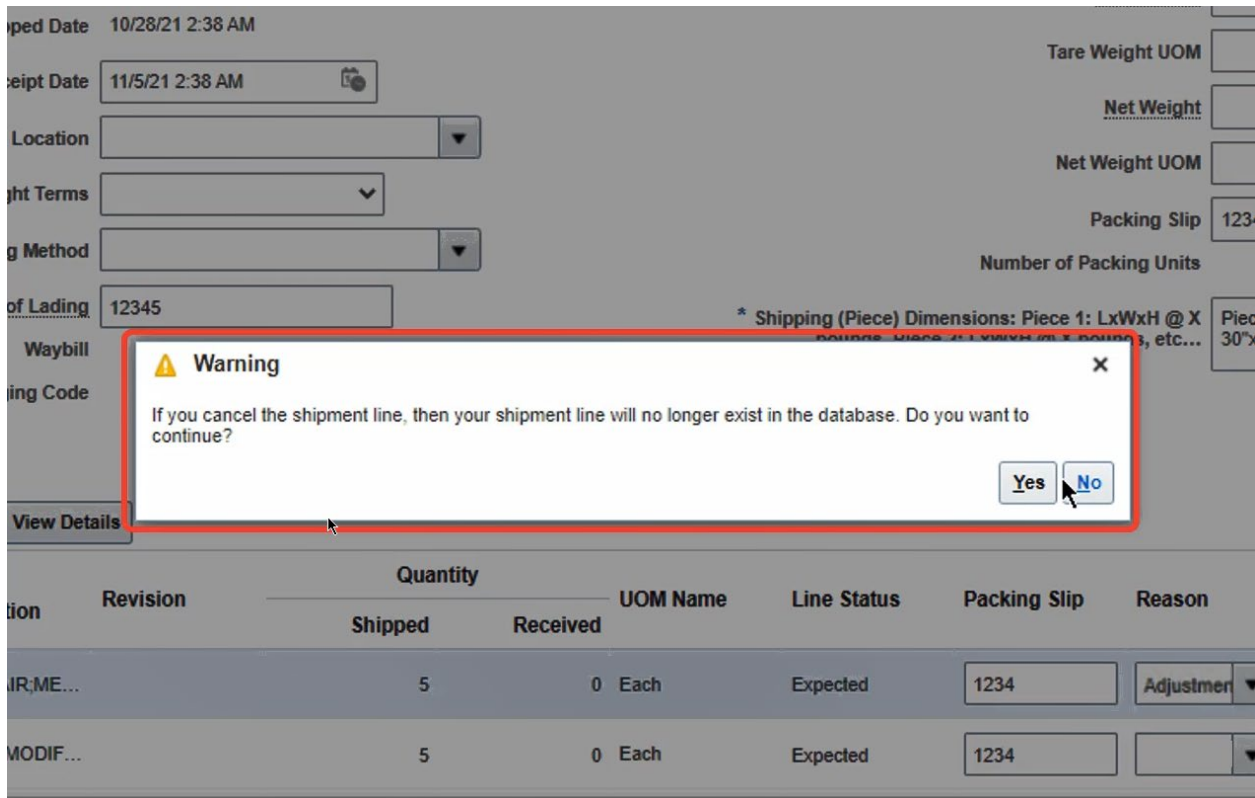
\* Shipping (Piece) Dimensions: Piece 1: LxWxH @ X pounds, Piece 2: LxWxH @ X pounds, etc...

Lines

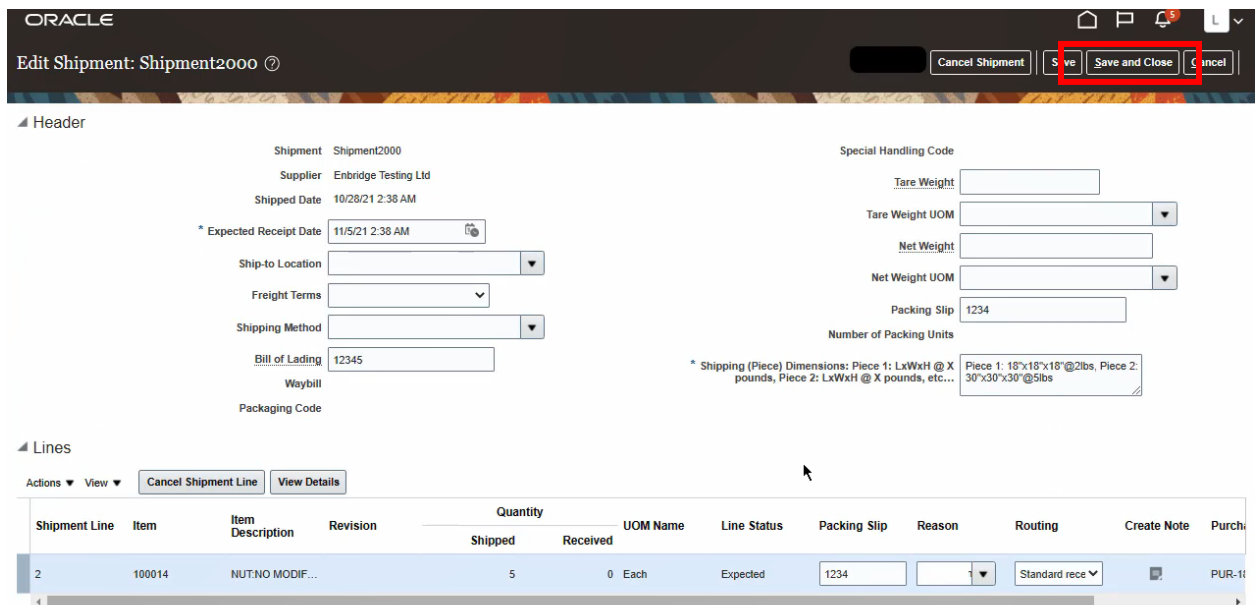
Cancel Shipment Line New Details

Shipment Line	Item	Item Description	Revision	Quantity		UOM Name	Line Status	Packing Slip	Reason	Routing	Create Note	Purch
				Shipped	Received							
1	100095	FILTER AIR,ME...		5	0	Each	Expected	1234	Adjustment	Direct delivery		PUR-11
2	100014	NUTNO MODIF...		5	0	Each	Expected	1234		Standard recei...		PUR-11

16. A pop-up **Warning** will advise that cancelling the **Shipment Line** will remove it from the database. Click **Yes** to proceed with the cancellation.

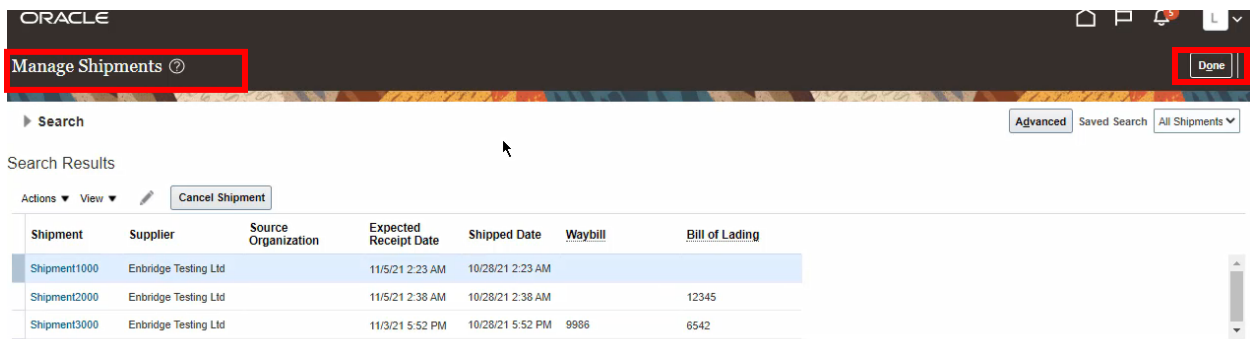


17. You will be returned to the **Edit Shipment** screen. Click **Save and Close** to complete your changes.

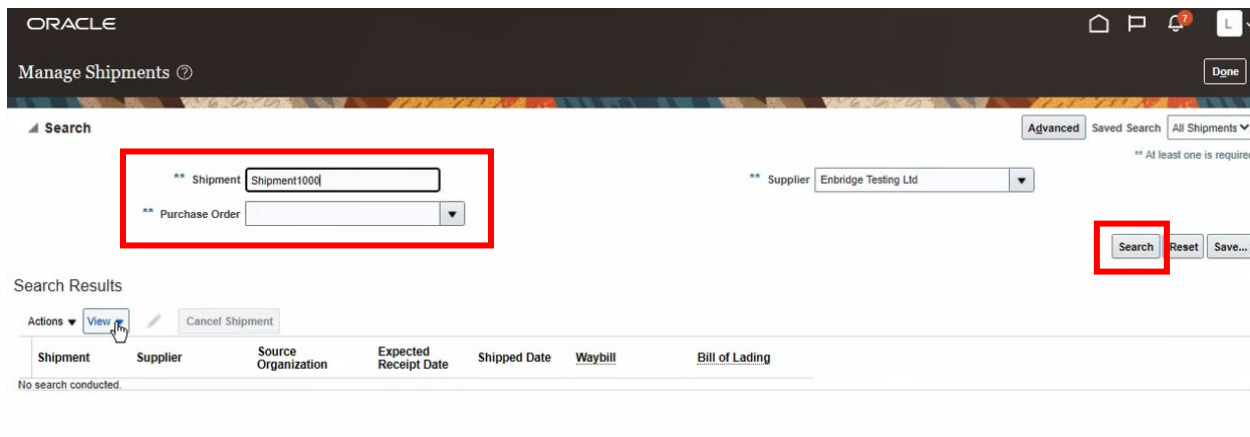


## Cancel A Shipment

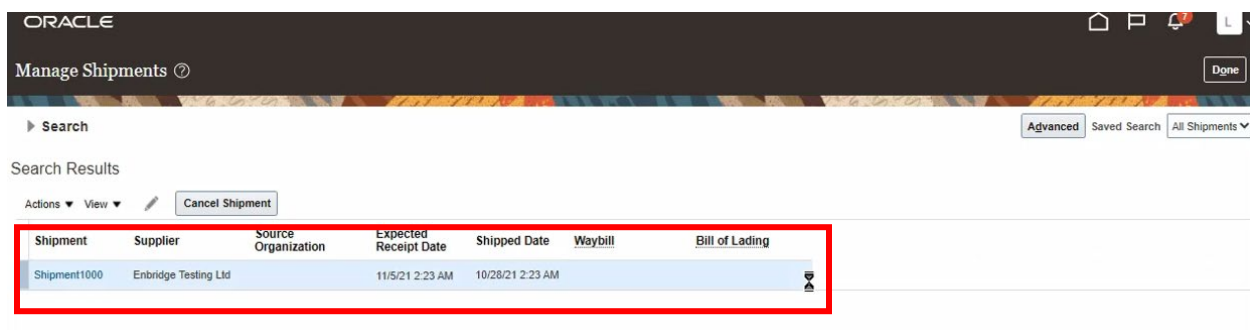
18. From the **Manage Shipments** screen. Click **Done** to return to the **Supplier Portal Dashboard**.



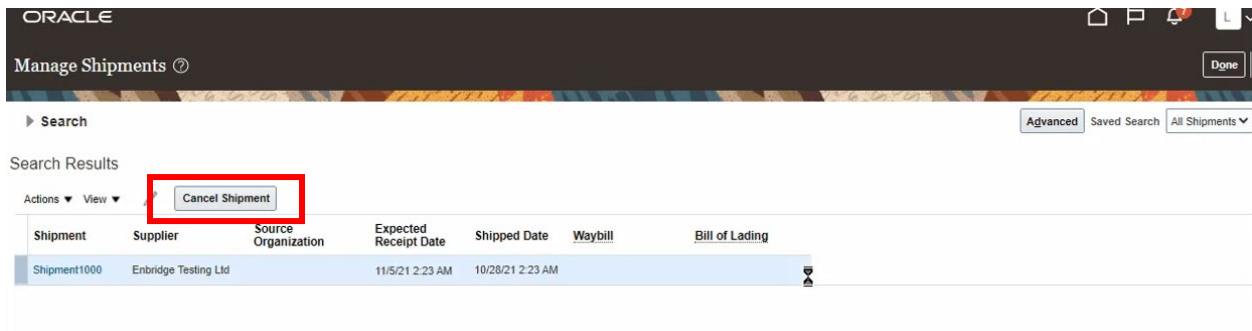
19. Navigate to the **Manage Shipments** screen from the **Supplier Portal Dashboard**. Enter a **Shipment** or **Purchase Order** number in the appropriate field and click the **Search** button. At least one of the fields with a **\*\* (double asterisk)** must be populated.



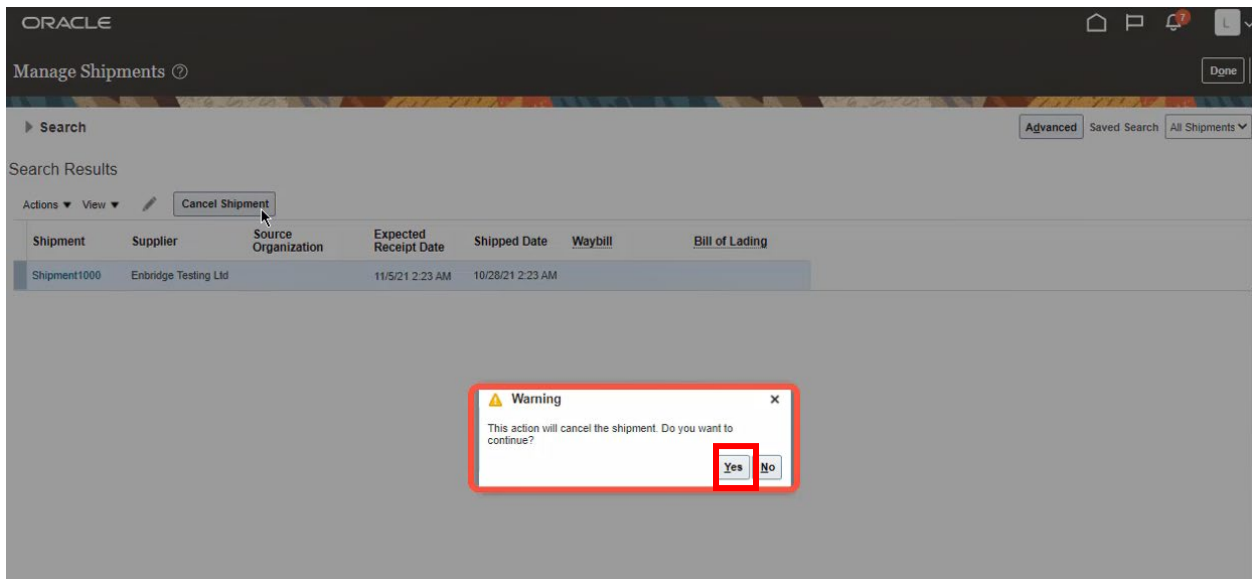
20. The **Shipment** information will display in the **Search Results** work area.



21. Click the **Cancel Shipment** button.

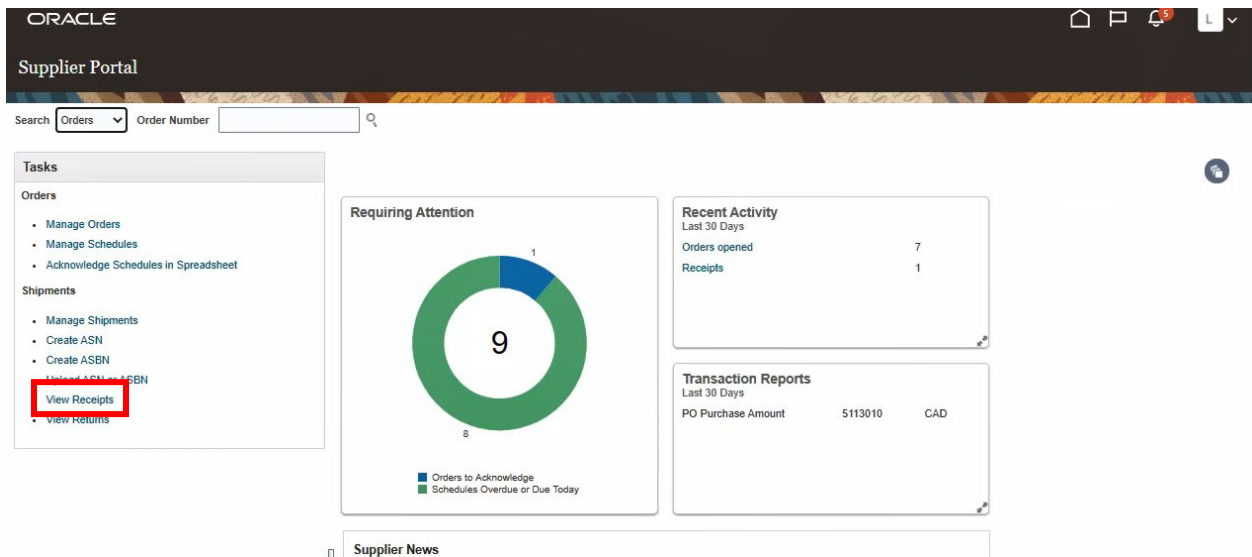


22. A pop-up **Warning** will advise that you are about to cancel a shipment. Click **Yes** if you wish to proceed with the cancellation.



## View Receipts

23. To view shipments that have been received by Enbridge, click the **View Receipts** hyperlink from the **Supplier Portal Dashboard**.



24. From the **View Receipts** screen, populate the available **Search** parameters. At least one of the fields with a **\*\* (double asterisk)** must be populated. Click the **Search** button to view the results.

ORACLE View Receipts Done

Search Advanced Saved Search All Receipts

\*\* Receipt

Organization

\*\* Purchase Order PUR-5020-2000123

Supplier Item

\*\* Shipment

\*\* Item

\*\* Receipt Date m/d/yy - m/d/yy

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
No search conducted.									

25. The **Search Results** will display the **Receipt**. Click the **Receipt** hyperlink to view the **Receipt** detail.

ORACLE View Receipts Done

Search Advanced Saved Search All Receipts

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
1278	10/18/21 12:00 ...	IJS - 5020 - Tex...			PUR-5020-2000123		56094837		Edmonton

26. The **Receipt** details screen will display a **Summary** of the receipt and the **Shipment Line** details.

ORACLE Receipt: 1278 View Transaction History Done

Summary

Supplier Enbridge Testing Ltd Packing Slip 56094837

Shipment Waybill

Shipped Date Bill of Lading

Shipping Method Note

Number of Supplier Packing Units Attachments None

Supplier Site Edmonton

Additional Information

Lines

Actions View

Item	Item Description	Document Type	Document Number	Quantity			UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received			
	Requesting Ser...	Purchase order	PUR-5020-2000...	1	0	10	0 Each		10/18/21 8:55 PM

27. **Line** details can be exported to a spreadsheet by clicking the **Export to Excel** button.


ORACLE Receipt: 1278 View Transaction History Done

Summary

Supplier Enbridge Testing Ltd Packing Slip 56094837  
Shipment Waybill  
Shipped Date Bill of Lading  
Shipping Method Note  
Number of Supplier Packing Units Attachments None  
Supplier Site Edmonton

Additional Information

Lines

Actions View 

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
Requesting Ser...		Purchase order	PUR-5020-2000...	1	0	10	0	Each	10/18/21 8:55 PM	

28. To view the **Transaction History** for the **Receipt**, click the **View Transaction History** button.


ORACLE Receipt: 1278 View Transaction History Done

Summary

Supplier Enbridge Testing Ltd Packing Slip 56094837  
Shipment Waybill  
Shipped Date Bill of Lading  
Shipping Method Note  
Number of Supplier Packing Units Attachments None  
Supplier Site Edmonton

Additional Information

Lines

Actions View 

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
Requesting Ser...		Purchase order	PUR-5020-2000...	1	0	10	0	Each	10/18/21 8:55 PM	

29. The **Transaction History** will display. To export to a spreadsheet, click the **Export to Excel** button. Click **Done** when you are finished.

Transaction History: Receipt 1278

Done

Export to Excel

Transaction Type	Revision	Transaction ID	Subinventory	Locator	Transaction			Transaction Date	Deliver-to Location
					Quantity	Transaction UOM	Amount		
Requesting Services for RFP/Negotiation test					10	Each			

## View Returns

30. To view shipment items returned by Enbridge, click the **View Returns** hyperlink from the **Supplier Portal Dashboard**.

Supplier Portal

Search Orders Order Number

**Tasks**

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns**

**Requiring Attention**

9

1

8

Orders to Acknowledge  
Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Orders opened	7
Receipts	1

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	5113010	CAD
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Supplier News

31. From the **View Returns** screen, populate the available **Search** parameters. At least one of the fields with a **\*\* (double asterisk)** must be populated. Click the **Search** button to view the results

ORACLE View Returns Done

Search Advanced Saved Search All Returns

\*\* At least one is required

\*\* Receipt

Organization

\*\* Purchase Order PUR-1834-2000181

Supplier Item

\*\* Shipment

RMA

Search Reset Save...

Search Results

View

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity	UOM Name	Reason
No search conducted.												

32. The **Search Results** will display the **Return** details, including the **Reason** for the return.

ORACLE View Returns Done

Search Advanced Saved Search All Returns

Search Results

View

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity	UOM Name	Reason
402	eCA-1834 - Enbri...	PUR-1834-2000181	Shipmen6000		11/1/21 7:11 PM	100014		NUT:NO MOD...	1	1	Each	Returned / Supplier Error

33. Click the **Receipt** hyperlink to be directed to the **View Receipts** screen (see **Step 22-28**) or the **Purchase Order** hyperlink to view the **Purchase Order** details screen.

ORACLE View Returns Done

Search Advanced Saved Search All Returns

Search Results

View

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity	UOM Name	Reason
402	eCA-1834 - Enbri...	PUR-1834-2000181	Shipmen6000		11/1/21 7:11 PM	100014		NUT:NO MOD...	1	1	Each	Returned / Supplier Error

34. Click **Done** to be returned to the **Supplier Portal Dashboard**.

ORACLE View Returns Done

Search Advanced Saved Search All Returns

Search Results

View

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity	UOM Name	Reason
402	eCA-1834 - Enbri...	PUR-1834-2000181	Shipmen6000		11/1/21 7:11 PM	100014		NUT:NO MOD...	1	1	Each	Returned / Supplier Error