



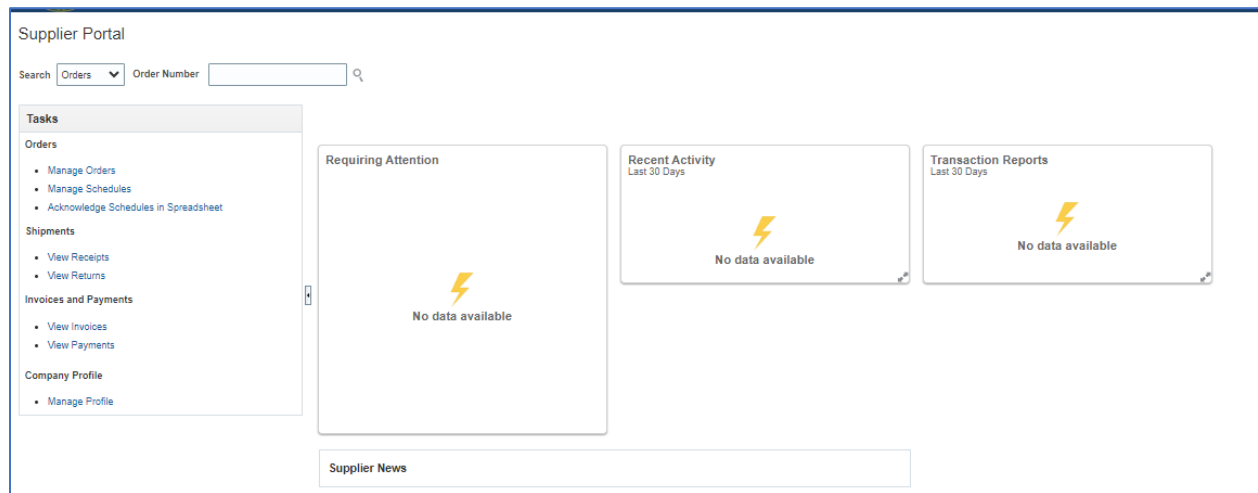
- Use your credentials to log on to Supplier Portal linked at ChicagoParkDistrict.com/supplier-portal. Your username is your email.

The Supplier Portal Landing Page Appears



- Click on **Supplier Portal** Icon

The Supplier Portal Homepage appears



- Click on the **View Receipts** link.

The **View Receipts** page appears.



View Returns

View Returns Done

Search Advanced Saved Search All Returns

** At least one is required

** Receipt

Organization

** Purchase Order

Supplier Item

** Shipment

RMA

Search Results

View

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description	Received Quantity	Return Quantity	UOM Name
715388	CPD Receiv...	CPD2113247		98589	03/07/2024 9:59...	285.50.83	Item # 21U854	Granger-#W...	20	20	Each
715388	CPD Receiv...	CPD2113247		98589	03/07/2024 9:59...	075.00.00	Item # 49EK10	QUICKCABLE...	2	2	Each

- Enter the purchase order number in the **Purchase Order** field.
- Click on **Search**.
- Optionally enter additional search criteria to limit the search.
- Review the **Return Quantity** field.
- Click on the **Receipt** link to review detailed receipt information.

Receipt: 715388 Social View Transaction History Done

Summary

Supplier XYZ Company

Shipment

Shipped Date

Shipping Method

Number of Supplier Packing Units

Supplier Site REMIT

Packing Slip

Waybill

Bill of Lading

Note

Attachments None

Additional Information

Lines

Actions View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
315.10.37	J-B WELD Epox...	Purchase order	CPD2113247	10	0	10	0	Each	03/07/2024 8:43...	
000.42.28	AIR HANDLER ...	Purchase order	CPD2113247	24	0	24	0	Each	03/07/2024 8:43...	
659.33.02	APPROVED VE...	Purchase order	CPD2113247	3	0	3	0	Each	03/07/2024 8:43...	
659.97.58	APPROVED VE...	Purchase order	CPD2113247	3	0	3	0	Each	03/07/2024 8:43...	
659.97.58	APPROVED VE...	Purchase order	CPD2113247	3	0	3	0	Each	03/07/2024 8:43...	
659.33.02	APPROVED VE...	Purchase order	CPD2113247	3	0	3	0	Each	03/07/2024 8:43...	
735.00.00	APPROVED VE...	Purchase order	CPD2113247	3	0	3	0	Each	03/07/2024 8:43...	
805.22.95	ESCO/EQUIPM...	Purchase order	CPD2113247	2	0	2	0	Each	03/07/2024 8:43...	
445.92.00	M&I CO. Screw	Purchase order	CPD2113247	1	0	1	0	Each	03/07/2024 8:43...	



View Returns

Receipt: 715387 Social [View Transaction History](#) [Done](#)

Summary

Supplier: XYZ Company Shipment Shipped Date Shipping Method Number of Supplier Packing Units Supplier Site: REMIT	Packing Slip Waybill Bill of Lading Note Attachments: None
--	--

▶ Additional Information

Lines

Actions View

Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
200.74.75	T-SHIRTS, SAM...	Purchase order	CPD2113248	2	0	2	0	Each	03/07/2024 8:42...	
200.74.76	ADAPTIVE SU...	Purchase order	CPD2113248	37	0	37	0	Each	03/07/2024 8:42...	
200.74.76	T-SHIRTS SAM...	Purchase order	CPD2113248	1	0	1	0	Each	03/07/2024 8:42...	
200.74.76	NEW	Purchase order	CPD2113248	3	0	3	0	Each	03/07/2024 8:42...	
200.74.75	T-SHIRTS LIGH...	Purchase order	CPD2113248	19	0	19	0	Each	03/07/2024 8:42...	

- If you would like to have a report on these transactions then Click on **Export to Excel** button.
- The file is downloaded to your Download folder.

Note: This option is available in most screens.

View Returns

▶ Search [Advanced](#) [Saved Search](#) [All](#)

Search Results

View

Receipt	Organization	Purchase Order	Shipment	RMA	Return Date	Item	Supplier Item	Item Description
715387	CPD Receiv...	CPD2113248			04/03/2024 1:07...	200.74.75	T-SHIRTS	T-SHIRTS LIG...

- Click **Done**.