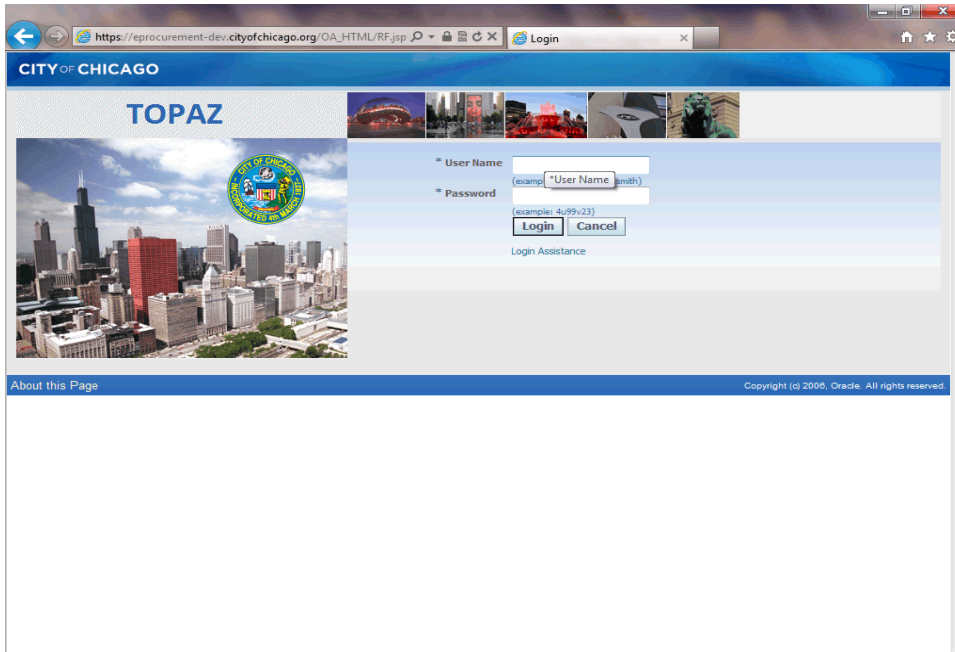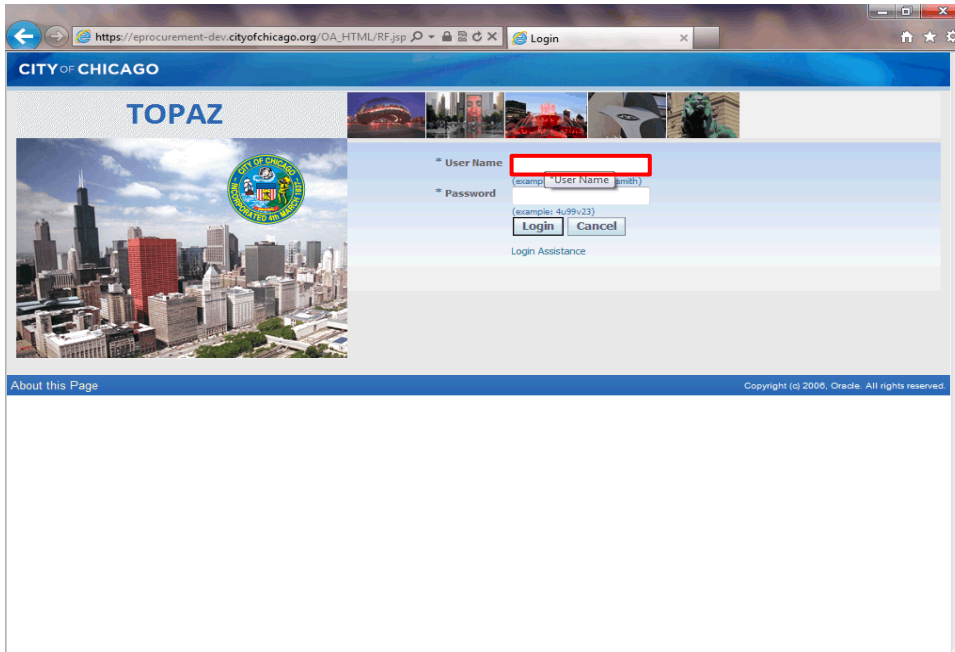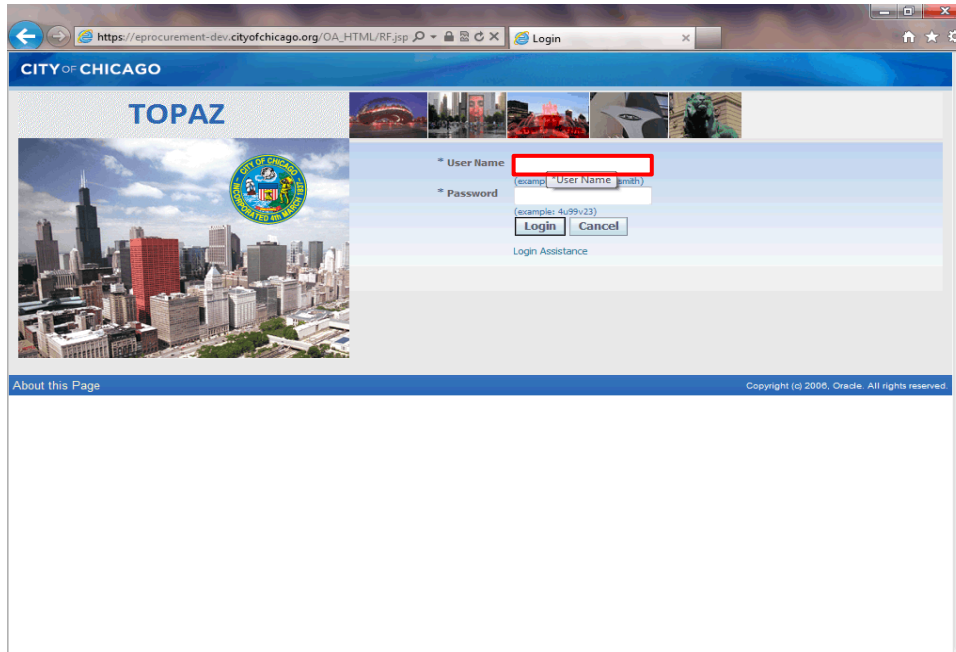# View Returns

In this Course you will learn how to view all of your returns that have been created by the City of Chicago through their iSupplier Portal.
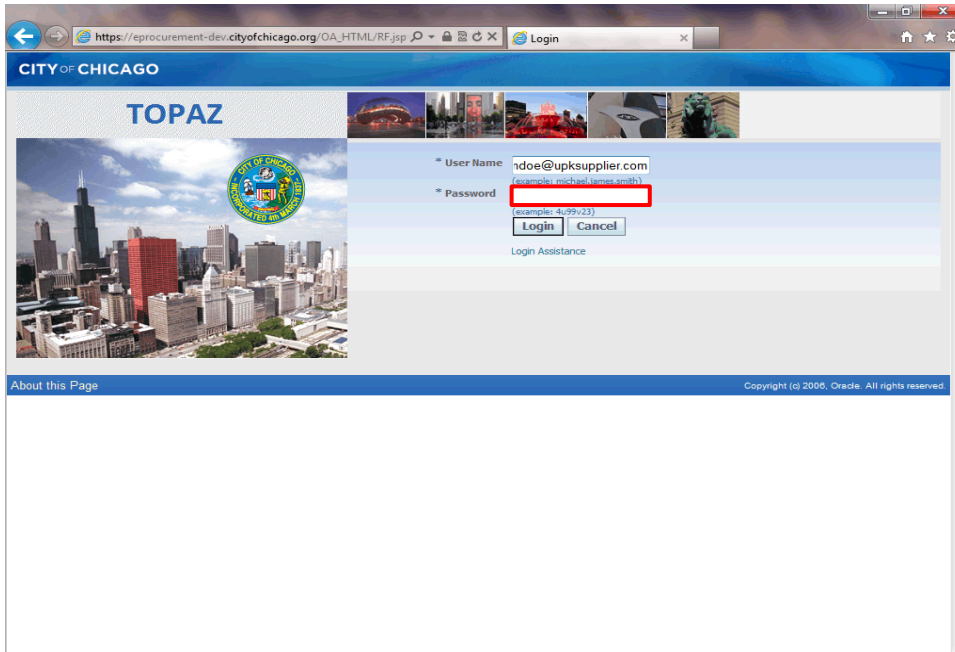
Step 1

From the login page, click in the **User Name** field.

Step 2

Enter the desired information into the **Username** field. In this example, enter "**johndoe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.

Step 3

Click in the **Password** field.

Step 4

Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago.
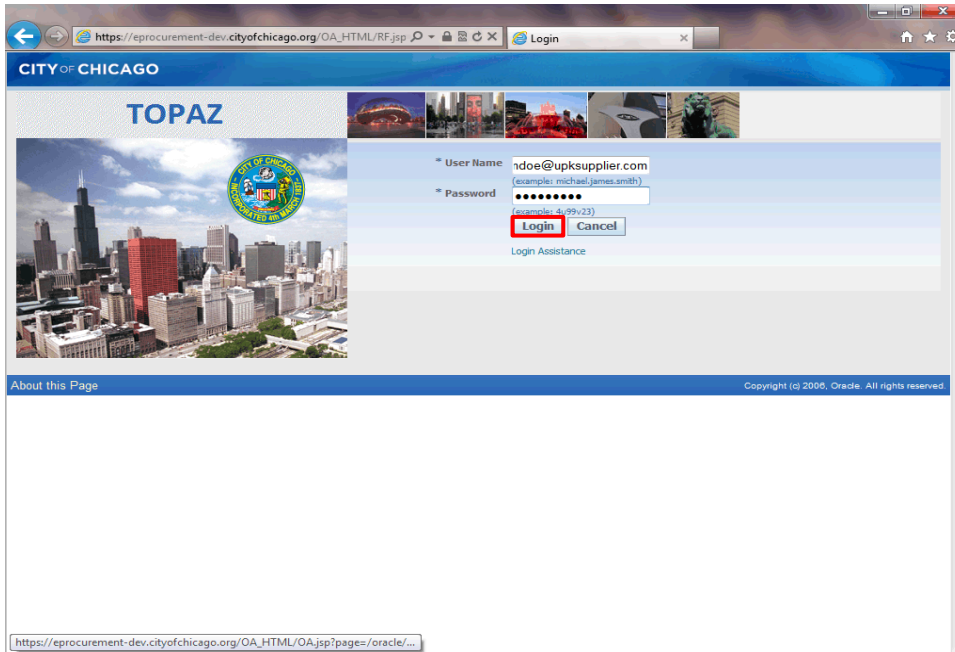
Step 5

Click the **Login** button.

Step 6

The *Oracle Applications Home Page* will now appear.

To access the City of Chicago organization details, click the **City of Chicago iSupplier Portal** link.

Step 7

The *iSupplier Portal Home Page* window now appears.

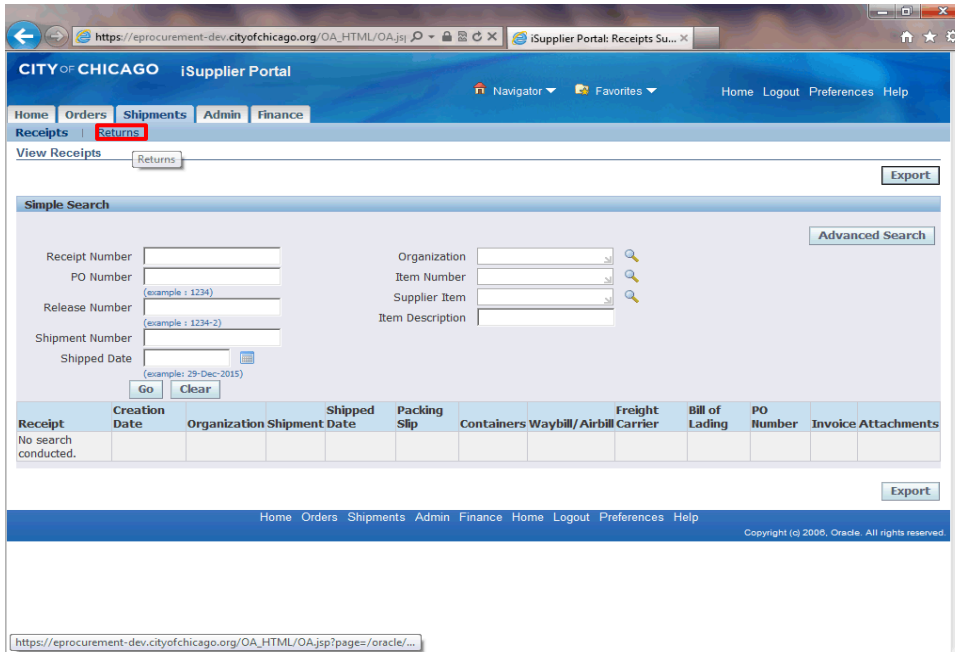Click the **Shipments** link at the top of the page to access your receipt information.

Step 8

Click the **Returns** link.

Step 9

The *Returns Summary* window now appears.

You can use all the search fields here to find your returns.

Click the **Go** button to see all your company's returns in the system.

Step 10

You can also search by using a field.

Click in the **PO Number** field.

Step 11

Enter the desired information into the **PO Number** field. In this example, enter "**33184**".

Step 12

Click the **Go** button.

ORACLE
USER PRODUCTIVITY KIT

Step 13

Click the scrollbar if necessary to see the rest of the return details.

ORACLE
USER PRODUCTIVITY KIT

Step 14

You can continue to search for more returns.

Click the **Home** link to return to the iSupplier Portal Home page.

ORACLE®
USER PRODUCTIVITY KIT

Step 15

You have just finished viewing your company's returns and details on the City of Chicago's iSupplier Portal.

To submit a response to a solicitation or view other organizational details, please use the provided training materials for the action you wish to complete.

End of Procedure.