

Navigating iSupplier Home Page

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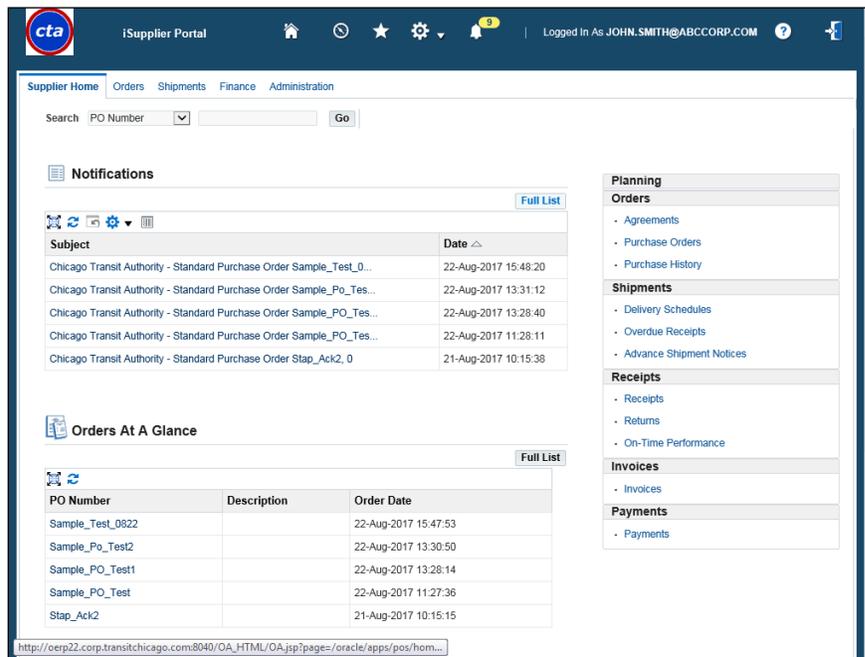
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iSupplier

Navigating iSupplier Home Page

This Topic demonstrates the process of Navigating the iSupplier Home Page.

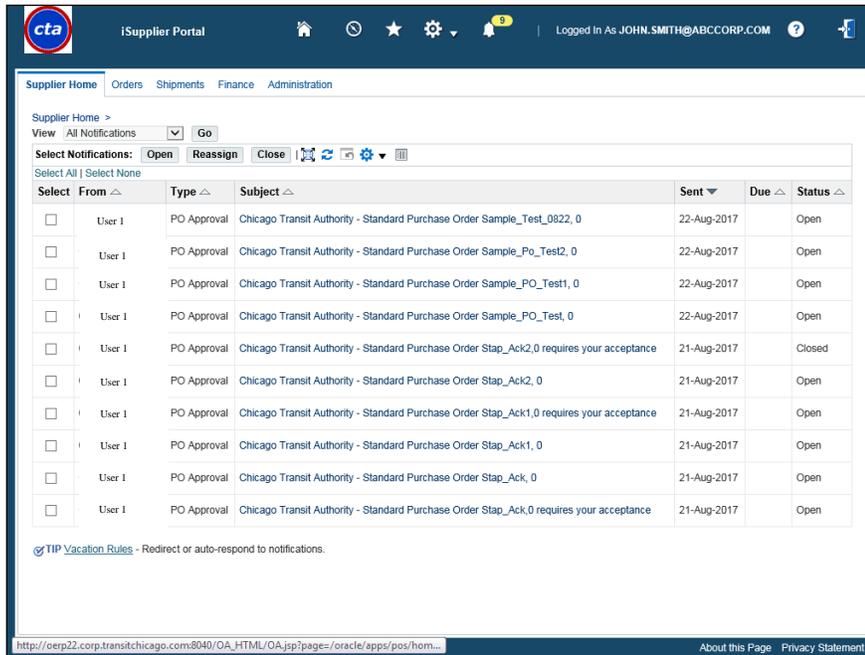
Procedure



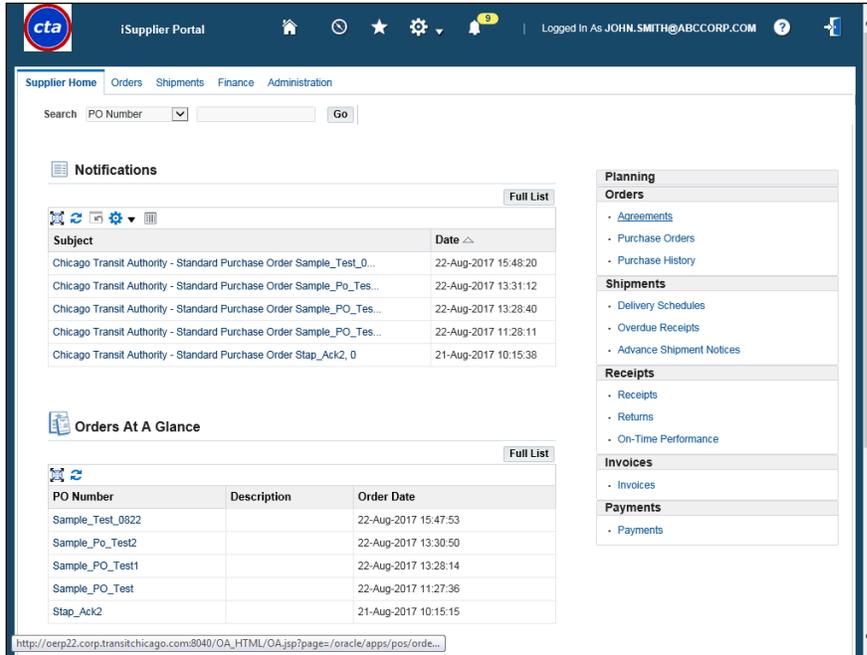
Step	Action
1.	<p>In this topic techniques for navigating the iSupplier Home Page will be covered. In this example, we will view:</p> <ul style="list-style-type: none"> - Notifications - Agreements - Purchase Orders - Purchase History - Receipts - Invoices - Payments <p>In the Notifications section:</p> <p>Click the Full List button.</p> <p>Full List</p>

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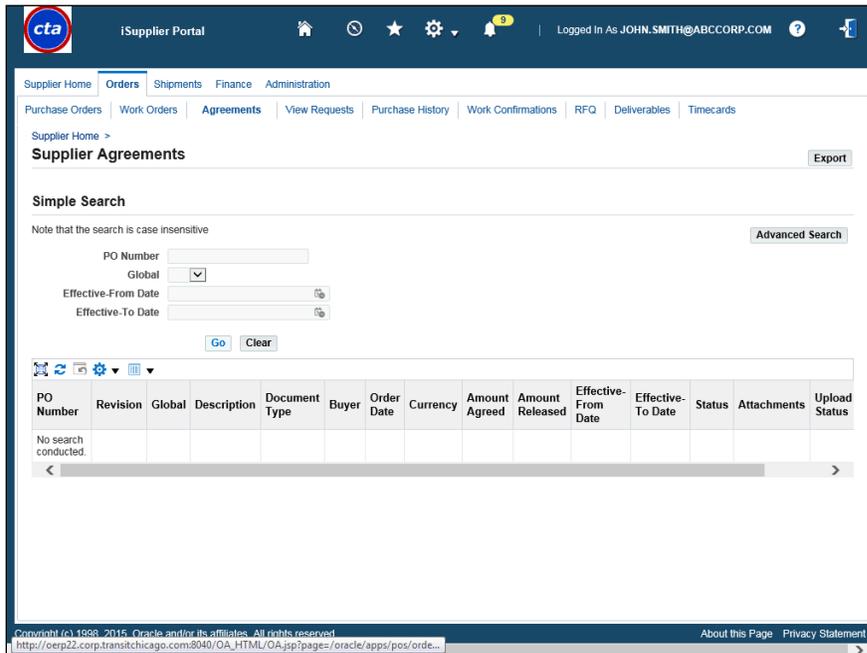
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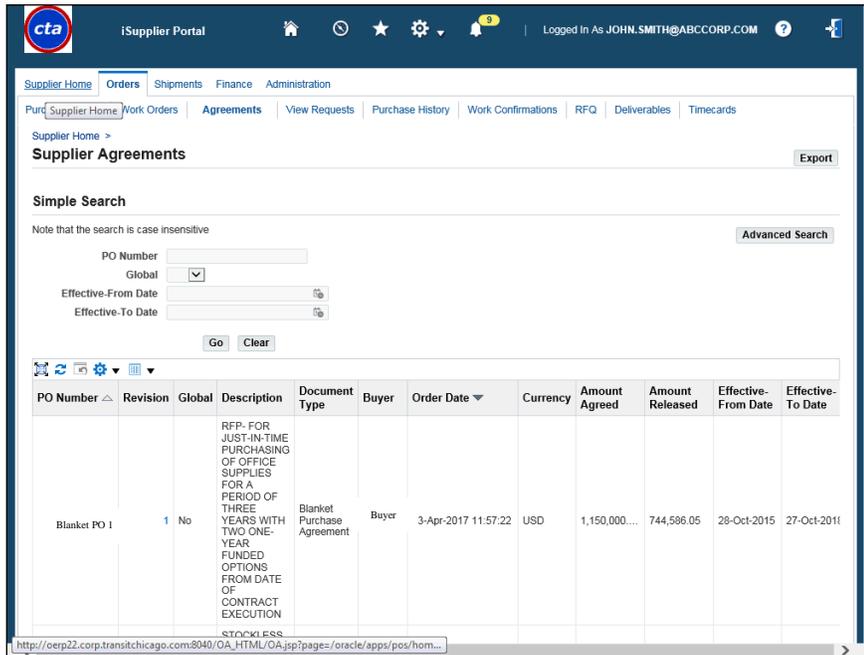
Step	Action
2.	<p>All Notifications will appear in this screen. You can take any necessary actions.</p> <p>Click the Supplier Home tab.</p> <p>Supplier Home</p>



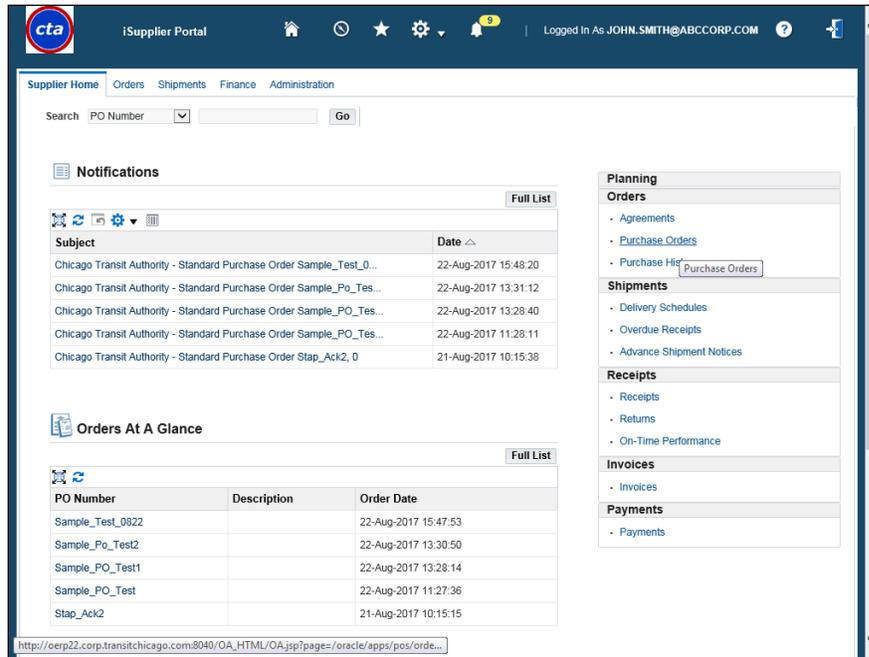
Step	Action
3.	To review your Purchase Agreements: Click the Agreements link.



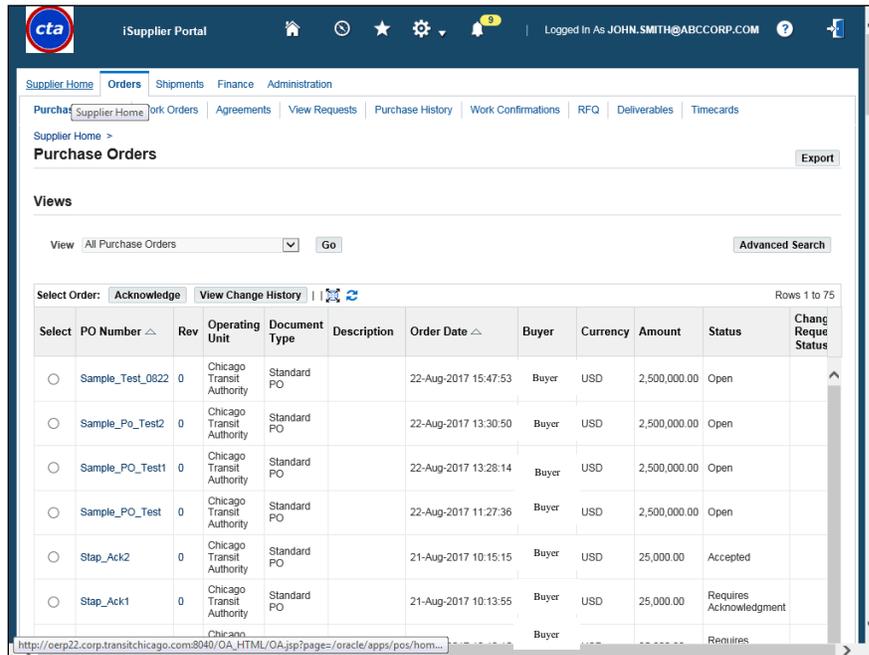
Step	Action
4.	To retrieve all Agreements: Click the Go button. 



Step	Action
5.	All of your agreements will appear in this screen. To return to the Supplier Home Page: Click the Supplier Home tab. 



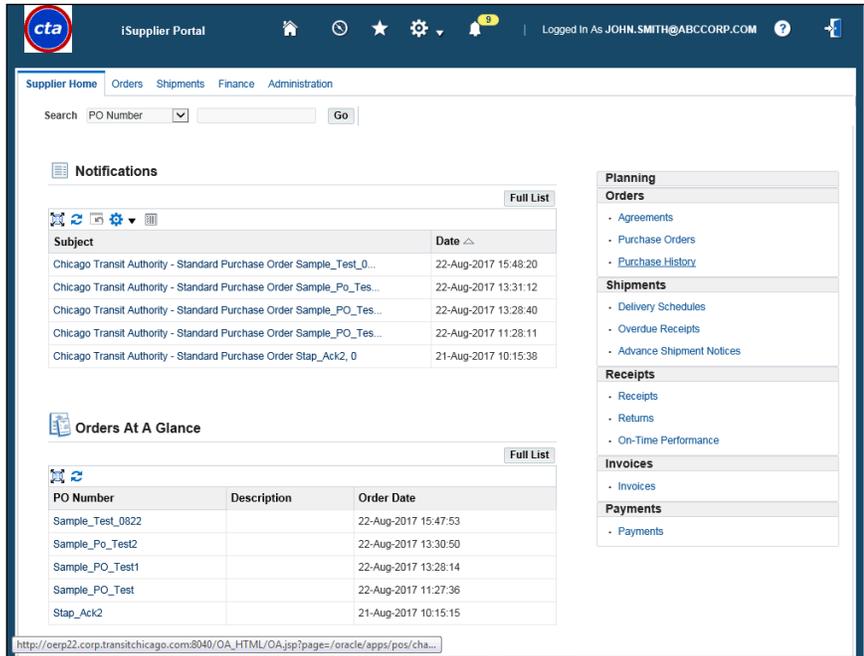
Step	Action
6.	To review your Purchase Orders: Click the Purchase Orders link. Purchase Orders



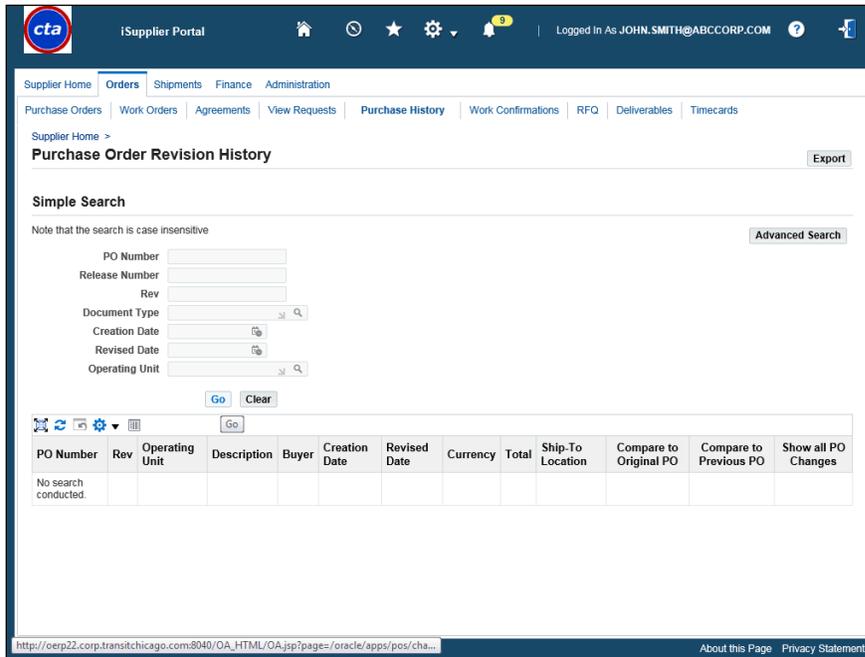
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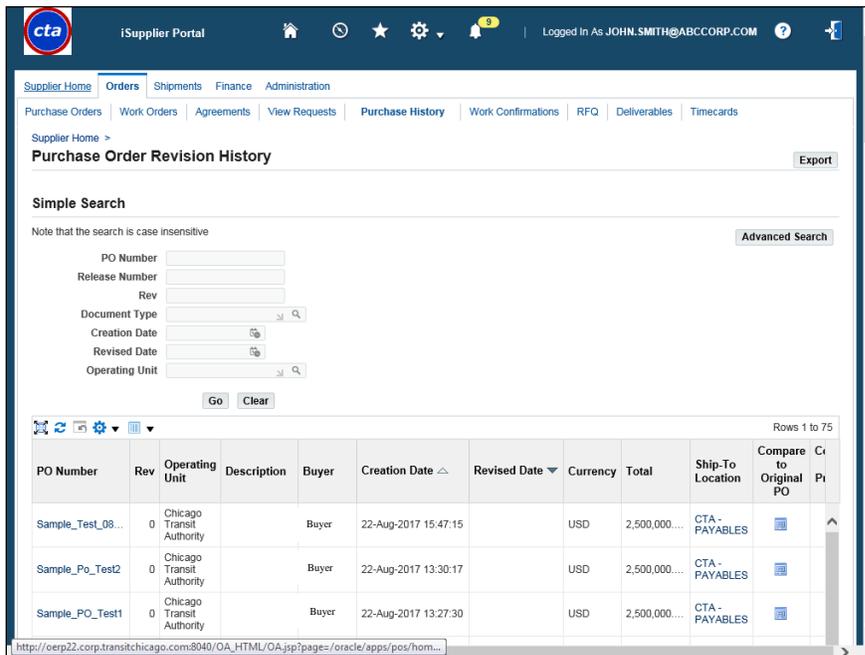
Step	Action
7.	<p>A list of your Purchase Orders will appear on the screen. To return to the Supplier Home Page: Click the Supplier Home tab.</p> <p>Supplier Home</p>



Step	Action
8.	<p>To review your Purchase History: Click the Purchase History link.</p> <p>Purchase Histon</p>



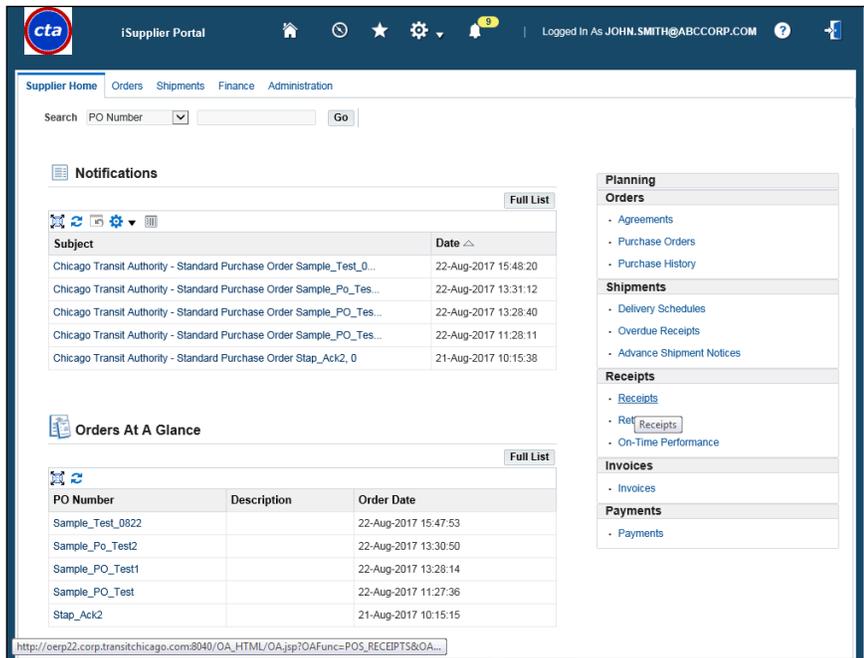
Step	Action
9.	To retrieve your complete Purchase History: Click the Go button.



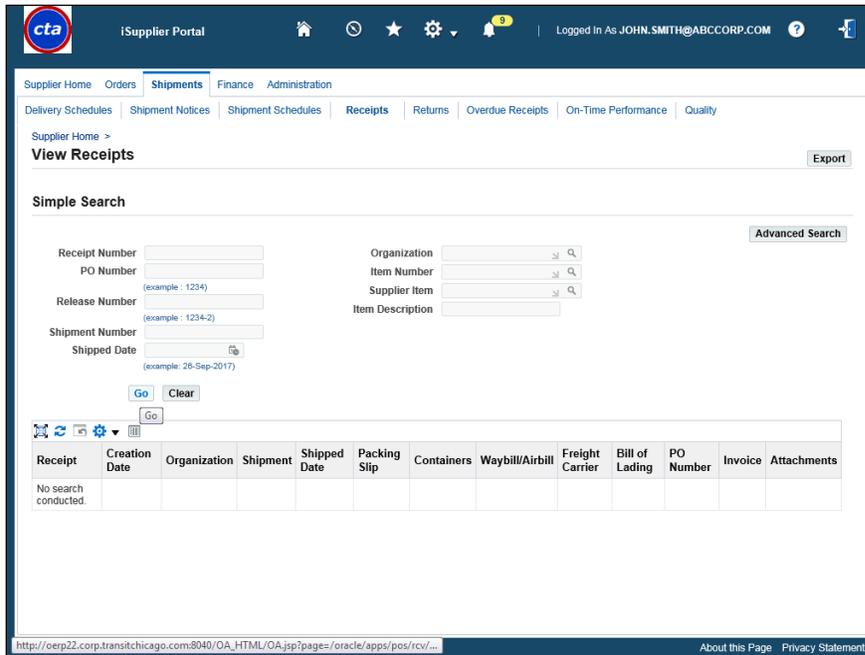
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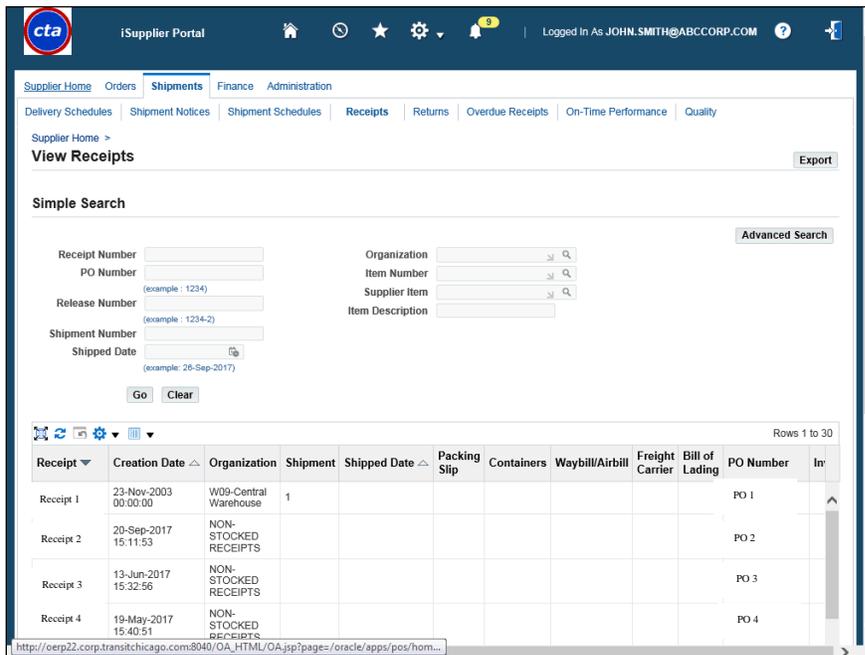
Step	Action
10.	<p>A list of all Purchase Orders will appear on the screen. To return to the Supplier Home Page: Click the Supplier Home tab.</p> <p>Supplier Home</p>



Step	Action
11.	<p>To review your Receipts: Click the Receipts link.</p> <p>Receipts</p>



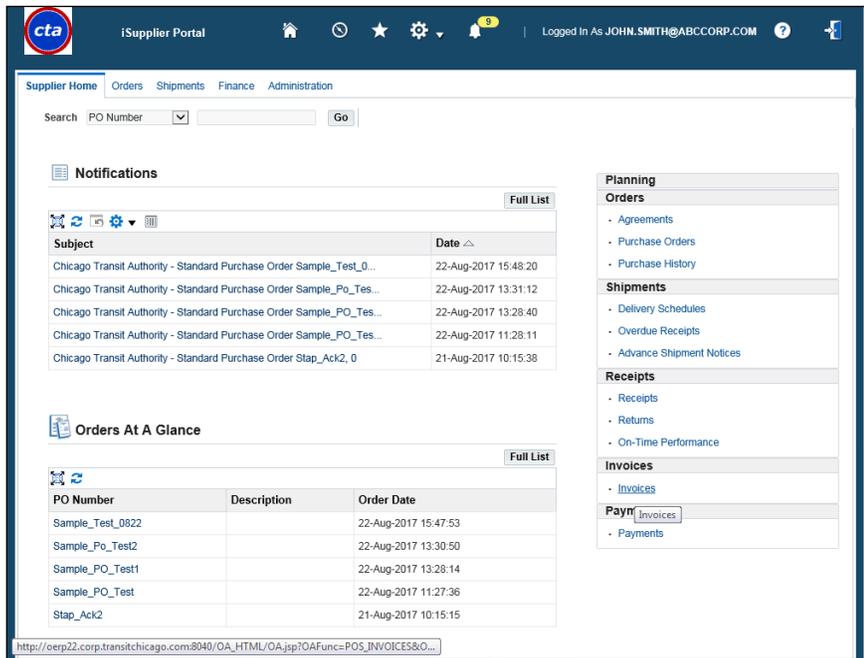
Step	Action
12.	To retrieve all Receipts: Click the Go button.



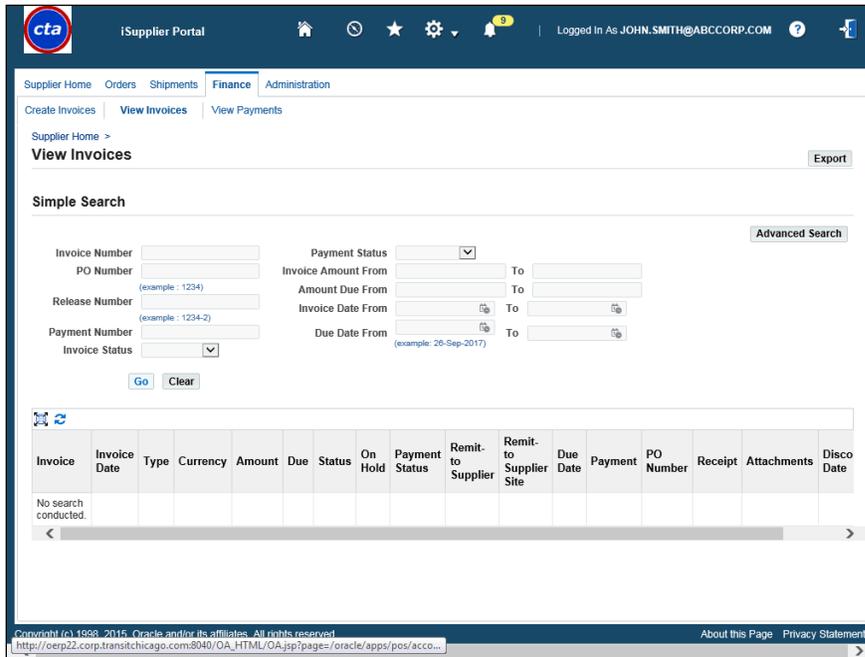
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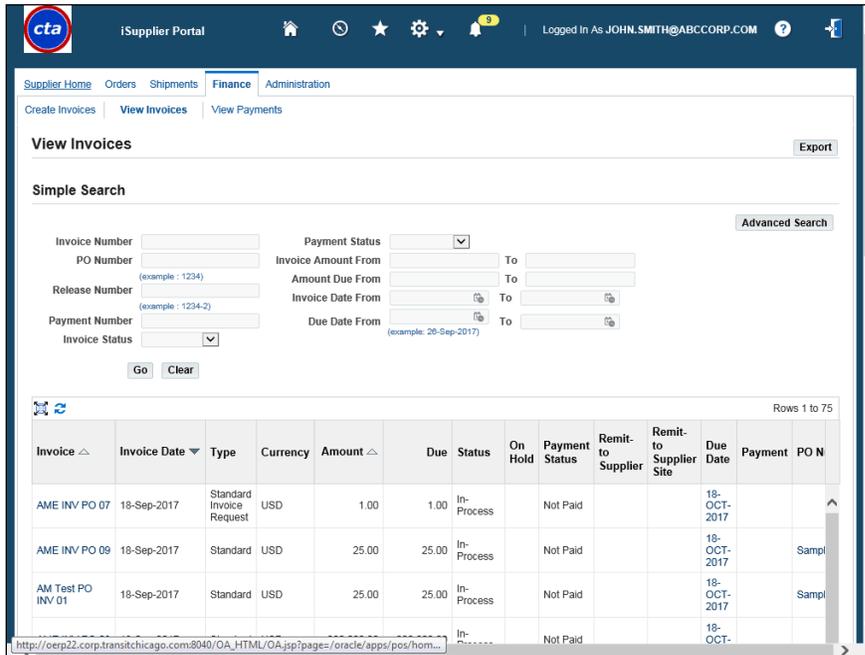
Step	Action
13.	<p>All of your receipts will appear in this screen. To return to the Supplier Home Page: Click the Supplier Home tab.</p> <p>Supplier Home</p>



Step	Action
14.	<p>To review your Invoices: Click the Invoices link.</p> <p>Invoices</p>



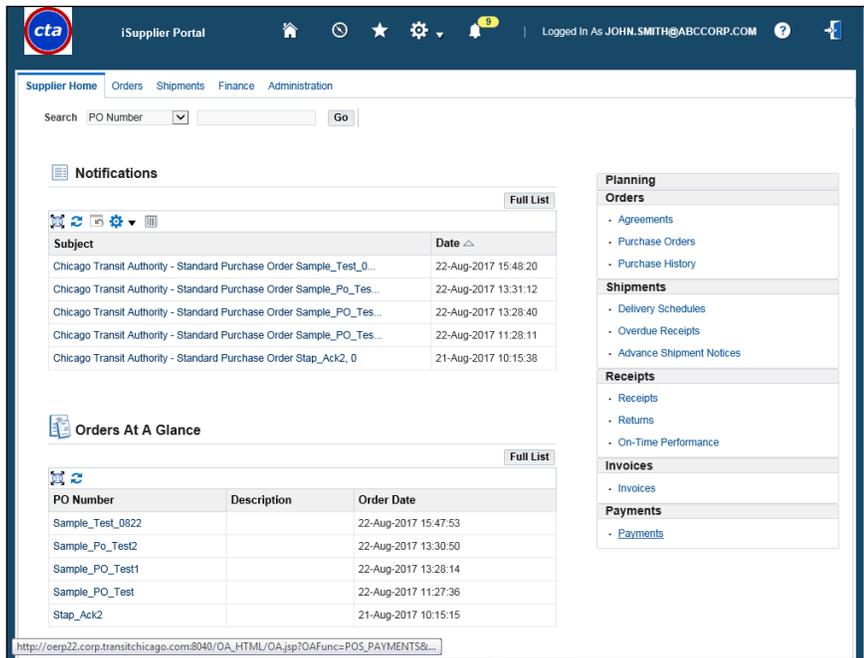
Step	Action
15.	To retrieve all Invoices: Click the Go button.



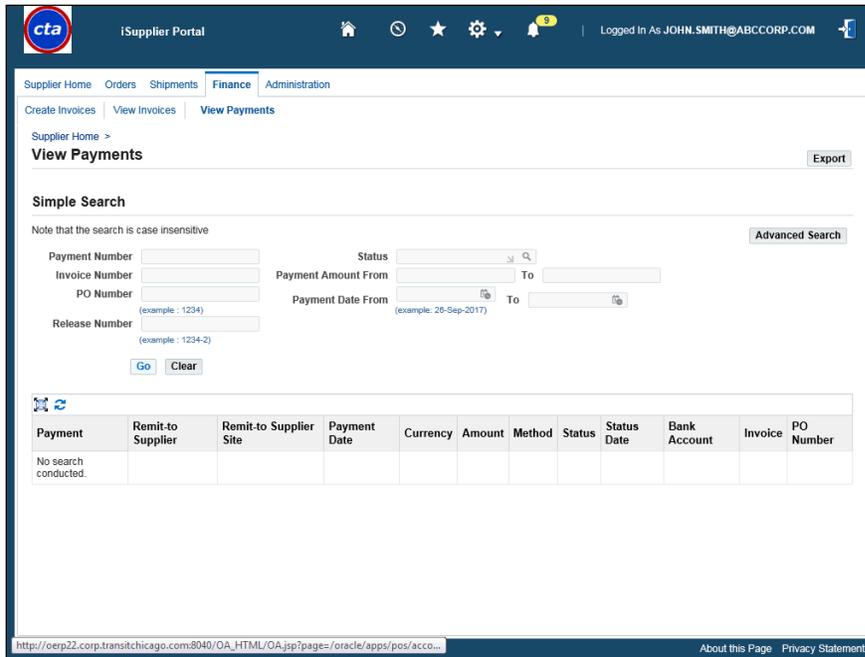
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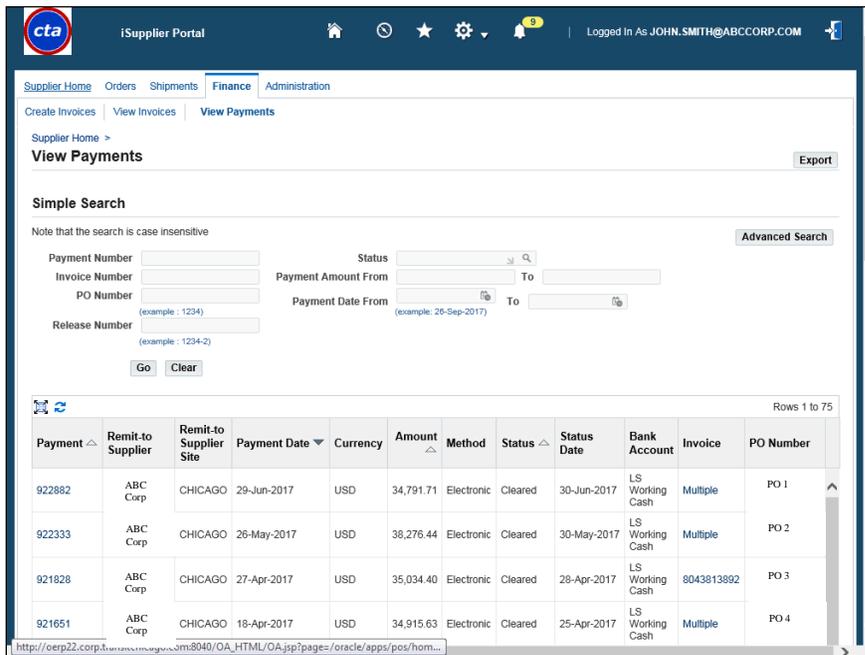
Step	Action
16.	<p>All of your Invoices will appear in this screen. To return to the Supplier Home Page Click the Supplier Home tab.</p> <p>Supplier Home</p>



Step	Action
17.	<p>To review your Payments: Click the Payments link.</p> <p>Payments</p>



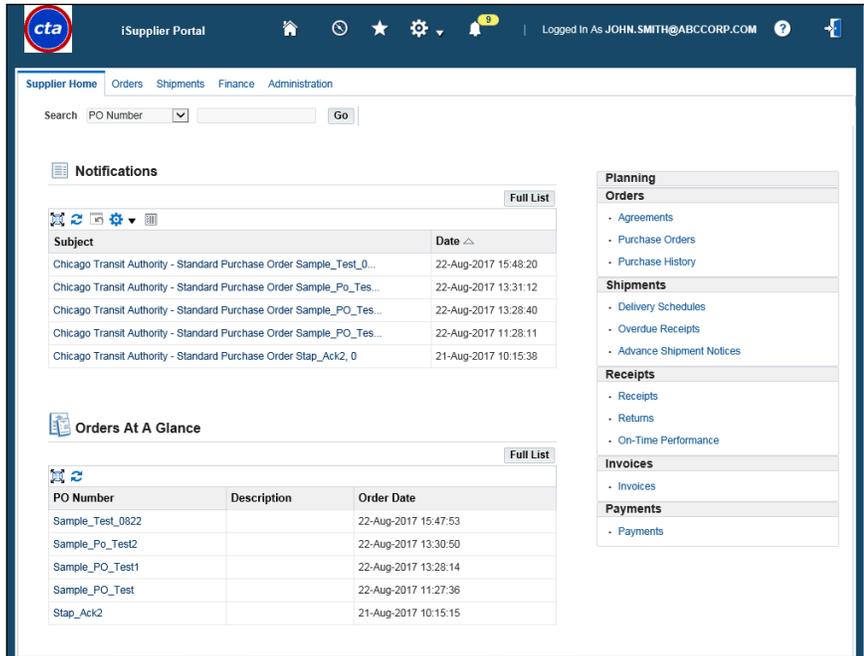
Step	Action
18.	To retrieve all Payments: Click the Go button.



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Step	Action
19.	<p>All of your Payments will appear in this screen. To return to the Supplier Home Page Click the Supplier Home tab.</p> <p>Supplier Home</p>



Step	Action
20.	End of Procedure.