

RIFANS Supplier Portal User's Guide

Shipments Tab

Utilize the Shipments Page to access all receipt information. Under receipts, users can view items received by the State of Rhode Island. Both simple and advanced searches can be performed for receipt transactions.

Home Orders **Shipments** Admin Finance

Receipts

View Receipts Export

IF YOU HAVE QUESTIONS REGARDING THE RECEIPT INFORMATION BELOW, PLEASE CONTACT THE INDIVIDUAL NAMED ON THE RELATED PURCHASE ORDER. THANK YOU.

Simple Search **A** [Advanced Search](#)

Receipt Number Organization

PO Number (example : 1234) Item Number

Release Number (example : 1234-2) Supplier Item

Shipment Number Item Description

Shipped Date (example: 18-Apr-2012)

B

Previous 1-10 Next 10

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/ Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments	PO Number	Release Number
C 39771	17-Jul-2008 13:06:40	Executive Branch								3091887			3091887	
39772	23-Mar-2012	Executive Branch								3259189			3259189	

• Enter search criteria. Use **[Advanced Search]** for additional query fields. **A** All fields do not have to be filled in.

• Click **[Go]** to execute search. **B**

• To view detail, click on the **Receipt Number** link. **C**