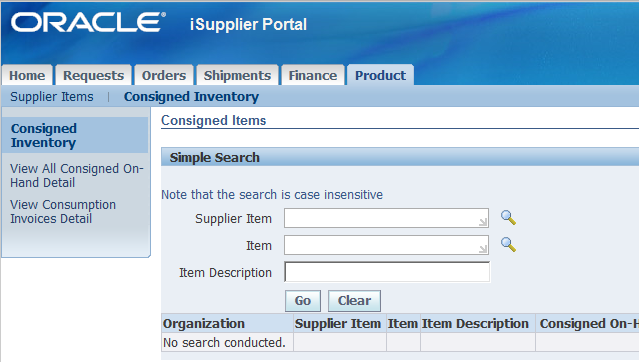
|  |
| --- |
| iSupplier |
| Job Aid for  “Consignment inquiry” |

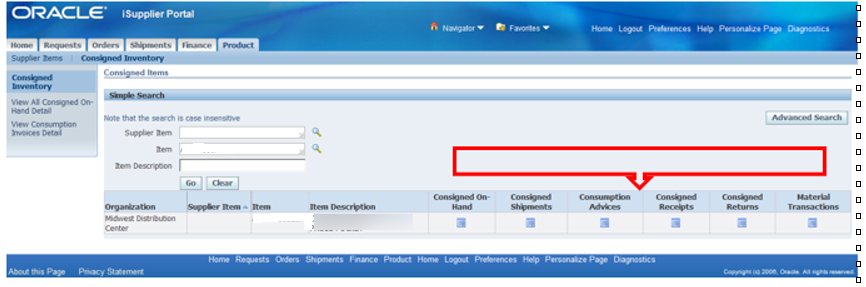
**iSupplier Consignment Inquiry Screens**

Log on using the “ATT iSupplier Portal External User – Invoice Entry” responsibility

1. Select the “Product” tab
2. Click on the “Consigned Inventory” menu link

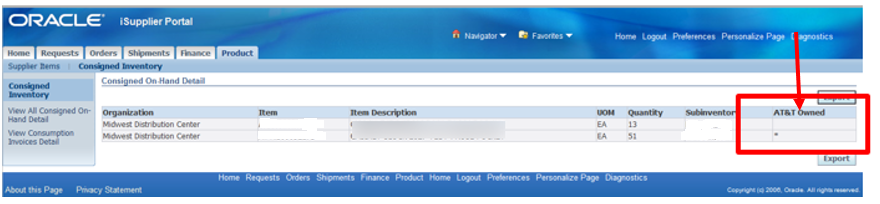


1. Enter your item search criteria *(e.g. ATT Item Number in the Item field)* and hit the Go Button

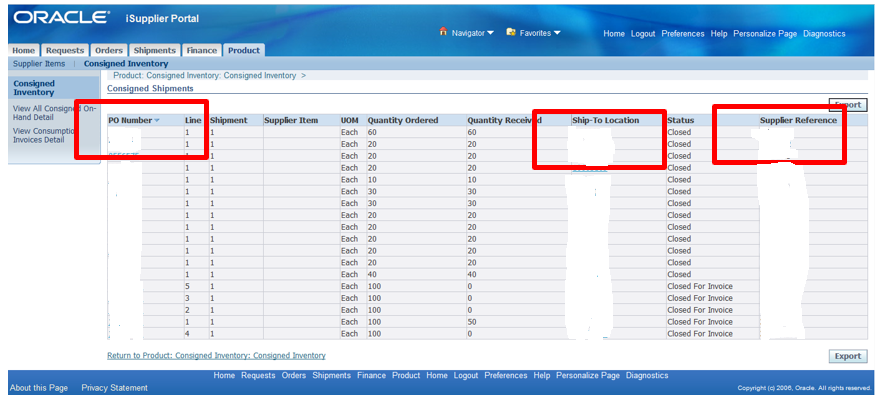


1. Click one of the 6 icons to the right of your result to view that type of data

* **Consigned On-Hand** – This shows the on-hand balances for the consigned item and shows the user with a \* which stock is AT&T Owned *(select ‘export’ button to download data)*

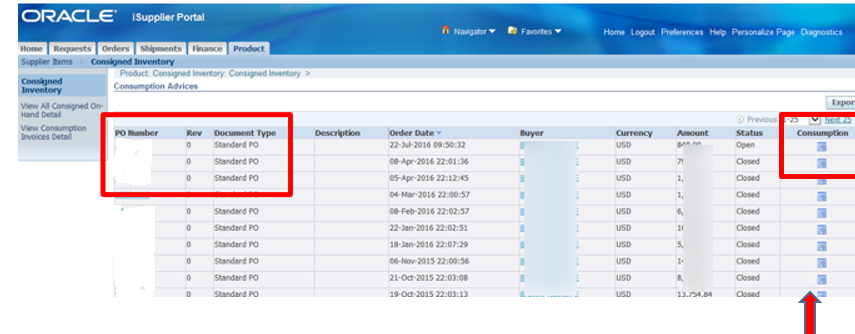


* **Consigned Shipments** – This shows the Consignment POs (aka **“Receipt Only” POs**) for an item. The Supplier Reference column is the ref number passed to us via EDI / PO Upload process. This informs AT&T what product will be sent to a particular DC.



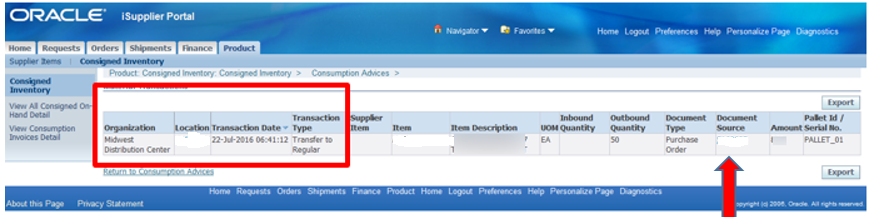
***‘Closed for invoice’ indicates that this is not a PO to be invoiced; it is used so the warehouse can receive/receipt goods***

* **Consumption Advices** – Shows the Consumption POs (Invoice Only PO) created automatically as a result of the “Transfer to Regular” transaction when AT&T takes ownership of the inventory.



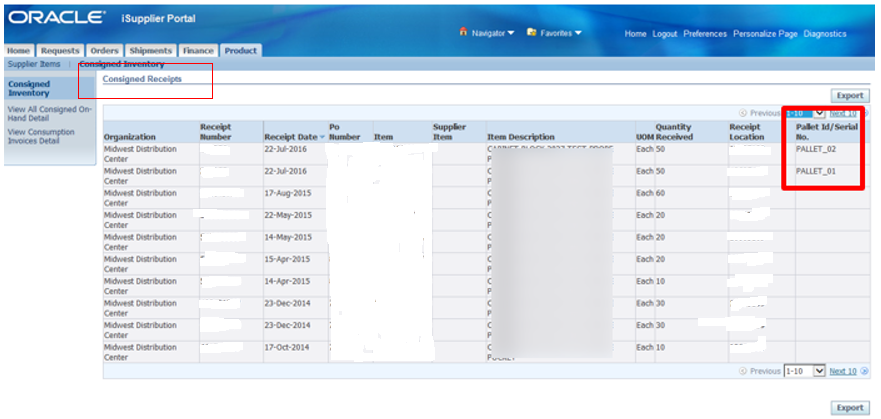
**Consumption icon** – This shows the transaction in the warehouse and details when the change of ownership took place.

*Status of ‘open’ indicates it has not been paid*

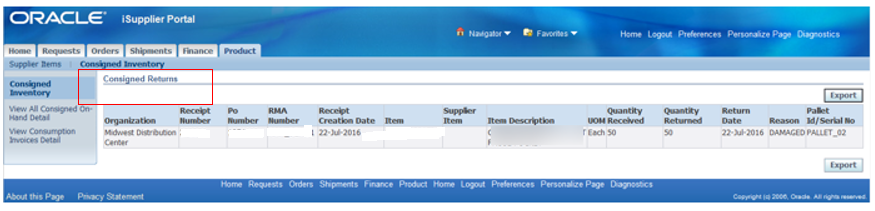


*‘Document source’ # is the BPA/contact #; click on this link to display the invoice only PO*

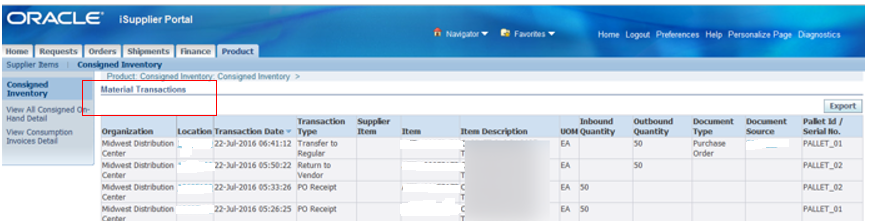
* **Consigned Receipts** – This shows the receipt of goods in a DC against the Consignment POs. Pallet IDs/Serial Number are shown if available.



* **Consigned Returns** – This shows returned receipt transactions for Consignment POs

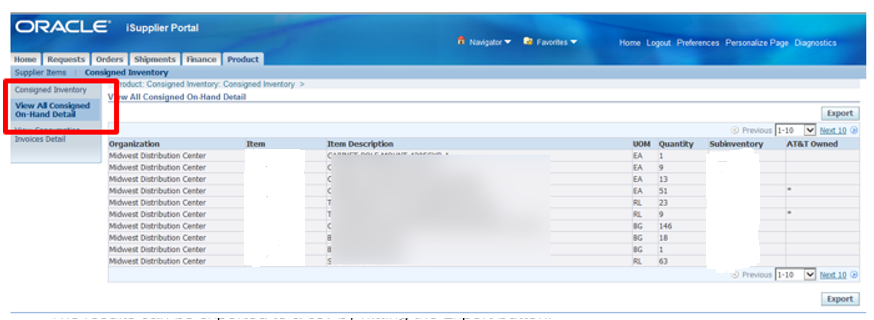


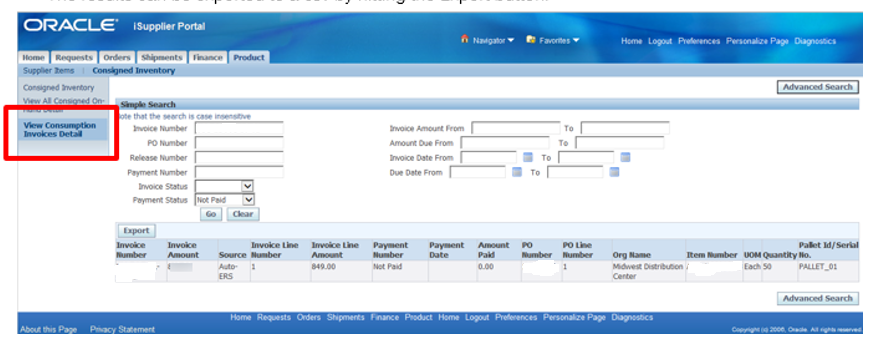
* **Material Transactions** – Shows Receipts, Returns and Transfer to Regular transactions



1. On the left of the screen are 2 additional inquiry screens:

* **View All Consigned On-Hand Detail** – Shows On-Hand data for all consigned items for that supplier. User can Export the data as a csv file by clicking the Export button





**Contact the iSupplier Helpdesk via email at g11041@att.com if you need additional information or need assistance**.