



Run DC Receiving Report (Generate Report in “BAIL” Company)

Description

Use this task to run the *DC Receiving* report. This report displays purchase orders received in a specified date range.

Trigger

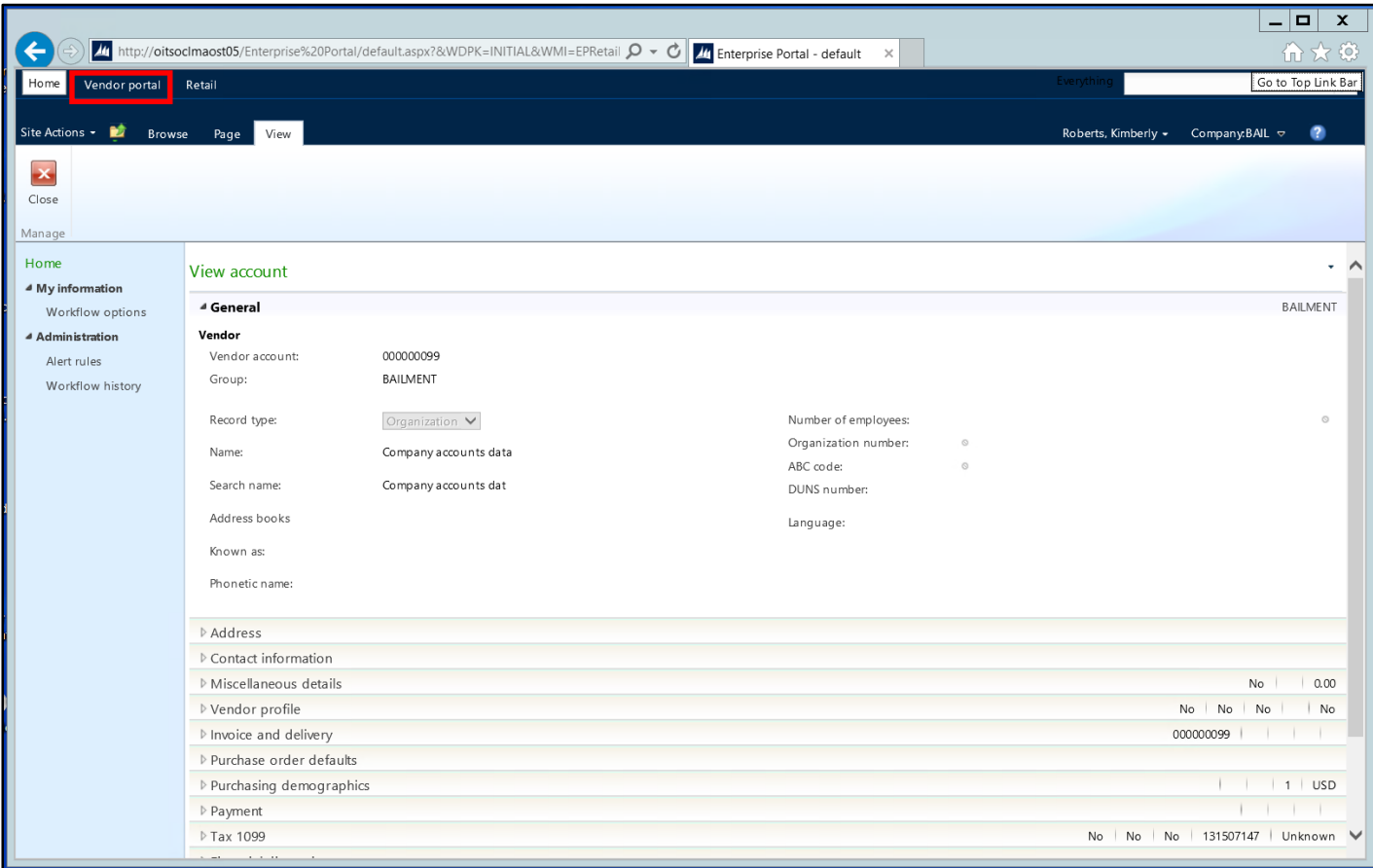
Perform this task when there is a need to review purchase orders that have been received.

Prerequisites

Purchase orders that have been received exist in the system.

Procedure

1. Begin this task by logging into the Enterprise portal.
2. Click **Vendor portal** on the toolbar.



3. Click **Vendor reports** on the Vendor portal panel.

The screenshot shows a web browser window with the URL `http://oitsocmaost05/VendorPortal/Enterprise%20Portal/default.aspx?WMI=VendProfileE`. The page title is "Profile - Vendor account: 00...". The navigation bar includes "Home", "Vendor portal", and "Retail". The main content area is titled "Home Vendor portal" and "Profile - Vendor account: 000000099, BACARDI USA INC".

Vendor portal

- Common
 - Profile
 - Contacts
 - Supplied products
 - Notifications
 - Price simulator
 - Transfer orders
- Reports
 - Vendor reports**

Company information USD

Name: BACARDI USA INC
Language: en-us
Currency: USD
Address: 2701 LE JEUNE RD
Miami, FL 33134

Contacts


Name	E-mail	Telephone	Job title	Manager
This grid is empty.				

4. Click **DC Receiving** to display the search parameters to run the *DC Receiving* report.

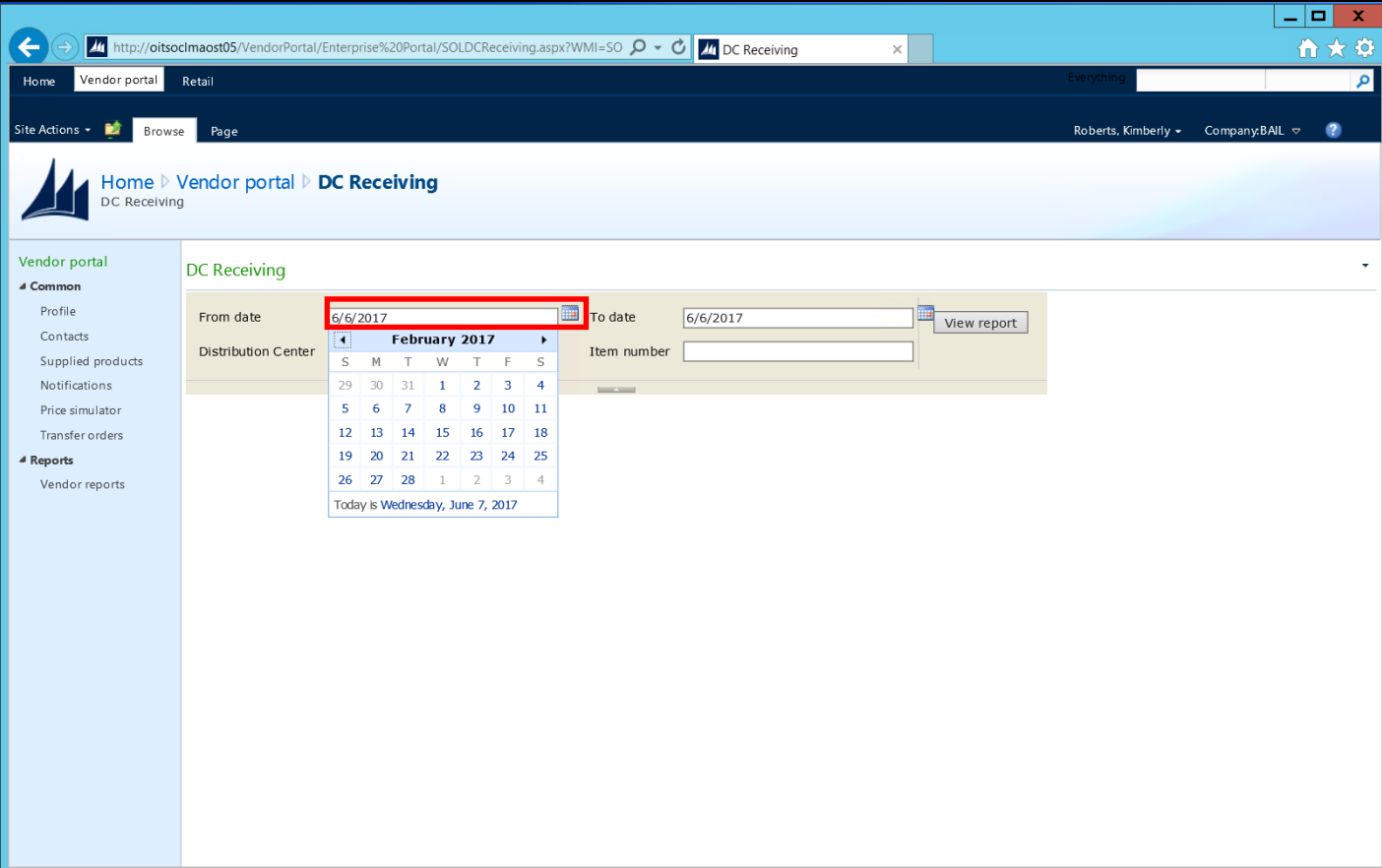
The screenshot shows a web browser window with the URL <http://oitsocmaost05/VendorPortal/Enterprise%20Portal/VendProfileReportList.aspx?web>. The page title is "Vendor reports". The breadcrumb navigation is "Home > Vendor portal > Vendor reports". The page content is organized into a table with two columns: "Title" and "Description".

Title	Description
Supply performance	Print supply capacity
DC Receiving	Report the DC purchase order receipts that were completed within a given date range
DC inventory	Print DC on-hand inventory
Transfer overview	Generate report on existing transfer orders
Vendor Inventory Adjustment Report	View the inventory adjustment report
Bailment PO and Invoice	Bailment PO and Invoice report
Price Bulletin	View the price bulletin report
Agency information listing	Generate report with information about the agencies
Product Information	View product information
Price List	View price list

At the bottom of the table, there are two page numbers: **1** and 2.

5. Click  in the **From Date** field and select the desired date on the calendar. In this example, select “2/1/2017”.


 Always use the calendar function to enter dates.

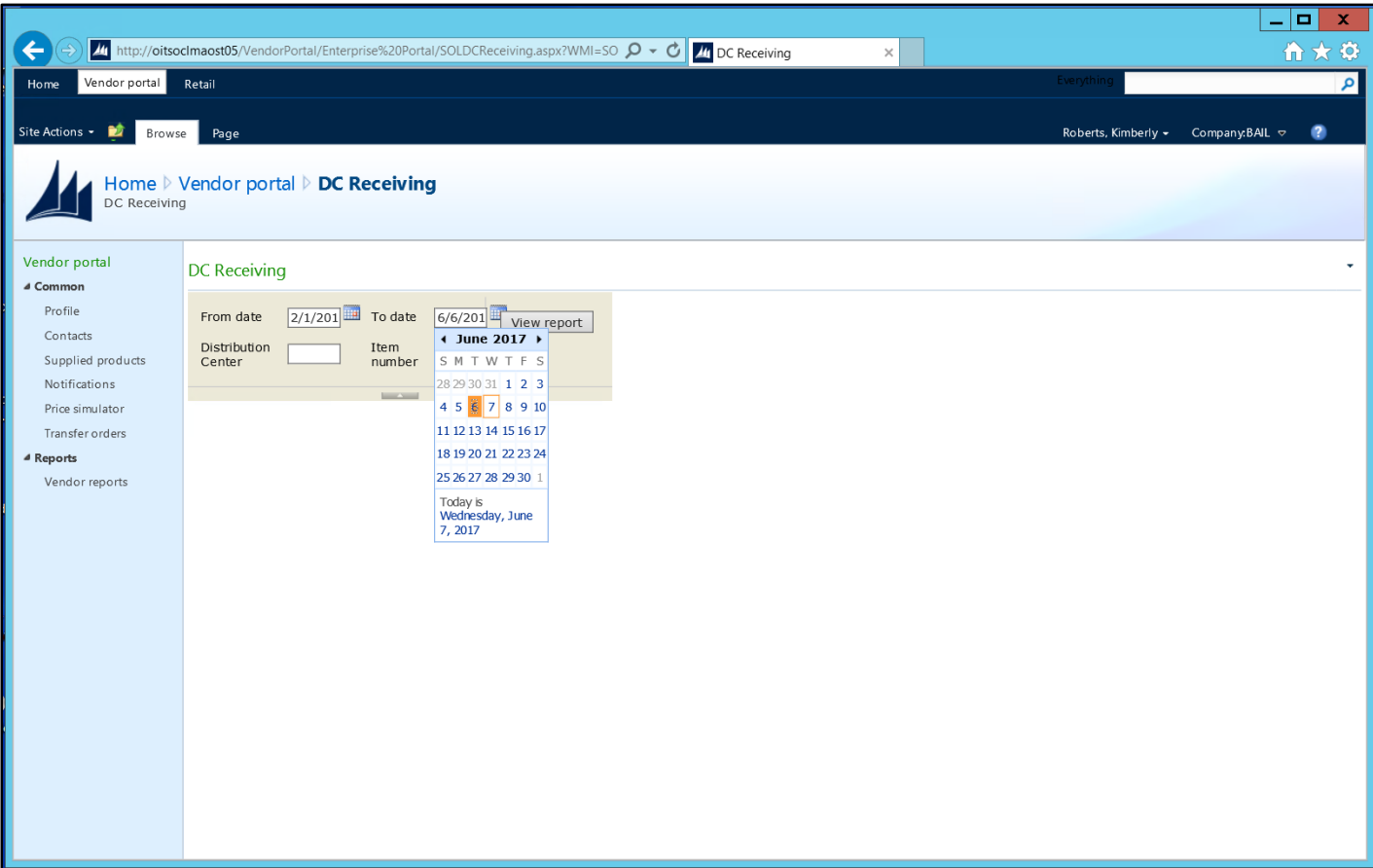


The screenshot shows a web browser window with the URL <http://oitsocmaost05/VendorPortal/Enterprise%20Portal/SOLDCReceiving.aspx?WMI=SO>. The page title is "DC Receiving". The breadcrumb navigation is "Home > Vendor portal > DC Receiving". The page content includes a "From date" field with the value "6/6/2017" and a "To date" field with the value "6/6/2017". A calendar for February 2017 is displayed, with the date "1" (Wednesday) highlighted. The calendar shows the following dates:

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4

Below the calendar, it says "Today is Wednesday, June 7, 2017".

6. Click  in the **To Date** field and select the desired date on the calendar. In this example, select “6/6/2017”.



The screenshot shows a web browser window with the URL `http://oitsocmaost05/VendorPortal/Enterprise%20Portal/SOLDCReceiving.aspx?WMI=SO` and the page title "DC Receiving". The browser's address bar shows "DC Receiving" and the page content includes a breadcrumb trail: "Home > Vendor portal > Retail".

The main content area is titled "DC Receiving" and contains a form with the following fields:

- From date:** 2/1/2017
- To date:** 6/6/2017 (with a calendar icon)
- Distribution Center:** [Empty text box]
- Item number:** [Empty text box]

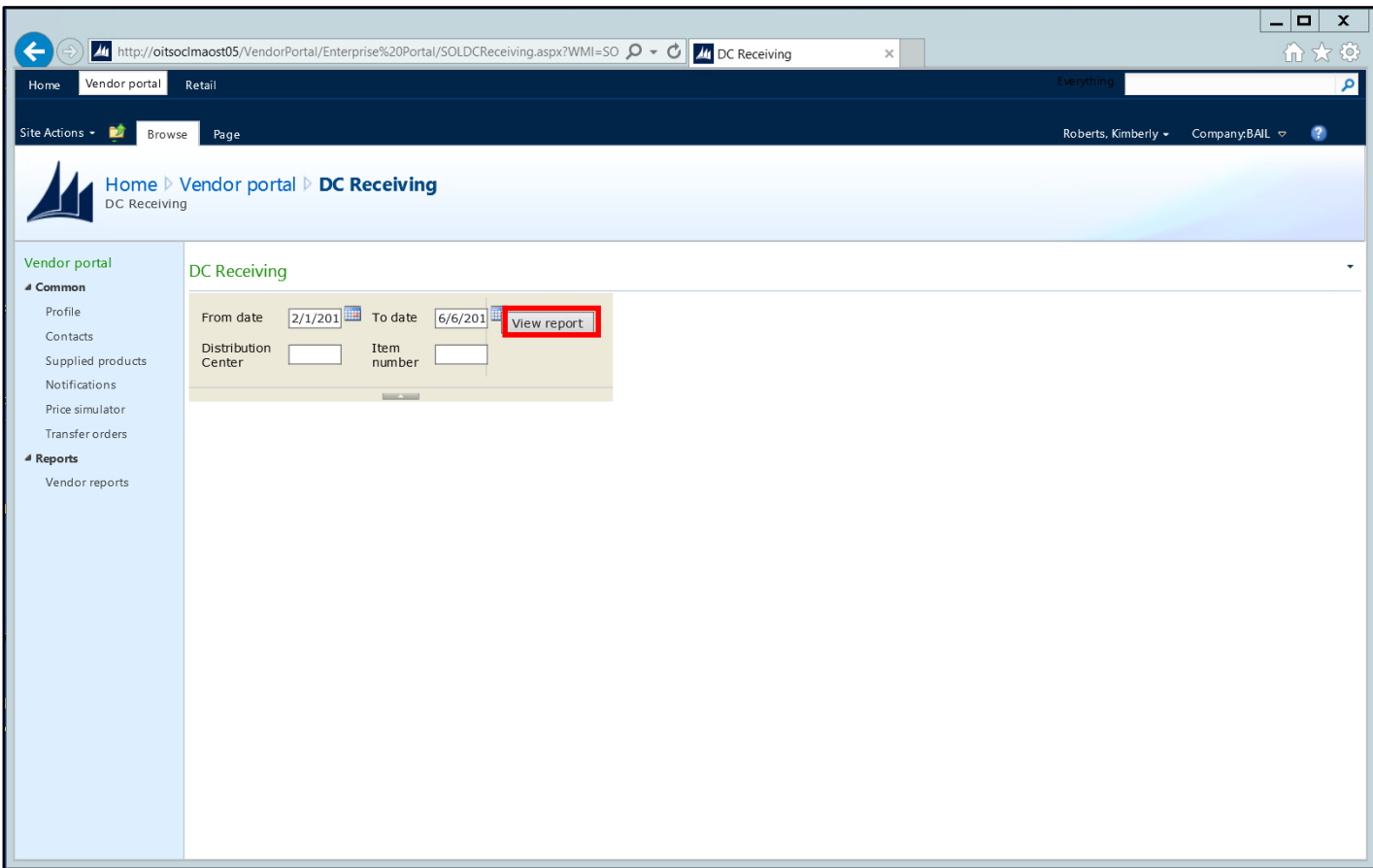
A "View report" button is located to the right of the "To date" field. A calendar dropdown is open, showing the month of June 2017. The calendar grid is as follows:

June 2017						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

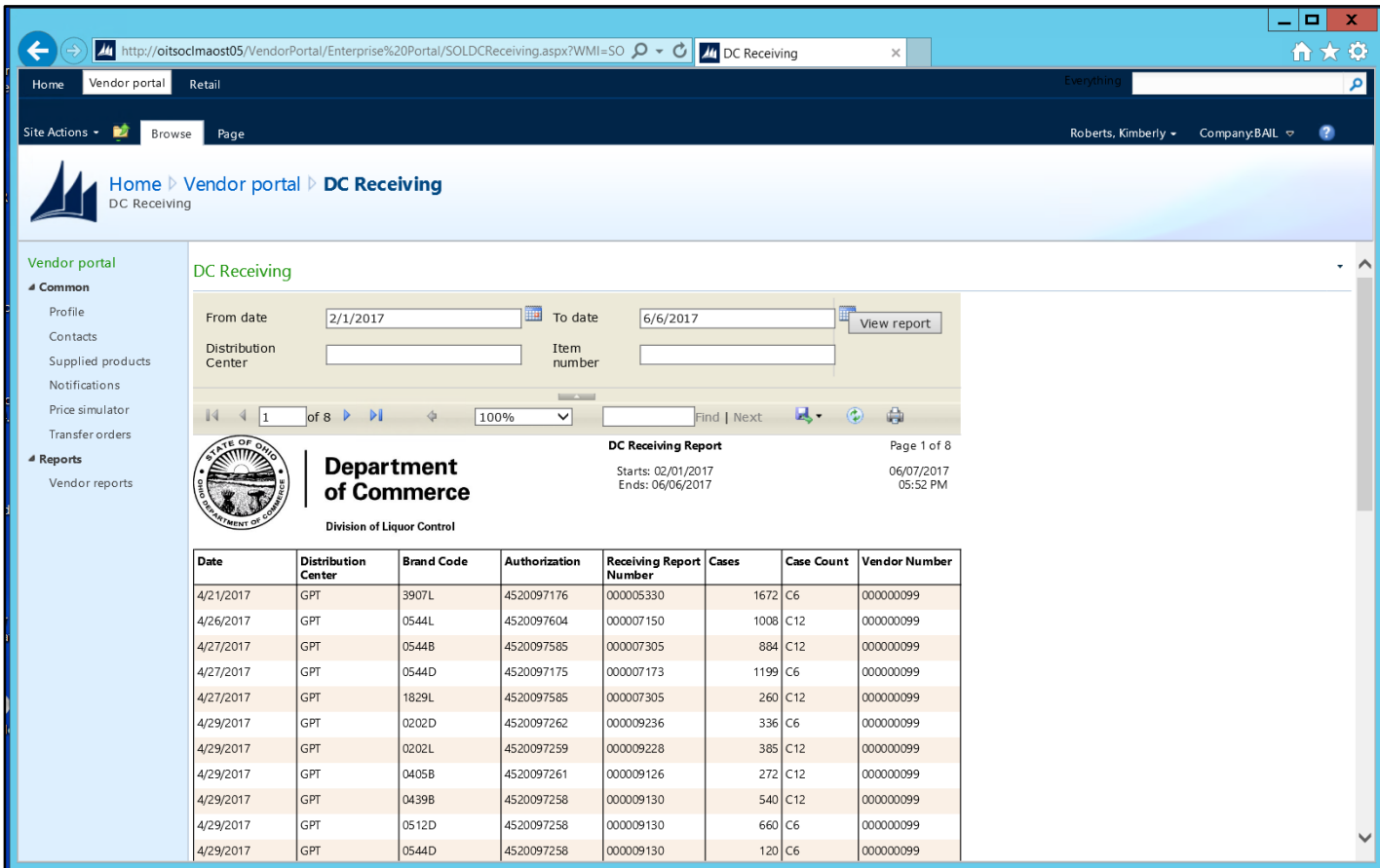
Below the calendar grid, it states: "Today is Wednesday, June 7, 2017".

The left sidebar contains a "Vendor portal" menu with sections for "Common" (Profile, Contacts, Supplied products, Notifications, Price simulator, Transfer orders) and "Reports" (Vendor reports).

7. Click **View report** to run the report for all items.



8. Review the displayed information.



Home Vendor portal Retail

Site Actions Browse Page Roberts, Kimberly Company: BAIL

Home Vendor portal DC Receiving DC Receiving

Vendor portal

Common

- Profile
- Contacts
- Supplied products
- Notifications
- Price simulator
- Transfer orders

Reports

- Vendor reports

DC Receiving

From date: 2/1/2017 To date: 6/6/2017 View report

Distribution Center: Item number:

1 of 8 100% Find | Next

DC Receiving Report Page 1 of 8

Starts: 02/01/2017 Ends: 06/06/2017 06/07/2017 05:52 PM

Department of Commerce

Division of Liquor Control

Date	Distribution Center	Brand Code	Authorization	Receiving Report Number	Cases	Case Count	Vendor Number
4/21/2017	GPT	3907L	4520097176	000005330	1672	C6	000000099
4/26/2017	GPT	0544L	4520097604	000007150	1008	C12	000000099
4/27/2017	GPT	0544B	4520097585	000007305	884	C12	000000099
4/27/2017	GPT	0544D	4520097175	000007173	1199	C6	000000099
4/27/2017	GPT	1829L	4520097585	000007305	260	C12	000000099
4/29/2017	GPT	0202D	4520097262	000009236	336	C6	000000099
4/29/2017	GPT	0202L	4520097259	000009228	385	C12	000000099
4/29/2017	GPT	0405B	4520097261	000009126	272	C12	000000099
4/29/2017	GPT	0439B	4520097258	000009130	540	C12	000000099
4/29/2017	GPT	0512D	4520097258	000009130	660	C6	000000099
4/29/2017	GPT	0544D	4520097258	000009130	120	C6	000000099

9. Click any link on the Vendor portal panel to perform another task.

Results

You have run the *DC Receiving* report.