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.
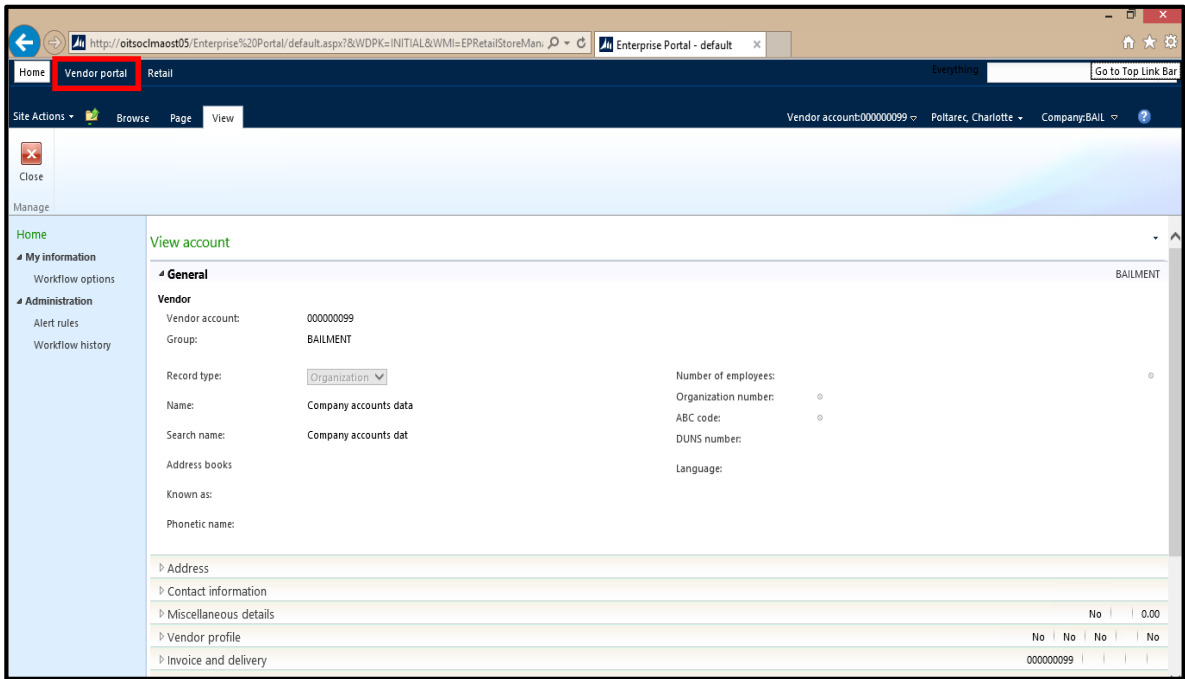
Trigger

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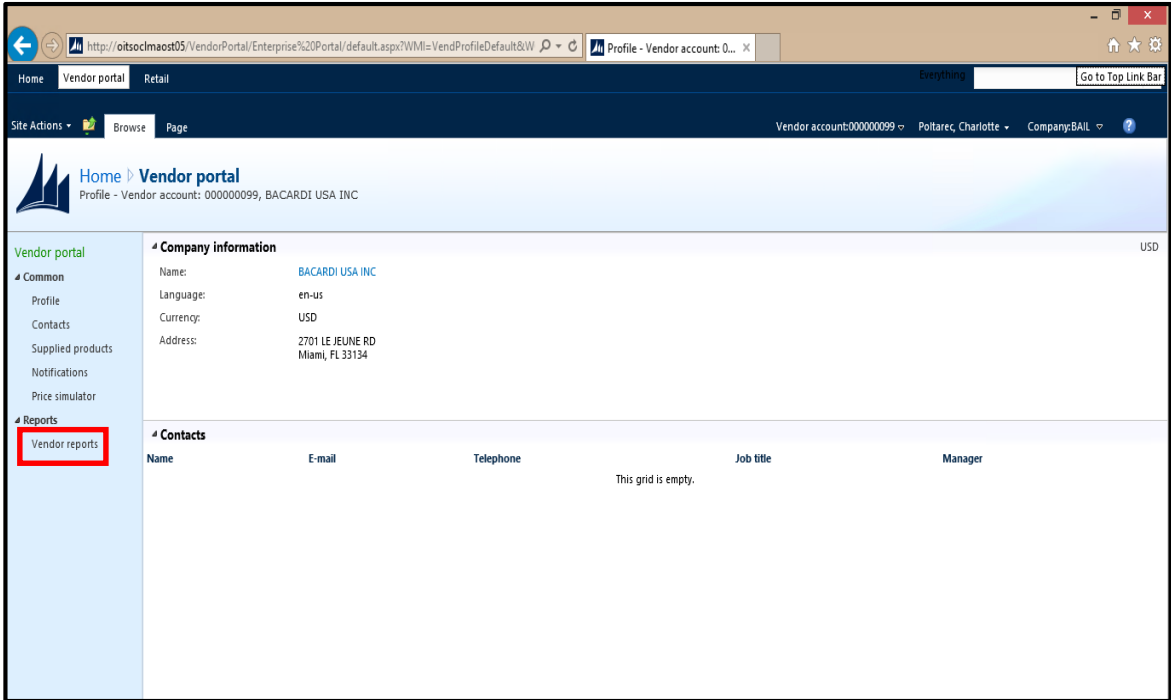
Prerequisites

Purchase orders that have been received exist in the system.
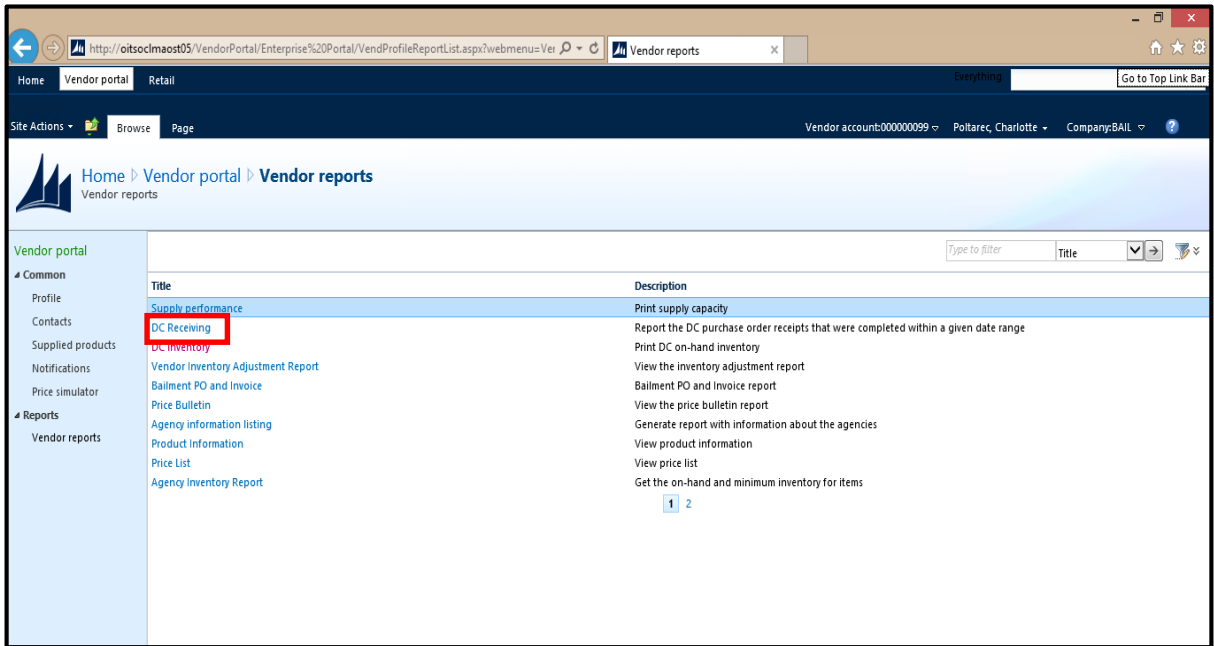
Procedure

1. Begin this task by logging into the Enterprise Portal.

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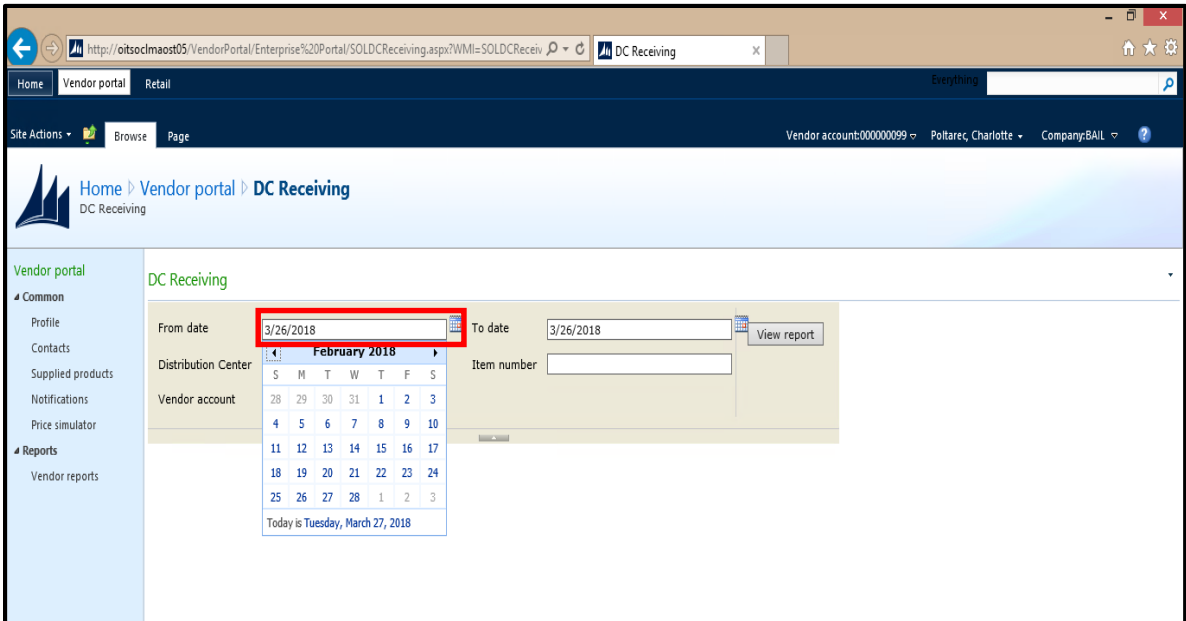
3. Click Vendor reports on the Vendor portal panel.

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

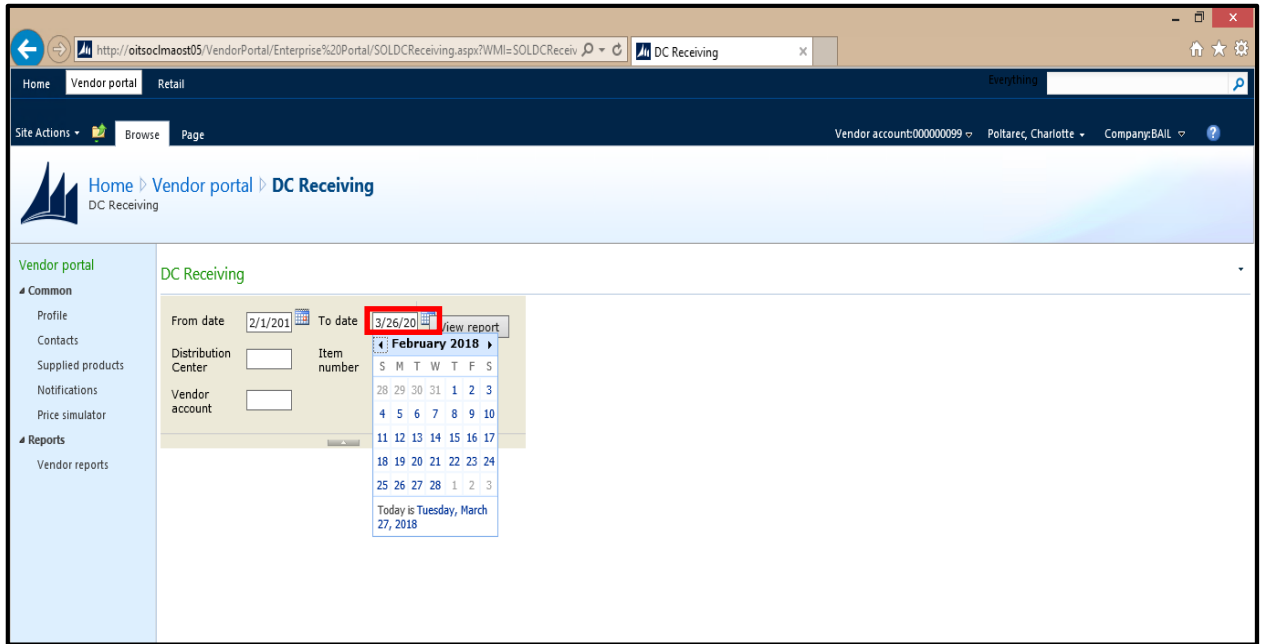5. Click ![icon] in the **From Date** field and select the desired date on the calendar. In this example, select "2/1/2018."

❌ Always use the calendar function to enter dates.

6. Click the calendar icon in the **To Date** field and select the desired date on the calendar. In this example, select "2/8/2018."

7. Click [View report] to run the report for all items.
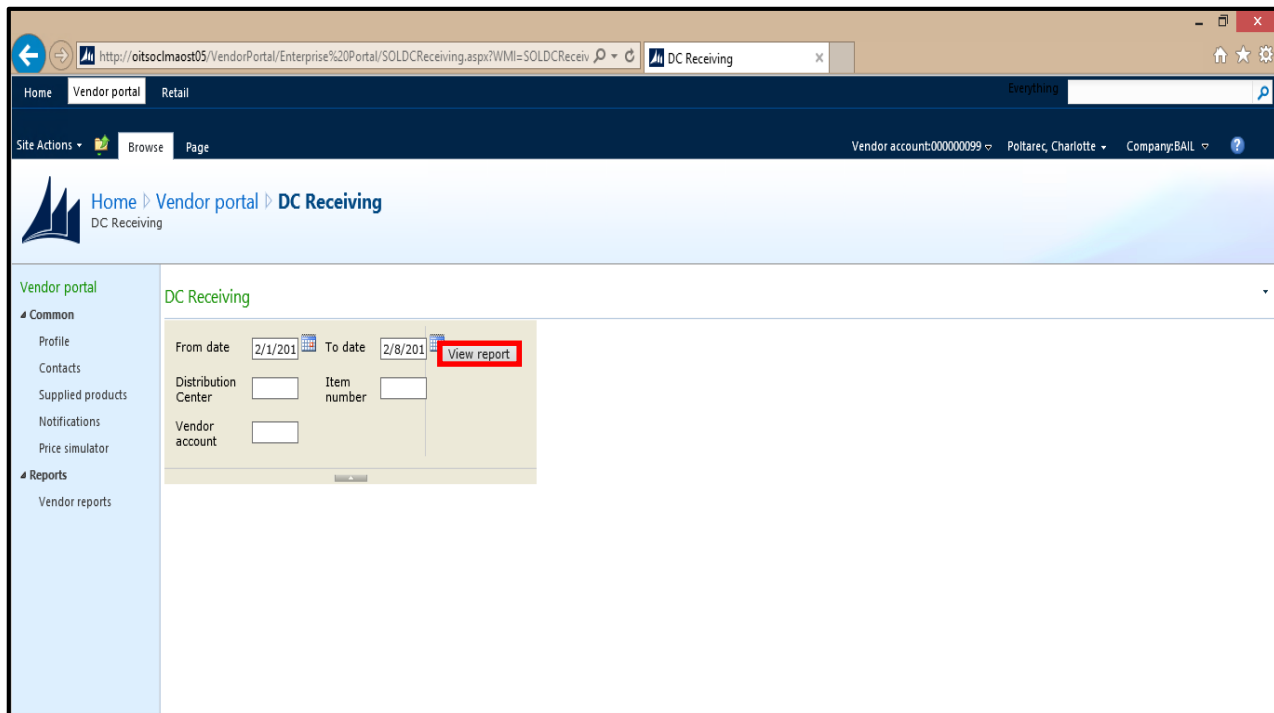
8. Review the displayed information.

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

Results
You have run the *DC Receiving* report.