



# 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

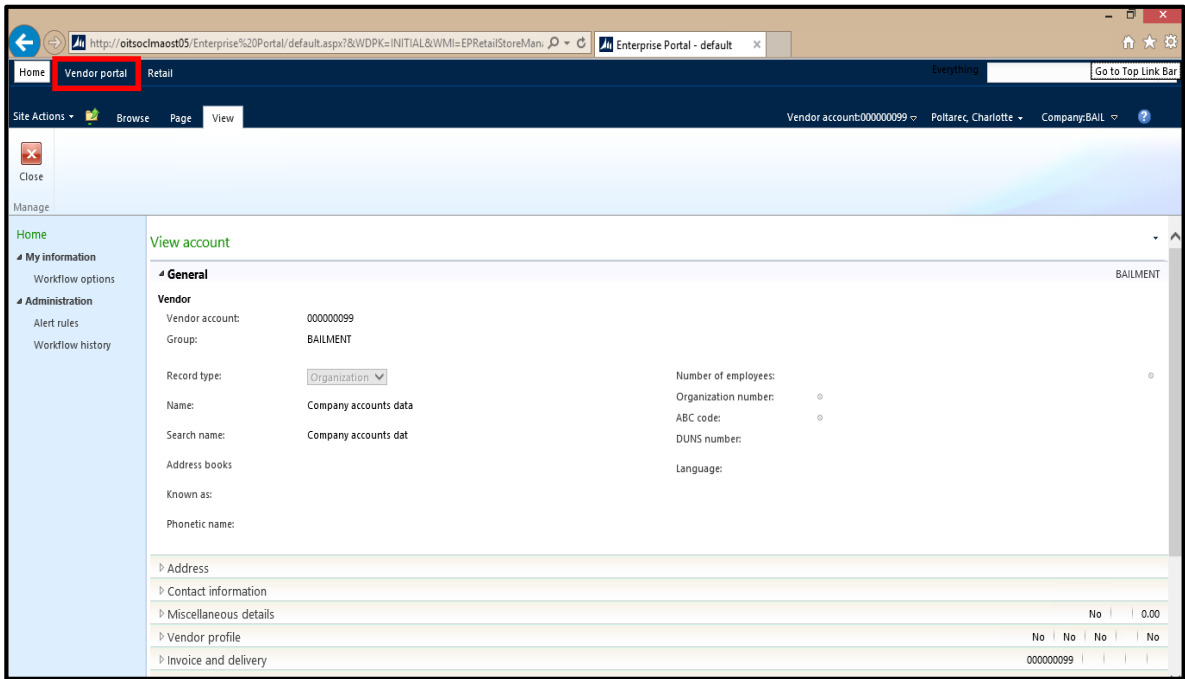
Perform this task when there is a need to review purchase orders that have been received.

## Prerequisites

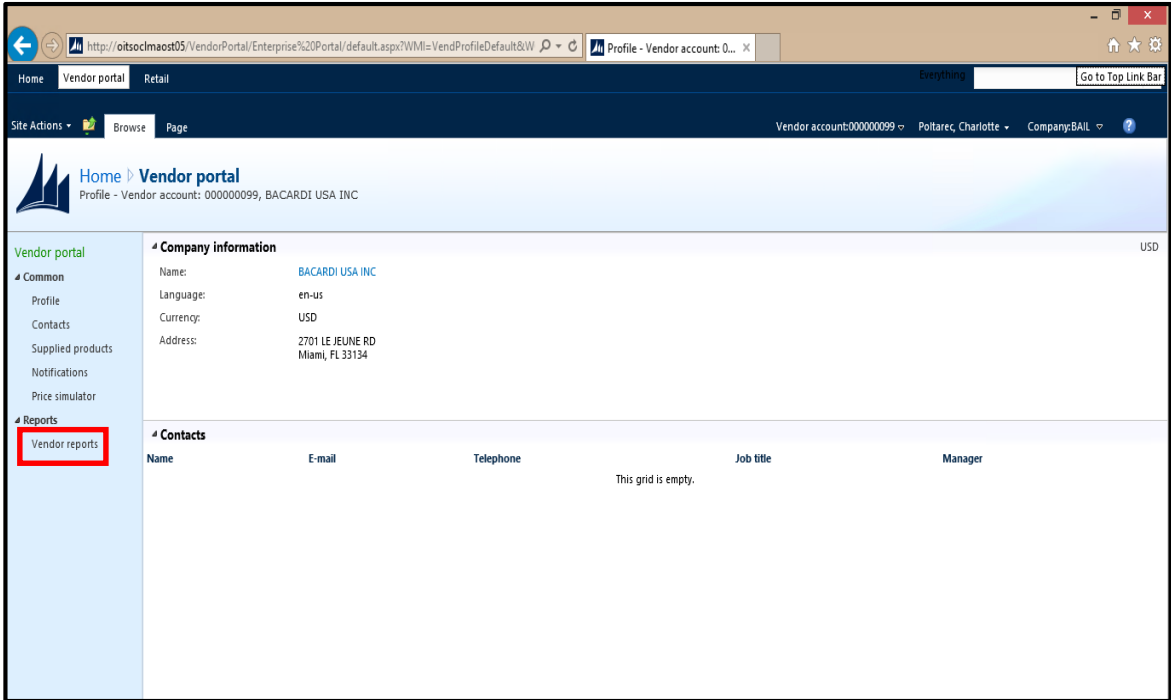
Purchase orders that have been received exist in the system.

# Procedure

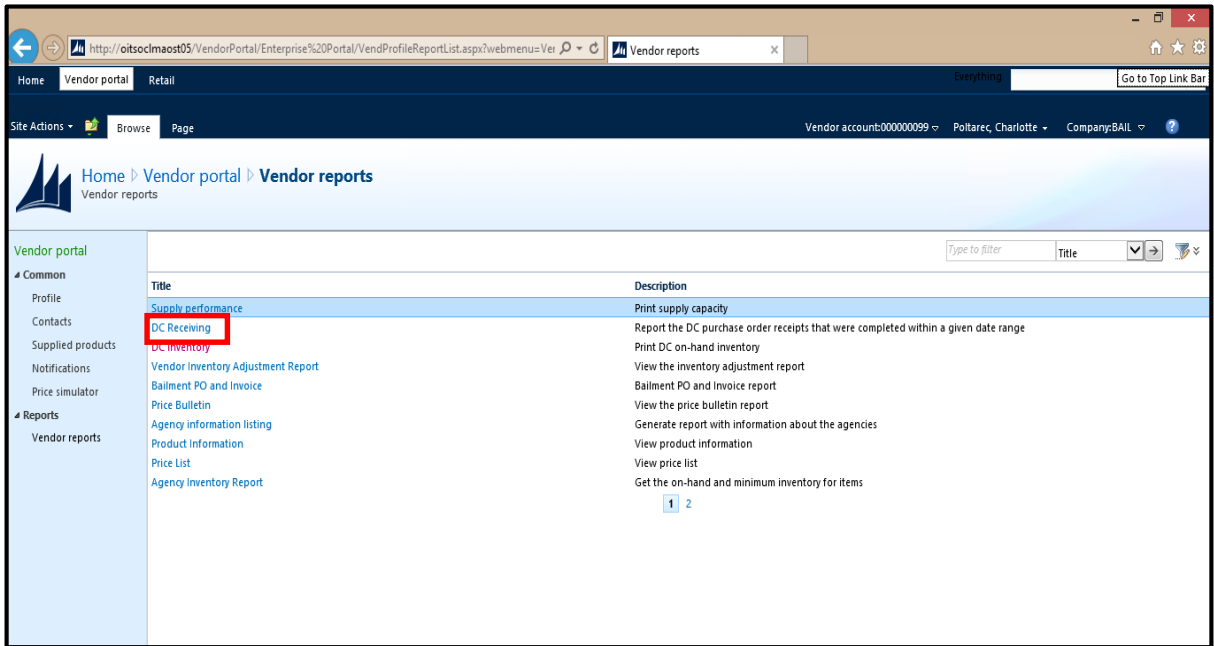
1. Begin this task by logging into the Enterprise Portal.
2. Click **Vendor portal** on the toolbar.




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

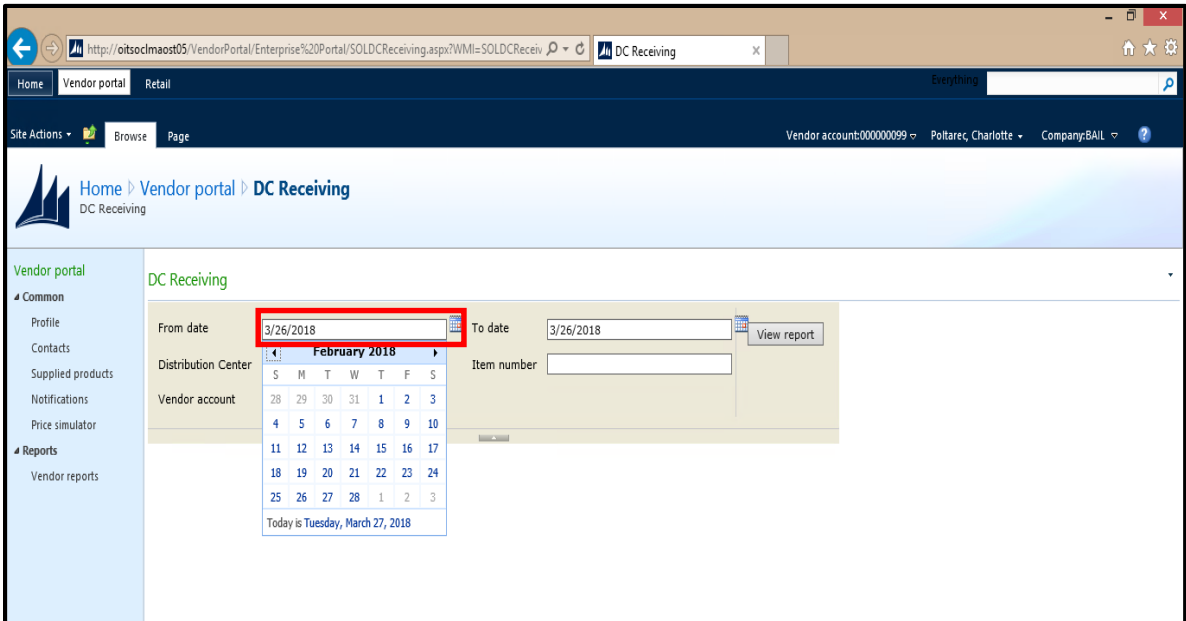


4. Click **DC Receiving** to display the search parameters to run the *DC Receiving* report.




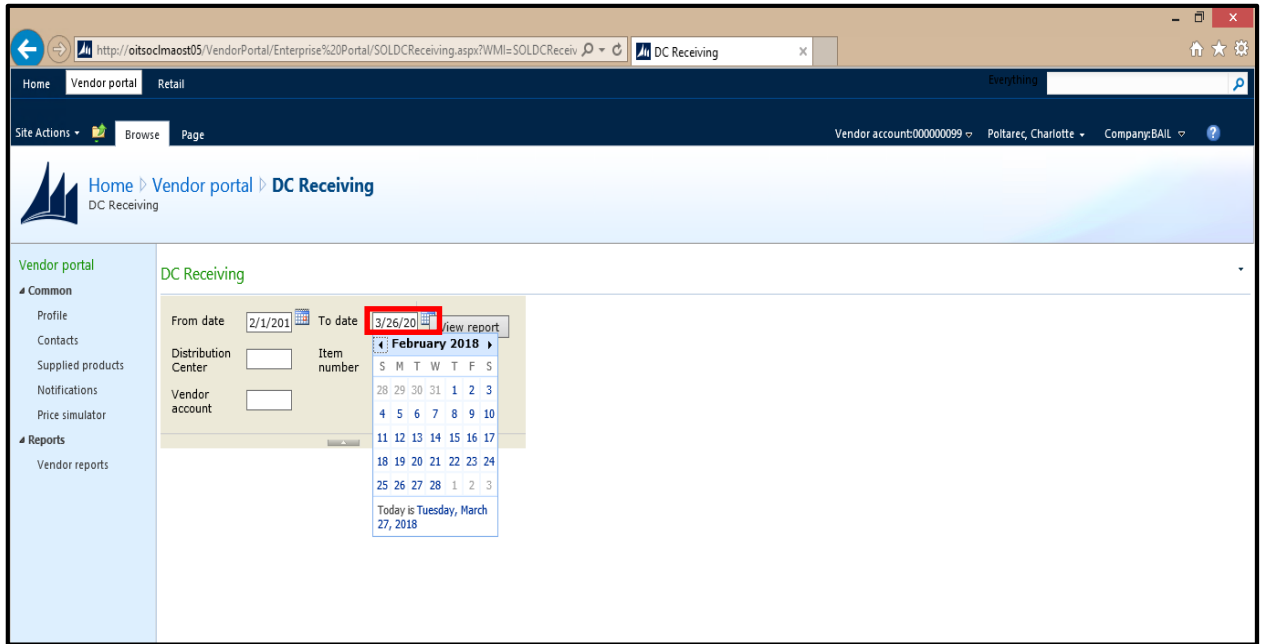
5. Click  in the **From Date** field and select the desired date on the calendar. In this example, select “2/1/2018.”

 Always use the calendar function to enter dates.



The screenshot shows a web browser window displaying the 'DC Receiving' report page. The browser address bar shows the URL: <http://oitsocimaost05\VendorPortal/Enterprise%20Portal/SOLDCReceiving.aspx?WMI=SOLDCReceiv>. The page title is 'DC Receiving'. The breadcrumb navigation is 'Home > Vendor portal > DC Receiving'. The page content includes a 'From date' field with a calendar icon, a 'To date' field, and a 'View report' button. The 'From date' field is highlighted with a red box and contains the text '3/26/2018'. A calendar dropdown is open, showing the month of February 2018. The calendar grid shows the following dates: 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, 1, 2, 3. The text 'Today is Tuesday, March 27, 2018' is displayed at the bottom of the calendar. The left sidebar contains a 'Vendor portal' menu with sections for 'Common' (Profile, Contacts, Supplied products, Notifications, Price simulator) and 'Reports' (Vendor reports).

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



The screenshot shows a web browser window with the URL <http://oitsocmaost05/VendorPortal/Enterprise%20Portal/SOLDCReceiving.aspx?WMI=SOLDCReiv>. The page title is "DC Receiving". The breadcrumb navigation is "Home > Vendor portal > Retail > DC Receiving". The page content includes a sidebar with "Vendor portal" and "DC Receiving" sections. The main content area has a form with the following fields:

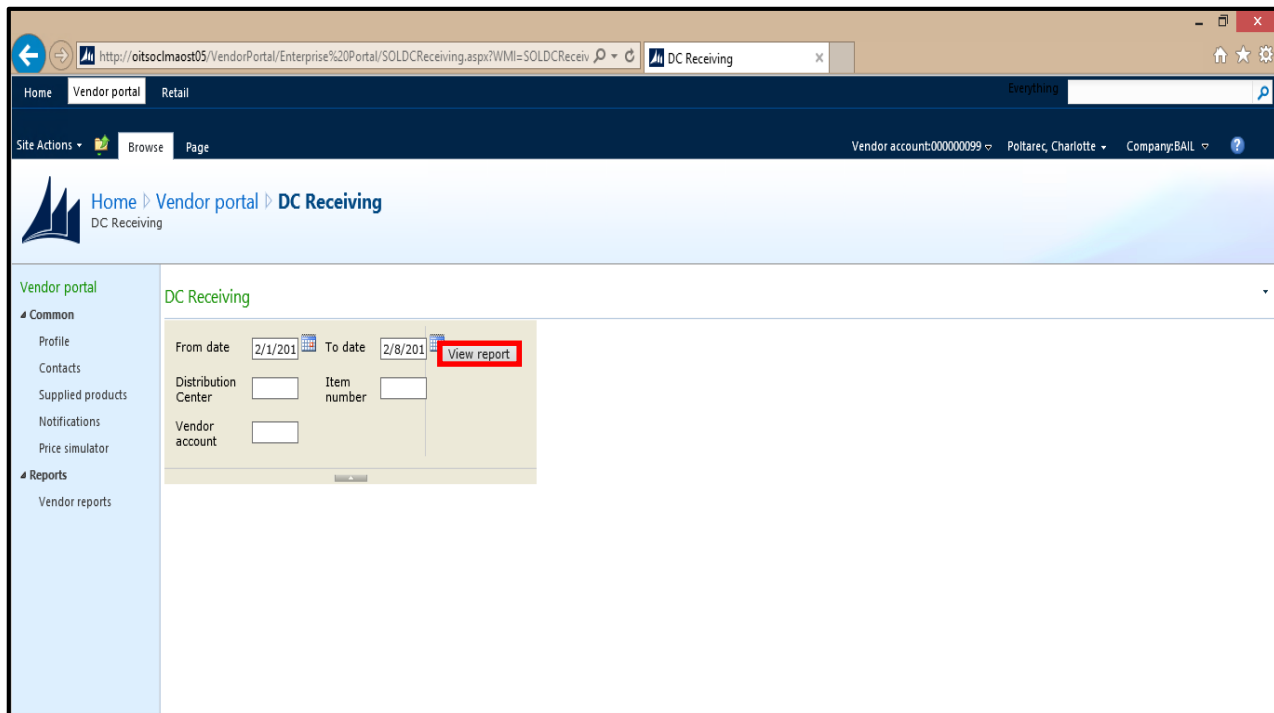
- From date: 2/1/2018
- To date: 3/26/2018 (highlighted with a red box)
- Distribution Center: [input field]
- Item number: [input field]
- Vendor account: [input field]

A calendar dropdown is open for the "To date" field, showing the month of February 2018. The calendar grid is as follows:

February 2018						
S	M	T	W	T	F	S
				1	2	3
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	1	2	3

Below the calendar, it says "Today is Tuesday, March 27, 2018".

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



8. Review the displayed information.

The screenshot shows a web browser window with the URL <http://oitsocmaost05/VendorPortal/Enterprise%20Portal/SOLDCReceiving.aspx?WMI=SOLDCReceiv>. The page title is "DC Receiving". The breadcrumb navigation is "Home > Vendor portal > DC Receiving".

On the left, there is a "Vendor portal" sidebar with sections for "Common" (Profile, Contacts, Supplied products, Notifications, Price simulator) and "Reports" (Vendor reports).

The main content area is titled "DC Receiving" and contains search filters: "From date" (2/1/2018), "To date" (2/8/2018), "Distribution Center", "Item number", and "Vendor account". A "View" button is present.

Below the filters is a "DC Receiving Report" section. It includes the Department of Commerce logo and the text "Department of Commerce, Division of Liquor Control". The report parameters are: "Starts: 02/01/2018, Ends: 02/08/2018". The page number is "Page 1 of 1" with a timestamp of "03/27/2018 12:59 PM".

PO Received Date	PO Number	Vendor Number	Vendor Name	Vendor Reference	Appointment Reference	Appointment Comments	Warehouse	Item	Case Count	Original Qty	Received Qty	Delivery Variance
2/5/2018	BPO00007340	000000099	BACARDI USA INC	4520111552	4520111552	BPO 7340	GRN	0202B	C12	70	70	0
2/5/2018	BPO00007340	000000099	BACARDI USA INC	4520111552	4520111552	BPO 7340	GRN	0202D	C6	45	45	0
2/5/2018	BPO00007340	000000099	BACARDI USA INC	4520111552	4520111552	BPO 7340	GRN	0202L	C12	110	110	0
2/5/2018	BPO00007340	000000099	BACARDI USA INC	4520111552	4520111552	BPO 7340	GRN	0512B	C12	68	68	0

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

**Results**

You have run the *DC Receiving* report.