



Run Product Information Report (Generate Report in “DOLC” Company)

Description

Use this task to run the *Product Information* report. This report shows product information including case price, bottles per case, retail price and wholesale price.

Trigger

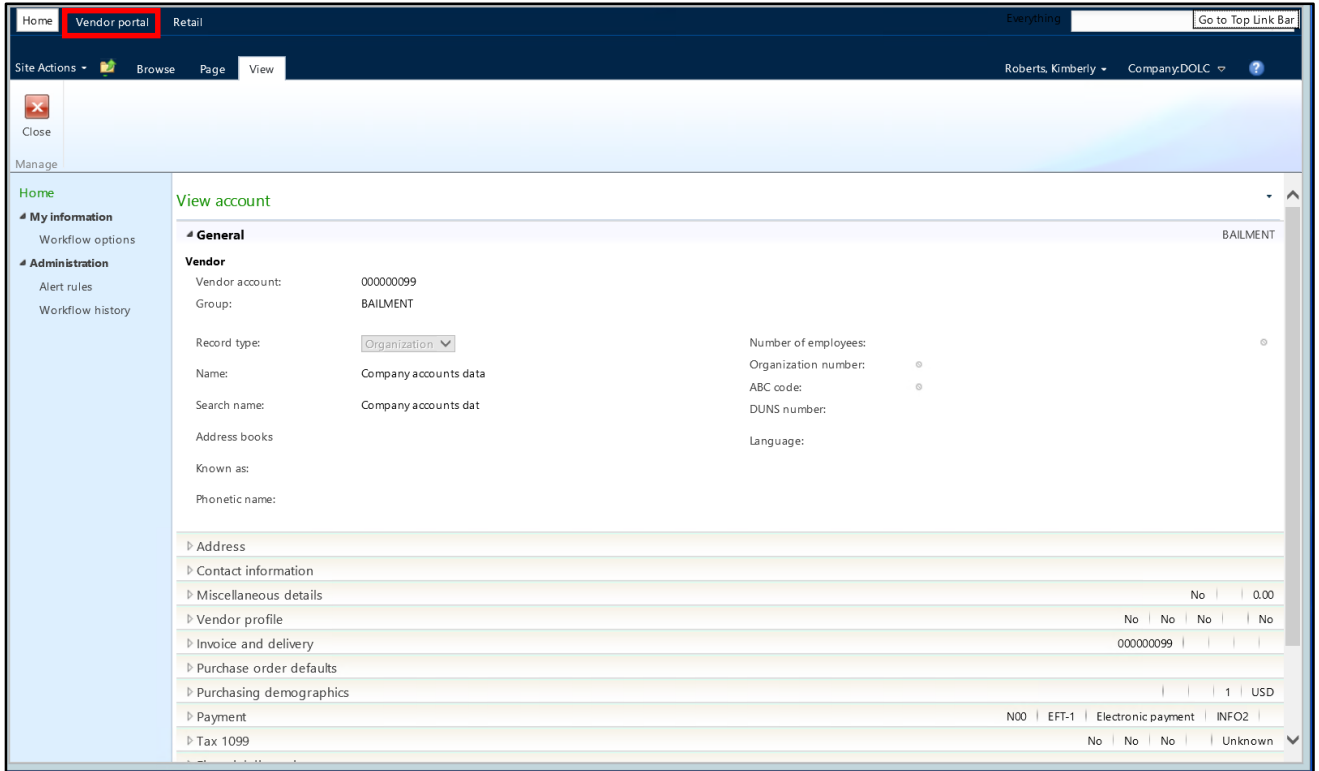
Perform this task when there is a need to review product information.

Prerequisites

Products exists in the system.

Procedure

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



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

The screenshot shows a web application interface for a Vendor portal. At the top, there are navigation tabs for 'Home', 'Vendor portal', and 'Retail'. The 'Vendor portal' tab is active. Below the navigation, there is a search bar and a 'Go to Top Link Bar' button. The main content area is divided into two sections: 'Company information' and 'Contacts'. The 'Company information' section displays details for BACARDI USA INC, including Name, Language (en-us), Currency (USD), and Address (2701 LE JEUNE RD, Miami, FL 33134). The 'Contacts' section is currently empty, displaying the message 'This grid is empty.' The left sidebar contains a 'Vendor portal' menu with options like 'Common', 'Profile', 'Contacts', 'Supplied products', 'Notifications', 'Price simulator', 'Transfer orders', and 'Reports'. The 'Reports' section is expanded, and 'Vendor reports' is highlighted with a red box.

Home Vendor portal Retail

Site Actions - Browse Page Roberts, Kimberly - Company:DOLC

Home Vendor portal
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.				

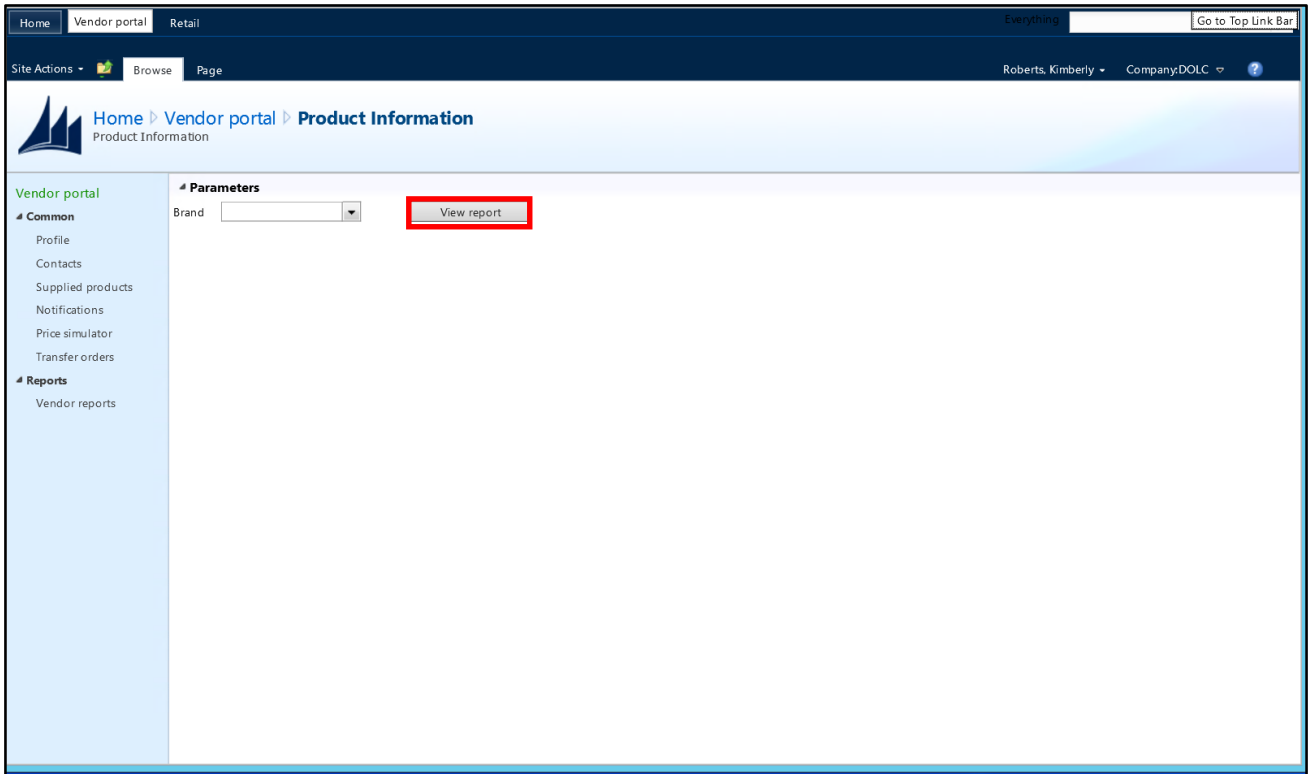
4. Click **Product Information** to display the search parameters to run the *Product Information* report.

The screenshot shows a web application interface for a Vendor portal. The top navigation bar includes 'Home', 'Vendor portal', and 'Retail'. The breadcrumb trail is 'Home > Vendor portal > Vendor reports'. The left sidebar lists various categories: 'Common' (Profile, Contacts, Supplied products, Notifications, Price simulator, Transfer orders) and 'Reports' (Vendor reports). Under 'Reports', 'Vendor reports' is selected, and a list of reports is displayed. The 'Product Information' report is highlighted with a red box. The table below shows the details of the reports.

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

1 2

5. Click  to display product information for all items.



6. Review the displayed information.

The screenshot displays a web application interface for Product Information. The page includes a navigation menu on the left, a header with the Department of Commerce logo and name, and a main content area with a table of product information and a detailed vendor information table.

Product Information Table:

Brand	Name	Category	Proof	Age	Status
0013B	ANGELS ENVY RYE	Bourbon	50.0	0	Active

Vendor Information Table:

Vendor Number	00000099
Vendor name	BACARDI USA INC
Broker Number	8K60
Broker name	SOUTHERN GLAZERS WINE AND SPIRITS
UPC	850047003065
Case price	267.04
Bottles per case	C6
Ounces	25.40
Post-Off Discount	\$0.00

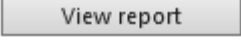
Price Comparison Table:

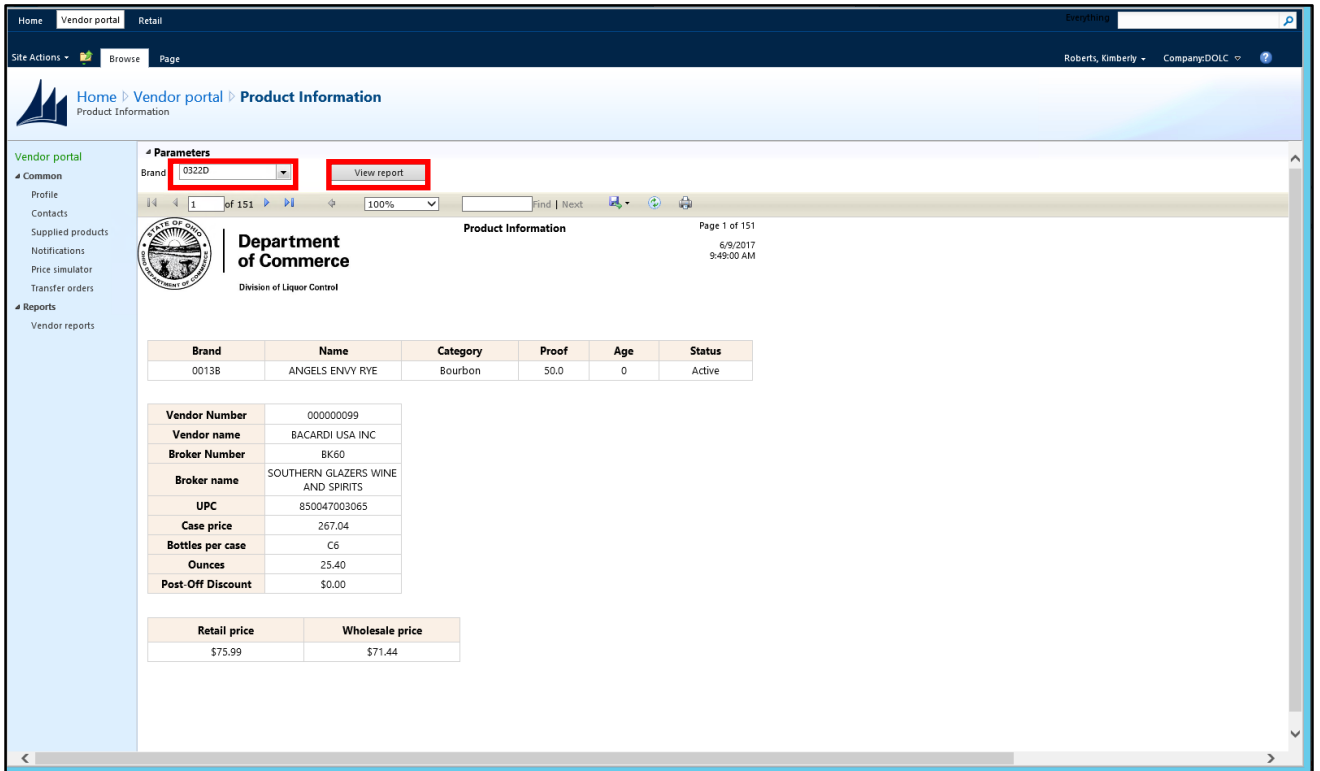
Retail price	Wholesale price
\$75.99	\$71.44

7. Enter the product number in the **Brand** field to display information for a particular product. In this example, enter “0322D.”



The product can also be selected from the **Brand** drop-down list.

8. Click  to run the report.



The screenshot shows a web application interface for a 'Vendor portal' under the 'Retail' section. The main content area is titled 'Product Information' and displays details for a product. The 'Brand' field is set to '0322D', and a 'View report' button is highlighted. The product information includes a table with columns for Brand, Name, Category, Proof, Age, and Status. Below this, there are two tables: one for product details (Vendor Number, Vendor name, Broker Number, Broker name, UPC, Case price, Bottles per case, Ounces, Post-Off Discount) and another for pricing (Retail price, Wholesale price).

Brand	Name	Category	Proof	Age	Status
00138	ANGELS ENVY RYE	Bourbon	50.0	0	Active

Vendor Number	000000099
Vendor name	BACARDI USA INC
Broker Number	BK60
Broker name	SOUTHERN GLAZERS WINE AND SPIRITS
UPC	850047003065
Case price	267.04
Bottles per case	C6
Ounces	25.40
Post-Off Discount	\$0.00

Retail price	Wholesale price
\$75.99	\$71.44

9. Review the displayed information.

The screenshot shows a web application interface for the Department of Commerce, Division of Liquor Control. The main content area displays product information for a BOMBAY Gin. The interface includes a navigation menu on the left, a search bar at the top, and a table of product details.

Product Information

Brand	Name	Category	Proof	Age	Status
0322D	BOMBAY	Gin	86.0	0	Active

Vendor Information

Vendor Number	000000099
Vendor name	BACARDI USA INC
Broker Number	BK60
Broker name	SOUTHERN GLAZERS WINE AND SPIRITS
UPC	0080480300005
Case price	114.17
Bottles per case	C6
Ounces	59.20
Post-Off Discount	\$0.00

Price Information

Retail price	Wholesale price
\$33.99	\$31.96

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

Results

You have run the *Product Information* report.