This report displays information on any orders that have been receipted into WBSCM. This Report is “Real Time” meaning it is ever changing/updating as information is entered into WBSCM. Every time an ASN is entered or a Goods Receipt is entered, this report will be updated to reflect the new additions. This can be very useful for identifying ASN numbers after a multiple upload or a variety of other information.

**Portal Path:** Suppliers → Supplier Self Service → Supplier Self Service

Click on “All Goods Receipts”
To search for all Goods Receipts you must enter at least one of the following: Vendor, Purchase Order (PO), PO Create Date, PO Delivery Date, Bid Invitation Number, ASN Number, ASN Submission Date or Material.

The more criteria you enter, the more you will be able to narrow your search.

To include Invoice Data and Reference PO into the Report you must search by Purchase Order Number. Enter Purchase Order Number and scroll down to click on the Invoice Data and Reference PO boxes.
Click on “Execute”

A list of all Good Receipts will be displayed.
This report can be customized via the settings link. Click the horizontal scrollbar and scroll all the way to the right of the report until you see “Settings” displayed. Click on “Settings”.

The columns of the Goods Receipt Report and the order in which they are displayed can be customized to your preference. Click on the blue box next to the column that you would like to add/remove from the Report, once the box is highlighted click on the “Add” or “Remove” button.

To change the order of a column, click the up or down arrow keys. The first up arrow key will move the column to the first column. The second, up arrow key will move it up one column.
In the example below, the Purchase Order # was highlighted and the first up arrow key was selected to move the selected column to the beginning of the Report.

Notice the Purchase Order # has moved and will now be the first column of the report.
Once you have made your selections, click “Apply”

To save the customized settings, click “Save As”. The customized settings can be used to view future Goods Receipt Reports.
A pop-up screen is displayed. Enter a name for the customized report in the Description field. We have labeled this sample report “Vendor View”. Click “OK”

Click “OK”
The customized report will be displayed

Goods Receipt Detail Report

To open or save in Excel: Click “Export” and click “Export to Microsoft Excel”
Click “Open” to open the file in Excel or click “Save” to save it to a folder.

Opening the file, click “Yes”.

File will open in Excel. Click on the “blue disk” image to save in Excel file format.
Change format to “Excel Workbook” and give new file name. Click “Save”
NOTE: To use the customized setting for other Purchase Orders, select the drop-down arrow and select the name of the customized setting.