

Display Goods Receipt Report

April 18, 2016

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”

The screenshot shows the USDA Web-Based Supply Chain Management portal. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. The 'Suppliers' menu is expanded, showing 'Supplier Self Service' as the selected option. The main content area displays 'Supplier Self-Service' for 'FARMLAND FOODS, INC.' with a search bar and a 'Search' button. Below the search bar, there are four tiles: 'All Purchase Orders' (New 4, In Process 39, Confirmed), 'All Goods Receipts' (highlighted with a red box), 'All ASNs' (Create, Upload file), and 'All Invoices' (Rejected, Cancelled by USDA, Cancelled by Vendor, Create). The SAP logo is visible in the bottom right corner.

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
- Advanced Shipping Notification (ASN) number
- ASN Submission Date
- Material


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

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- NOTE: 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.



















Reports : Input Criteria

 Execute

Goods Receipt Detail Report

[Reset Values](#)

 [Show Variants](#)

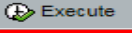
Purchase Order:	<input type="text" value="4100006333"/>	To	<input type="text"/>	
Purchase Order Item:	<input type="text"/>	To	<input type="text"/>	
Purchasing Doc. type:	<input type="text"/>	To	<input type="text"/>	
PO Create Date:	<input type="text"/>	To	<input type="text"/>	
PO Delivery Date:	<input type="text"/>	To	<input type="text"/>	
Material:	<input type="text"/>	To	<input type="text"/>	
Bid Invitation Numb.:	<input type="text"/>	To	<input type="text"/>	
Plant:	<input type="text"/>	To	<input type="text"/>	
Sold-to Party:	<input type="text"/>	To	<input type="text"/>	
Ship-To Party:	<input type="text"/>	To	<input type="text"/>	
Vendor:	<input type="text" value="1000577"/>	To	<input type="text"/>	
Freight Forwarder:	<input type="text"/>	To	<input type="text"/>	
Load Point:	<input type="text"/>	To	<input type="text"/>	
ASN Number:	<input type="text"/>	To	<input type="text"/>	
ASN Submission Date:	<input type="text"/>	To	<input type="text"/>	
Rail Car ID / BOL #:	<input type="text"/>	To	<input type="text"/>	
Establishment #:	<input type="text"/>	To	<input type="text"/>	
Receipt by Org:	<input type="text"/>	To	<input type="text"/>	
Include Invoice Data?:	<input checked="" type="checkbox"/>			
Include Reference PO?:	<input checked="" type="checkbox"/>			


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Click "Execute".

Reports : Input Criteria

 Execute

Goods Receipt Detail Report 

[Reset Values](#) [Show Variants](#)

Purchase Order: To

Purchase Order Item: To

Purchasing Doc. type: To

PO Create Date: To

PO Delivery Date: To

Material: To

Bid Invitation Num.: To

Plant: To

Sold-to Party: To

Ship-To Party: To

Vendor: To

Freight Forwarder: To

Load Point: To

ASN Number: To

ASN Submission Date: To

Rail Car ID / BOL #: To

Establishment #: To

Receipt by Org:

Include Invoice Data?:

Include Reference PO?:

A list of all Goods Receipts will be displayed.

- This report can be customized via the settings link. Click icon that looks like wrench, this will open up the different settings options.

Goods Receipt Detail Report

[Go Back](#)

View: GR_STATUS

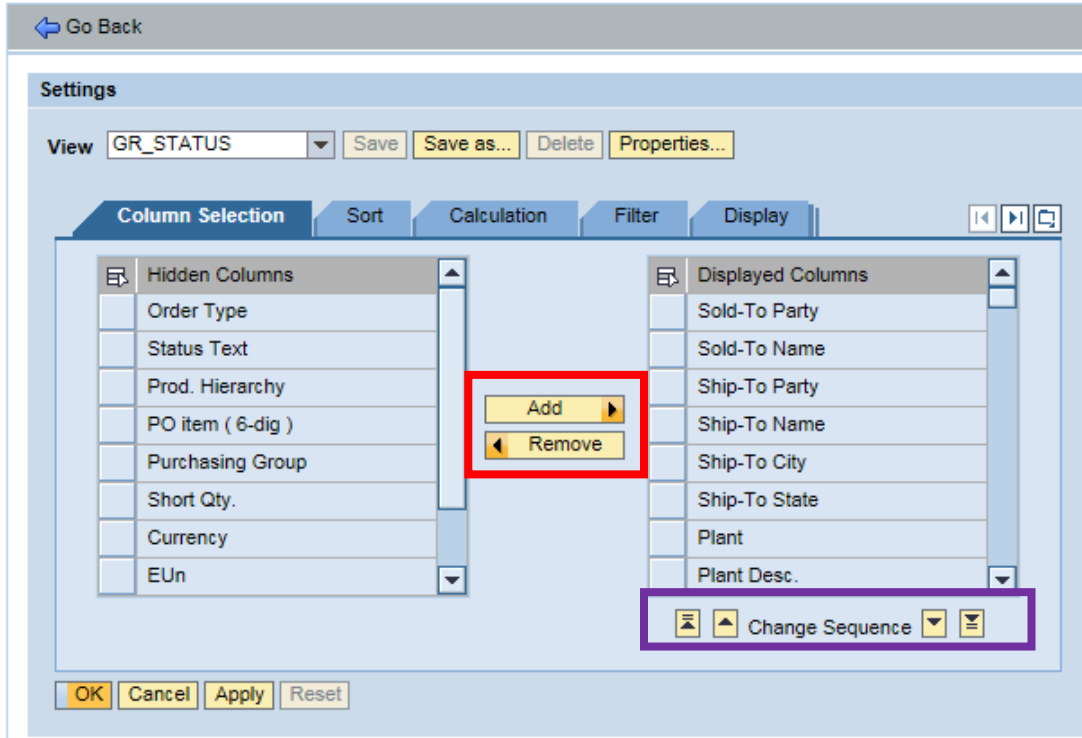
Sold-To Party	Sold-To Name	Ship-To Party	Ship-To Name	Ship-To City	Ship-To State	Plant	Plant Desc.
4000532	OK Cherokee Nation	5000121	CHEROKEE TRIBAL COMPLEX ON	TAHLEQUAH	OK	1000	DOMESTIC STATISTICAL 1000
4000532	OK Cherokee Nation	5000121	CHEROKEE TRIBAL COMPLEX ON	TAHLEQUAH	OK	1000	DOMESTIC STATISTICAL 1000
4000532	OK Cherokee Nation	5000121	CHEROKEE TRIBAL COMPLEX ON	TAHLEQUAH	OK	1000	DOMESTIC STATISTICAL 1000
4000553	OH Dept. of Education	5003547	SYSCO - CENTRAL OHIO	CLEVELAND	OH	1000	DOMESTIC STATISTICAL 1000
4000553	OH Dept. of Education	5003547	SYSCO - CENTRAL OHIO	CLEVELAND	OH	1000	DOMESTIC STATISTICAL 1000
4000553	OH Dept. of Education	5003547	SYSCO - CENTRAL OHIO	CLEVELAND	OH	1000	DOMESTIC STATISTICAL 1000
4000553	OH Dept. of Education	5003286	SYSCO CINCINNATI	CINCINNATI	OH	1000	DOMESTIC STATISTICAL 1000
4000553	OH Dept. of Education	5003286	SYSCO CINCINNATI	CINCINNATI	OH	1000	DOMESTIC STATISTICAL 1000
4000553	OH Dept. of Education	5003286	SYSCO CINCINNATI	CINCINNATI	OH	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5003534	IMLER'S POULTRY	DUNCANSVILLE	PA	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5003534	IMLER'S POULTRY	DUNCANSVILLE	PA	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5003534	IMLER'S POULTRY	DUNCANSVILLE	PA	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5003534	IMLER'S POULTRY	DUNCANSVILLE	PA	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5003534	IMLER'S POULTRY	DUNCANSVILLE	PA	1000	DOMESTIC STATISTICAL 1000
4000559	PA Dept. of Agriculture	5003534	IMLER'S POULTRY	DUNCANSVILLE	PA	1000	DOMESTIC STATISTICAL 1000

Display Goods Receipt Report

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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.

Goods Receipt Detail Report . . .



- 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 (top) column. The second, up arrow key will move it up one column.

- In the following example—Figure 1—the Purchase Order # was highlighted and the first arrow key was selected to move the column to beginning of the Report as can be seen in Figure 2.

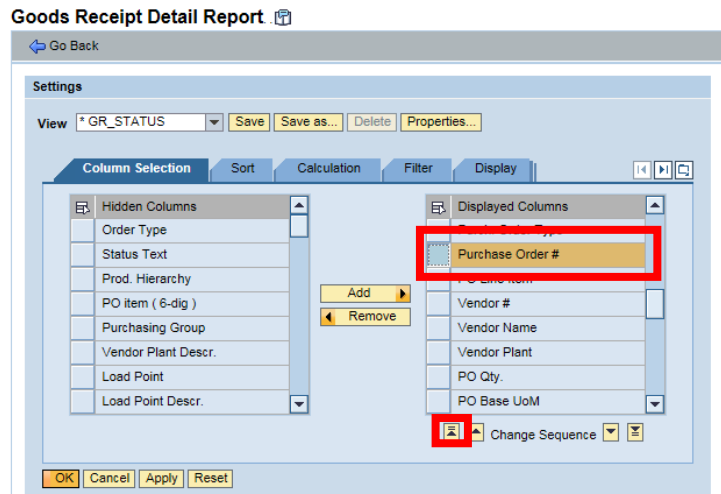


Figure 1.

Display Goods Receipt Report

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- Notice the Purchase Order # has moved and will now be the first column of the report.

Goods Receipt Detail Report . . .

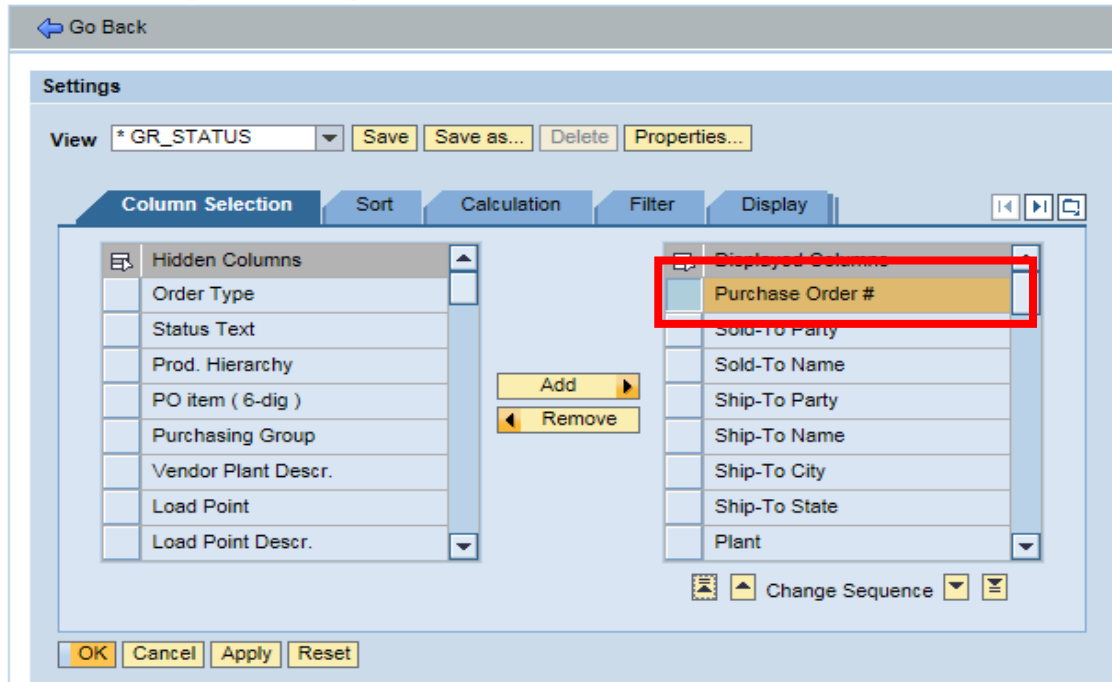
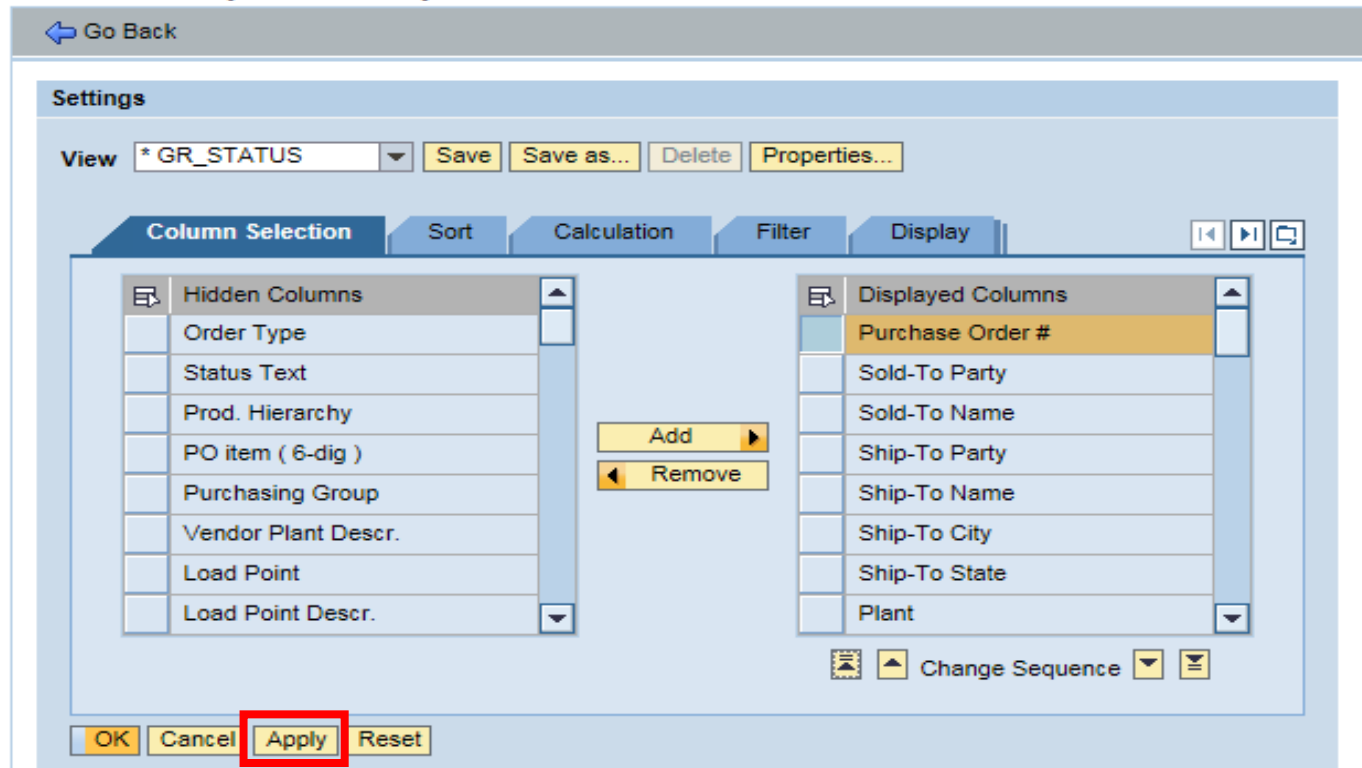


Figure 2.

Once you have made your selections, select "Apply"

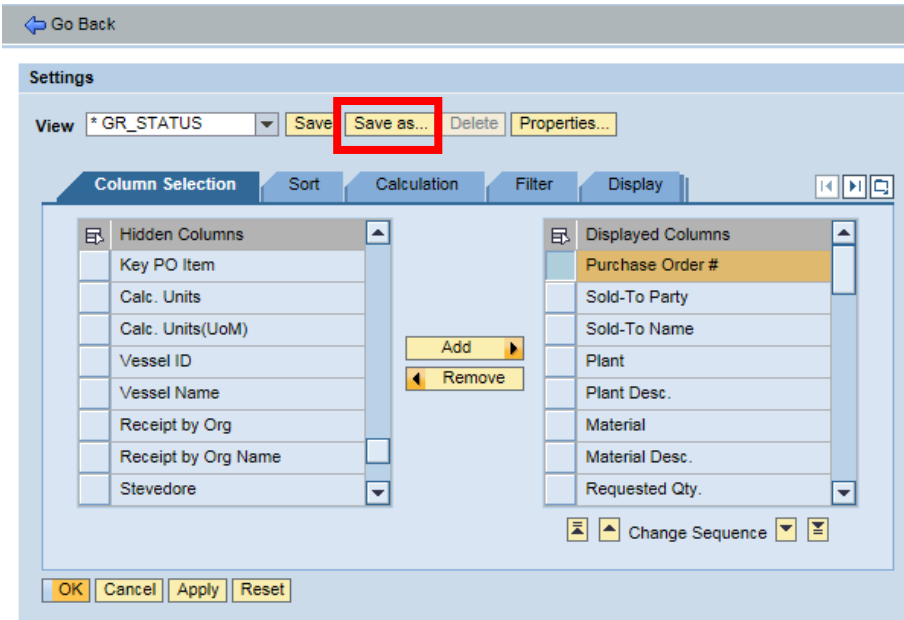
Goods Receipt Detail Report . . .



Display Goods Receipt Report

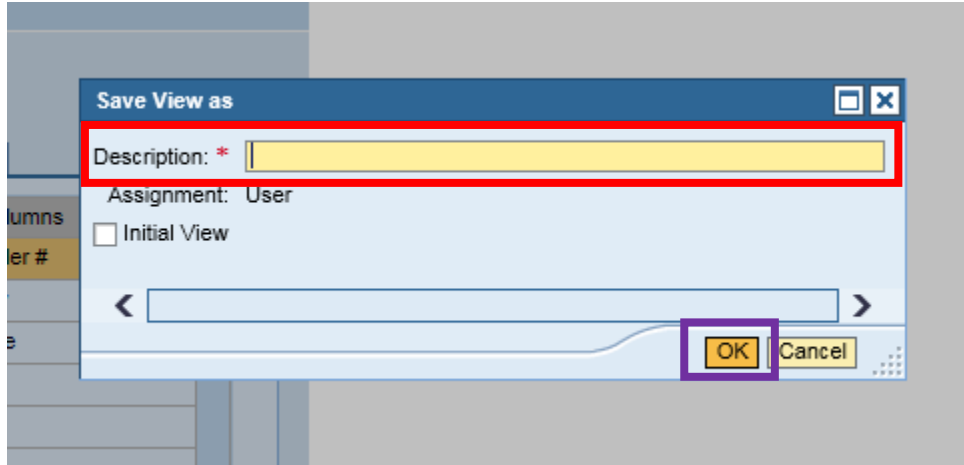
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To save the customized settings, click “Save As”. The customized settings can be used to view future Goods Receipt Reports.



A pop-up screen is displayed. Enter a name for the customized report in the **Description** field.

- Click “Okay”

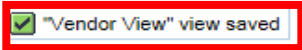


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A message will appear acknowledging the changes have been saved.

- Select 'Ok'



Goods Receipt Detail Report

← Go Back

Settings

View: Vendor View [Save] [Save as...] [Delete] [Properties...]

Column Selection | Sort | Calculation | Filter | Display

Hidden Columns

- ASN Sub. Date
- Var. Wt. Material?
- EUn
- Key PO
- Key PO Item
- Calc. Units
- Calc. Units(UoM)
- Vessel ID

[Add]

[Remove]

Displayed Columns

- Purchase Order #
- Sold-To Party
- Sold-To Name
- Plant
- Plant Desc.
- Material
- Material Desc.
- Requested Qty.

[Change Sequence]

[OK] [Cancel] [Apply] [Reset]

The customized report will be displayed.

Goods Receipt Detail Report

← Go Back

View: View_1 [Print Version] [Export]

Purchase Order #	PO Line Item	Ship-To City	Ship-To State	Plant	Plant Desc.	Material	Material Desc.
4100000389	1	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100	100182	PORK HAM WATERAD FRZ CTN-12/3 LB
		Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
		Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
	2	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
		Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
		Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
	3	Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200		PORK HAM WATERAD FRZ CTN-12/3 LB
		Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200		PORK HAM WATERAD FRZ CTN-12/3 LB
		Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200		PORK HAM WATERAD FRZ CTN-12/3 LB
	4	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
		Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
		Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
5	Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200	PORK HAM WATERAD FRZ CTN-12/3 LB		
	Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200	PORK HAM WATERAD FRZ CTN-12/3 LB		
	Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200	PORK HAM WATERAD FRZ CTN-12/3 LB		

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- NOTE: to use the customized setting for other Purchase Orders, select the drop-down arrow and select the name of the customized setting.

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View	GR_STATUS	PO Line Item	Ship-To City	Ship-To State	Plant	Plant Desc	Material	Material Desc.
View_1	INTL_SHIPMENT_RECEIPT	1	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100	100182	PORK HAM WATERAD FRZ CTN-12/3 LB
View_1			Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
View_1			Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
[Standard View]		2	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
			Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
			Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
		3	Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200		PORK HAM WATERAD FRZ CTN-12/3 LB
			Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200		PORK HAM WATERAD FRZ CTN-12/3 LB
			Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200		PORK HAM WATERAD FRZ CTN-12/3 LB
		4	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
			Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
			Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100		PORK HAM WATERAD FRZ CTN-12/3 LB
		5	Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200		PORK HAM WATERAD FRZ CTN-12/3 LB
			Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200		PORK HAM WATERAD FRZ CTN-12/3 LB
			Kansas City	MO	2200	NW PARIS BROTHERS-MO 2200		PORK HAM WATERAD FRZ CTN-12/3 LB

To open or save as an Excel Spreadsheet: click “Export” and select “Export to Microsoft Excel”

Purchase Order #	PO Line Item	Material	Id Qty	Invoice Qty	PO Delivery Date	Requested Del. Date	Sold-To F
4100001157	1	130187	0.000	0.000	10/31/2010	10/31/2010	4900157
	2		0.000	0.000	10/15/2010	10/15/2010	4900072
	3		0.000	0.000	11/30/2010	11/30/2010	4900189
	4	130189	0.000	0.000	11/15/2010	11/15/2010	4900095
	5		0.000	0.000	10/31/2010	10/31/2010	4900094
	6		0.000	0.000	10/15/2010	10/15/2010	4900134

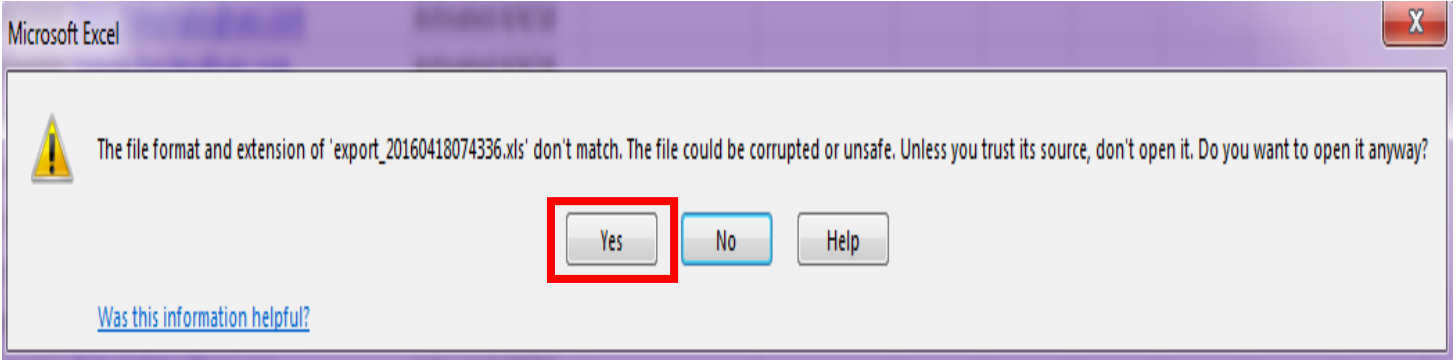
A message will appear asking if you want to open or save the file—Click “Open” to open the file in Excel or click “Save” to save it to a folder.



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When opening the file, the following message will appear. Select “Yes”



The file will open and all the information will be displayed. Save the Excel file.

A screenshot of an Excel spreadsheet titled "export_20160418074336 [Read Only] Excel". The spreadsheet contains a table with columns: Purchase Order #, PO Line Item, Ship To City, Ship To State, Plant, Plant Desc., Material, Material Desc., Requested Qty., Sales Order #, SO Item #, Requested Del. Date, Bid Initiation, Key PO Item, PO Create Date, Vendor #, and Vendor Name. The data includes multiple rows for different plants and materials, such as "NW AMERICOLD-CARTHAGE 2100" and "NW PARIS BROTHERS MO 2200". A large "SAMPLE REPORT" watermark is overlaid on the center of the table.

Purchase Order #	PO Line Item	Ship To City	Ship To State	Plant	Plant Desc.	Material	Material Desc.	Requested Qty.	Sales Order #	SO Item #	Requested Del. Date	Bid Initiation	Key PO Item	PO Create Date	Vendor #	Vendor Name
4100000389	1	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			9/30/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	1	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			9/30/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	1	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			9/30/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	2	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			9/30/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	2	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			9/30/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	3	Kansas City	MO	2200	NW PARIS BROTHERS MO 2200	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			9/30/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	3	Kansas City	MO	2200	NW PARIS BROTHERS MO 2200	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			9/30/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	3	Kansas City	MO	2200	NW PARIS BROTHERS MO 2200	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			9/30/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	4	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			10/15/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	4	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			10/15/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	4	Carthage	MO	2100	NW AMERICOLD-CARTHAGE 2100	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			10/15/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	5	Kansas City	MO	2200	NW PARIS BROTHERS MO 2200	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			10/31/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD
4100000389	5	Kansas City	MO	2200	NW PARIS BROTHERS MO 2200	100182	PORK HAM WATERAD FRZ CTN-12/3 LB	36,000.000			10/31/2011	2000000340		8/5/2011	1000577	FARMLAND FOOD

Navigate to the location you would like to save the file and name the file and click ‘Save’.

- Note: Don't forget to change the 'Save as type' to Excel.

