How to Export PO Information to Excel

A few notes about this report:

The report is 'real time' meaning it is ever changing/updating as information is entered into WBSCM. Every time an ASN or Goods Receipt is entered, this report will be updated to reflect the additions. This can be very useful for identifying ASN numbers after a multiple upload or a variety of other information. However, it does not display invoice numbers. The Invoice Report is available to identify invoices that have been created.

If this report is requested before any ASNs are created, it will only have the information from the Adobe Acrobat version of the PO that everyone is familiar with. After ASNs are created and Goods Receipts are entered, this report can be used to track all information as well.

Follow the Portal Path: Suppliers→Supplier Self Service→Supplier Self Service→All Goods Receipts

Enter in the Purchase Order Number and select Execute.

- The Vendor Number will automatically populate.
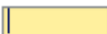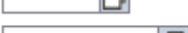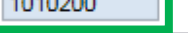
Click on 'Export' then 'Export to Microsoft Excel'.

- If you scroll all the way to the right in WBSCM there is a link called "Settings" on the blue bar. You can click on this to add and remove fields from the report. You can save those settings so every time you wish to view PO information, you will only see what you want.

The "Record Type" field only has "01—Line Item". The "Record ID" field is the PO Line Item number.
- Once in Excel, the spreadsheet can be sorted and filtered to only show desired information.
- If ASNs and Goods Receipts have been entered, but you still only want to see that PO information, you can filter on the Record Type Field and only select "01-Line Item".

	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW
	PO Qty.	PO Base UoM	PO Delivery Date	Record Type	Record Id	Item Qty.	Sched. line Qty.	ASN Qty.	Good Qty.	Invoice Qty	Document UoM
	250.000	CS	6/11/2014	01 - Com. Line Item	000001	250.000	0.000	0.000	0.000	0.000	CS
	1,370.000	CS	6/11/2014	01 - Com. Line Item	000002	1,370.000	0.000	0.000	0.000	0.000	CS
	1,620.000	CS	6/11/2014	01 - Com. Line Item	000003	1,620.000	0.000	0.000	0.000	0.000	CS
	1,115.000	CS	6/11/2014	01 - Com. Line Item	000004	1,115.000	0.000	0.000	0.000	0.000	CS
	210.000	CS	6/11/2014	01 - Com. Line Item	000005	210.000	0.000	0.000	0.000	0.000	CS
	195.000	CS	6/11/2014	01 - Com. Line Item	000006	195.000	0.000	0.000	0.000	0.000	CS
	100.000	CS	6/11/2014	01 - Com. Line Item	000007	100.000	0.000	0.000	0.000	0.000	CS
	1,620.000	CS	6/11/2014	01 - Com. Line Item	000008	1,620.000	0.000	0.000	0.000	0.000	CS
	40,000.000	LB	6/11/2014	01 - Com. Line Item	000009	40,000.000	0.000	0.000	0.000	0.000	LB

The following page has an example of a report that is requested after ASNs and Goods Receipts have been entered.
- There are now three or more entries per PO item: "01—Line Item", "03—ASN/Inb. Del.", and "04—Goods Receipt".
- The 01—Line Item has the PO quantity, the 03—ASN has the ASN quantity, and the 04—Goods Receipt has the quantity the receipient receipted for. For an invoice to be approved, these three should match with certain exceptions.
- This report can be run as often as needed/desired and has many other columns that are not described here. We encourage you to take a look at the report and how it could help with your business processes.

	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
1	Frt. Forwarder Name	PO Qty.	PO Base UoM	PO Delivery Date	Record Type	Record Id	Item Qty.	Sched. line Qty.	ASN Qty.	Good Qty.	Document UoM	Good Qty. (in CS)
2		36000.000	LB	9/15/201	01 - Line Item	000001	36000.000	0.000	0.000	0.000	LB	0.000
3		36000.000	LB		03 - ASN / Inb. Del.		0.000	0.000	36000.000	0.000	LB	0.000
4		36000.000	LB	9/15/201	04 - Goods Receipt	1	0.000	0.000	0.000	36000.000	B	0.000
5		36000.000	LB	9/15/201	01 - Line Item	000002	36000.000	0.000	0.000	0.000	LB	0.000
6		36000.000	LB		03 - ASN / Inb. Del.		0.000	0.000	36000.000	0.000	LB	0.000
7		36000.000	LB	9/15/2011	04 - Goods Receipt	1	0.000	0.000	0.000	36000.000	LB	0.000
8		36000.000	LB	9/15/2011	01 - Line Item	000003	36000.000	0.000	0.000	0.000	LB	0.000
9		36000.000	LB		03 - ASN / Inb. Del.		0.000	0.000	36000.000	0.000	LB	0.000
10		36000.000	LB	9/15/2011	04 - Goods Receipt	1	0.000	0.000	0.000	36000.000	LB	0.000
11		36000.000	LB	9/15/2011	01 - Line Item	000004	36000.000	0.000	0.000	0.000	LB	0.000
12		36000.000	LB		03 - ASN / Inb. Del.		0.000	0.000	36000.000	0.000	LB	0.000
13		36000.000	LB	9/15/2011	04 - Goods Receipt	1	0.000	0.000	0.000	36000.000	LB	0.000
14		36000.000	LB	9/15/2011	01 - Line Item	000005	36000.000	0.000	0.000	0.000	LB	0.000
15		36000.000	LB		03 - ASN / Inb. Del.		0.000	0.000	36000.000	0.000	LB	0.000
16		36000.000	LB	9/15/2011	04 - Goods Receipt	1	0.000	0.000	0.000	36000.000	LB	0.000
17		36000.000	LB	9/15/2011	01 - Line Item	000006	36000.000	0.000	0.000	0.000	LB	0.000
18		36000.000	LB		03 - ASN / Inb. Del.		0.000	0.000	36000.000	0.000	LB	0.000
19		36000.000	LB	9/15/2011	04 - Goods Receipt	1	0.000	0.000	0.000	36000.000	LB	0.000
20		36000.000	LB	9/15/2011	01 - Line Item	000007	36000.000	0.000	0.000	0.000	LB	0.000
21		36000.000	LB		03 - ASN / Inb. Del.		0.000	0.000	36000.000	0.000	LB	0.000
22		36000.000	LB	9/15/2011	04 - Goods Receipt	1	0.000	0.000	0.000	36000.000	LB	0.000
23		36000.000	LB	9/15/2011	01 - Line Item	000008	36000.000	0.000	0.000	0.000	LB	0.000