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 is entered or a 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.

If this report is requested before any ASNs are done, 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 of that information as well.

On the Supplier Self Service Page, click the “All Goods Receipts” link.
The Vendor number will automatically populate.

Enter the PO number that you would like to view. And then click “Execute” at the top.
How to Export PO Information to Excel

Click on “Export” and 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 and then you could save those settings, if you wish.
How to Export PO Information to Excel

As you can see, because this report was requested right after the PO was issued, 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”.

The following page has an example of a report that is requested after ASNs and Goods Receipts have been entered.
How to Export PO Information to Excel

Now there are 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 recipient 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.