

# List of Purchase Orders

October 1, 2013

## List of Purchase Orders – BI

Proceed to: **Portal**→**Reports**

Click on **List of Purchase Orders**

Enter applicable search criteria, Click “OK”

Supplier Mgt

List of Purchase Orders

Detailed Navigation

- Advance Shipping Notification Report
- List of Invoices
- List of Purchase Orders**
- List of Purchase Order Responses
- PO Inspection Lot MIC Discount Report
- Print Multiple Purchase Orders

Portal Favorites

Variable Entry

Available Variants:  Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
PO Creation Date	<input type="checkbox"/>	
Start Delivery Date	<input type="checkbox"/>	
End Delivery Date	<input type="checkbox"/>	
Material	<input type="checkbox"/>	
Reference PO Number	<input type="checkbox"/>	
Status	<input type="checkbox"/>	
Correlation ID	<input type="checkbox"/>	
Vessel ID	<input type="checkbox"/>	
AGAR#	<input type="checkbox"/>	
Stevedore	<input type="checkbox"/>	

Check

Report is executed

Supplier Mgt

List of Purchase Orders

Purchase Order Report

Open Save As... Display As Table Information Export to Excel

Purchase Order Number	AGAR#	PO Creation Date	PO Item No.	Status	Material	Material Description	End Delivery Date	Reference PO Number	Re
3100001036	AG-3J14-P-11-0023	11/04/2010	1	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	1
			2	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	2
			3	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	3
			4	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	4
3100001188	AG-3J16-P-11-0075	12/21/2010	1	New	130218	PEACHES CLING SLICES CAN-24/300	08/15/2011	4100001441	1
			2	New	130218	PEACHES CLING SLICES CAN-24/300	09/30/2011	4100001441	2
			3	New	130218	PEACHES CLING SLICES CAN-24/300	09/15/2011	4100001441	3
3100001334	AG-3J14-P-11-0089-P0001	02/08/2011	1	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	02/15/2011	4100001527	1
			2	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	04/15/2011	4100001527	2
			3	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	02/28/2011	4100001527	3
			4	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	04/30/2011	4100001527	4
			5	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	06/30/2011	4100001527	5
			6	Complete	130089	LAMB SHOULDER CHOP CTN-38-42 LB	06/30/2011	4100001527	6
			7	Complete	130089	LAMB SHOULDER CHOP CTN-38-42 LB	06/15/2011	4100001527	7
8	Complete	130089	LAMB SHOULDER CHOP CTN-38-42 LB	05/31/2011	4100001527	8			
9	Complete	130089	LAMB SHOULDER CHOP CTN-38-42 LB	06/30/2011	4100001527	9			
10	Complete	130089	LAMB SHOULDER CHOP CTN-38-42 LB	02/28/2011	4100001527	10			

Page 1 of 14

# List of Purchase Orders

October 1, 2013

Select Column that needs to be moved, click and drag to where column needs to be moved to and release.  
– Reference PO Number moved to first column (Click-Drag-Drop)

The screenshot shows the 'List of Purchase Orders' report in a web application. The 'Columns' pane on the left lists various fields. The 'Reference PO Number' column is highlighted in orange in the main table. An orange arrow points from this column to the first column position in the table header.

Purchase Order Number	AGAR#	PO Creation Date	PO Item No.	Status	Material	Material Description	End Delivery Date	Reference PO Number	Re
3100001036	AG-3J14-P-11-0023	11/04/2010	1	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	1
			2	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	2
			3	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	3
3100001188	AG-3J16-P-11-0075	12/21/2010	4	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	4
			1	New	130218	PEACHES CLING SLICES CAN-24/300	08/15/2011	4100001441	1
			2	New	130218	PEACHES CLING SLICES CAN-24/300	09/30/2011	4100001441	2
3100001334	AG-3J14-P-11-0089-P0001	02/08/2011	3	New	130218	PEACHES CLING SLICES CAN-24/300	09/15/2011	4100001441	3
			1	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	02/15/2011	4100001527	1
			2	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	04/15/2011	4100001527	2
			3	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	02/28/2011	4100001527	3
			4	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	04/30/2011	4100001527	4
			5	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	06/30/2011	4100001527	5
			6	Complete	130089	LAMB SHOULDER CHOP CTN-38-42 LB	06/30/2011	4100001527	6

To remove a column, select the column and drag below “Free characteristics” or to empty area below report. (Click-Drag-Drop)

The screenshot shows the 'List of Purchase Orders' report. The 'AGAR#' column is highlighted in orange in the main table. An orange arrow points from this column to the area below the 'Free characteristics' section in the 'Columns' pane.

Purchase Order Number	AGAR#	PO Creation Date	PO Item No.	Status	Material	Material Description	End Delivery Date	Reference PO Number	Re
3100001036	AG-3J14-P-11-0023	11/04/2010	1	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	1
			2	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	2
			3	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	3
3100001188	AG-3J16-P-11-0075	12/21/2010	4	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011	4100001237	4
			1	New	130218	PEACHES CLING SLICES CAN-24/300	08/15/2011	4100001441	1
			2	New	130218	PEACHES CLING SLICES CAN-24/300	09/30/2011	4100001441	2
3100001334	AG-3J14-P-11-0089-P0001	02/08/2011	3	New	130218	PEACHES CLING SLICES CAN-24/300	09/15/2011	4100001441	3
			1	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	02/15/2011	4100001527	1
			2	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	04/15/2011	4100001527	2
			3	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	02/28/2011	4100001527	3
			4	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	04/30/2011	4100001527	4
			5	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	06/30/2011	4100001527	5
			6	Complete	130089	LAMB SHOULDER CHOP CTN-38-42 LB	06/30/2011	4100001527	6

# List of Purchase Orders

October 1, 2013

To add a "Free characteristics" select and drag to "Rows" area until a line shows up between the row one wants the data to be displayed

Supplier Mgt

List of Purchase Orders

Columns:

- Key Figures
- Rows
  - Reference PO Number
  - Reference PO Item NO.
  - Purchase Order Number
  - PO Creation Date
  - PO Item No.
  - Status
  - Material
  - Material Description
  - End Delivery Date
  - Free characteristics
    - AGAR#
    - Correlation ID
    - Discharge Port
    - Freight Agent
    - Freight Forwarder
    - Load Point
    - Load Port Terminal
    - Location
    - Offshore Port
    - Recipient Country
    - Related Vendor
    - Schedule Line Number
    - Shipping Point
    - Ship To Address
    - Sold To Party
    - Start Delivery Date
    - Stevedore
    - Vendor
    - Vendor Plant
    - Vessel ID

Reference PO Number	Reference PO Item NO.	Purchase Order Number	PO Creation Date	PO Item No.	Status	Material	Material Description	End Delivery Date
4100001237	1	3100001036	11/04/2010	1	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011
	2	3100001036	11/04/2010	2	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011
	3	3100001036	11/04/2010	3	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011
4100001441	4	3100001036	11/04/2010	4	New	130154	BEEF COARSE GROUND FRZ CTN-60 LB	01/31/2011
	1	3100001188	12/21/2010	1	New	130218	PEACHES CLING SLICES CAN-24/300	08/15/2011
	2	3100001188	12/21/2010	2	New	130218	PEACHES CLING SLICES CAN-24/300	09/30/2011
4100001527	3	3100001188	12/21/2010	3	New	130218	PEACHES CLING SLICES CAN-24/300	09/15/2011
	1	3100001334	02/08/2011	1	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	02/15/2011
	2	3100001334	02/08/2011	2	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	04/15/2011
	3	3100001334	02/08/2011	3	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	02/28/2011
	4	3100001334	02/08/2011	4	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	04/30/2011
	5	3100001334	02/08/2011	5	Complete	130087	LAMB LEG ROAST CTN-38-40 LB	06/30/2011
	6	3100001334	02/08/2011	6	Complete	130089	LAMB SHOULDER CHOP CTN-38-42 LB	06/30/2011

Vendor was added to the first column and Vendor Plant was added after PO Item No.

Supplier Mgt

List of Purchase Orders

Purchase Order Report

Open Save As... Display As Table Information Export to Excel

Columns:

- Key Figures
- Rows
  - Vendor
  - Reference PO Number
  - Reference PO Item NO.
  - Purchase Order Number
  - PO Creation Date
  - PO Item No.
  - Vendor Plant
  - Status
  - Material
  - Material Description
  - End Delivery Date
  - Free characteristics
    - AGAR#
    - Correlation ID
    - Discharge Port
    - Freight Agent
    - Freight Forwarder
    - Load Point
    - Load Port Terminal
    - Location
    - Offshore Port
    - Recipient Country
    - Related Vendor
    - Schedule Line Number
    - Shipping Point
    - Ship To Address
    - Sold To Party

Vendor	Reference PO Number	Reference PO Item NO.	Purchase Order Number	PO Creation Date	PO Item No.	Vendor Plant
1030630 CAVNESS BEEF PACKERS, LTD.	4100001237	1	3100001036	11/04/2010	1	1131283 CAVNESS BEEF/PALO DURO MEAT.
		2	3100001036	11/04/2010	2	1131283 CAVNESS BEEF/PALO DURO MEAT.
		3	3100001036	11/04/2010	3	1131283 CAVNESS BEEF/PALO DURO MEAT.
	4100001441	4	3100001036	11/04/2010	4	1131283 CAVNESS BEEF/PALO DURO MEAT.
		1	3100001188	12/21/2010	1	1131283 CAVNESS BEEF/PALO DURO MEAT.
		2	3100001188	12/21/2010	2	1131283 CAVNESS BEEF/PALO DURO MEAT.
	4100001527	3	3100001188	12/21/2010	3	1131283 CAVNESS BEEF/PALO DURO MEAT.
		1	3100001334	02/08/2011	1	1131283 CAVNESS BEEF/PALO DURO MEAT.
		2	3100001334	02/08/2011	2	1131283 CAVNESS BEEF/PALO DURO MEAT.
		3	3100001334	02/08/2011	3	1131283 CAVNESS BEEF/PALO DURO MEAT.
		4	3100001334	02/08/2011	4	1131283 CAVNESS BEEF/PALO DURO MEAT.
		5	3100001334	02/08/2011	5	1131283 CAVNESS BEEF/PALO DURO MEAT.
		6	3100001334	02/08/2011	6	1131283 CAVNESS BEEF/PALO DURO MEAT.

# List of Purchase Orders

October 1, 2013

Report is ready to export to Excel.

The screenshot shows the USDA Web-Based Supply Chain Management interface. The top navigation bar includes 'Home', 'Suppliers', 'Admin', 'Reports', and 'Help'. The main content area displays a 'Purchase Order Report' for 'Supplier Mgt'. The report is currently in 'Table' view. A red box highlights the 'Export to Excel' button in the top right corner of the report area. Below the report, a table lists purchase order details:

Vendor	Reference PO Number	Reference PO Item NO.	Purchase Order Number	PO Creation Date	PO Item No.	Vendor Plant
1030630 CAVINESS BEEF PACKERS, LTD.	4100001237	1	3100001036	11/04/2010	1	1131283 CAVINESS BEEF/PALO DURO MEAT-
		2	3100001036	11/04/2010	2	1131283 CAVINESS BEEF/PALO DURO MEAT-
		3	3100001036	11/04/2010	3	1131283 CAVINESS BEEF/PALO DURO MEAT-
		4	3100001036	11/04/2010	4	1131283 CAVINESS BEEF/PALO DURO MEAT-
	4100001441	1	3100001188	12/21/2010	1	1131283 CAVINESS BEEF/PALO DURO MEAT-
		2	3100001188	12/21/2010	2	1131283 CAVINESS BEEF/PALO DURO MEAT-
		3	3100001188	12/21/2010	3	1131283 CAVINESS BEEF/PALO DURO MEAT-
	4100001527	1	3100001334	02/08/2011	1	1131283 CAVINESS BEEF/PALO DURO MEAT-
		2	3100001334	02/08/2011	2	1131283 CAVINESS BEEF/PALO DURO MEAT-
		3	3100001334	02/08/2011	3	1131283 CAVINESS BEEF/PALO DURO MEAT-

Open or Save report

The screenshot shows the same 'Purchase Order Report' interface as above. A 'File Download' dialog box is open in the center, asking 'Do you want to open or save this file?'. The dialog box contains the following information:

- Name: ZANALYSIS\_PATTERN.xls
- Type: Microsoft Excel 97-2003 Worksheet
- From: wbscmintbl.wbscm.usda.gov

The 'Save' button is highlighted with a red box. Below the dialog box, the report table is partially visible, showing the same data as in the previous screenshot.

# List of Purchase Orders

October 1, 2013

Saving a report Sample – Save – provide file name and file location to save the report and click “Save”

