

# How to Export PO Information to Excel

November 17, 2016

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


The screenshot shows the SAP Supplier Self Service portal. At the top, there is a navigation bar with tabs for Home, Suppliers, Admin, Reports, and Help. Below this, a sub-navigation bar includes Supplier Self Service, Bid Management, and Maintain Organization. The main content area is titled 'Supplier Self Service' and features a search bar with the text 'LIVESTOCK VENDOR A'. To the right of the search bar, there are fields for 'CCR Expires: 00/00/0000' and 'ORCA Validity Period:'. Below the search bar, there is a section titled 'Supplier Self-Services' with links for Home, Find, Help, FAQ, and Log off. A 'Start Page' button is also visible. In the center, there is a search bar for 'Purchase Order No.' with a 'Search' button and a link to 'Advanced Search'. On the right side, there is a link for 'Own Data'. The bottom section contains four tiles: 'All Purchase Orders' (with sub-items: New (0), In Process (0), Confirmed), 'All Goods Receipts' (highlighted with a red box), 'All ASNs' (with sub-items: Create, Upload file (Create Multiple ASNs)), and 'All Invoices' (with sub-items: Rejected, Cancelled by USDA, Cancelled by Vendor, Create).

Enter in the Purchase Order Number and select Execute.

- The **Vendor Number** will automatically populate.





**Reports : Input Criteria**


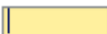


 Execute





**Goods Receipt Detail Report** 





[Reset Values](#)





[Show Variants](#)





Purchase Order:  4300002642  To  





Purchase Order Item:   To  




Purchasing Doc. type:   To  


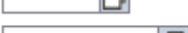

PO Create Date:   To  




PO Delivery Date:   To  





Material:   To  


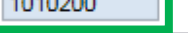

Bid Invitation Numb.:   To  





Plant:   





Sold-to Party:   





Ship-To Party:   





**Vendor:**   1010200 To  





Freight Forwarder:   




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?: ☐

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.

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View **GR\_STATUS** [Print Version](#) [Export](#)

[Export to Microsoft Excel](#)

Sold-To Party	Sold-To Name	Plant	Plant Desc.	Material	Material Desc.
4000468	LA Dept. of Agriculture and Forestr	5002192	LAFB FOOD DISTRIBUTION WHSE	100126	TURKEY HAMS SMKD FRZ CTN-40 LB
4000468	LA Dept. of Agriculture and Forestr	5002923	CHISESI BROTHERS MEAT PACKING	100126	TURKEY HAMS SMKD FRZ CTN-40 LB
4000491	MI Dept. of Education	5002002	CLAY DISTRIBUTION CENTER	100126	TURKEY HAMS SMKD FRZ CTN-40 LB

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 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.

export[3] - Microsoft Excel

AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
Fr. 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	9/15/2011	01 - Line Item	000001	36000.000	0.000	0.000	0.000	LB	0.000
3	36000.000	LB	9/15/2011	03 - ASN / Inb. Del.	000001	0.000	0.000	36000.000	0.000	LB	0.000
4	36000.000	LB	9/15/2011	04 - Goods Receipt	1	0.000	0.000	0.000	36000.000	LB	0.000
5	36000.000	LB	9/15/2011	01 - Line Item	000002	36000.000	0.000	0.000	0.000	LB	0.000
6	36000.000	LB	9/15/2011	03 - ASN / Inb. Del.	000002	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	9/15/2011	03 - ASN / Inb. Del.	000003	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	9/15/2011	03 - ASN / Inb. Del.	000004	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	9/15/2011	03 - ASN / Inb. Del.	000005	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	9/15/2011	03 - ASN / Inb. Del.	000006	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	9/15/2011	03 - ASN / Inb. Del.	000007	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