Vendor Portal Job Aid

Increment 1

New Features - View Generated Reports

NCR

February 2021
Version 2

New Features for Generated Reports in Vendor Portal

New Feature

New features have been added to give Vendor Portal users additional ways to filter Generated Reports for Orders, Receipts, Returns, and to assist users in mapping invoices to Billback Agreements.

- An Agreement # search field has been added to the View Generated Report option.

- The report names for Billback Invoices now include the Vendor Number and Agreement number to assist users in mapping invoices to agreements. The naming convention is:

Vendor_invoice_2428-1_A800

Store_earnings_summary_2428-1_A800

Report Name   Invoice #   Agreement #

where the report name (Vendor_invoice) is followed by the Invoice number (2484-1), and A followed by the Agreement number (800)

Important Notes:

1. Vendors can view and save Billback Invoices, Orders, Receipts, and Return reports in the Vendor Portal (View Generated Report) for 65 days from the Creation Date. <u>Reports older than 65 days from the Creation Date will be auto deleted/purged from the Vendor Portal and cannot be retrieved</u>.

2. Non-DSD Vendors can view and save Orders, Receipts, Returns, and Invoices for Billback Agreements.

3. DSD Vendors can view and save Receipts, Returns, and Invoices for Billback Agreements (but not Orders since DeCA does not place orders for DSD Vendors).

4. Users assigned to multiple Vendor Numbers will see 'all' Orders, Receipts, Returns, and Invoices for Billback Agreements for 'all' Vendor Numbers in the View Generated Report. Users do not have to switch to each Vendor Number to view the reports that are specific to that Vendor Number. Vendor can include the Vendor Number in the Report Name filter to view the reports that are specific to a Vendor Number.

Example: Filter By REPORT NAME--LIKE--%Order%B435-01%2817%
(This will show all "orders" for Vendor B435-01 for Store 2817)

How To Filter and View/Save Reports…

1. Select **View Generated Report**.

2. Select **Add** and **Apply** one or more Filter By options to view desired reports.

   - **Creation Date** (the date the report was generated): Enter the date in the 3rd box or select a date using the calendar icon.
     Example: **Creation Date, Include "Any one of", 2/9/2021** (This will display reports generated on 2/9/2021)

   - **Report Name:** The middle operand defaults to "LIKE". In the 3rd box, use the % before and after each word.
     Example: **Report Name, Like, %receipt%511%**   (This will display all the Receipts for Store 511 (Eglin AFB).

   - **Agreement #:** The middle operand defaults to "LIKE". In the 3rd box, use the % before and after the Agreement # of the Billback Agreement.
     Example: **Agreement #**, **Like**, **%62407%**   (This will display Agreement #62407)

3. Select the report from the grid.

4. Click the **View** icon.

5. Select **Open** to view the report or select **Save** to save the report to your machine.

Sample of Invoices Report Names generated from Billback Agreement

- To get a list of Invoices, filter by:
  Report Name, **Like**, and **%invoice%**

- Select **Add** and **Apply** to display the results in the grid.

--or--

- To get a list of reports associated with an Agreement, filter by:
  Agreement #, **Like**, and **%62407%**
  (62407=Agreement Number)

- Select **Add** and **Apply** to display the results in the grid.

Other reports related to Billback Agreements that can be viewed and saved.

csv_extracts_10726-14.zip	ZIP file of Item Recap and Item Recap by Store in CSV Format. Filter by **Report Name**, **Like**, and **%10726%** (10726=Invoice Number)
item_recap_by_store_51662-2_A58453.pdf	Item Recap by Store and Invoice Date. Filter by **Agreement #**, **Like**, and **%58453%** (58453=Agreement #)
store_earnings_summary_10726-14_A10328.pdf	Store Earnings Summary by Invoice # and Agreement #. Filter by **Report Name**, **Like**, and **%store%earn%10328%** (10328=Agreement #)

Sample of Orders generated from DAX for Non-DSD Vendors

- To view your Orders, filter by:
 Report Name, **Like**, **%order%**

- Select **Add** and **Apply** to display the results in the grid.

--or--

- To view an order for a specific Vendor Number and Store ID, filter by:
Report Name, Like, %order%VendorNumber%StoreID%
Shown in the example as %order%T482-03%932%

- Select **Add** and **Apply** to display the results in the grid.

Note: Users can also filter by Creation Date.
Creation Date, Include "Any one of", 2/16/2021

Sample of Receipts generated from DAX for DSD and Non-DSD Vendors

- To view your Receipts, filter by:
  Report Name, **Like**, **%receipt%**

- Select **Add** and **Apply** to display the results in the grid.

==--or--==

- To view receipts for a specific store and Vendor Number, filter by:
Report Name, Like, %receipt%StoreID%VendorNumber%
Highlighted row shows: %receipt%232%B435-01%

- Select **Add** and **Apply** to display the results in the grid.

Note: Users can also filter by Creation Date
Creation Date, Include "Any one of", 2/16/2021

Sample of Returns generated from DAX for DSD and Non-DSD Vendors

- To view your Returns, filter by:
  Report Name, **Like**, **%return%**

- Select **Add** and **Apply** to display the results in the grid.

==--or--==

- To view returns for a specific store and Vendor Number, filter by:
Report Name, Like, %return%StoreID%VendorNumber%
Shown in the example as %return%345%A874-02%

- Select **Add** and **Apply** to display the results in the grid.

Note: Users can also filter by Creation Date.
Creation Date, Include "Any one of", 2/16/2021

Need Help?

- Check commissaries.com for updates to the Vendor Reference Guide and new Notices to Trade (NTT)

- Contact the EBS Vendor Portal Help Desk – call 1-800-531-2222 and enter PIN 7780