



# *Vendor Portal Job Aid*

Increment 1

## **New Features - View Generated Reports**

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February 2021  
Version 2



# New Features for Generated Reports in Vendor Portal

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 (2428-1), 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. Reports older than 65 days from the Creation Date will be auto deleted/purged from the Vendor Portal and cannot be retrieved.
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...

**Power Portal**  
Welcome back, [User Name]

Vendor View > View Generated Report

Filter By: Creation Date | Report Name | Agreement #

Report Name	Creation Date	User Name	Status
Receipt: Camp Lejeune MCB 2902 - HQCCA1 2890-03 Receipt Date: 2021-02-09	2/9/2021 10:13:57 AM		Complete
Receipt: Moody AFB 536 - HQCSJ7 2890-03 Receipt Date: 2021-02-09	2/9/2021 10:13:42 AM		Complete
Receipt: Bolling AFB 2506 - HQCNEB 2890-03 Receipt Date: 2021-02-09	2/9/2021 10:13:29 AM		Complete
Receipt: Eglin AFB 511 - HQCSK3 2890-03 Receipt Date: 2021-02-09	2/9/2021 10:11:06 AM		Complete
Receipt: Gunter AFB 223 - HQCSJB 2890-03 Receipt Date: 2021-02-09	2/9/2021 10:11:06 AM		Complete
Return: Gulfport NCBC 122 - HQCSKF 2890-03 Receipt Date: 2021-02-09	2/9/2021 9:56:33 AM		Complete
Return: Jacksonville NAS 427 - HQCSJL 2890-03 Receipt Date: 2021-02-09	2/9/2021 9:34:05 AM		Complete
Receipt: Whiteman AFB 2629 - HQCCAX 2890-03 Receipt Date: 2021-02-09	2/9/2021 9:33:09 AM		Complete
Receipt: Tinker AFB 731 - HQCMCR 2890-03 Receipt Date: 2021-02-09	2/9/2021 9:33:08 AM		Complete

Do you want to open or save Receipt\_20210209\_2890-03\_511\_20210....xlsx from vendorportal.commissaries.com?

Open Save Cancel

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

Vendor View > View Generated Report

Delete Undelete View

Filter By: Report Name Like %invoice% Add Apply Clear

Report Name: Like %invoice%

Report Name	Creation Date
vendor_invoice_55174-2_A62407.pdf	1/26/2021 7:21:51 PM
vendor_invoice_55217-2_A62455.pdf	1/26/2021 7:21:51 PM
vendor_invoice_55222-2_A62460.pdf	1/26/2021 7:21:51 PM
vendor_invoice_55298-2_A62540.pdf	1/26/2021 7:21:51 PM

- 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

Vendor View > View Generated Report

Delete Undelete View

Filter By: Report Name Like Add Apply Clear

Report Name: Like %order%T482-03%932%

Report Name	Creation Date
Order_20210223_B435-01_932_188F_17823554_20210216_165021_7733_1	2/16/2021 4:51:55 PM
Order_20210222_B435-01_2626_11BF_17827114_20210216_165022_3826_3	2/16/2021 4:51:54 PM
Order_20210227_B435-01_932_187F_17827111_20210216_163026_0522_9	2/16/2021 4:31:33 PM
Order_20210225_T482-03_932_185F_17827100_20210216_163025_4115_7	2/16/2021 4:31:33 PM
Order_20210225_B435-01_932_186F_17827102_20210216_163025_7397_8	2/16/2021 4:31:32 PM
Order_20210301_T482-01_2020_112G_17825905_20210216_161024_6436_4	2/16/2021 4:12:52 PM

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

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

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- 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

Vendor View > View Generated Report

Delete | Undelete | View

Filter By: Report Name Like Add Apply Clear

Report Name: Like %receipt%232%B435-01%

Report Name	Creation Date
Receipt: Scott AFB 2626 - HQCAV P010-01 Receipt Date: 2021-02-16	2/16/2021 4:51:09 PM
Receipt: Maxwell AFB 232 - HQCSJC B435-01 Receipt Date: 2021-02-16	2/16/2021 4:50:47 PM
Receipt: Ft Myer 2518 - HQCNFH P010-01 Receipt Date: 2021-02-16	2/16/2021 4:11:04 PM
Receipt: Ord Community 1513 - HQCKLR B435-01 Receipt Date: 2021-02-16	2/16/2021 3:51:04 PM
Receipt: San Onofre 1628 - HQCKMA B435-01 Receipt Date: 2021-02-16	2/16/2021 3:51:02 PM
Receipt: Little Creek NAB 2817 - HQCCBG T482-01 Receipt Date: 2021-02-16	2/16/2021 3:51:01 PM
Receipt: Miramar MCAS 1622 - HQCKMQ T482-03 Receipt Date: 2021-02-16	2/16/2021 3:50:43 PM

- 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

Vendor View > View Generated Report

Delete | Undelete | View

Filter By: Report Name Like %return%345% Add Apply Clear

Report Name: Like %return%345%A874-02%

Report Name	Creation Date
Return: Yuma MCAS 1935 - HQCKM5 A104-02 Receipt Date: 2021-02-16	2/16/2021 12:13:38 PM
Return: Shaw AFB 345 - HQCSJJ A874-02 Receipt Date: 2021-02-16	2/16/2021 11:14:17 AM
Return: El Centro NAF 1908 - HQCKMP NE12-01 Receipt Date: 2021-02-16	2/16/2021 10:54:56 AM
Return: Ft Benning 212 - HQCSJW ND42-01 Receipt Date: 2021-02-16	2/16/2021 10:32:59 AM
Return: Hurlburt Field 526 - HQCSJT A104-02 Receipt Date: 2021-02-16	2/16/2021 9:33:46 AM
Return: Dahlgren NSWC 2411 - HQCNFK A874-02 Receipt Date: 2021-02-...	2/16/2021 9:14:06 AM

- 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](http://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