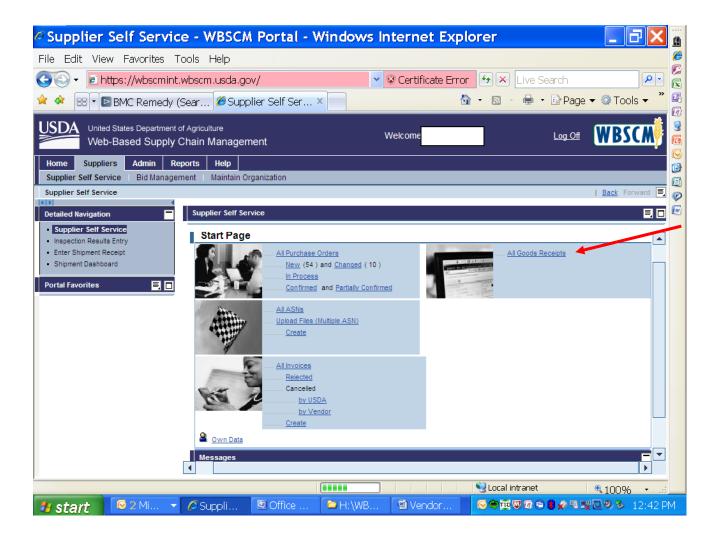


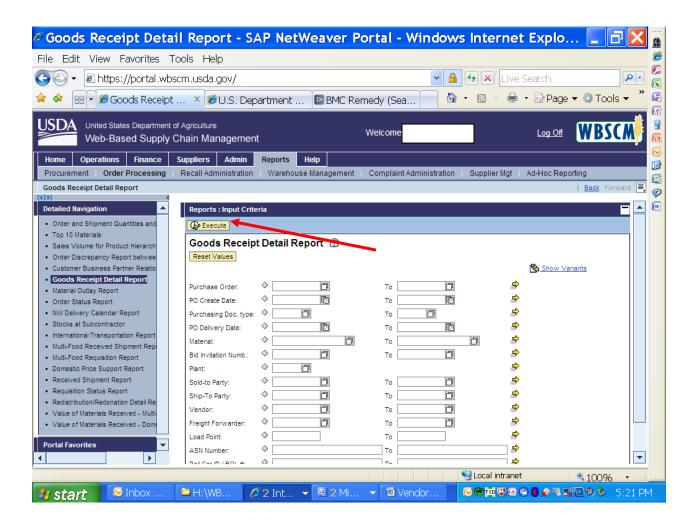
## **GOODS RECEIPT DETAIL REPORT**

Another useful report to view prior to invoicing is the Goods Receipt Detail Report. This report provides information on created ASNs as well as the Goods Receipt entered for each ASN.

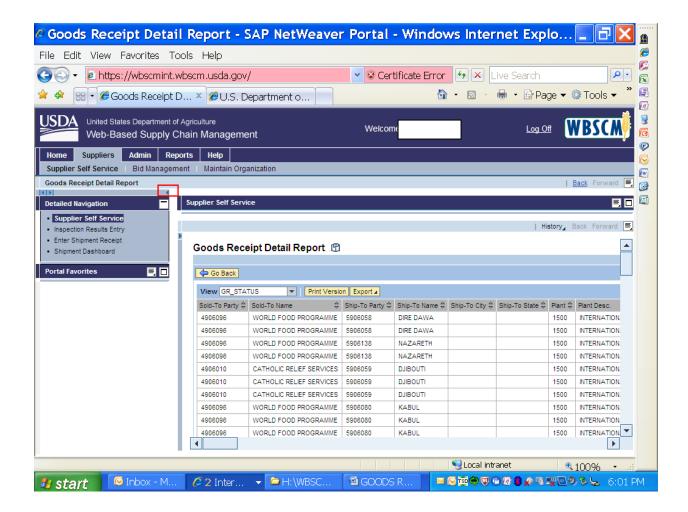
 After logging into WBSCM, start the transaction using the following Portal path: Suppliers tab → Supplier Self Service folder → Supplier Self Service → All Goods Receipts.



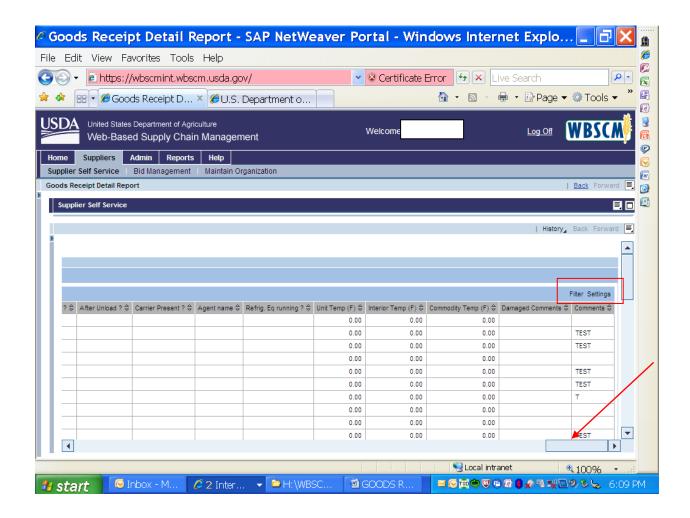
## **GOODS RECEIPT DETAIL REPORT**



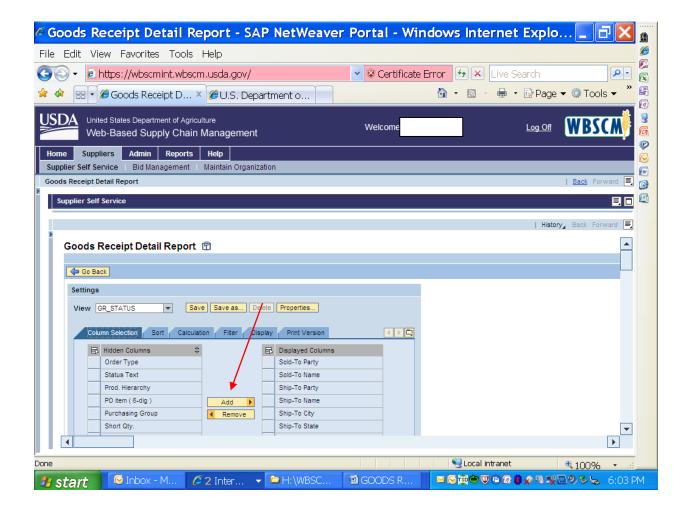
2. You should be able to search on any of the criteria listed above by entering values such as the Purchase Order, PO Creation Date, Material, Freight Forwarder, Load Port, etc. Click on the **Execute** to run the report. The criteria may be a single item or a range.



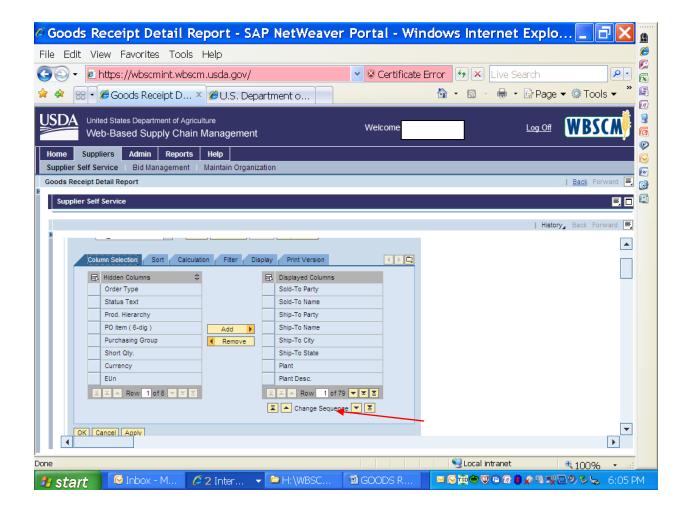
You may click on the arrow above to close the "navigational" panel in order to see more of the GR Report.



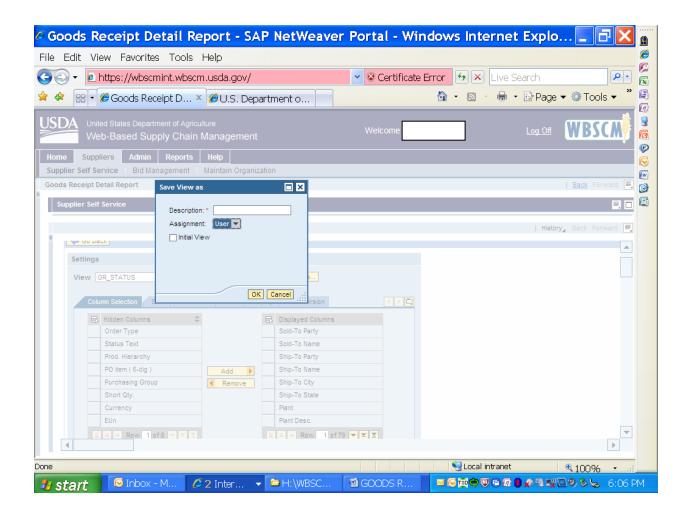
**4.** Use the scroll bar at the bottom of screen to scroll over to the end of the report. You may also utilize the "Filter" feature to narrow down your list or the "Settings" feature to customize the report by adding or deleting columns.



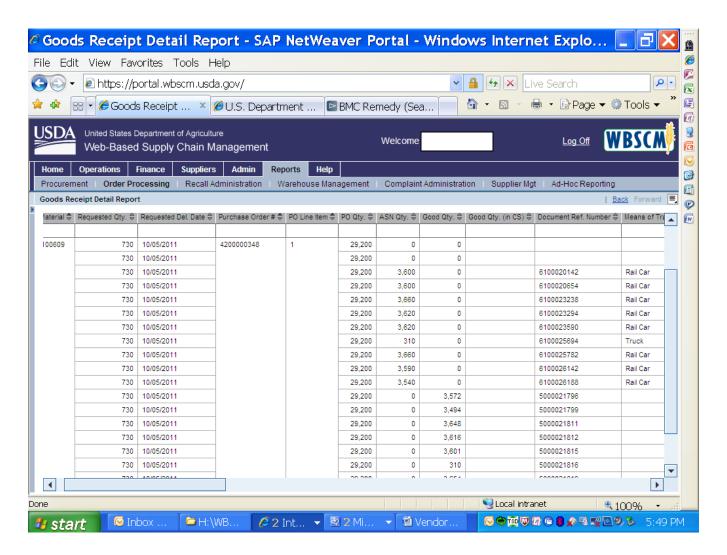
**5.** After you have clicked on "Settings", you are then able to add or remove column on the report by selecting the specific field name and then click "Add" or "Remove".



**6.** After you have added or removed the desired fields, you may click "OK" to save the changes to the report. As pointed out above, you may also change the sequence in which the columns of information are displayed in the report.

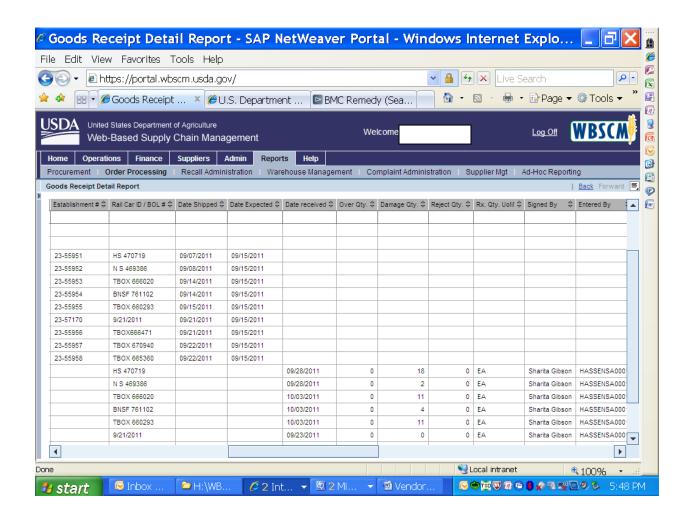


7. Click the "save" button at the top of the screen and enter a description for the template. Then you may select that template name to reflect the same format with the same column values in future reports.



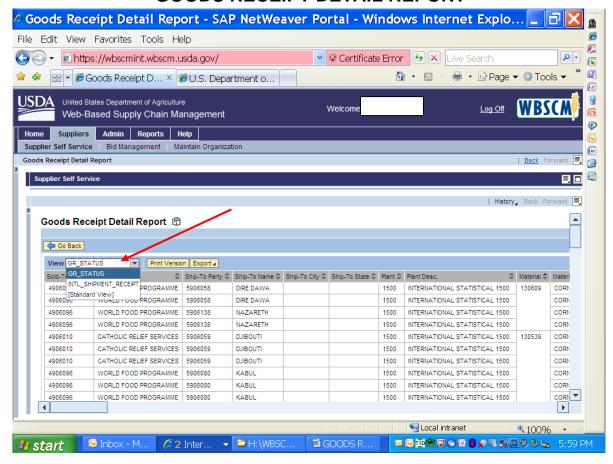
**8.** This report can also be printed by clicking on the **Print** button or downloaded into Excel by clicking on the **Export** button at the top of screen.

9

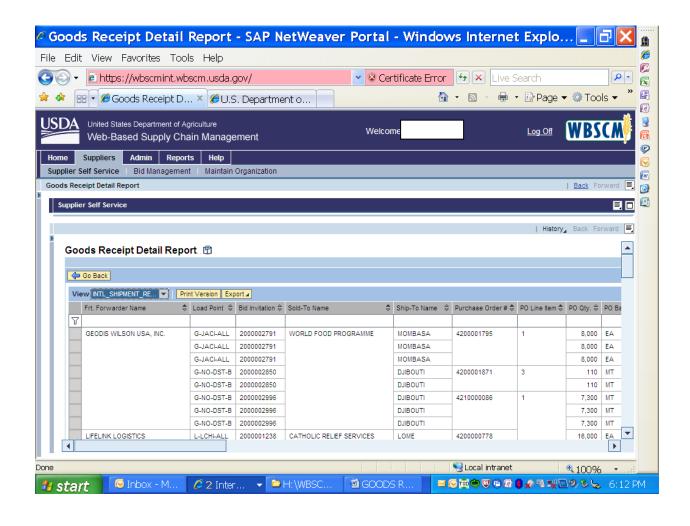


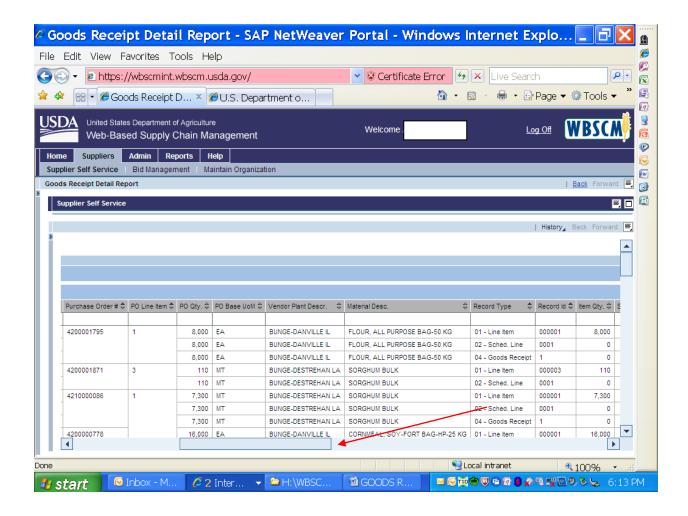
9. The example above reflects additional fields of the report showing the receipted information in comparison to the ASNs entered for the shipment. The above screenshot includes but is not limited to the additional data on the Goods Receipt Detail Report reflected.

## **GOODS RECEIPT DETAIL REPORT**



10. The GR Report can also be utilized to view the International Transportation Report (ITR) by selecting from the "view" field. Where the Goods Receipt Detail Report gives you information on the ASN and the Goods Receipt entered, the International Transportation Report (ITR) gives you detailed information on the Sales Order and the Purchase Order as well.





**11.** Just like the GR Detail Report, you can use the scroll bar at the bottom of screen to scroll over to the end of the report. You may also utilize the "Filter" feature to narrow down your list or the "Settings" feature to customize the report by adding or deleting columns.