



Approved Orders Report in Vendor Portal

How To...

1. Click on **View Generated Report**.
2. Select row.
3. Click **View** icon.
4. Report displays in Excel format.

Vendor View > View Generated Report

Filter By: Creation Date Include "Any one of"

Report Name	Creation Date	User Name
Order_20180420_N666-01_2808_82KH_10027753_20180419_131526_7510_0	4/19/2018 1:15:35 PM	T-DAX-AN

Order # 20180420 Vendor # N666-01 Store # 2808 Call # 82KH POID 10027753 Order Date 20180419

Page 1 of 1 Total Found: 1

	A	B	C	D	E	F	G	H	I	J	K	L
1	PINN	Delivery Date	Vendor #	Call #	POID	Store Name	DODAAC	Item Description	Item UPC	Case UPC	Case Quantity/Weight	Unit Price
2	HDEC0114G8292	4/20/2018	N666-01	82KH	10027753	FORT EUSTIS	HQCCBB	KENTUCKYLE-TURKEY BREAST QTR LB (1 LB)	26015900000	23560005746	2	4.85
3	HDEC0114G8292	4/20/2018	N666-01	82KH	10027753	FORT EUSTIS	HQCCBB	KENTUCKYLE-HAM QTR ALL NAT LB (1 LB)	26500300000	23560007611	2	3.65
4	HDEC0114G8292	4/20/2018	N666-01	82KH	10027753	FORT EUSTIS	HQCCBB	KENTUCKYLE-HAM WHOLE ALL NAT LB (1 LB)	26500100000	23560007630	2	3.35
5	HDEC0114G8292	4/20/2018	N666-01	82KH	10027753	FORT EUSTIS	HQCCBB	KENTUCKYLE-TURKEY BREAST QTR SMKD LB (1 LB)	26016000000	23560007795	2	5.25
6												