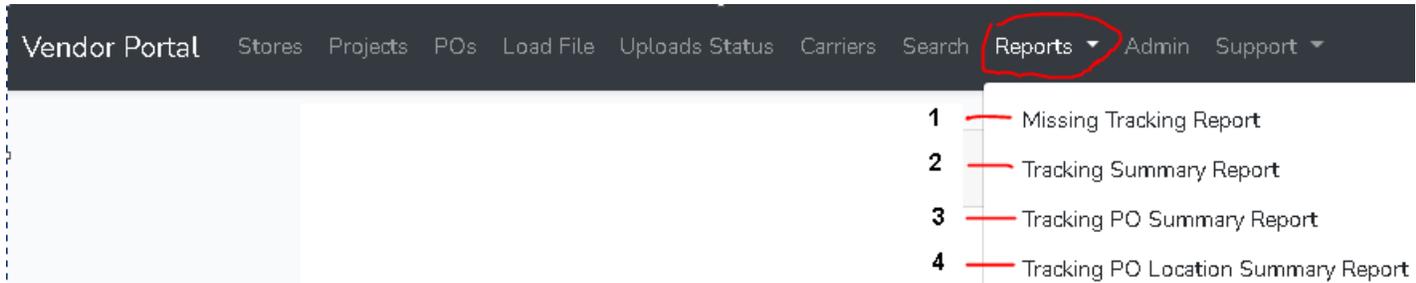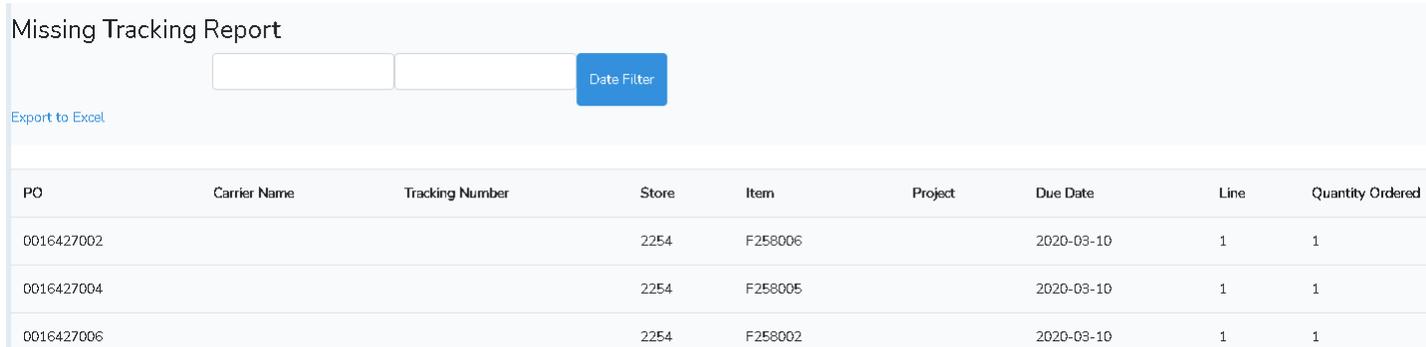# Vendor Portal Report Guide

There are four reports delivered with Vendor Portal and they can be accessed using the "Reports" link (circled in red below) at the top of any page within Vendor Portal. Just double click on the report you want and wait a few minutes for the system to display the data.

Report Definitions:

1. Missing Tracking Report

PO	Carrier Name	Tracking Number	Store	Item	Project	Due Date	Line	Quantity Ordered
0016427002			2254	F258006		2020-03-10	1	1
0016427004			2254	F258005		2020-03-10	1	1
0016427006			2254	F258002		2020-03-10	1	1

- The "Missing Tracking Report" contains all PO lines that are assigned to you with no tracking.
    - The report defaults to one year of data
    - You can change the volume of data displayed on the report by providing a by providing in a start and end date in the following input boxes

    - The report can be downloaded by clicking on the "Export to Excel" link at the top of the page

Missing Tracking Report

Export to Excel

- The "Missing Tracking Report" contains all PO lines that are assigned to you with no tracking.

2. Tracking Summary Report

Tracking Summary Report

Export to Excel

Vendor Name	Project Code	Timeframe	Cal Year	Cal Month	Shipped	Not Shipped	enteredthruvp	% Shipped
3C STORE FIXTURES (CAROLINA CABINET)	RESET602506	202010	2020	10	0	3	0	0.00
3C STORE FIXTURES (CAROLINA CABINET)	RESET602589	202010	2020	10	5	0	5	100.00
3C STORE FIXTURES (CAROLINA CABINET)	RESET603356	202010	2020	10	3	0	3	100.00

- The "Tracking Summary Report" contains a high level tracking summary report of all PO lines assigned to your company by project.   Fields:
  - "Project Code" is the reset number
  - "Timeframe" is the Calendar Year of the Due Date concatenated with the calendar Month of the PO due date. This field is to be used for sorting purposes.
  - "Shipped" is a count of the PO lines that have tracking uploaded
  - "Not Shipped is a count of the PO lines that do not have tracking uploaded
  - "Entered thruvp" is a count of the PO lines where the tracking was entered using vendor Portal. This field is to be used to tell you how the tracking was added.
  - "% Shipped" is the percentage of the PO where tracking has been added.
- The report can be downloaded by clicking on the "Export to Excel" link at the top of the page

Export to Excel

3. Tracking PO Summary Report

Tracking PO Summary Report

Export to Excel

Vendor Name	Project Code	PO Number	Timeframe	Cal Year	Cal Month	Shipped	Not Shipped	Total Count	enteredthruvp	% Shipped
3C STORE FIXTURES (CAROLINA CABINET)	RESET602589	0170262858	202010	2020	10	3	0	3	3	100.00

- The "Tracking PO Summary Report" is the same report as the "Tracking Summary Report" described above only it is more granular at the Project and PO level. Fields:
  - "Project Code" is the reset number
  - "PO Number" is the Lowe's purchase Order Number
  - "Timeframe" is the Calendar Year of the Due Date concatenated with the calendar Month of the PO due date. This field is to be used for sorting purposes.
  - "Shipped" is a count of the PO lines that have tracking uploaded
  - "Not Shipped" is a count of the PO lines that do not have tracking uploaded
  - "Entered thruvp" is a count of the PO lines where the tracking was entered using vendor Portal. This field is to be used to tell you how the tracking was added.
  - "% Shipped" is the percentage of the PO where tracking has been added.
- The report can be downloaded by clicking on the "Export to Excel" link at the top of the page

Export to Excel

4. Tracking PO Location Summary Report

- The "Tracking PO Location Summary Report" is the same report as the "Tracking PO Summary Report" described above only it is more granular at the Project, PO and Store level.   Fields:
  - "Project Code" is the reset number
  - "PO Number" is the Lowe's purchase Order Number
  - "Market" is the market the Lowe's store is in
  - "Region" is the region the Lowe's store is in
  - "Store Num" is the Lowe's store
  - "Timeframe" is the Calendar Year of the Due Date concatenated with the calendar Month of the PO due date. This field is to be used for sorting purposes.
  - "Shipped" is a count of the PO lines that have tracking uploaded
  - "Not Shipped" is a count of the PO lines that do not have tracking uploaded
  - "Entered thruvp" is a count of the PO lines where the tracking was entered using vendor Portal. This field is to be used to tell you how the tracking was added.
  - "% Shipped" is the percentage of the PO where tracking has been added.

- The report can be downloaded by clicking on the "Export to Excel" link at the top of the page