Delivery Report for Chicago Central Receiving Dock

This is a training guide to step you through using the Delivery Report to determine the Buyer/Requester to whom shipments should be delivered when the mailing label may lack this information and a full or partial PO Receipt needs to be entered. The PO Receipt is entered by the Buyer/Requester.

Before you begin . . .

Upon completion of this guide you will be able to:
• Use the Delivery Report to determine the Buyer/Requester
• Route shipments to the Buyer/Requester

Who should perform this process?
Central dock receiving staff at the Chicago campus.

When is this process performed?
Daily or as needed.

How does this process typically work?
The data presented is a listing of orders not fully received with final delivery information. This report provides central receiving with detailed information about orders not fully received in order to help facilitate desktop delivery.

What is the purpose of this report?
Identify purchase orders that have been dispatched but not fully received.

Additional Resources
Purchasing University Services http://www.northwestern.edu/uservices/purchasing • 847-491-8120 • email purchasing@northwestern.edu

Where to get help?
For assistance, contact NUIT Support Center at 847-491-HELP (4357), option 6, or email consultant@northwestern.edu
Step 1: Log in to Cognos at - https://reporting.northwestern.edu

1. Enter your NetID and Password, then click Log In.
Step 2: Select Cognos Connection
Step 3: Select appropriate public folder

Screenshot shown below is for training purposes only and is subject to change.

1. Select Project Cafe Reports folder.
Step 4: Select appropriate sub-folder

Screenshot shown below is for training purposes only and is subject to change.

1. Select School folder.
Step 5: Enter Prompt Information
If prompts are left blank, the system will search by all data which could increase processing time.
Step 5: Enter Prompt Information – continued

Verify that desired Options are selected before searching. By default, Starts with any of these keywords and Case insensitive are selected. If necessary, change the default options.
Step 5: Enter Prompt Information – continued

1. In this training example, part of the Purchase Order ID is entered.

2. Options are changed to Contains any of these keywords.

3. Click Search.

4. Search results display.

5. (Optional) If multiple search results were retrieved, you could click Select All to include all search results in report.

6. Click Insert to add selected search results to Choices.
Step 6: Run report

Click Finish to run report.
Step 7: View report to find Buyer information

In this training example, a multi-page report was generated for multiple purchase orders. The Buyer is also referred to as the Requester.

Use to navigate through multi-page reports.

It may be necessary to use browser scroll bar to view all information.
Step 7 (optional): Print report

Use your browser print feature. For wide reports, select Landscape printing. Note: browser print features vary.

Step 8: Log off
**Additional resources**

Additional training guides may be found on the Project Café website. Go to http://cafe.northwestern.edu/training and look for training materials under the Reporting courses.

These icons and their functions are explained in a separate training guide, *How to Change Report Options, Save, & Email.*

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**Delivery Report**

<table>
<thead>
<tr>
<th>PO ID</th>
<th>Receipt Status</th>
<th>PO ID</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Buyer</th>
<th>Line No.</th>
<th>Item Description</th>
<th>Schedule Line No.</th>
<th>Scheduled Quantity</th>
<th>Ship To Code</th>
<th>Ship To Description</th>
<th>Distribution Line No.</th>
<th>Distribution Quantity</th>
<th>Department</th>
<th>Location Code</th>
<th>Location Description</th>
<th>Address 1</th>
<th>Address 2</th>
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<td>PO Not Received</td>
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<td>VAR</td>
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