



# Open Purchase Orders by Vendor

## Report Summary

Printed Report Title: Open Purchase Orders by Vendor

This is also called an expedite list. This report shows all open purchase orders grouped by vendor with due date, quantities ordered and still due with prices. Vendor contact information including an live email link is included for each vendor.

## Default Location In Orchestrated

Base Module: Purchasing - A/P > Purchasing Reports > Orchestrated Reports

Reports Module: Reports > Sales and Purchasing > Orchestrated Reports (2)

*\*These are the standard default locations. Your locations may be different.*

## Typically Used by

Buyers and Purchasing staff will use this to expedite past due purchase orders and see what orders where shipped short.

## Tips

Run the Business Partner Audit report to identify Vendors without current contact information on file. That way email notices can be initiated right from the displayed report.

## Key Requirements

Purchase order documents must be created at the time of order.

Expected due dates should be noted on the P.O.

The vendor contact information is the primary contact listed on the General Tab in the Business Partner Master Data.

## Parameter Entry Options

Required:

(none)

Optional:

Include Non-Inventory Items? (default is only Inventory items included)

Select from any of the following:

Buyer

BP Group

Vendor(s)

Item Group



Items

## Parameter Entry Image

- Selection Criteria

Include Non-Inventory items? (optional) ☐

Select Buyer(s) (optional) ☐

Select BP Group(s) (optional) ☐

Select Vendor(s) (optional) ☐


Select Item Group(s) (optional) ☐

Select Item(s) (optional) ☐

OK Cancel

## Report Sample Image

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 Open Purchase Order Items by Vendor  
Inventory Items Only

**Vendors** BP Group: 101

⇒ **American Society of Brewing Chemists**  
V1007 Contact: (no contact name in file) - 848-555-1143

PO#	Doc Date	Item	Due Date	Ordered	Open Qty	Unit Price	Open Amt
⇒ 10005	2/18/2017	Hops - Chinook(RH2008)	2/20/2017	10 Each	0 \$	7.85 \$	-
		Hops - Fuggle(RH2012)	2/20/2017	20 Each	20 \$	17.00 \$	340.00
		Hops - Nugget(RH2022)	2/20/2017	20 Each	0 \$	16.55 \$	-
		Hops - Willamette(RH2030)	2/20/2017	40 Each	0 \$	18.75 \$	-
		Hops - Z Type (RH2031)	2/20/2017	10 Each	10 \$	25.00 \$	250.00
American Society of Brewing Chemists - Total Open Amount \$							590.00

⇒ **Beer Packaging Supplies Int'l**  
V1011 Contact: (no contact name in file) - 343-555-8802

PO#	Doc Date	Item	Due Date	Ordered	Open Qty	Unit Price	Open Amt
⇒ 10006	2/25/2017	Label body- Amber Ale (PG2015-1001)	2/28/2017	1,000 Each	1,000 \$	0.33 \$	330.00
		Label body- Pale Ale(PG2015-1002)	2/28/2017	1,000 Each	1,000 \$	0.33 \$	330.00
		Label body- IPA (PG2015-1003)	2/28/2017	1,000 Each	1,000 \$	0.33 \$	330.00
		Label body- Stout (PG2015-1004)	2/28/2017	1,000 Each	1,000 \$	0.33 \$	330.00
		Six Pack Carrier- Amber Ale (PG2035-1001)	2/28/2017	144 Each	144 \$	0.75 \$	108.00
		Six Pack Carrier- Pale Ale(PG2035-1002)	2/28/2017	864 Each	864 \$	0.75 \$	648.00
		Six Pack Carrier- IPA (PG2035-1003)	2/28/2017	864 Each	864 \$	0.75 \$	648.00
		Six Pack Carrier- Stout (PG2035-1004)	2/28/2017	144 Each	144 \$	0.75 \$	108.00
Beer Packaging Supplies Int'l- Total Open Amount \$							2,832.00

⇒ **Briss**  
V1000 Contact: John Funnington -

PO#	Doc Date	Item	Due Date	Ordered	Open Qty	Unit Price	Open Amt
⇒ 10002	2/3/2017	Oats (RA2005)	2/8/2017	300 Each	300 \$	1.25 \$	375.00
		White Granulated Sugar(RA2016)	2/8/2017	50 Each	50 \$	1.00 \$	50.00
Briss - Total Open Amount \$							425.00