Supplier reports

Once you have been granted access to Web Reporting, you have access to IBM's site for Supplier reports. Here you may run reports against your organization's own Procurement and Accounts payable-related data.
In order to use the site, you must have Java script and cookies enabled in your browser. In addition, style sheets must be enabled.
To begin, select one of the links below Supplier report in the left navigator of the Web Reporting application. The reports available with this release include:

Purchase order status report

The **Purchase Order Status Report** provides a summary of the purchase order, and the status of each line item, including invoice activity and remaining commitment amount and quantity. The user is prompted to enter a *** Purchase order number**. This input is checked against the list of supplier numbers for which the user has been authorized, to ensure the user is entitled to view this information. Fields marked with an * asterisk are required to be filled in to complete the form.
This report provides the following information:

- **Purchase order (PO) number -** This is the IBM generated purchase order number.
- **Vendor name -** This is the name associated with the supplier number that the purchase order was placed with. If it is not correct, contact your local buyer.
- **Vendor number -** This is the supplier number that the purchase order was placed with. If the number is not correct, contact your local buyer.
- **Buyer name -** This is the name of the IBM buyer who is responsible for the purchase order.
- **PO Create date -** This is the original date that the purchase order was created.
- **Buyer telephone -** This refers to the phone number for the buyer listed above.
- **IBM Doc number -** Refers to the IBM invoice document number.
- **Your invoice number -** This is the supplier’s invoice number, as submitted by the supplier to IBM.
- **Invoice status -** This field provides the status for each invoice listed on the report.
- **Invoice date -** This reflects the date listed on the invoice, as received from the supplier.
- **Invoice quantity -** This reflects the quantity invoiced by the supplier.
- **Invoice gross amount -** This refers to the total amount of the invoice.

- **Due date** - This date refers to the due date of the invoice, based on the payment terms of the purchase order.
- **PO Item quantity -** This is the quantity ordered for the respective purchase order item.
- **Unit of measure -** Refers to the unit of measure for the given quantity on the item.
- **Unit price** - This is the unit price for the purchase order item.
- **Total item commitment -** This is the total committed amount for the purchase order item
- **Currency** - Refers to the currency of the purchase order.
- **Quantity balance** - This refers to the quantity still open on the item. **Please note:** The quantity remaining on a purchase order item ordered in the UL unit of measure will always be ‘1’. This does not necessarily mean that the item is still open. In these cases, refer to the amount balance (see below) to determine whether the item has been fulfilled.
- **Amount balance** - Refers to the remaining open amount balance for the item.

Invoice status report

The **Invoice Status Report** provides a summary and status for each invoice requested, including the IBM document number, invoice amounts, payment date, and payment ID number (if applicable).
The customer is required to enter the ***Supplier invoice number** and ***Supplier invoice date**. In addition, a **Purchase order number** may be entered, but is not required. This data will be validated against the list of supplier numbers the user has been authorized for, to ensure the user is entitled to see this information. **Note:** Fields marked with an * asterisk must be filled in to complete the form.
The Invoice Status Report provides the following information:

- **SEARCH CRITERIA -** This displays the selection criteria that the user submitted.
- **PO# -** This displays the purchase order number associated with the Invoice (if applicable).
- **SUPPLIER NAME -** This is the name associated with the supplier number that the purchase order was placed with. If it is not correct, contact your local buyer.
- **INVOICE#** - Refers to the supplier's invoice ID number.
- **IBM DOCUMENT#** - This is IBM’s invoice document number.
- **INV DATE** - This date refers to the supplier's’ invoice.
- **PAYMENT DATE** - Refers to the date when the invoice was paid (if applicable).

- **LOC CUR CD** - This field provides the currency of the IBM country, not the invoice.
- **LOC GROSS AMT -** This is the value of the invoice in the currency of the IBM country.
- **LOC DSCNT AMT** - This is the discount amount in the currency of the IBM country.
- **LOC NET AMT** - This is the net amount (without discount) in the currency of the IBM country.
- **DOC CUR CD** - This is the currency of the invoice, as submitted by the supplier.
- **INV GROSS AMT** - Refers to the gross amount of the invoice in the invoice currency.
- **INV STATUS** - This is the status of the invoice.
- **PAYMENT ID# -** Refers to the payment ID number for the payment document that paid the invoice.
- **INVOICE COMMENTS** - This provides the comments that are entered on the invoice.

Remittance advice report

The **Remittance advice report** provides a summary of the requested payment information, including the remit to information, the payment ID number, payment date, invoice numbers and amounts. The user is required to enter either a **Payment identification (ID)** number or a **Check number**, whichever applies, and the *** Payment date**. This data is validated against the list of supplier numbers for which the user has been authorized, to ensure the user is entitled to view this information. Fields marked with an ***** asterisk must be filled in to complete the form.

This report provides the following information:

- **Search criteria** - Displays the selection criteria that the user submitted.
- **Supplier name** - This is the name associated with the supplier number that the remittance advice was sent to. If it is not correct, contact your local buyer.
- **Supplier name2** - This displays the second line of the supplier name, if applicable. If it is not correct, contact your local buyer.
- **Street address** - Refers to the address associated with the supplier number that the remittance advice was sent to. If it is not correct, contact your local buyer.
- **Invoice number** -This is the supplier's invoice number.
- **Payment ID number** - Refers to the payment ID number for the payment to the supplier.

- **Total invoice amount -** This is the gross amount of the invoices paid on this payment document, in the currency of the payment document (see below).
- **Currency code -** This refers to the currency of the payment document.
- **Total invoice net amount -** This is the net amount (without discount amount) of the invoices paid on this payment document, in the currency of the payment document (see above).
- **Discount amount -** Refers to the discount amount of the invoices paid on this payment document, in the currency of the payment document (see above).
- **IBM Document number invoice comment text -** The field displays any text associated with the invoices on the payment document.

Each user is authorized to view one or more of these reports, and only those reports you are authorized for will be available on your screen. After selecting the report link, a form displays. Enter the required information in the appropriate fields and submit the report request. You may request either on-line display or E-mail delivery of the report. Most reports are returned within 60 seconds. If a report is larger than 100 items or takes longer to process, you have the option to have it E-mailed or cancelled. The E-mail address used is the address you entered for the IBM Registration ID.