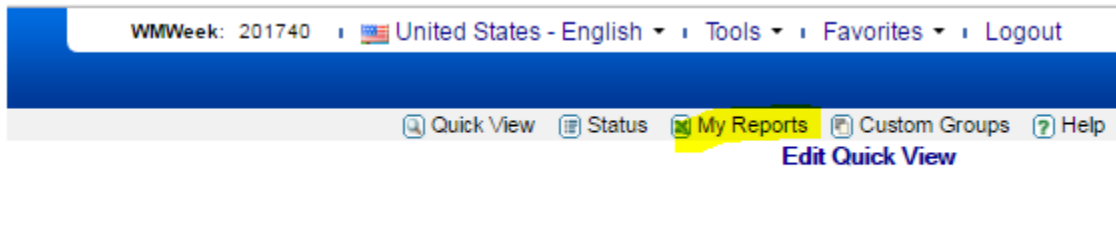


## Running an Existing PO Detail Report in Retail Link

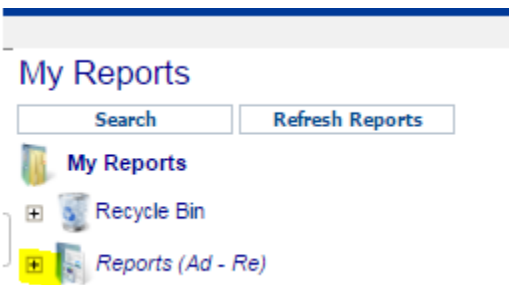
Login to Retail Link using the login information located on the Shared Login page in NetSuite.

Type **Decision Support – New** into the Search at the top of the Retail Link home page. You can also select Apps at the top of the home page and search through all available apps for the **Decision Support – New** app.

If there is a saved report that you want to run, click **My Reports** in the top right corner of the page.



Under **My Reports**, click the + sign next to “Reports (Ad-Re)”.



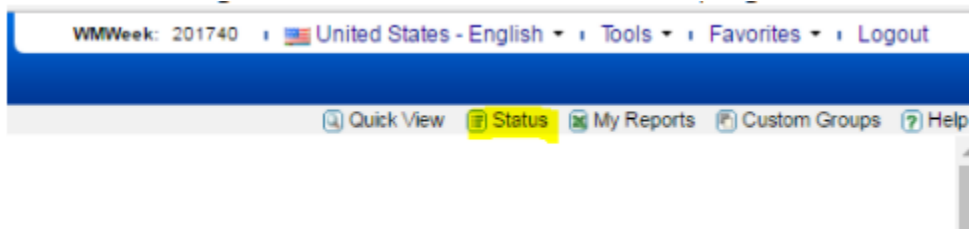
Right-click on “Advantus PO Check – FY to Present” (or any other report that you want to run) and click **Submit**.



If the below screen displays, the report has been submitted successfully. Click **OK**.



Return to the main Decision Support screen and click **Status** in the top right corner.



The Request Title will show the name of the report with the Status showing as “Waiting”. After a few minutes, click **Refresh** in the top right corner until the report Status shows “Done”.



Select the box next to the Job ID and click **Retrieve** in the top right corner.



A pop-up box will display and automatically begin downloading the report as an Excel spreadsheet. Open this spreadsheet once downloaded to view the PO Details.

Retrieve Request - Google Chrome

Secure | <https://retailink.wal-mart.com/Decisic>

Please Wait While

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Request Name : **Advantus PO Check - FY to Present**

Request Id : **531083968**

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Is Being Retrieved...

hm8fa1t\_531083968...xls