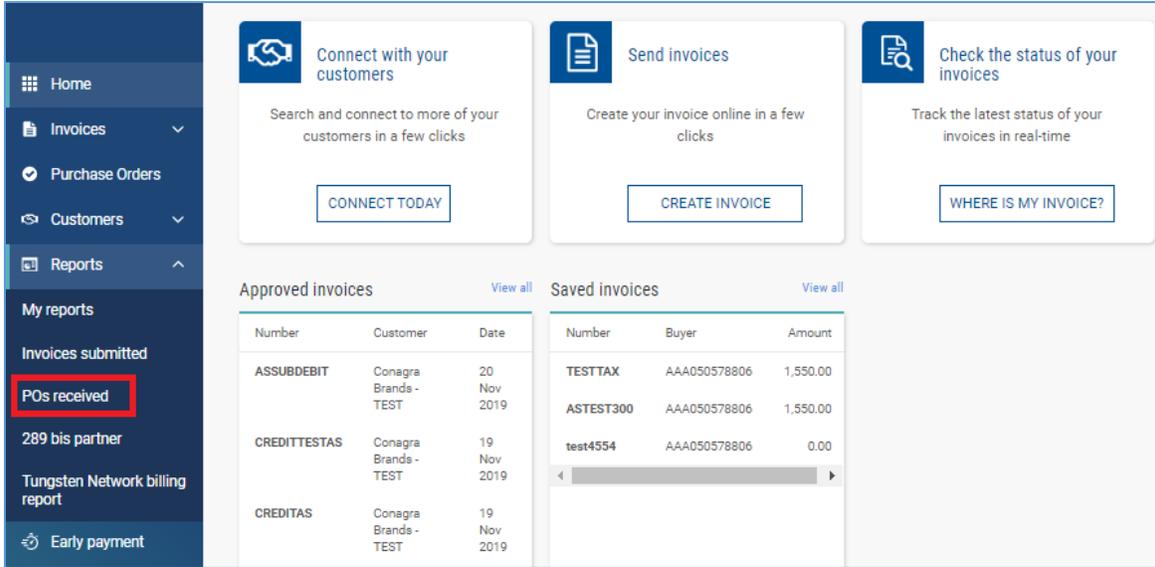


HOW TO RUN PO REPORTS ON THE TUNGSTEN NETWORK PORTAL

1. Log on to your account at www.tungsten-network.com and click Reporting on the blue ribbon across the left side Then select POs Received.

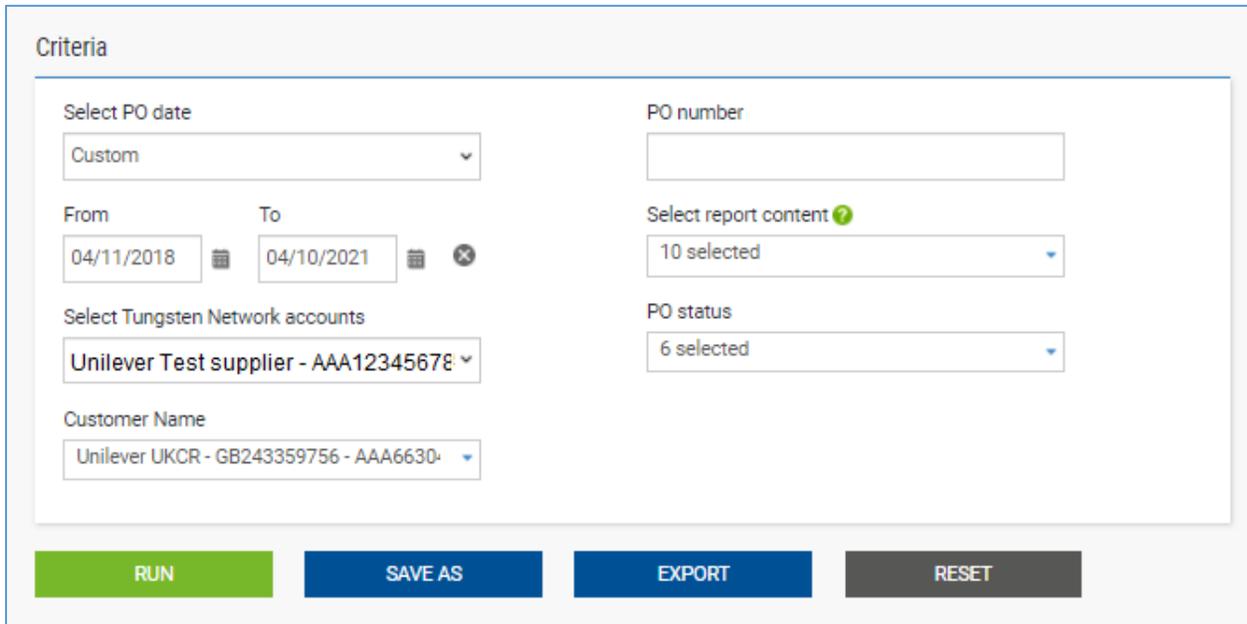


The screenshot shows the Tungsten Network Portal dashboard. On the left, a navigation menu is visible with 'Reports' expanded and 'POs received' highlighted with a red box. The main content area features three action cards: 'Connect with your customers', 'Send invoices', and 'Check the status of your invoices'. Below these are two tables: 'Approved invoices' and 'Saved invoices'. The 'Approved invoices' table contains three rows of data, and the 'Saved invoices' table contains three rows of data.

Number	Customer	Date
ASSUBDEBIT	Conagra Brands - TEST	20 Nov 2019
CREDITTESTAS	Conagra Brands - TEST	19 Nov 2019
CREDITAS	Conagra Brands - TEST	19 Nov 2019

Number	Buyer	Amount
TESTTAX	AAA050578806	1,550.00
ASTEST300	AAA050578806	1,550.00
test4554	AAA050578806	0.00

2. You can select the report criteria from the available drop downs. Once you have made your selections click Run



The screenshot shows the 'Criteria' form for running a PO report. The form includes several input fields and dropdown menus for selecting report parameters. At the bottom, there are four buttons: 'RUN', 'SAVE AS', 'EXPORT', and 'RESET'.

Criteria

Select PO date: Custom

From: 04/11/2018 To: 04/10/2021

Select Tungsten Network accounts: Unilever Test supplier - AAA12345678

Customer Name: Unilever UKCR - GB243359756 - AAA6630

PO number: [Empty]

Select report content: 10 selected

PO status: 6 selected

RUN **SAVE AS** **EXPORT** **RESET**

- The results will appear as a list below the criteria selection box.
You can download the report by clicking Export, and selecting whether you wish the report to download in Excel or CSV file type

Criteria

Saved criteria name

Select PO date

Select Tungsten Network accounts

Customer Name

PO number

Select report content ●

PO status

Saved report name ●

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RUN
SAVE AS
SAVE
EXPORT
RESET

Report results

Customer Tungsten Network	Customer name	Updated PO date	PO number	Supplier Tungsten Network	Status	Net value	Version	Invoices	Lines
AAA663043776	Unilever UKCR	03/10/2021	PO12748849	AAA705257590	New	3,624.10	0	0	1
AAA663043776	Unilever UKCR	29/09/2021	PO12740643	AAA705257590	New	150,000.00	0	0	1
AAA663043776	Unilever UKCR	19/09/2021	PO12710280	AAA705257590	New	300.00	0	0	1
AAA663043776	Unilever UKCR	08/09/2021	PO12680550	AAA705257590	New	200,000.00	0	0	1

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Page size:
Displaying page 1 of 1, items 1 to 4 of 4

- If you wish to save these reporting parameters for future use click on Save As. Next enter a name for this report and click Save.

RUN
SAVE AS
EXPORT
RESET

New saved report name

SAVE
CANCEL

Customer Tungsten Network	Customer name	Updated PO date	PO number	Supplier Tungsten Network	Status	Net value	Version	Invoices	Lines
AAA663043776	Unilever UKCR	03/10/2021	PO12748849	AAA705257590	New	3,624.10	0	0	1
AAA663043776	Unilever UKCR	29/09/2021	PO12740643	AAA705257590	New	150,000.00	0	0	1
AAA663043776	Unilever UKCR	19/09/2021	PO12710280	AAA705257590	New	300.00	0	0	1
AAA663043776	Unilever UKCR	08/09/2021	PO12680550	AAA705257590	New	200,000.00	0	0	1

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Displaying page 1 of 1, items 1 to 4 of 4

- Once your Report has been saved, it will now appear on the right side of the screen. To run this report just click on the Icon next to the report name and select excel or csv file type

POs received Help with this page

View, save and run reports on the purchase orders you have received.

✔ Saved successfully

Criteria

Saved criteria name <input type="text" value="POs received from Unilever 30 days back"/>	PO number <input type="text"/>
Select PO date Last 30 days	Select report content ✔ 10 selected
Select Tungsten Network accounts Unilever Test supplier - AAA12345670	PO status 6 selected
Customer Name Unilever UKCR - GB243359756 - AAA6630	

Saved report name ✔

POs received from Unilever 30 days back
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RUN
SAVE AS
SAVE
EXPORT
RESET

- To view and review your Saved reports click on Reporting and then My Reports along the blue Ribbon on the left

- Home
- Invoices
- Purchase Orders
- Customers
- Reports
- My reports
- Invoices submitted

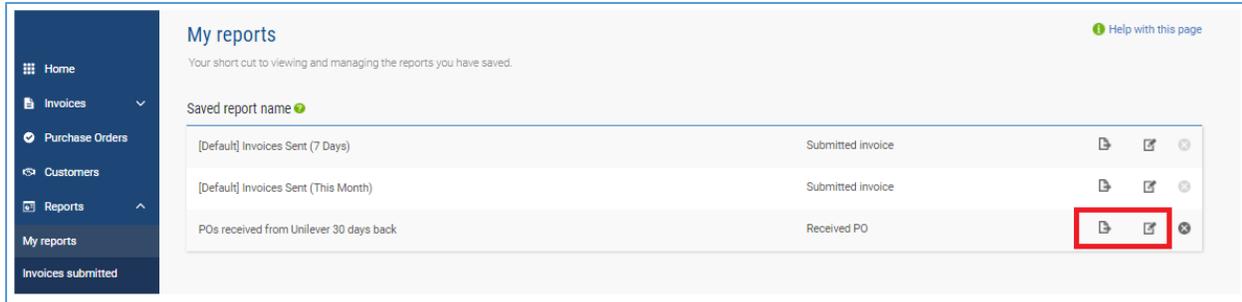
My reports Help with this page

Your short cut to viewing and managing the reports you have saved.

Saved report name ✔

[Default] Invoices Sent (7 Days)	Submitted invoice	📄 📄 🗑️
[Default] Invoices Sent (This Month)	Submitted invoice	📄 📄 🗑️
POs received from Unilever 30 days back	Received PO	📄 📄 🗑️

You can Export, Edit or Delete any of your Saved Reports by Navigating the Icons on the Right of the Page next to each report



My reports Help with this page

Your short cut to viewing and managing the reports you have saved.

Saved report name

[Default] Invoices Sent (7 Days)	Submitted invoice	  
[Default] Invoices Sent (This Month)	Submitted invoice	  
POs received from Unilever 30 days back	Received PO	  

Further resources for Unilever suppliers using Tungsten Network:

Unilever's microsite on the Tungsten Network: <https://www.tungsten-network.com/unilever/>

Further guides for Unilever suppliers: <https://www.tungsten-network.com/customer-campaigns/Unilever/faqs-and-documentation/>

Tungsten Network support phone numbers: <https://www.tungsten-network.com/customer-campaigns/unilever/support/>

Tungsten Network FAQ's: <https://www.tungsten-network.com/faqs/>