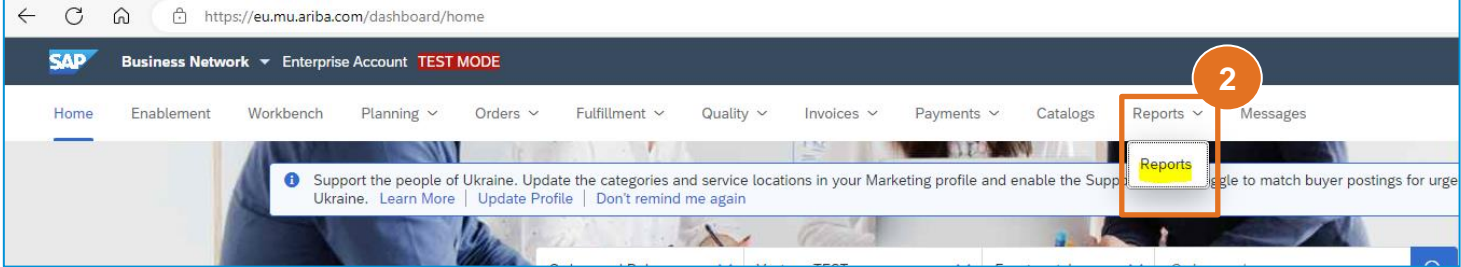
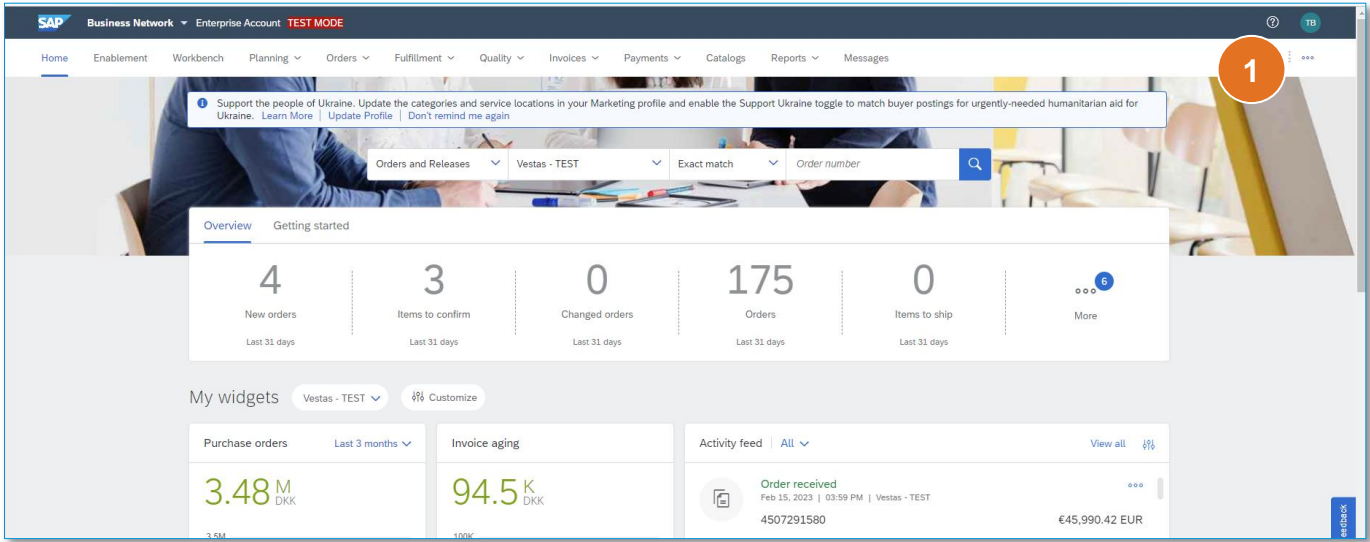


HOW TO DOWNLOAD PO REPORT (FIRMED ORDER) IN Ariba

Step-by-step

- 1. **Login** to your Ariba account in the supplier Portal: **supplier.ariba.com**
- 2. **Click on Reports**. You will be taken to the report page.

Illustration



HOW TO DOWNLOAD PO REPORT (FIRMED ORDER) IN Ariba

Step-by-step

3. On the report page, **click on Create** button to create a new report in Ariba.

Illustration

The screenshot shows the SAP Business Network interface for the 'Reports' section. The page title is 'Reports' and it includes a sub-header: 'Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.'

Below the sub-header is a table titled 'Report Templates' with the following columns: Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. The table lists several report templates, including 'PO Reconciliation Report', 'PO Report', 'PO Report5', 'Quality Notification', 'Report', 'Report1', 'Report12', 'Test', 'Z Order', 'test', and 'test23'. The 'test23' row is highlighted, and the 'Create' button in the bottom row of the table is circled in red with a '3' in a red circle.

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input type="radio"/> PO Reconciliation Report	Manual	Open Orders	Processed	14 Jul 2021		19 Apr 2021	Sangeeta Khurana	4 KB
<input type="radio"/> PO Report	Manual	Open Orders	Processed	19 Jul 2021		19 Jul 2021	Sangeeta Khurana	180 KB
<input type="radio"/> PO Report5	Manual	Order	Processed	17 Feb 2023		17 Feb 2023	Test Business02	30 KB
<input type="radio"/> Quality Notification	Manual	Quality Notification Report	Processed	17 May 2022		17 May 2022	Sangeeta Khurana	31 KB
<input type="radio"/> Report	Manual	Open Orders	Processed	12 Apr 2021		24 Mar 2021	Sangeeta Khurana	4 KB
<input type="radio"/> Report1	Manual	Order	Processed	24 Mar 2021		24 Mar 2021	Sangeeta Khurana	18 KB
<input type="radio"/> Report12	Manual	Order	Processed	1 Oct 2021		1 Oct 2021	Sangeeta Khurana	27 KB
<input type="radio"/> Test	Manual	Quality Notification Report	Processed	16 Feb 2022		7 Oct 2021	Sangeeta Khurana	35 KB
<input type="radio"/> Z Order	Manual	Order Summary	Processed	19 Apr 2021		24 Mar 2021	Sangeeta Khurana	252 B
<input type="radio"/> test	Manual	Order Summary	Processed	2 Jun 2021		2 Jun 2021	Sangeeta Khurana	250 B
<input type="radio"/> test23	Manual	SCF Trade Details Reports	Processed	28 Mar 2022		28 Mar 2022	Sangeeta Khurana	326 B

At the bottom of the table, there is a row of buttons: Run, Download, Edit, Copy, Delete, **Create** (highlighted with a red box and a '3' in a red circle), and Refresh Status.

HOW TO DOWNLOAD PO REPORT (FIRMED ORDER) IN Ariba

Step-by-step

4. Enter a title for your report.
Select the report type as **Order**.
5. Click **Next**.

Illustration

The screenshot shows the SAP Business Network interface for configuring a report. The page title is "Report" and it includes a "Next" button and an "Exit" button. The main content area contains a form with the following fields:

- Title:** PO Reports - Vestas (highlighted with a red box and a red circle with the number 4)
- Description:** (empty text area)
- Time zone:** Select (dropdown menu)
- Language:** English (dropdown menu)
- Report type:** Order (dropdown menu, highlighted with a red box and a red circle with the number 4)

The "Next" button is highlighted with a red box and a red circle with the number 5.

HOW TO DOWNLOAD PO REPORT (FIRMED ORDER) IN Ariba

Step-by-step

6. **Select** customer as **Vestas**
7. **Choose** relevant period for Order Date (time range should be 6 months max)
8. **Tick** the check box **“Include Line Item Information”** and **“Include Schedule Line Information”**
9. Then, **click Submit**

Illustration

The screenshot shows the SAP Business Network interface for configuring a report. The page title is 'Report' and it includes a 'TEST MODE' indicator. The interface is divided into two main sections: 'Report Description' and 'Criteria'. The 'Criteria' section contains the following fields and options:

- Customer:** A dropdown menu showing 'Vestas - TEST' with a 'Select' button. This field is highlighted with a red box and a red circle labeled '6'.
- Order Number:** An empty text input field.
- Order Amount:** Two empty text input fields separated by 'to'.
- Order Routing Status:** A dropdown menu set to 'Any'.
- Order Status:** A dropdown menu set to 'Any'.
- Order Date:** Two date pickers showing '1 Sep 2022' and '17 Feb 2023' with a 'To' label between them. This field is highlighted with a red box and a red circle labeled '7'.
- Maximum Results Returned:** A dropdown menu set to '10000'.
- Include Active Orders Only:** An unchecked checkbox.
- Include Spot Buy Marketplace Information:** An unchecked checkbox.
- Include Line Item Information:** A checked checkbox. This field is highlighted with a red box and a red circle labeled '8'.
- Include Order Confirmation Information:** An unchecked checkbox.
- Include Serial Number Information:** An unchecked checkbox.
- Include Schedule Line Information:** A checked checkbox. This field is highlighted with a red box and a red circle labeled '9'.

At the bottom of the page, there are three buttons: 'Previous', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a red box and a red circle labeled '9'.

HOW TO DOWNLOAD PO REPORT (FIRMED ORDER) IN Ariba

Step-by-step

10. Report will be created with **“Queued”** status.

11. Click on **Run** button to run the report.

12. Click on **Refresh Status** until report shows **“Processed”** status.

Illustration

Home Enablement Workbench Planning Orders Fulfillment Quality Invoices Payments More Create

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.

Report Templates

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<input type="radio"/> PO Report	Manual	Open Orders	Processed	19 Jul 2021		19 Jul 2021	Sangeeta Khurana	180 KB
<input type="radio"/> PO ReportS	Manual	Order	Processed	17 Feb 2023		17 Feb 2023	Test Business02	10 KB
<input checked="" type="radio"/> PO Reports_Vestas	Manual	Order	Queued	17 Feb 2023		17 Feb 2023	Test Business02	10 KB
<input type="radio"/> Quality Notification	Manual	Quality Notification Report	Processed	17 May 2022		17 May 2022	Sangeeta Khurana	31 KB
<input type="radio"/> Report	Manual	Open Orders	Processed	12 Apr 2021		24 Mar 2021	Sangeeta Khurana	4 KB
<input type="radio"/> Report1	Manual	Order	Processed	24 Mar 2021		24 Mar 2021	Sangeeta Khurana	18 KB
<input type="radio"/> Report12	Manual	Order	Processed	1 Oct 2021		1 Oct 2021	Sangeeta Khurana	27 KB
<input type="radio"/> Test	Manual	Quality Notification Report	Processed	16 Feb 2022		7 Oct 2021	Sangeeta Khurana	35 KB
<input type="radio"/> Z Order	Manual	Order Summary	Processed	19 Apr 2021		24 Mar 2021	Sangeeta Khurana	252 B
<input type="radio"/> test	Manual	Order Summary	Processed	2 Jun 2021		2 Jun 2021	Sangeeta Khurana	250 B

Run Download Edit Copy Delete Create Refresh Status

HOW TO DOWNLOAD PO REPORT (FIRMED ORDER) IN ARIBA

Step-by-step

13. Once report shows “Processed” status, **select** radio button for the report.

14. **Click Download** button.

15. **Open** the downloaded report to check the firmied orders.

Illustration

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.

Report Templates

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<input type="radio"/> Z Order	Manual	Order Summary	Processed	19 Apr 2021		24 Mar 2021	Sangeeta Khurana	252 B
<input type="radio"/> test	Manual	Order Summary	Processed	2 Jun 2021		2 Jun 2021	Sangeeta Khurana	250 B

Run Download Print Copy Delete Create Refresh Status

SAP Ariba

Order Line Items

Order No.	Customer	Customer ANID	Multi-Tier Order	Is CSC	Revision	Line Number	Quantity	UOM	Unit Price	Unit Price Currency	Part Number	Customer Part Number	Manufa Number
4507291580	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507291581	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507291577	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507290955	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507290953	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507290945	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	
4507290941	Vestas - TEST	AN01025582611-T	No	Yes	Original	10	3	EA	15,330.14	EUR		10263800	