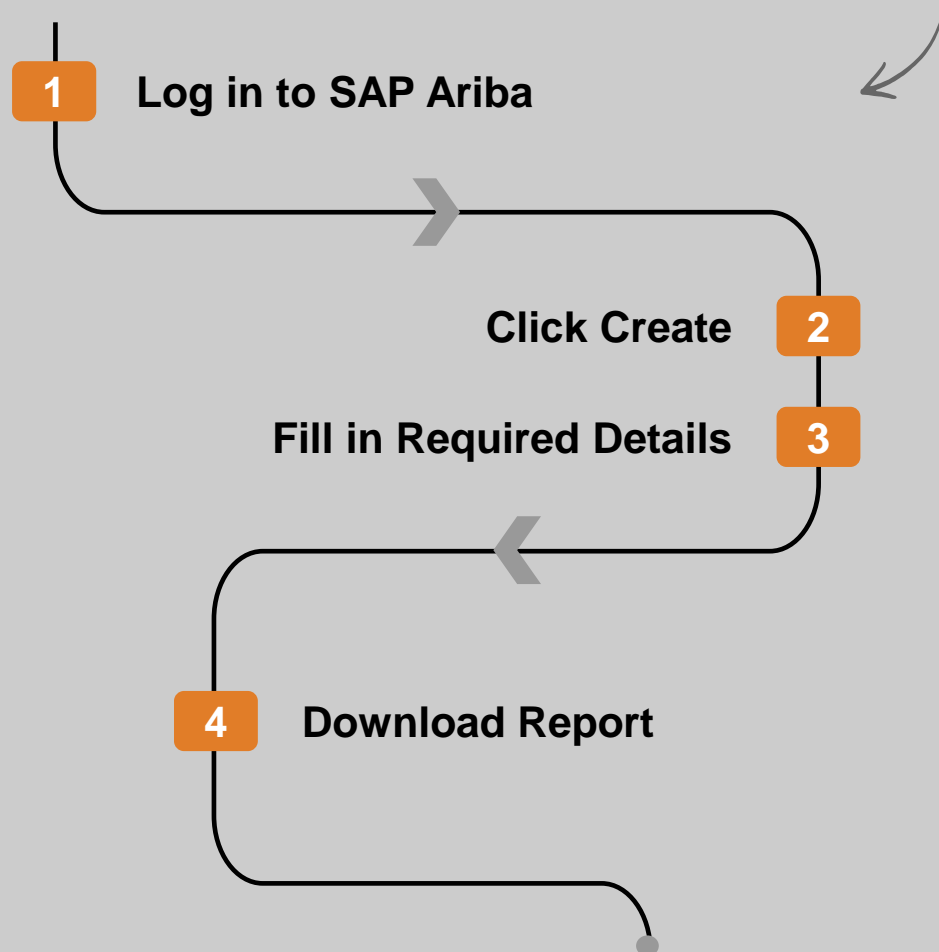


This **Supplier Quick Guide** shows you how to...

HOW TO DOWNLOAD A REPORT IN ARIBA (ENTERPRISE ACCOUNT)

...in 4 simple steps



HOW TO DOWNLOAD A REPORT IN Ariba (ENTERPRISE ACCOUNT) 1/3

Step-by-step

1. After log-in to Ariba Network, click 'Reports'.
2. Select 'Create'.

Illustration

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Reports', 'Messages', and 'Assessments'. A red circle '1' is placed over the 'Reports' menu item. Below the navigation bar, the 'Workbench' section displays four key metrics: 'Orders to invoice (34)', 'Orders (41)', 'Items to confirm (27)', and 'Rejected invoices (0)'. The 'Orders to invoice (34)' section is expanded, showing a table with columns for Order Number, Customer, Pin, Inquiries, Amount, Version, and Date. Below this, the 'Reports' section is visible, featuring a 'Report Templates' table with columns for Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. A red circle '2' is placed over the 'Create' button in the 'Report Templates' section.

Tips & Tricks

- If you want to create same report for different timeline instead of creating a new report edit the timeline in already created report to save time.
- Click on Last run to sort your report based on time and date.
- Select Refresh option to see the latest status of your report.

DOWNLOAD REPORTS IN ARIBA NETWORK-ENTERPRISE ACCOUNT 2/3

Step-by-step

3. Give the report a title and select 'Report Type' and select next.
4. Click 'Next'.

Illustration

The screenshot shows the SAP Business Network 'Report' creation interface. The form includes the following fields and options:

- Title:** A text input field containing the word 'REPORT', highlighted with a red circle '3'.
- Description:** A larger text input field.
- Time zone:** A dropdown menu currently set to 'ECT'.
- Language:** A dropdown menu currently set to 'English'.
- Report type:** A dropdown menu currently set to 'Select', highlighted with a red circle '4'.

Navigation buttons include 'Next' (highlighted in blue) and 'Exit' at the top right and bottom right of the form area. A sidebar on the left shows '1 Report Description' and '2 Criteria'. The SAP logo and copyright information are visible at the bottom left, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use' are at the bottom right.

Tips & Tricks

- If you want to create same report for different timeline instead of creating a new report edit the timeline in already created report to save time.
- Click on Last run to sort your report based on time and date.
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DOWNLOAD REPORTS IN Ariba NETWORK-ENTERPRISE ACCOUNT 3/3

Step-by-step

5. In 'Created Date' you can adjust the period you want the report to reflect and then click 'Submit'
6. Once processed select your report and click 'Download'.

Illustration

The screenshot illustrates the SAP Business Network interface for creating and managing reports. It is divided into two main sections: 'Report' and 'Reports'.

Report Section: This section allows users to define report parameters. A red circle with the number '5' highlights the 'Created Date' field, which is set to '12 Sep 2023' to '12 Oct 2023'. Other fields include 'Customer' (All Customers), 'Invoice Number', 'Invoice Amount', 'Routing Status' (Any), and 'Invoice Status' (Any). A 'Submit' button is visible at the top right.

Reports Section: This section displays a table of report templates. A red circle with the number '6' highlights the 'Download' button for the selected report. The table lists report details such as Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size.

Title	1	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
REPORT		Manual	Invoice	Processed	12 Oct 2023		12 Oct 2023	Somesheeran T.	646 B
Report Invoice		Manual	Invoice	Processed	12 Oct 2023		12 Oct 2023	Somesheeran T.	646 B

Tips & Tricks

- If you want to create same report for different period instead of creating a new report, edit period in already created report to save time.
- Click on Last run to sort your report based on time and date.
- Select Refresh option to see the latest status of your report.

NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and further Quick Guides** from the Digital Procurement program in Vestas, visit our [website](#)

