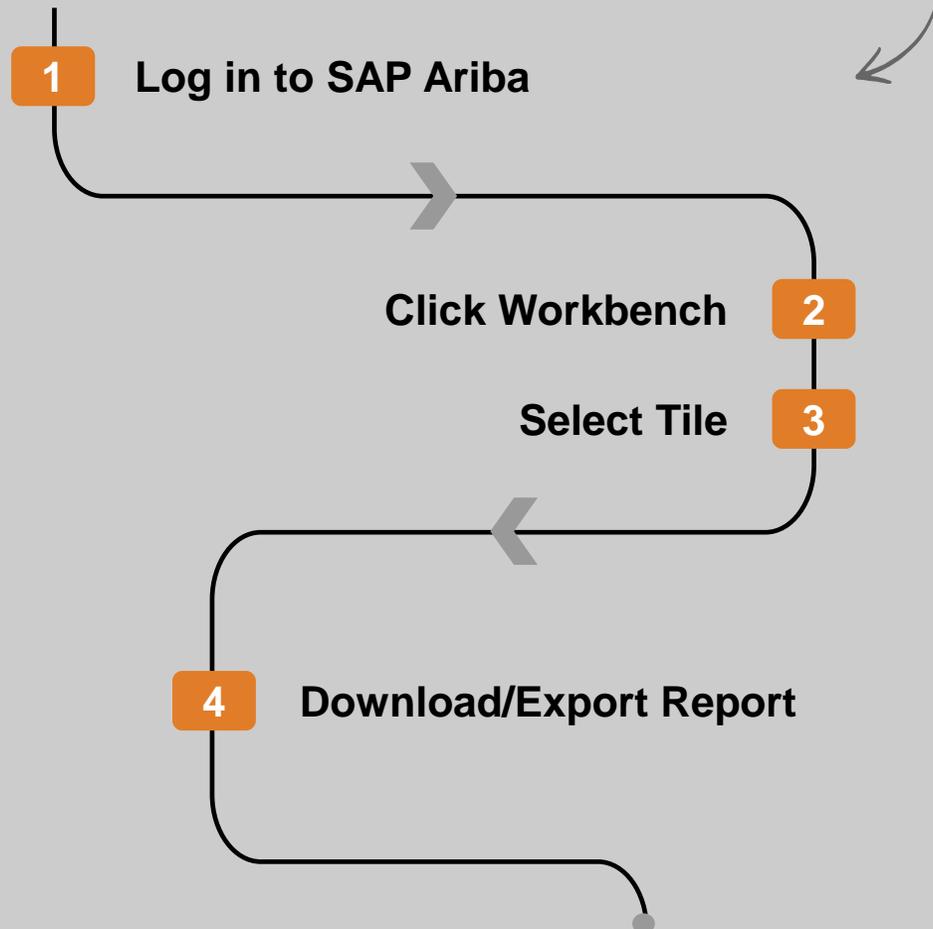


This **Supplier Quick Guide** shows you how to...

HOW TO DOWNLOAD A REPORT IN ARIBA (STANDARD ACCOUNT)

...in 4 simple steps

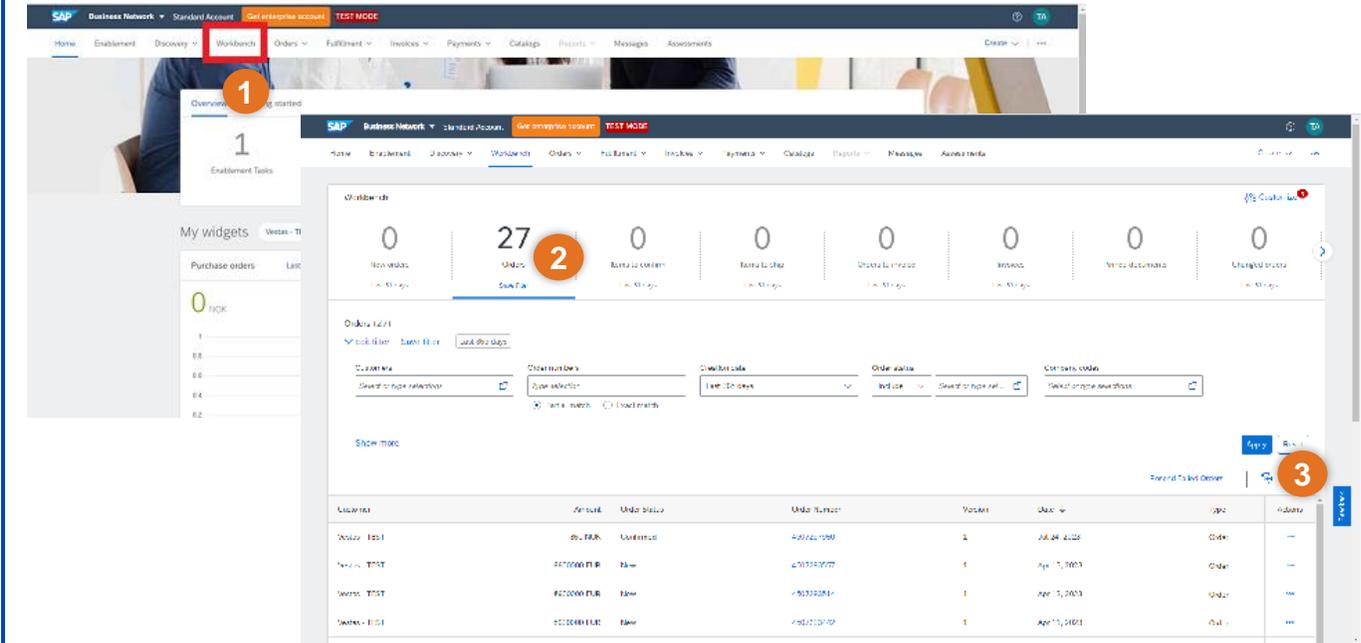


Download Reports in Ariba Network-Standard Account

Step-by-step

1. After log-in to Ariba Network, click 'Workbench'
2. Access the 'Tile' for which topic you would like to download a report on.
3. Select  Export Icon to download the report.

Illustration



Tips & Tricks

- Use the Settings Icon  to add or remove required fields or columns.

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](#)

